SuperCamps

# Health and Safety Policy

2021/2022

# Health and Safety Policy Statement

**Issue Date: March 2022**
**Status: Version 3**

**PART ONE- STATEMENT OF INTENT**

SuperCamps is committed to meeting the health and safety requirements necessary to safeguard the wellbeing of:

- All children, parents/guardians, and employees on its Camps
- All Employees based at Head Office and Warehouse Facility
- Any visitors to any of the above

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

**SuperCamps will, as far as is reasonably practicable:**

- Aim to prevent accidents and cases of work-related ill health
- Provide safe premises by working with host venue schools on areas of use
- 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 children in its care, and visitors to its camps, to avoid hazards and contribute to their own health and safety
- Formulate effective procedures for use in case of fire and/or the need for emergency evacuation of the camp.
- 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
- Ensuring adequate resources are made available for health and safety issues, so far as reasonably practicable

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. SuperCamps welcomes any ideas or suggestions from employees, visitors, and children at any time, but also carries out regular internal reviews of its Health and Safety Policy.

SuperCamps will implement its own Health and Safety Policy and Safe Working Practices to ensure that both operations continually work towards a safe environment for children, staff and visitors attending our camps.

**Signed:** **Nigel Miller – Managing Director, Active Learning Group (ALG)**

**Signed:** **Tyler Drake – Managing Director, SuperCamps**

Date: March 2022

Review Date: November 2022

**ORGANISATION**

**INTRODUCTION**

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

The Managing Director of SuperCamps delegates responsibility for health and safety management to the Operations Manager, Assistant Operations Manager, and Designated Safeguarding Leads.

In order to ensure compliance with the law and ALG's Statement of Intent, the Managing Director of ALG 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 SuperCamps 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 Ofsted guidance, as well as other appropriate guidance from Cognita.
- The effective management of health, safety and welfare of staff, children, contractors, visitors and others so far as is reasonably practicable.
- Ensuring adequate welfare facilities exist throughout the operating camps
- Adequate control of health and safety risks arising out of SuperCamps 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 children and others such as contractors, where appropriate.
- The establishment of a SuperCamps Compliance H&S Committee that is representative of the operation and structure of SuperCamps 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 all areas of the SuperCamps operations and locations.
- Sufficient funds are set aside for health and safety management in accordance with this policy.

- SuperCamps complies with its reporting and record keeping obligations.

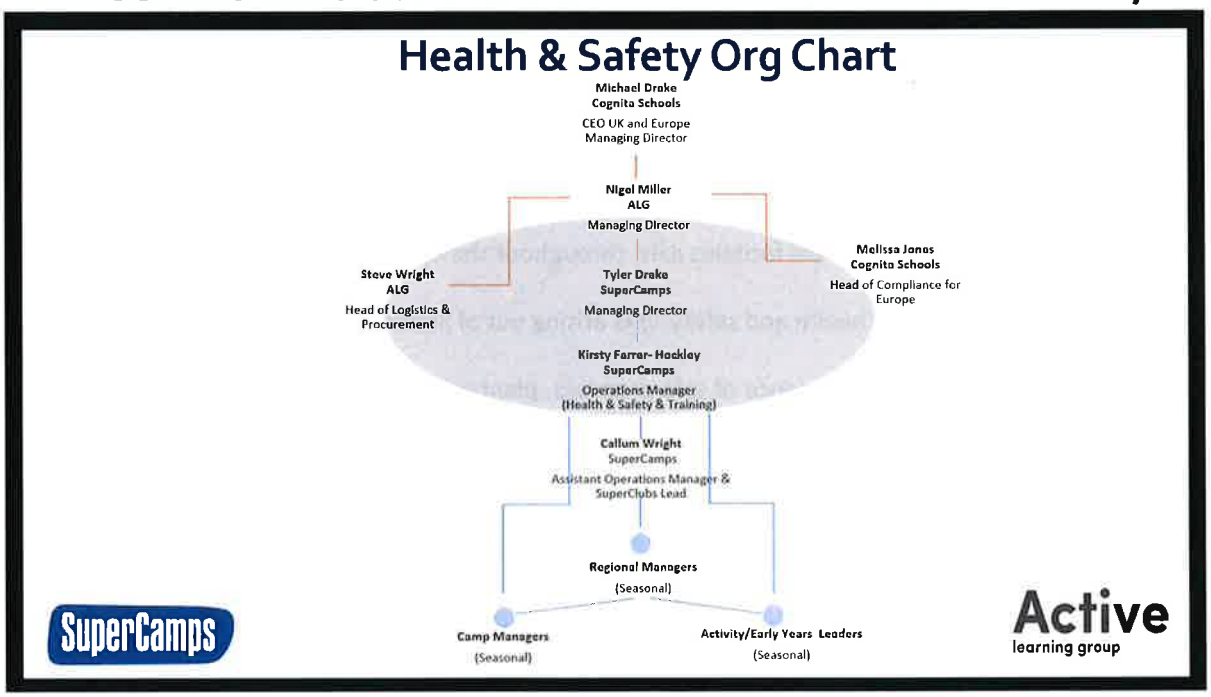
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that SuperCamps co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.

