



Management of Health & Safety by School Travel Group



Issued: 04 March 2011 (ConDoc 01)

This document is the property of School Travel Group, 1 Jubilee Street, Brighton, West Sussex, BN1 1GE and must not be copied, reproduced or distributed in whole or in part without prior consent.

Contents

Section	Subject	Page	Paragraphs
	Issue Control and Authorisation	3	
1	Purpose and Scope of this Document	4	1.01 to 1.09
2	General Statement of Health & Safety Policy	6	2.01 to 2.05
3	Roles and Responsibilities for Health & Safety	8	3.01 to 3.12
4	Health & Safety Management Requirements: (General)	10	4.01 to 4.03
	4.1 Communication and Consultation	10	4.04 to 4.05
	4.2 Incident Investigation	11	4.06 to 4.09
	4.3 Measuring Performance	11	4.10 to 4.13
	4.4 Hazard Identification, Risk Assessment and Management	12	4.14 to 4.18
	4.5 Competence and Training	13	4.19 to 4.21
	4.6 Culture and Behaviour	13	4.22 to 4.24
	4.7 Health & Safety Documentation	14	4.25 to 4.27
	4.8 Management of Contractors	14	4.28 to 4.32
5	Management Audit and Review	17	5.01 to 5.08
	Appendix A Documents and Procedures	18	

Management of Health & Safety by School Travel Group Ltd	Issued: 04/04/11	v.01	Ref: ConDoc 01
Keywords:			

Issue Control

This document is issue controlled; consequently, printed copies may not be up to date. To check its status or to obtain an up-to-date copy, please contact the Company Health & Safety Advisor. For the purpose of this document, the Health & Safety Advisor is the position known as 'Health & Safety Manager'.

Authorisation

This document is approved and authorised by both the Chief Executive Officer of Education Travel Group Ltd and the Managing Director of Tours & Winter Sports, School Travel Group Ltd (STG).

It applies to the whole of the STG business, including the following brands:

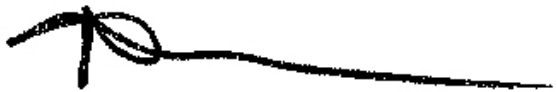
- 'Ski': SkiPlan, Equity Travel (Ski), Rocket Ski and Sloping Off.
- 'Tours': STS, Pavilion Tours, Equity Travel (Tours), Equity Student Travel and UK Connection.

This document has immediate effect and replaces all previous versions of the 'School Travel Group Ltd: Safety Management System' and 'Equity Travel Ltd: Safety Management System'.

The Managing Director of Tours & Winter Sports will, on behalf of the board of Education Travel Group Ltd, be responsible for Health & Safety throughout the business and is authorised (following appropriate consultation with employee representatives) to update and amend this document.



Paul Gilbert
Chief Executive Officer
Education Travel Group Ltd



Nigel Wright
Managing Director of Tours & Winter Sports
School Travel Group Ltd

Parent document: Policy for the Management of Health & Safety in Education Travel Group Ltd	Document owner: Health & Safety Manager
Copies of this document may not be up to date and you should check before use.	Page 3 of 18

Management of Health & Safety by School Travel Group Ltd	Issued: 04/04/11	v.01	Ref: ConDoc 01
Keywords:			

1 Purpose and scope of this document

- 1.01 This document sets out how School Travel Group Ltd (STG) will meet the 'Policy for the Management of Health & Safety in Education Travel Group Ltd'. This will be achieved by:
- specifying the managerial and operational requirements that will be implemented by STG to achieve compliance with the general duties placed on an employer under Sections 2(1) and 3(1) of the Health and Safety at Work etc Act 1974;
 - specifying the managerial and operational requirements that will be implemented by STG to achieve compliance with the duties placed on an employer under the Management of Health and Safety Regulations 1999;
 - operating in a manner that reflects the principles of Health & Safety management outlined in the Health and Safety Executive publication HS(G)65: 'Successful health and safety management'; and
 - including the operational Health & Safety requirements set out in the School Travel Forum 'Code of Practice' to maintain membership of the Forum.
- 1.02 We are committed to ensuring the highest standards of Health & Safety are implemented, and maintained. To support this aim, this document applies throughout our business and operations (whether in the UK or overseas).
- 1.03 In relation to any other activities where we hold a prevailing managerial influence or otherwise consider it appropriate, this document should be used as guidance for achieving compliance with Health & Safety regulatory requirements and our own Health & Safety management standards.
- 1.04 The senior management team¹ recognises its responsibilities for Health & Safety and will ensure adequate resources, facilities, systems and arrangements are in place to both comply with relevant Health & Safety legislation and implement this document. As necessary, this will include the appointment of suitable 'competent persons' (including technical or other specialists) to provide STG with the legally required Health & Safety assistance of a qualified Health & Safety practitioner.
- 1.05 In addition to our statutory Health & Safety obligations to our employees and visitors to our premises, we acknowledge the duty of care we have for the Health & Safety and welfare of those on whose behalf we arrange accommodation and transport services and sporting, activity, cultural and educational experiences.
- 1.06 This document sets out the managerial and operational arrangements that will be implemented by STG to ensure Health & Safety is effectively managed and, in addition, demonstrates our ongoing and determined commitment to review and, as necessary, continuously improve our Health & Safety performance.
- 1.07 This document will be communicated to our employees and, as necessary, to any other interested party.
- 1.08 To ensure that Health & Safety is effectively managed, where necessary

