



# Health and Safety Policy

January 2023

Version 1

| REVIEWS:        |              |           |
|-----------------|--------------|-----------|
| DATE OF REVIEW: | REVIEWED BY: | COMMENTS: |
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## Health and Safety Policy Statement

Active Learning Centres is committed to meeting the health & safety requirements necessary to safeguard the wellbeing of all staff, customers, visitors, and others, such as contractors, at its centres.

The management team of Active Learning Centres aims to ensure that each centre is a safe and healthy environment in which to either work, stay, participate in activities at, or to visit, by adopting the safety practices below.

**Active Learning Centres will, as far as is reasonably practicable:**

- Aim to prevent accidents and cases of work-related ill health.
- Provide sufficient information, training, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
- Provide sufficient information, instruction and supervision to enable all visitors to its centres, to avoid hazards and contribute to their own health and safety.
- Implement appropriate emergency procedures.
- Ensure that significant risks under our control are eliminated or adequately controlled.
- Include the management of health and safety as a specific responsibility of managers at all levels, and ensure this policy is understood and implemented throughout the organisation.
- Involve employees in health and safety decisions through consultation and co-operation.
- Regularly review compliance with the policy and the management system that support it.
- Contact enforcing authorities for advice and guidance.
- Provide safe and good quality equipment, storage and transport systems.

All aspects of health and safety remain a management responsibility. However, a safe and healthy working environment can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury. Active Learning Centres welcomes any ideas or suggestions from employees and visitors at any time, but also carries out regular internal reviews of all Health and Safety Policy.

Active Learning Centres will implement its own Health and Safety Policy and Safe Working Practices to ensure that both operations continually work towards a safe environment for employees and visitors attending our Centres.

Signed:



**Michael Drake – CEO UK & Europe, Cognita School group**

Signed:



**Nigel Miller – Group Managing Director, Active Learning Group**

Date: January 2023

Review Date: December 2023

## ORGANISATION

### INTRODUCTION

The Managing Director of Active Learning Group (ALG), the Managing Director of Active Learning Centres and senior management of Active Learning Centres are responsible for ensuring the implementation of this Health and Safety Policy.

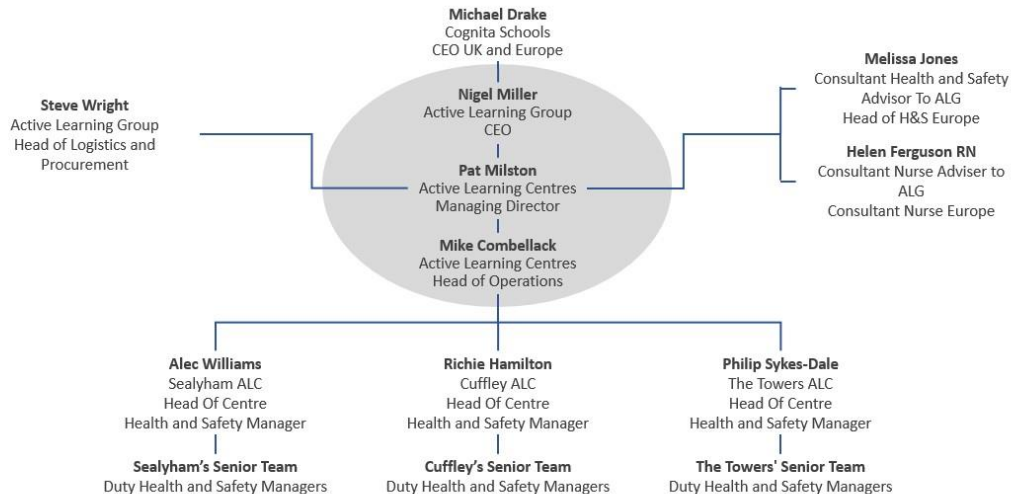
The Managing Director delegates responsibility for health and safety management to the Head of Operations, individual Heads of Centre, and the Designated Safeguard Leads.

In order to ensure compliance with the law and Active Learning Centres Statement of Intent the Managing Director will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy:

- The promotion of a health and safety culture within Active Learning Centres and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE, DfE, AALA, LOtC, AHOEC and BAPA guidance, as well as other appropriate guidance from Cognita.
- The effective management of the health, safety and welfare of staff, customers, visitors, and others, such as contractors, so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of Active Learning Centres activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff, customers, visitors and others, such as contractors, where appropriate.
- The establishment of an Active Learning Centres Compliance H&S Committee that is representative of the operation and structure of Active Learning Centres and which meets regularly.
- That arrangements are in place for the effective consultation with staff regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the Active Learning Centres.
- Sufficient funds are set aside for health and safety management in accordance with this policy.
- Active Learning Centres complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and Active Learning Centres co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- Active Learning Centres Health and Safety Policy and performance is reviewed and monitored regularly and a report on its health and safety performance is prepared for Cognita.