- 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.

- Target and objectives regarding health and safety performance are set to develop a culture of continuous improvement.

- SuperCamps Health and Safety Policy and performance is reviewed and monitored annually and in light of any significant change throughout the year and a report on its health and safety performance is prepared for Cognita, as part of the ALG health and safety reporting process.

## SUPERCAMPS COMPLIANCE REPORTING STRUCTURE 2021/22




**THE MANAGING DIRECTOR OF SUPERCAMPS AND OPERATIONS MANAGER WILL SUPPORT THE SUPERCAMPS TEAM TO ENSURE:**

- The promotion of a positive health and safety culture within SuperCamps and that it reflects the values promoted by ALG and Cognita.

- As hirers of the premises, will ensure arrangements are in place for checking the security and condition of the premises before, during and at the end of the hire season.

- The implementation of a clear, written Health and Safety Policy that is communicated and regularly updated in accordance with legal obligations and guidance and guidance from ALG Cognita.

- Maintained liaison with other specialist health, safety and fire safety roles appointed within ALG and SuperCamps, 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 SuperCamps are included.

- The co-ordination of SuperCamps H&S Compliance Meetings ensuring information is circulated to the relevant staff, ALG 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 SuperCamps 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, Public Health England, local authority and fire authority, as required.

- Systems are established to allow staff (both office and Camp 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, Recruitment Manager, Seasonal Regional Managers, Assistant Operations Manager and Operations Manager.

- 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 escalate where necessary.

- Routine monitoring is established at SuperCamps including both internal and estate 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 ALG Managing Director detailing SuperCamps progress with identified compliance issues and areas of focus.

- Undertake the responsibility of writing and reviewing risk assessments and policies for Super Camps and its activities.

- Prepare reports for outside organisations or consultants where necessary.

- Collate, prepare, and record accidents and incident reports for SuperCamps venues.

- Develop a system of continuous improvement that will identify trends in accidents and incidents and how these can be reduced or prevented.

**THE OPERATIONS TEAM WILL ENSURE:**

- Application of the SuperCamps Health and Safety Policy to all employees, children in our care, and visitors to its camps, to avoid hazards and contribute to everyone's health and safety.

- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to SuperCamps' activities with this Policy.

- Contribute to the development and enactment of Risk assessments for camps to ensure that significant risks under our control are eliminated or adequately controlled.
- Monitoring of site-specific Risk Assessments as completed by staff on camp each season.
- Ensure all employees 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 camp.
- Contribute to the analysis of accident /incident data.
- Adequacy of first aid provisions, protective clothing and equipment, accident and incident forms and log books 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, Operations Manager or Managing Director of SuperCamps.
- Regular inspections are conducted of the camps to ensure that equipment, furniture and activities are safe and record these inspections.
- Monitoring of the health and safety of the camp and report to the Operations Manager and 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 SuperCamps Health and Safety Policy to the operations within the warehouse.
- Management of ALG 'driver policy' and the management of the competency and health of drivers prior to them using ALG/SuperCamps vehicles.
- Dissemination of a 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 (including records of risk assessments, health and safety related issues and complaints, and records of accidents).
- Updating the Operations Team where necessary.
- Inclusion with the health and safety at departmental/team meetings.

