



Health and Safety Policy

January 2024

Version 1

Review date: January 2025

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

THE POLICY

Issue Date: 31st January 2024

Status: Version 1

ACTIVE LEARNING CENTRES ("the Company") HEALTH AND SAFETY POLICY PART ONE - STATEMENT OF INTENT

INTRODUCTION

The company believes that ensuring the health and safety of staff, customers and visitors, and positively promoting health and safety is essential to the success of the company.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including instructing and non-instructing staff) and customers
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the company premises
- Providing adequate information, instruction, training and supervision to staff and customers
- Consulting with staff, customers and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the company premises
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The company will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Active Learning Group Managing Director, Active Learning Centres Senior Management Team, staff and customers will play their part in its implementation.

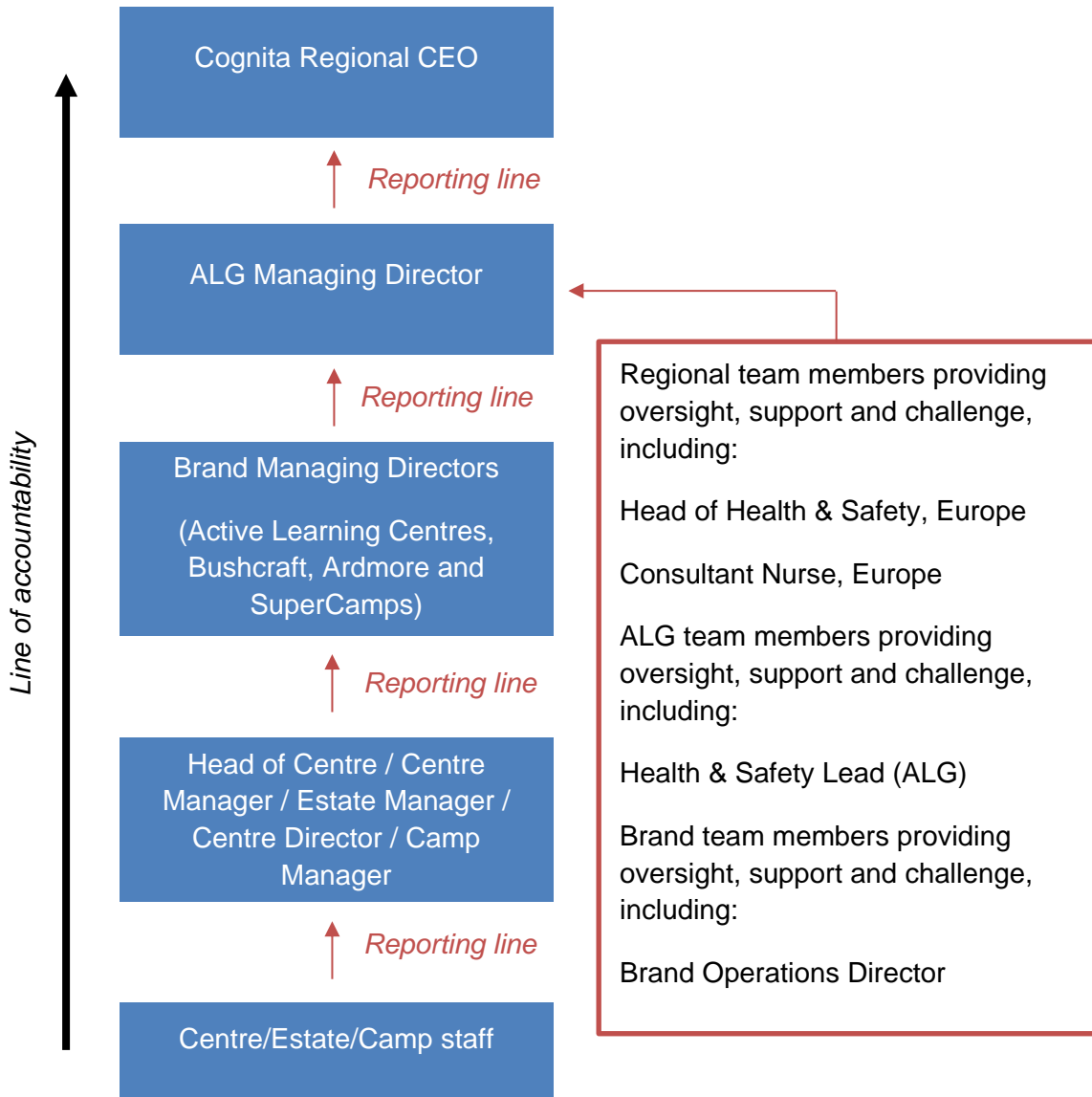
NAME: Michael Drake

DATE:

NAME: Nigel Miller

DATE:

Health & Safety Execution within the ALG*



PART TWO - ORGANISATION

INTRODUCTION

The Board of Directors of Cognita Schools Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate responsibility for health and safety management to the ALG Managing Director and to their Brand Managing Director.

In order to ensure compliance with the law and the company's Statement of Intent the Brand Managing Director will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

THE BRAND MANAGING DIRECTOR WILL ENSURE:

- The promotion of a health and safety culture within the company 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 and DfE and other appropriate industry guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, customers, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the company's 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 and customers, visitors and others such as contractors, where appropriate.
- The establishment of a company H&S Committee which is representative of the operation and structure of the company and which meets at least 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 company premises.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.

- The company 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 that the company 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.
- The company's health and safety policy is reviewed annually and in light of any significant change throughout the year. Performance is monitored regularly and reports on the health and safety performance of the company is prepared for H&S Lead, ALG.

HEAD OF OPERATIONS WILL ENSURE:

- The promotion of a positive health and safety culture within the company.
- The implementation of a clear, written Health and Safety Policy that has been developed from the approved Cognita (UK) model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the company, 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 the company are included.
- The co-ordination of the company's H&S Meetings, ensuring these are conducted in accordance with the Terms of Reference for the company H&S committee.
- 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. Ensuring all Serious Incidents are reported in a timely manner to the ALG team and support in completion of any resulting Accident Investigations and Serious Incident Reporting Forms (SIRF).
- Liaison with all Centres and 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, UKHPA, local authority and fire authority, as required.