## COMPLIANCE REPORTING STRUCTURE 2023

### Active Learning Centres Health and Safety Org Chart



**The Managing Director is ultimately accountable for all Health and Safety matters, however shares responsibility with the Head of Operations.**

**The Head of Operations will ensure compliance and adherence to all centralised Active Learning Centres and Active Learning Group policies, procedures, reporting and training, where such centralised items/areas exist.**

#### THE MANAGING DIRECTOR AND HEAD OF OPERATIONS WILL ENSURE:

- The promotion of a positive health and safety culture within Active Learning Centres and that it reflects the values promoted by Cognita.
- The implementation of a clear, written Active Learning Centres Health and Safety Policy that is communicated and regularly updated in accordance with legal obligations and guidance, and guidance from Cognita.
- Maintained liaison with other specialist health, safety and fire safety roles appointed within Active Learning Centres, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within Active Learning Centres are included.
- The co-ordination of Active Learning Centres' H&S Compliance Meetings ensuring information is circulated to the relevant staff and Cognita.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all Active Learning Centres Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HSA, local authority and fire authority, as required.
- Systems are established to allow staff (both office and centre staff) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the DSL and Training Managers and centre staff.

- Prompt evaluation and, where appropriate, act on health, safety and welfare concerns and issues which are reported to them, or refer them to the DSL.
- Routine monitoring is established at Active Learning Centres including both internal and centre audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Regular updates are provided to the Group Managing Director detailing Active Learning Centres' progress with identified compliance issues and areas of focus.
- Undertaking of the responsibility of writing and reviewing risk assessments and policies for Active Learning Centres and its activities.
- Preparation of reports for outside organisations or consultants.
- Collating and preparing accidents and incident reports for all centres.
- Development of a system that will identify trends in accidents and incidents and how these can be reduced or prevented.

#### **HEAD OF CENTRE WILL ENSURE:**

- Application of the Active Learning Centres' Health and Safety Policy to their centre staff.
- They are acting with due care for the health, safety and welfare of themselves, other staff, customers, visitors, and others, such as contractors.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to Active Learning Centres' activities and with this Policy.
- Contribution to the development of Risk assessments for the activities on all centres.
- All Managers/Coordinators receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to all activities.
- All statutory notices and appropriate safety signs are available for each centre.
- Contribution to the analysis of accident and incident data and to any accident and incident investigations if required.
- Adequacy of first aid provisions, protective clothing and equipment, accident and incident forms and logbooks are available for use in their specialist area.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them or refer them to the DSL or the MD.
- Regular inspections are conducted of the centres to ensure that equipment, furniture, and activities are safe and record these inspections.
- Monitoring of the health and safety of the centre and report to the Managing Director (Including records of risk assessments, health and safety related issues and complaints, and records of accidents).
- Inclusion with the health and safety at departmental/team meetings.

#### **LOGISTICS AND PROCUREMENT MANAGER WILL ENSURE:**

- Application of the Active Learning Centres' Health and Safety Policy to the operations within the warehouse.
- Dissemination of the health and safety policy to any employees within the warehouse, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to the warehouse and with this Policy.
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control, receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are on display in the warehouse.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the DSL or HSM.

- Regular inspections are conducted of the warehouse are conducted to ensure that equipment, and work activities are safe and record these inspections where required.
- Monitoring of the health and safety of the warehouse and report to the Health and Safety Manager. (including records of risk assessments, health and safety related issues and complaints, and records of accidents)
- Inclusion with the health and safety at departmental/team meetings.

**HEAD OF OPERATIONS AND HEAD OF CENTRE (THE HEALTH AND SAFETY MANAGER) WILL ENSURE:**

- A training programme is provided that will cover the statutory requirements for all staff, both permanent and seasonal centre staff.
- Training sessions are conducted during induction and as refreshers for;
  - Safeguarding and Child Protection
  - First Aid
  - Safe Recruitment
  - Risk assessment
  - Basic Food Hygiene
  - Basic Health and Safety for the Centre.
- Liaison with outside agencies to provide added training courses, if required.
- Maintenance of a record of all staff and the training they have received.
- Monitoring of Active Learning Centres' activity programme developments to ensure training plans fully cover the requirements of any new activities.
- Contribution to any accident/ incident investigations if required.
- Inclusion with the health and safety at departmental/team meetings.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to the requirements of Active Learning Centres and with this Policy.