¹The 'Senior Management Team' includes: the Chief Executive Officer, the Group Finance Director, the Group Sales Director, the Group Development Director and the Managing Director of Tours & Winter Sports.

Parent document: Policy for the Management of Health & Safety in Education Travel Group Ltd	Document owner: Health & Safety Manager
Copies of this document may not be up to date and you should check before use.	Page 4 of 18

and reasonably practicable to do so, Health & Safety information and guidance etc will be provided in the national or local language of the recipient.

1.09 This document adopts a colour-coding approach to identify key requirements for the management of Health & Safety, as follows:

Education Travel Group Ltd Health & Safety policy (Strategic, i.e. why we do it)	Set out in the 'Policy for the management of Health & Safety in Education Travel Group Ltd' and, for information, is reproduced in this document.
--	--

STG management requirements (Tactical, i.e. who will do it)	Sets out the management requirements that will be put in place by STG to ensure the necessary Health & Safety policy requirements are effectively implemented and delivered.
---	--

STG implementation overview (Operational delivery, i.e. how we will do it)	Explains the operational processes, controls, etc that will be implemented by STG to support the delivery of Health & Safety.
--	---

2

General Statement of Health & Safety Policy

Education Travel Group Ltd Health & Safety policy

Education Travel Group Ltd is committed to excellence in all aspects of its undertaking, including its management of Health & Safety.

In addition to its statutory obligations, the Board acknowledges the special responsibilities it holds for the Health & Safety, and the well-being and welfare, of the young people and others who participate in its sporting, leisure, activity and learning and development programmes.

Our general policy is to ensure, so far as is reasonably practicable, the Health & Safety at work of our employees and the Health & Safety of any other persons who may be affected by our undertaking.

We will comply with the requirements of relevant national Health & Safety legislation and, if applicable, approved codes of practice, and, as appropriate, published guidance, such as in the UK that issued by the Health and Safety Executive and/or recognised industry or national governing bodies.

We will seek to continually improve our Health & Safety performance in order to raise standards and reduce the potential for occupational injuries and/or cases of ill-health.

Our objective is to achieve a business culture and management framework in which Health & Safety hazards and risks are identified, assessed and adequately controlled to ensure the Health & Safety of our employees and others, thereby reducing the incidence of accidents, incidents and/or cases of occupational ill-health.

In addition, we acknowledge the benefit and value to young people's learning of exposure to managed risk and, as such, we will ensure residual risk is maintained only to the minimum level necessary to contribute to their learning.

We will seek to ensure that Health & Safety actively contributes to the success of the business, and will be supported by ensuring the real engagement of our employees and, as necessary, others in delivering good Health & Safety.

Our employees and, as appropriate, others will be made aware of this policy and our commitment to its effective implementation; and, as necessary, their responsibility to support us in its effective implementation.

2.01

STG management requirements

In determining our commitment to Health & Safety, the requirements set out in this document represent the minimum acceptable standards that will apply, and their rigorous implementation will be integrated into our overall approach to management.

2.02

Section 3, 'Roles and Responsibilities for Health & Safety', and Section 4, 'Health & Safety Management Requirements', set out the detailed management and operational requirements that will be implemented.

2.03

STG

To support the implementation of this document, we will strive to deliver

implementation
overview

Health & Safety through:

- having openness on all matters relating to Health & Safety whether in relation to the workplace or the provision of our services;
- ensuring there is collaboration, cooperation and consultation between managers, employees and, as necessary, others on Health & Safety; and
- delivering the requirements of this document.