**THE OPERATIONS AND TRAINING TEAM WILL ENSURE:**

- Provide a training programme that will cover all of the statutory requirements for all staff, both permanent and seasonal camp staff.
- Conduct training sessions during induction and as refreshers for:
    - Safeguarding and Child Protection
    - First Aid
    - Safety Operating Procedure Training
    - Safer Recruitment
    - Basic Food Hygiene (where applicable)
    - Basic Health and Safety for Site Teams
- Liaise with outside agencies to provide added training courses, if required.
- Maintain a record of all staff and the training they have received.
- Monitor SuperCamps activity programme developments to ensure training plans fully cover the requirements of any new activities including specific training for inflatable and other roaming activities
- Contribute 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 SuperCamps and with this Policy.

**CAMP MANAGERS AND REGIONAL MANAGERS WILL ENSURE:**

- Exercising effective supervision of children and give clear oral and written instructions and warnings to children as often as necessary.

- Application of SuperCamps Policies and Procedures for the site, which includes the Health & Safety Policy.
- Following any safe working procedures issued for their camp and be familiar with, sign off, and enact all risk assessments for their camp venue.
- Complete daily assessments of the activity areas to ensure activities are safe to proceed and report any defects.
- Ensure all camp staff are familiar with, and comply with, the camps risk assessment and sign to acknowledge their understanding of these risk assessments.
- Attend any training update stipulated by ALG.
- Reporting and recording all accidents and incidents in line with the SuperCamps Policies and Procedures Document.
- Assistance in the investigation of any accident or incident.
- Exercising effective supervision over those children for whom they are responsible and have loco parentis.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Follow all health safety and safeguarding procedures as laid out during induction.
- Work with schools to implement any requirements from school Health and Safety Policies.

**CAMP STAFF WILL ENSURE:**

- Co-operation with the Camp Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff, children and parents.
- They are familiar with all the camp risk assessments, and have signed them to acknowledge their understanding and need to comply with these assessments.
- Exercising effective supervision over those children for whom they are responsible and have loco parentis
- Understand the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by SuperCamps, any other person delegated to be responsible for a relevant aspect of health and safety at SuperCamps.
- Acting in accordance with the staff code of conduct and any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to the Camp Manager and/or Operations Team.

- Equipment and areas used for activities are in good condition and are safe (and not use them otherwise), and that adequate and clear instructions are given to children.
- Ensure that defective equipment is immediately taken out of use until it has been made safe.
- Reporting of all accidents and incidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Camp Manager and recorded.
- 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, especially and drop off and pick up times.

**VISITORS AND CONTRACTORS WILL ENSURE:**

All visitors and other users of the school premises who are visiting SuperCamps (to include contractors, delivery people and visitors to the school) must:

- Co-operate with the with camp staff on health and safety matters and in particular follow the camp specific procedures in the event of an emergency.
- Observe the rules of the school and SuperCamps.
- Ensure that they comply with SuperCamps signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the fire and emergency evacuation procedures, as displayed on the posters around the camp.

## PART 3 Arrangements- Planning and Implementation

**SuperCamps has the following policies in place to support its Health & Safety Management system.**

Annually reviewed unless incident or occurrence deems otherwise.

| Company Policy and / or Guidance Documents | Responsible Person/ Department | Current date of Issue | Planned Review Date |
|---|---|---|---|
| Accident and Incident Reporting Policy | HOD | January 2022 | January 2023 |