**CENTRE'S SENIOR MANAGEMENT TEAMS (DEPUTY HEALTH AND SAFETY MANAGERS) WILL ENSURE:**

- Application of the company's Policies and Procedures for the centre, which includes the Health and Safety Policy.
- They are acting with due care for the health, safety and welfare of themselves, other staff, customers, visitors, and others, such as contractors.
- Assistance is given to the production, delivery and recording of required training to centre staff.
- Following of any safe working procedures issued for their centre and be familiar with and sign off all risk assessments for their centre.
- Daily assessments of the activity areas to ensure activities are safe to proceed are conducted and any defects are reported and remedied accordingly.
- All centre staff are familiar with, and comply with, the centre's risk assessment and sign to acknowledge their understanding of these risk assessments.
- Attendance at any training update stipulated by Active Learning Group.
- Reporting and recording of all accidents and incidents in line with the Active Learning Centres' Policies and Procedures Document.
- Assistance in the investigation of any accident or incident.
- Effective supervision over those for whom they are responsible, including regular observations of activity delivery and any identified training needs are met.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Following of all health safety and safeguarding procedures as laid out during induction.

**CENTRE STAFF (NON-SENIOR CENTRE STAFF) WILL ENSURE:**

- Co-operation with the Centre Senior Management Team on health and safety matters.
- They are acting with due care for the health, safety and welfare of themselves, other staff, customers, visitors, and others, such as contractors.

- Familiarity with all the centre risk assessments and have signed them to acknowledge their understanding and need to comply with these assessments.
- Familiarity with the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the company, any other person delegated to be responsible for a relevant aspect of health and safety at the company.
- Acting in accordance with any specific health and safety training received.
- Good standards of housekeeping and cleanliness are exercised.
- Defects are reported to the Centre Senior Management Team and offices, general accommodation are kept in good order at all times.
- Equipment used for activities is in good condition (and not use them otherwise), and that adequate and clear instructions for their use are given to the customers and visitors.
- Reporting of any defects in equipment, any actual or potential hazards to their Centre Senior Management Team and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Centre Senior Management Team and recorded.
- No interference with or misuse anything provided to safeguard their health and safety.
- Vigilance at all times but particularly where there are vehicles on site, especially at drop off and pick up times.

#### **CUSTOMERS WILL ENSURE:**

- Co-operation with the Centre Staff Team on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the centre.
- All required information to ensure the health and safety of themselves, or participants under their duty of care, is communicated to the Centre Management Team, as requested, including dietary and medical information.
- Use and will not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head of Centre.

#### **VISITORS AND CONTRACTORS:**

All visitors and other users of the centre premises (to include contractors, delivery people and visitors to the centre) must:

- Co-operate with the with Centre Staff Team on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Observe the rules of the centre.
- Ensure that they comply with the centre's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the site and the host arrangements whilst on site.
- Ensure that they are familiar with the centre's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

Active Learning Centres has the following policies in place to support its Health and Safety Management system.

| Company Policy and / or Guidance Documents               | Responsible Person/ Department            | Current date of Issue | Planned Review Date |
|--|---|-----------------------|---------------------|
| Accident and Incident Reporting Policy                   | Head of Operations                        | January 2023          | December 2023       |
| Adverse Weather Policy                                   | Head of Operations                        | January 2023          | December 2023       |
| Caretaking Site Staff Policy                             | Head of Operations                        | January 2023          | December 2023       |
| Centre Monitoring Policy                                 | Head of Operations                        | February 2023         | August 2023         |
| Control of Contractors Policy                            | Head of Operations                        | January 2023          | December 2023       |
| Control of Substances Hazardous to Health (COSHH) Policy | Head of Operations                        | January 2023          | December 2023       |
| Dietary Requirements Policy                              | Head of Operations                        | January 2023          | December 2023       |
| Display Screen Equipment Policy                          | Head of Operations                        | January 2023          | December 2023       |
| Driving and UTV Policy                                   | Head of Operations                        | January 2023          | December 2023       |
| Electrical Safety Policy                                 | Head of Operations                        | January 2023          | December 2023       |
| Equality & Diversity Policy                              | Head of Operations                        | January 2023          | December 2023       |
| Fire Safety Plan   | Head of Operations                        | January 2023          | December 2023       |
| First Aid and Medical Policy                             | Head of Operations                        | January 2023          | December 2023       |
| Legionella Policy  | Head of Operations / Appointed Contractor | January 2023          | December 2023       |
| Lone Working Policy                                      | Head of Operations                        | January 2023          | December 2023       |
| Machinery & Plant Equipment Policy                       | Head of Operations                        | January 2023          | December 2023       |
| Manual Handling and Lifting Policy                       | Head of Operations                        | January 2023          | December 2023       |
| Premises Management Policy                               | Head of Operations                        | January 2023          | December 2023       |
| Safeguarding Policy                                      | Head of Safeguarding                      | January 2023          | December 2023       |
| Visitor Policy   | Head of Operations                        | January 2023          | December 2023       |
| Working at Height Policy                                 | Head of Operations                        | January 2023          | December 2023       |