- Systems are established to allow staff (both instructing and non-instructing) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to 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 Managing Director.

- Routine monitoring is established at the company including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.

HEADS OF CENTRE / CENTRE MANAGERS AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL ENSURE:

- Application of the company's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, 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 their specialist areas 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 (to include freelance workers and work experience students) 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 displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- 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 Managing Director.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and customers to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records of accidents) regularly and prepare an annual report for the Managing Director on the health and safety performance of his/her department or area of responsibility.
- Inclusion with the health and safety at departmental/team meetings.

INSTRUCTORS WILL ENSURE:

- Co-operation with the Managing Director, their Head of Centre / Centre Manager and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, customers, and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of customers and give clear oral and written instructions and warnings to customers as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Managing Director or Head of Centre / Centre Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the instructing process.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the company premises without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences using the reporting systems in place.

NON-INSTRUCTIONAL STAFF WILL ENSURE:

- Co-operation with the Managing Director, their Head of Centre / Centre Manager and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the company.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by Cognita, the company or any other person delegated to be responsible for a relevant aspect of health and safety at the company.
- Implementation of safe working practices which comply with the approved Cognita and company policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.

- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head of Centre / Centre Manager and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported using the reporting systems in place.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

CUSTOMERS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Managing Director and staff 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 company premises.
- Observation of the company rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to a member of staff.

HIRERS:

All hirers of the company premises must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

VISITORS AND CONTRACTORS:

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

- Co-operate with the with company on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the company.
- Ensure that they comply with the company's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the company site and the host arrangements whilst on site.
- Ensure that they are familiar with the company'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).

HEALTH AND SAFETY POLICY

PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

The company should detail the organisational arrangements on the attached tables and should attach relevant documentation.