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| Coronavirus (Covid-19) Pandemic | HOD | January 2022 | Seasonally |
| First Aid Policy | HOD | January 2022 | January 2023 |
| Prevention and Control of Infection and Communicable Disease Procedures | HOD | January 2022 | January 2023 |
| Safeguarding Policy | HOD | January 2022 | January 2023 |
| Self-Harm Policy | HOD | January 2022 | January 2023 |
| Smoking & Alcohol Policy | HOD | January 2022 | January 2023 |
| Staff code of conduct | HOD | January 2022 | January 2023 |
| Control of Substances Hazardous to Health (COSHH Policy) | HOD | January 2022 | January 2023 |
| Display Screen Equipment Procedures | HOD | January 2022 | January 2023 |
| Driving and Road Safety Policy | HOD | January 2022 | January 2023 |
| Electrical Safety Policy | HOD | January 2022 | January 2023 |
| Fire Risk Assessment | Appointed Contractor/ Schools | January 2022 | January 2023 |
| Fire Risk Management Policy | HOD | January 2022 | January 2023 |
| Manual Handling and Lifting Policy | HOD | January 2022 | January 2023 |
| Risk Assessment Policy | HOD | January 2022 | January 2023 |
| Working at Height Policy | HOD | January 2022 | January 2023 |
| Attendance Policy | HOD | January 2022 | January 2023 |
| Behaviour Policy | HOD | January 2022 | January 2023 |
| Complaints Procedures | HOD | January 2022 | January 2023 |
| E- Safety Policy | HOD | January 2022 | January 2023 |
| Early Years Foundation Stage Policy | HOD | January 2022 | January 2023 |
| Emergency Evacuation Procedures | HOD | January 2022 | January 2023 |
| Equal Opportunities Policy | HOD | January 2022 | January 2023 |
| Intimate Care Policy | HOD | January 2022 | January 2023 |
| Lone Working Policy | HOD | January 2022 | January 2023 |
| Medication and Treatment of Anaphylactic Shock Policy | HOD | January 2022 | January 2023 |
| Recruitment and Employment Policy | HOD | January 2022 | January 2023 |
| Safeguarding Procedures Statement | HOD | January 2022 | January 2023 |
| Sun Protection Policy | HOD | January 2022 | January 2023 |
| Visitors Policy | HOD | January 2022 | January 2023 |
| Whistleblowing Policy | HOD | January 2022 | January 2023 |

**NOTES:** Many of the SC policies are contained within the single Policies and Procedures folder which is displayed on camp.

**SuperCamps' operational procedures are also supported by the following documents:**

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| Camp Specific Risk Assessments<br>- Adventure Playground<br>- AM/PM Club<br>- Art Classrooms<br>- Camp Building & Surrounding Areas<br>- Cleaning Activities<br>- Cleaning bodily fluids<br>- Early Years Classrooms<br>- Eating Areas | Operations & Camp Team | January 2022 | January 2023 |

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|---|---|---|---|
| - External Grounds<br>- First Aid<br>- Football<br>- General Classrooms<br>- General Fire<br>- General Office<br>- General Sports & Games<br>- Grand Prix Carts<br>- Indoor Play Area<br>- Lifts, Stairs & Communal Areas<br>- Multi Activity- LEGO®<br>- -Outside Learning<br>- Security<br>- Sports Hall<br>- Staff Rooms<br>- Storage Rooms<br>- Toilets & Welfare Areas<br>- Traffic Management<br>- Woodland Walks<br>- Walking to other areas off site<br>- Venue Specific (per camp)<br>- Covid-19 | | | |
| Camp Specific Safety Operating Procedures<br>- Archery Tag<br>- Bouncy Castle<br>- Kit Camp | Operations & Camp Team | January 2022 | January 2023 |
| Camp Specific Swim Booklets | Operations & Camp Team | January 2022 | January 2023 |
| Roaming Activities Safety Operating Procedures<br>- Inflatable Obstacle Course<br>- Zorb Balls | Operations & Camp Team | January 2022 | January 2023 |

| Part Two: Terms of Reference | | | | |
|---|---|---|---|---|
| Cycle | Group or Meeting. | Purpose | Frequency of meetings | Cascade Statements |
| Ongoing | External Safeguarding Review Meeting – Cognita<br><br>In attendance:<br>• Cognita's European CEO.<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads.<br>• Cognita Heads of Compliance Europe and Consultant Safeguarding Advisor Europe.<br>• ALG's Head of Procurement.<br>• Director of Operations and Transformation- Cognita Europe.<br>• Cognita's Consultant Nurse.<br>• Independent Reviewers for both Safeguarding and Health Safety. | The role of the review is to look at the details outlined in the yearly external audits and analyse the action plans. | Yearly | To the Cognita Board.<br><br>To incorporate actions and findings in to the future ALG meetings. |
| | External H&S Group Committee Meeting – Cognita<br><br>In attendance:<br>• Chair of Group H&S Committee<br>• External H&S Adviser<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads. | To oversee and monitor the effectiveness of compliance structures supporting a consistent best practice approach towards health and safety management across the Cognita Group, including: consideration of the suitability of health and safety governance related structures; sharing and promoting best practice to | Twice a year | To the Cognita Board.<br><br>To incorporate actions and findings in to the future ALG meetings. |