#### Additional ALG Policies & Supporting Documents

|                                |            |               |               |
|--------------------------------|------------|---------------|---------------|
| ALG Code of Conduct            | N Miller   | January 2022  | December 2024 |
| ALG HR Policies and Procedures | Head of HR | January 2023  | December 2023 |
| ALG Drugs Policy               | N Miller   | January 2022  | December 2024 |
| Safer Recruitment Policy       | Head of HR | February 2023 | December 2023 |
| Behaviour Policy               | Head of HR | January 2022  | December 2023 |
| Code of Conduct 2 Pager        | N Miller   | January 2022  | December 2024 |
| Policy on a page - Drugs       | N Miller   | January 2022  | December 2024 |

Active Learning Centres' operational procedures are also supported by the following documents and Risk Assessments.

|                               |                   |              |               |
|-------------------------------|-------------------|--------------|---------------|
| Centre Operations Procedures  | Head of Centre    | January 2023 | December 2023 |
| External Fire Risk Assessment | Pete Pinney       | Per Centre   | Per Centre    |
| Fire Risk Management Policy   | Managing Director | January 2023 | December 2023 |
| Food Safety Management File   | Head of Catering  | January 2023 | December 2023 |



|                                     |                      |              |               |
|-------------------------------------|----------------------|--------------|---------------|
| Legionella Risk Assessment          | Appointed Contractor | Per Centre   | Per Centre    |
| Tree Surveys per site               | Appointed Contractor | Per Centre   | Per Centre    |
| Tree Felling Operational Procedures | Appointed Contractor | January 2023 | December 2023 |

### General Centre Risk Assessments

|                                     |                |              |               |
|-------------------------------------|----------------|--------------|---------------|
| Accommodation – Dormitory Rooms     | Head of Centre | January 2023 | December 2023 |
| Accommodation – Pod Campsite        | Head of Centre | January 2023 | December 2023 |
| Accommodation – Tented Campsite     | Head of Centre | January 2023 | December 2023 |
| Arson - Onsite                      | Head of Centre | January 2023 | December 2023 |
| ATV Driving                         | Head of Centre | January 2023 | December 2023 |
| Bulk Fuel Storage (LPG)             | Head of Centre | January 2023 | December 2023 |
| Camp Building and Surrounding Areas | Head of Centre | January 2023 | December 2023 |
| Centre Office Activities            | Head of Centre | January 2023 | December 2023 |
| Centre Operations                   | Head of Centre | January 2023 | December 2023 |
| Chainsaws                           | Head of Centre | January 2023 | December 2023 |
| Cleaning Activities                 | Head of Centre | January 2023 | December 2023 |
| Contractors Working on Site         | Head of Centre | January 2023 | December 2023 |
| Eating Areas                        | Head of Centre | January 2023 | December 2023 |
| Field Kitchen Operations            | Head of Centre | January 2023 | December 2023 |
| Fire Assessment for Debris Burning  | Head of Centre | January 2023 | December 2023 |
| Fire Risk Assessment for Camps      | Head of Centre | January 2023 | December 2023 |
| First Aid and Medical               | Head of Centre | January 2023 | December 2023 |
| Fuel Storage                        | Head of Centre | January 2023 | December 2023 |
| Grounds Maintenance                 | Head of Centre | January 2023 | December 2023 |
| Lone Working                        | Head of Centre | January 2023 | December 2023 |
| Safeguarding                        | Head of Centre | January 2023 | December 2023 |
| Security                            | Head of Centre | January 2023 | December 2023 |
| Staff Rooms or Area                 | Head of Centre | January 2023 | December 2023 |
| Toilets and Welfare Areas           | Head of Centre | January 2023 | December 2023 |
| Tractor                             | Head of Centre | January 2023 | December 2023 |
| Traffic Management                  | Head of Centre | January 2023 | December 2023 |
| Woodchipper                         | Head of Centre | January 2023 | December 2023 |