STANDARD RELATED POLICIES, PROCEDURES and GUIDANCE

Cognita / ALG Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Adverse Weather Policy and Procedures	Head of Operations	January 2024	December 2025
Asbestos Management Plan	Head of Operations	January 2024	December 2025
Centre Monitoring Policy	Head of Operations	January 2024	December 2025
COSHH (Control of Substances Hazardous to Health) Policy	Head of Operations	January 2024	December 2025
Dietary Requirements Policy	Head of Operations & Head of Catering	January 2024	December 2024
Display Screen Equipment Policy	Head of Operations	January 2024	December 2025
Driving Policy incl. ATV & UTV	Head of Operations	January 2024	December 2025
Equality and Diversity Policy	Head of Operations	January 2024	December 2025
Facilities Management Policy	Head of Operations	January 2024	December 2025
Fire Risk Management and Strategy Policy	Head of Operations	January 2024	December 2025
First Aid and Medical Policy	Head of Operations	January 2024	December 2024
Legionella Policy	Head of Operations	January 2024	December 2025
Lone Working Policy	Head of Operations	January 2024	December 2025
Manual Handling and Lifting Policy	Head of Operations	January 2024	December 2025
Risk Assessment Policy	Head of Operations	January 2024	December 2025
Security Action Plan	Head of Centre	January 2024	December 2025
Security - Workplace Safety and Visitor Management Policy	Head of Operations	January 2024	December 2025
ALG Serious Incident Reporting Guidance	Head of Operations	January 2024	December 2025
Terms of Reference for H&S Committee	Head of Operations	January 2024	December 2025
Working at Height Policy	Head of Operations	January 2024	December 2025

STANDARD RISK ASSESSMENTS

Risk Assessments	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Fire Risk Assessment	Appointed Contractor	Per Centre	Per Centre
Food Safety Management File	Head of Catering	January 2024	December 2024
Legionella Risk Assessment	Appointed Contractor	Per Centre	Per Centre
Tree Surveys	Appointed Contractor	Per Centre	Per Centre
Tree Felling Operational Procedures	Head of Operations	January 2024	December 2024
Accommodation – Dormitory Rooms	Head of Centre	January 2024	December 2024
Accommodation – Pod Campsite	Head of Centre	January 2024	December 2024
Accommodation – Tented Campsite	Head of Centre	January 2024	December 2024
Arson - Onsite	Head of Centre	January 2024	December 2024
Assessment of First Aid Needs	Head of Centre	January 2024	December 2024
ATV Driving	Head of Centre	January 2024	December 2024
Bulk Fuel Storage (LPG)	Head of Centre	January 2024	December 2024
Camp Building and Surrounding Areas	Head of Centre	January 2024	December 2024
Centre Office Activities	Head of Centre	January 2024	December 2024
Centre Specific	Head of Centre	January 2024	December 2024
Chainsaws	Head of Centre	January 2024	December 2024
Cleaning Activities	Head of Centre	January 2024	December 2024
Contractors Working on Site	Head of Centre	January 2024	December 2024
Eating Areas	Head of Centre	January 2024	December 2024
Field Kitchen Operations	Head of Centre	January 2024	December 2024
Fire Assessment for Debris Burning	Head of Centre	January 2024	December 2024
Fire Risk Assessment for Camps	Head of Centre	January 2024	December 2024
First Aid and Medical	Head of Centre	January 2024	December 2024
Fuel Storage	Head of Centre	January 2024	December 2024
Grounds Maintenance	Head of Centre	January 2024	December 2024
Lone Working	Head of Centre	January 2024	December 2024
Safeguarding	Head of Centre	January 2024	December 2024
Security	Head of Centre	January 2024	December 2024
Staff Rooms or Area	Head of Centre	January 2024	December 2024
Toilets and Welfare Areas	Head of Centre	January 2024	December 2024
Tractor	Head of Centre	January 2024	December 2024
Traffic Management	Head of Centre	January 2024	December 2024
Wood Chipping	Head of Centre	January 2024	December 2024