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| | • Cognita Heads of Compliance Europe and Consultant Safeguarding Advisor Europe.<br>• ALG's Head of Procurement.<br>• Director of Operations and Transformation- Cognita Europe.<br>• Cognita's Consultant Nurse. | enable lessons learnt; encouraging upwards and downwards reporting; monitoring the health and safety in the brands via the evaluation and identification of lessons learned arising from the examination of health and safety based Serious Incident Report Forms (SIRFs). All of which shall be focused around key performance indicators, ensuring the protection of the health and safety of staff, children, contractors, volunteers and visitors. | | |
| | External H&S Regional Committee Meeting – Cognita<br><br>In attendance:<br>• Cognita's European CEO.<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads.<br>• Cognita Heads of Compliance Europe and Consultant Safeguarding Advisor Europe.<br>• ALG's Head of Procurement.<br>• Director of Operations and Transformation- Cognita Europe.<br>• Cognita's Consultant Nurse. | To co-ordinate and lead health and safety compliance across their brands, overseeing the implementation and operation of health and safety related policies; ensuring early identification of key risks with timely and appropriate control measures implemented; sharing best practice and lessons learnt amongst businesses; and monitoring business improvements in | Twice a year | To the Cognita Board.<br><br>To incorporate actions and findings in to the future ALG meetings. |

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| | | compliance such as outcomes arising from specialist external audits in health and safety matters and other external inspections. | | |
| | Health and Safety – Legal Review<br><br>In attendance:<br>• ALG's Group Managing Director.<br>• Each Brands' Operations Heads.<br>• ALG's Head of Procurement.<br>• Head of Cognita Legal.<br>• Health and Safety Independent Reviewer. | The role of the review is to ensure that the policies, procedures and working practices regarding health and safety meet or exceed any legal obligations. | Yearly | To the ALG Executive Team.<br><br>To incorporate actions and findings in to the future ALG meetings. |
| | External Review Safeguarding Meeting – Cognita<br><br>In attendance:<br>• Cognita's European CEO.<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads.<br>• Cognita Heads of Compliance Europe and Consultant Safeguarding Advisor Europe.<br>• Head of Operations - Cognita Europe.<br>• Cognita's Consultant Nurse.<br>• Independent Reviewers for both Safeguarding and Health Safety. | The role of the review is to look at the details outlined in the yearly external audits and analyse the action plans. | Yearly | To the Cognita Board.<br><br>To incorporate actions and findings in to the future ALG meetings. |

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| | Group (ALG) Executive Review Meeting<br><br>In attendance:<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads.<br>• ALG's Head of Procurement.<br>• Head of Business Systems.<br>• Programmes Director.<br>• Head of Marketing.<br>• Finance Director.<br>• Ardmore's Commercial Director. | Highlighting any areas that the wider Executive Membership can assists with the discharge of Health and Safety and/or Safeguarding responsibilities. | Monthly | To the ALG Executive Team.<br><br>To incorporate actions and findings in to the future ALG meetings. |
| | Group Operations Meetings<br><br>In attendance:<br>• ALG's Group Managing Director.<br>• Each Brands' Managing Director.<br>• Each Brands' Operational Heads.<br>• ALG's Head of Procurement.<br>• Cognita Heads of Compliance Europe and Consultant Safeguarding Advisor Europe. | A monthly review to make sure and any actions regarding policies, procedures and working practices are on target and to discuss and new legislation or awarding board updates. | Monthly | Internally within junior teams for each brand. |
| In Season Meetings | In Season Group Operations Meeting.<br><br>In attendance:<br>• Each Brands' Operational Heads. | To share best practices, from the week's operations. | Weekly | To all parties including ALG Executive team and brand teams. |
| | The SuperCamps Daily Huddle<br><br>In attendance:<br>• Managing Director.<br>• Operations Manager. | To review the company's last 24 hours and to share any information to all departments. | Daily (In Season) | To all parties including ALG Executive team and site teams. |

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| | • Assistant Operations Manager<br>• Recruitment Manager<br>• Customer Service Manager<br>• ALG Head of Safeguarding | | | |