### Additional Kitchen Risk Assessments

|   |                  |              |               |
|---|------------------|--------------|---------------|
| Cooking & Reheating Using Kitchen Equipment | Head of Catering | January 2023 | December 2023 |
| Kitchen Cleaning                            | Head of Catering | January 2023 | December 2023 |
| Prep Areas and Cooking Areas                | Head of Catering | January 2023 | December 2023 |
| Receiving Deliveries                        | Head of Catering | January 2023 | December 2023 |
| Safe Use of Cooking Equipment               | Head of Catering | January 2023 | December 2023 |
| Storage & Pest Control                      | Head of Catering | January 2023 | December 2023 |
| Washing up                                  | Head of Catering | January 2023 | December 2023 |
| Waste Collection                            | Head of Catering | January 2023 | December 2023 |

### Activity Risk Assessments

|           |                |              |               |
|-----------|----------------|--------------|---------------|
| Abseiling | Head of Centre | January 2023 | December 2023 |
| Ambush    | Head of Centre | January 2023 | December 2023 |

|   |                |              |               |
|---|----------------|--------------|---------------|
| Archery   | Head of Centre | January 2023 | December 2023 |
| Archery Tag                                       | Head of Centre | January 2023 | December 2023 |
| Buggy Build                                       | Head of Centre | January 2023 | December 2023 |
| Bushcraft, Shelter Building and Lighting Fires    | Head of Centre | January 2023 | December 2023 |
| Camouflage and Concealment                        | Head of Centre | January 2023 | December 2023 |
| Camping and Use of Stoves                         | Head of Centre | January 2023 | December 2023 |
| Canoeing and Kayaking                             | Head of Centre | January 2023 | December 2023 |
| Coastal and Beach Activities                      | Head of Centre | January 2023 | December 2023 |
| Coasteering                                       | Head of Centre | January 2023 | December 2023 |
| Core Outdoor Activities Risk Assessment           | Head of Centre | January 2023 | December 2023 |
| Egg Protector                                     | Head of Centre | January 2023 | December 2023 |
| Forest School                                     | Head of Centre | January 2023 | December 2023 |
| Free Time Games                                   | Head of Centre | January 2023 | December 2023 |
| General Field Studies                             | Head of Centre | January 2023 | December 2023 |
| Gorge Walking                                     | Head of Centre | January 2023 | December 2023 |
| Hiking  | Head of Centre | January 2023 | December 2023 |
| Improvised Rafting                                | Head of Centre | January 2023 | December 2023 |
| Knife and Tool Use                                | Head of Centre | January 2023 | December 2023 |
| Laser Tag   | Head of Centre | January 2023 | December 2023 |
| Low Ropes Course                                  | Head of Centre | January 2023 | December 2023 |
| Mine Exploration                                  | Head of Centre | January 2023 | December 2023 |
| Mountain and Lowland Walking                      | Head of Centre | January 2023 | December 2023 |
| Mountain and Lowland Walking (Remote Supervision) | Head of Centre | January 2023 | December 2023 |
| Navigation  | Head of Centre | January 2023 | December 2023 |
| Night Line  | Head of Centre | January 2023 | December 2023 |
| On-site Via Ferrata                               | Head of Centre | January 2023 | December 2023 |
| Orienteering                                      | Head of Centre | January 2023 | December 2023 |
| Pioneering  | Head of Centre | January 2023 | December 2023 |
| Problem Solving and On-Site activities            | Head of Centre | January 2023 | December 2023 |
| Problem Solving X                                 | Head of Centre | January 2023 | December 2023 |
| Rock Climbing, Scrambling and Weaseling           | Head of Centre | January 2023 | December 2023 |
| Roped Activities (High Ropes & Climbing Wall)     | Head of Centre | January 2023 | December 2023 |
| Sea Level Traversing and Tyrolean Traverses       | Head of Centre | January 2023 | December 2023 |
| Slack Lining                                      | Head of Centre | January 2023 | December 2023 |
| Surfing   | Head of Centre | January 2023 | December 2023 |
| Team Challenge                                    | Head of Centre | January 2023 | December 2023 |
| Tomahawks   | Head of Centre | January 2023 | December 2023 |
| Traverse Wall                                     | Head of Centre | January 2023 | December 2023 |
| Wacky Races                                       | Head of Centre | January 2023 | December 2023 |
| Wilderness Walk                                   | Head of Centre | January 2023 | December 2023 |