Catering Risk Assessments			
Cooking & Reheating Using Kitchen Equipment	Head of Catering	January 2024	December 2024
Field Kitchen Operations	Head of Catering	January 2024	December 2024
Kitchen Cleaning	Head of Catering	January 2024	December 2024
Prep Areas and Cooking Areas	Head of Catering	January 2024	December 2024
Receiving Deliveries	Head of Catering	January 2024	December 2024
Safe Use of Cooking Equipment	Head of Catering	January 2024	December 2024
Storage & Pest Control	Head of Catering	January 2024	December 2024
Washing up	Head of Catering	January 2024	December 2024
Waste Collection	Head of Catering	January 2024	December 2024

Activity Risk Assessments and Operating Procedures			
Abseiling	Head of Centre	January 2024	December 2024
Ambush	Head of Centre	January 2024	December 2024
Archery	Head of Centre	January 2024	December 2024
Archery Tag	Head of Centre	January 2024	December 2024
Buggy Build	Head of Centre	January 2024	December 2024
Bushcraft, Shelter Building and Lighting Fires	Head of Centre	January 2024	December 2024
Camouflage and Concealment	Head of Centre	January 2024	December 2024
Camping and Use of Stoves	Head of Centre	January 2024	December 2024
Canoeing and Kayaking	Head of Centre	January 2024	December 2024
Coastal and Beach Activities	Head of Centre	January 2024	December 2024
Coasteering	Head of Centre	January 2024	December 2024
Core Outdoor Activities Risk Assessment	Head of Centre	January 2024	December 2024
Egg Protector	Head of Centre	January 2024	December 2024
Forest School	Head of Centre	January 2024	December 2024
Free Time Games	Head of Centre	January 2024	December 2024
General Field Studies	Head of Centre	January 2024	December 2024
Gorge Walking	Head of Centre	January 2024	December 2024
Hiking	Head of Centre	January 2024	December 2024
Improvised Rafting	Head of Centre	January 2024	December 2024
Knife and Tool Use	Head of Centre	January 2024	December 2024
Laser Tag	Head of Centre	January 2024	December 2024
Low Ropes Course	Head of Centre	January 2024	December 2024
Mine Exploration	Head of Centre	January 2024	December 2024
Mountain and Lowland Walking	Head of Centre	January 2024	December 2024
Mountain and Lowland Walking (Remote Supervision)	Head of Centre	January 2024	December 2024
Navigation	Head of Centre	January 2024	December 2024
Night Line	Head of Centre	January 2024	December 2024
On-site Via Ferrata	Head of Centre	January 2024	December 2024
Orienteering	Head of Centre	January 2024	December 2024
Pioneering	Head of Centre	January 2024	December 2024
Problem Solving and On-Site activities	Head of Centre	January 2024	December 2024
Problem Solving X	Head of Centre	January 2024	December 2024
Rock Climbing, Scrambling and Weaseling	Head of Centre	January 2024	December 2024
Roped Activities (High Ropes & Climbing Wall)	Head of Centre	January 2024	December 2024
Sea Level Traversing and Tyrolean Traverses	Head of Centre	January 2024	December 2024
Slack Lining	Head of Centre	January 2024	December 2024
Surfing	Head of Centre	January 2024	December 2024
Team Challenge	Head of Centre	January 2024	December 2024
Tomahawks	Head of Centre	January 2024	December 2024
Traverse Wall	Head of Centre	January 2024	December 2024
Wacky Races	Head of Centre	January 2024	December 2024
Wilderness Walk	Head of Centre	January 2024	December 2024

Authorised by: Nigel Miller
Managing Director, ALG

Date

Effective date of the policy 31/01/2024

Circulation All Staff

Status Complies with requirements of the Health and Safety at Work etc Act 1974

NOTE: This Health and Safety Policy document is subject to review and revision by Cognita, therefore please ensure that you are using the current correct version by checking with your company Managing Director or Operations Director / Head of Operations.

Ownership and consultation	
Document Sponsor	Cognita COO, Europe
Document Author / Reviewer	Head of H&S, Europe
Consultation & Specialist Advice	
Document Reviewer for ALG	H&S Lead, ALG
Version control	
Current Review Date	January 2024
Next Review Date	January 2025
Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures