

# HEALTH & SAFETY POLICY

Version 1.2 October 2015

Last reviewed January 2024 – no material changes

Education Destination Ltd. Is a tour operator specialising in the provision of bespoke, curriculum-relevant school trips. It is our policy to ensure, as far as reasonably practicable, the health, safety and welfare of all employees, guests and others who may be affected by our company's operations.

**All** of the activities and services provided through Education Destination ("Activities") are delivered by third parties or at third party/public venues or locations.

The majority of Activities are self-led by teachers acting *in loco parentis* for students in their charge.

Some Activities are instructor-led by third parties in conjunction with teachers who are acting *in loco parentis*.

Only a very small number of *optional* Activities might be classified as "adventurous" – i.e. licensable under the Adventure Activities Licensing Regulations 2004.

Ensuring appropriate Health & Safety considerations have been made across trips that we arrange is therefore dependant upon third parties, the exact mix of which varies on a per-group basis due to the bespoke nature of our offering.

This Health & Safety Policy details those aspects that are directly under Education Destination's control ("In The Workplace") and then outlines the basic requirements made of our third party partners and subcontractors by way of an assumed 'Duty of Care' ("Activity Providers", "Service Providers").

Ensuring that appropriate assessments have been made for the tour overall is the responsibility of the tour group leader. Education Destination will assist in any reasonable way to help tour leaders complete their assessments, including arranging inspection visits if needed.



**Education  
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Unit 1 Pritchett's Way  
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Registered in England & Wales,  
company number 09028634

VAT registration no. 201 8378 28



## IN THE WORKPLACE

We recognise that the effective management of health and safety in the workplace is both a shared responsibility and a management responsibility of equal importance to any other.

We encourage involvement in safety management from all directors and employees, and will provide the necessary training, guidance and support to enable staff at all levels in the organisation to be effective stakeholders in their own and other people's safety in the workplace.

In support of this policy, Education Destination will:

- Seek the active involvement of all staff in maintaining high standards of health and safety by encouraging the communication of workplace issues with line managers and empowering them to take responsibility for their own wellbeing in the workplace
- Take steps to identify, assess and control any hazards that present an unacceptable level of risk to staff, guests or visitors
- Provide employees with suitable and effective training to ensure they are competent to fulfil their duties without risk to their health or safety or that of others
- Make arrangements to deal with safety concerns, accidents and emergencies
- Engage with other parties who may provide services on our behalf or who may be affected by our operations to ensure that an acceptable level of safety is understood, agreed and achieved
- Monitor the effectiveness of risk control measures to ensure that company standards and legislative obligations are met
- Review this policy on an annual basis, or sooner if circumstances necessitate and earlier revision.



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## ACTIVITY PROVIDERS

It is neither practical nor beneficial (in our opinion) to seek to remove all risk from outdoor learning. Learning outside the classroom has been shown to increase self-confidence and help develop risk awareness.

We require each of our Activity Providers to provide, as a minimum:

- A sample risk assessment covering the activities offered to Education Destination clients
- Public Liability Insurance
- Evidence of membership of any trade bodies required by legislation depending on the activities offered to Education Destination clients

All documents are reviewed at least annually, sooner if significant changes in activity offerings are identified, or in the event of a recorded incident.

Sample risk assessments must:

- Highlight all significant hazards that can reasonably be expected based on the activities offered to Education Destination clients
- Assess all risks using a common method
- Identify and implement appropriate controls
- Identify responsible competent persons/roles for ongoing health & safety reviews and incident reporting

Activity Providers offering adventurous activities defined in the Adventure Activities Licensing Regulations 2004 must show their AALA Licence Number and expiry date. They must also detail the qualifications held by staff providing adventure activities and maintenance / servicing regimes for equipment provided.

Activity Providers offering animal contact must demonstrate compliance with HSE and DEFRA control measures, guidelines and recommendations as appropriate.

Activity Providers are encouraged to provide or develop a detailed Access Statement for the benefit of users with disabilities.



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## SERVICE PROVIDERS

“Service Providers” include transport operators (coach companies, ferry operators etc.) and accommodation providers for residential visits.

We require each of our Service Providers to provide, as a minimum:

- A sample risk assessment covering the services offered to Education Destination clients
- Public Liability Insurance
- Evidence of membership of any trade bodies required by legislation depending on the services offered to Education Destination clients

All documents are reviewed at least annually, sooner if significant changes in service offerings are identified, or in the event of a recorded incident.

Sample risk assessments must:

- Highlight all significant hazards that can reasonably be expected based on the services offered to Education Destination clients
- Assess all risks using a common method
- Identify and implement appropriate controls
- Identify responsible competent persons/roles for ongoing health & safety reviews and incident reporting

Transport operators must be appropriately registered to comply with relevant legislation.

Accommodation providers must offer appropriate security and segregation arrangements and a demonstration of the fire drill upon arrival of a tour group. Assurances will be sought with respect to statutory fire, gas safety and use, food hygiene, alcohol licensing and health & safety at work regulations.

Accommodation providers will receive an inspection visit from Education Destination staff at least annually in order to determine their ongoing suitability.



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## PUBLIC SPACES

Education Destination promotes curriculum-relevant learning, and as such some itineraries might include visits to Public Spaces not necessarily owned and/or managed in the same way as a business.

For example, an Education Destination tour focusing on Physical Geography might recommend that a tour group visit a local beach to study cliff topography.

In these instances, ensuring that appropriate risk assessments have been made is the responsibility of the tour group leader. Education Destination will assist in any reasonable way to help tour leaders complete their assessments, including arranging inspection visits if needed.

For those wishing to undertake assessments on arrival at Public Spaces prior to allowing the group to access the space, Education Destination will provide a “Day by Day Guide” document highlighting aspects such as parking, access and availability of public facilities.



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