2.04

Our objective is to achieve a positive organisational culture with a 'zero tolerance' to reasonably foreseeable unacceptable Health & Safety hazards and risks and, thereby, reduce the incidence of accidents, incidents and/or cases of occupational ill-health. By ensuring good management practices, we will strive to generate and embed such a pro-active Health & Safety culture.

2.05

The Senior Management Team is responsible on a 'day-to-day' basis for championing Health & Safety and will ensure the requirements of this document are effectively implemented, monitored and reviewed.

3 Roles and responsibilities for Health & Safety

<p>Education Travel Group Ltd Health & Safety policy</p>	<p>The Board of Education Travel Group Ltd has overall responsibility for ensuring that adequate management arrangements and resources are in place to comply with relevant Health & Safety legislation and to effectively deliver our Health & Safety policy.</p> <p>The Chief Executive Officer, on behalf of the Board, is appointed with responsibility for championing Health & Safety throughout the business, including ensuring that:</p> <ul style="list-style-type: none"> • appropriate documented Health & Safety management systems are in place (including defining Health & Safety roles and responsibilities); and • suitable 'competent persons' are appointed, in writing, to provide the business with Health & Safety assistance, including that of Health & Safety management and organisation. <p>All employees and, as necessary, others will be expected to actively support the business in fulfilling its Health & Safety obligations and commitments by fulfilling their Health & Safety responsibilities.</p>
---	---

<p>3.01 STG management requirements</p>	<p>The Managing Director of Tours & Winter Sports is responsible for ensuring that:</p> <ul style="list-style-type: none"> • there is an organisational framework in place for managing Health & Safety (as set out in the document H&S-DOC-01: 'The Organisation of Health & Safety within STG'); and • there is a documented system in place to support our management of Health & Safety.
---	--

<p>3.02</p>	<p>The Senior Management Team shall champion Health & Safety by:</p> <ul style="list-style-type: none"> • ensuring that adequate management resources and arrangements are in place to fulfil legal obligations including defining (and, as necessary, allocating) management Health & Safety roles and responsibilities; and • ensuring there is an ongoing and proactive approach to improving Health & Safety.
-------------	---

<p>3.03</p>	<p>Heads of Departments and Managers are responsible for ensuring that Health & Safety falling within their area(s) of control and/or responsibility is maintained, and are accountable to the Managing Director of Tours & Winter Sports for its effective implementation.</p>
-------------	---

<p>3.04</p>	<p>Employees (and, as necessary, others) are responsible for co-operating with us on matters of Health & Safety by ensuring not only their own Health & Safety but also that of any other person(s) who may be affected by their acts or omissions.</p>
-------------	---

<p>3.05</p>	<p>The Senior Management Team will ensure that staff work in premises that are safe, including ensuring that:</p> <ul style="list-style-type: none"> • there is safe access to and egress from the premises; • work equipment provided for use is safe; • adequate arrangements and facilities are in place for fire safety (including safe evacuation); • adequate arrangements are in place for first aid and/or contacting the
-------------	---

3.06		<ul style="list-style-type: none"> external emergency services; and that suitable welfare facilities are in place. <p>The Managing Director of Tours & Winter Sports will ensure that there are persons in place with responsibility for and authority to manage and control such building and facility requirements.</p>
3.07	STG implementation overview	Although the Boards of Education Travel Group Ltd and School Travel Group Ltd maintain overall responsibility for Health & Safety, the Managing Director of Tours & Winter Sports has responsibility for ensuring we fulfil our Health & Safety obligations on their behalf.
3.08		<p>The Senior Management Team is responsible for:</p> <ul style="list-style-type: none"> identifying and communicating Health & Safety roles and responsibilities where these are not defined within this document; undertaking, as necessary, Health & Safety visits; in consultation with Heads of Departments and Managers, identifying the Health & Safety requirements applicable to STG's services; reviewing investigation reports of incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and, as necessary, authorising any remedial actions.
3.09		<p>Employees (and, as necessary, others) are responsible for:</p> <ul style="list-style-type: none"> making themselves familiar with and adhering to the requirements of our Health & Safety management system; co-operating with us to enable us to fulfill our Health & Safety obligations; following any Health & Safety instructions in line with relevant procedures, standards and their training; and reporting to management any unsafe acts or conditions or failures to implement our Health & Safety management system that have the potential to have a significantly negative affect on Health & Safety.
3.10		<p>The Health & Safety Manager is responsible for:</p> <ul style="list-style-type: none"> ensuring that the senior management team is kept informed of relevant Health & Safety requirements, including legislation; providing advice and guidance on compliance with statutory requirements and best practice measures; producing, in conjunction with others, any specialist risk assessments; overseeing the development and review of standards, and maintaining an up-to-date register of standards; collating and reporting information on our Health & Safety performance; making checks that the premises are safe, such as safe access and egress, safe work equipment, adequate fire arrangements, first aid provisions and suitable welfare facilities are in place.
3.11		Heads of Departments and Managers responsible for staff are required to bring any Health & Safety or welfare concerns of their staff to the attention of persons in a position of control of building facilities.
3.12		As necessary, other roles and responsibilities for Health & Safety will be identified and/or defined within the Health & Safety procedures that support the implementation of this document.

4 HEALTH & SAFETY MANAGEMENT REQUIREMENTS

General

Education Travel Group Ltd Health & Safety policy	Education Travel Group Ltd will develop and implement documented Health & Safety management arrangements to ensure it fulfils its Health & Safety obligations, delivers its policies and complies, as necessary, with Health & Safety legislation.
--	---

4.01 STG management requirements	To support the effective delivery of Health & Safety, we will adopt a structured approach to our management of Health & Safety in order to:
----------------------------------	---

- define and explain the organisation and arrangements needed to ensure we manage Health & Safety;
- communicate our approach to managing Health & Safety;
- review our Health & Safety performance; and
- support a process of continuous improvement.

4.02 STG implementation overview	To support the delivery of Health & Safety, we will review and amend this document, as necessary, to ensure it remains effective in fulfilling our managerial and operational requirements.
----------------------------------	---

4.03	This document will be communicated to our employees and/or otherwise made available to any other interested parties.
------	--

4.1 Communication and Consultation

Education Travel Group Ltd Health & Safety policy	There will be active and open communication and consultation on Health & Safety between the business, its managers and employees and, as appropriate, others whose Health & Safety may be affected by the business's undertaking.
--	--

Health & Safety will be integrated into business communications, wherever appropriate.

Where employees work in another organisation's premises, suitable and sufficient information and/or induction will be provided to ensure their Health & Safety.

4.04 STG management requirements	STG Heads of Departments and Managers will ensure that there is a structured approach to Health & Safety communication and consultation with employees to help deliver our Health & Safety expectations, including:
----------------------------------	---

- internal communications, such as training courses, meetings, Health & Safety signs and notices, e-mail notifications, staff inductions, staff appraisals, internal website, etc; and
- external communications, such as Party Leader tour information, sales brochures, external websites, etc,

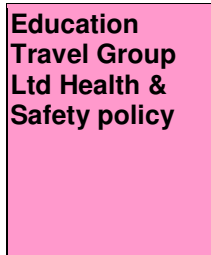
4.05 STG implementation overview	We will implement procedure H&S-PRO-02: 'Health & Safety Communication and Consultation' that sets out the requirements to ensure:
----------------------------------	--

- there is active and open dialogue with employees on matters affecting their Health & Safety (including emergency arrangements);
- any person visiting our premises receives adequate information to



- ensure their Health & Safety;
- there is active and two-way communication with others, as necessary, to ensure Health & Safety in the procurement and delivery of our services;
- where an employee works in another workplace, whether in the UK or overseas, that they receive adequate information to ensure their Health & Safety.

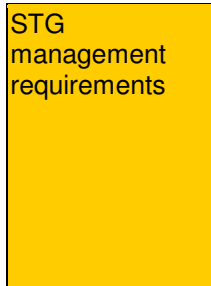
4.2 Incident Investigation



We will record and investigate, as necessary, all accidents, incidents and other significant near misses both in the workplace and during activities to identify any failings in our management of Health & Safety.

Any lessons learned from such investigations will be used to take corrective actions to prevent recurrences and improve our Health & Safety performance, including reviewing 'risk assessments'.

4.06



STG management requirements

Heads of Departments and Managers will ensure that any incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are identified, investigated, recorded and reported to the regulator. Heads of Departments and Managers will liaise with the Health & safety Advisor to achieve this.

4.07



The Senior Management Team will review incident investigations to identify the actions needed to prevent a recurrence and effectively communicate and financially support the actions required to achieve this.

4.08



STG implementation overview

We will implement procedure H&S-PRO-03: 'UK Incident Reporting, Investigation and Recording' to ensure that:

- RIDDOR incidents, as defined by the regulations, are communicated internally to senior management and reported to the regulator;
- accidents and incidents are reported, recorded and investigated;
- any corrective actions identified by an investigation are communicated and implemented in a timely manner to prevent a recurrence.

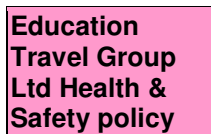
4.09



We will implement procedure H&S-PRO-04: 'Overseas Incident Reporting, Investigation and Recording' to ensure that:

- all minor and major incidents are reported, recorded and investigated (and, if necessary, reported to a regulator);
- major incidents, defined as 'Category 1', are communicated internally, to senior management to ensure that 'Crisis Management Procedures', H&S-PRO-05, are, where necessary, put into effect;
- any corrective actions identified by an investigation are communicated and implemented in a timely manner to prevent a recurrence.

4.3 Measuring Performance



We will actively review and report on our Health & Safety performance against published objectives and targets.

- 4.10 **STG management requirements** The Managing Director of Tours & Winter Sports will ensure there is an ongoing and proactive approach to improving our management of and performance in Health & Safety.
- 4.11 **STG implementation overview** In conjunction with Heads of Departments and Managers, the Managing Director of Tours & Winter Sports will agree on an annual programme of Health & Safety improvements, setting measurable objectives wherever possible.
- 4.12 The annual programme of Health & Safety improvements will, each year, be in place before the end of April and will be recorded in document H&S-DOC-06: 'Health & Safety Improvement Plan'.
- 4.13 The delivery of such improvement will be communicated, tracked and monitored by Heads of Departments and Managers and action will be taken where there is failure to meet the planned timings.

4.4 Hazard Identification, Risk Assessment and Management

Education Travel Group Ltd Health & Safety policy

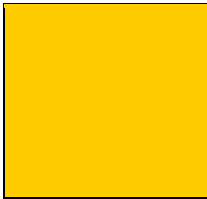
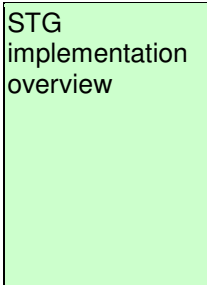
We will identify our Health & Safety hazards and assess and record the significant Health & Safety risks associated with such hazards present in our workplaces and activities (including occupational health hazards and risks) and inform our employees and, as appropriate, others of any significant hazards and risks that have the potential to impact on them.

We will take action to eliminate and reduce risks (including occupational health risks) or, where this is not reasonably practicable, controlling them to an acceptable level and, by doing so, reduce the potential for accidents, incidents or cases of work-related ill-health.


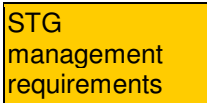
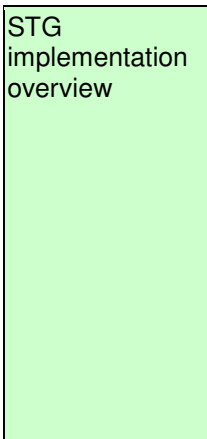
We will review risk assessments, as appropriate, to ensure they remain suitable and sufficient to our activities, including following:

- **any significant changes in relevant Health & Safety legislation;**
- **any lessons learned from incidents and accidents; and**
- **the introduction of new or changes to existing activities, facilities, work equipment, hazardous substances, other processes, etc.**


- 4.14 **STG management requirements** STG Heads of departments and Managers will ensure that workplace and product-related hazards under their control (including occupational health hazards) are identified and that any significant hazards are recorded.
- 4.15 Heads of departments and Managers will ensure that suitable and sufficient risk assessments are conducted (including occupational health risks) and that significant finding are recorded of workplace and product-related activities under their control to ensure:
- compliance with the requirements of relevant Health & Safety legislation;
 - any significant risks are identified;
 - adequate controls are put in place to eliminate, reduce, control or mitigate risks to an acceptable level;
 - the significant findings of the risk assessment are recorded and

- 4.16  communicated to those affected;
- risk assessments are, as necessary, reviewed.
- 4.16 Heads of Departments and Managers will ensure that risk assessments are conducted by suitably competent persons and communicated to those affected.
- 4.17  **STG implementation overview** We will implement a hazard identification, risk assessment and risk management framework to ensure suitable and sufficient risk assessments are conducted (and, as necessary, reviewed) and their significant findings recorded. The framework will be set out in document H&S-PRO-07: 'Hazard Identification, Risk Assessment and Management Controls'.
- 4.18 Where necessary, any Health & Safety hazards and risk associated with work being undertaken out by temporary workers, new or expectant mothers or young persons at work will be assessed.

4.5 Competence and Training

-  **Education Travel Group Ltd Health & Safety policy** **All employees will be adequately instructed and trained on the Health & Safety requirements that affect them, including awareness of our Health & Safety policy, their responsibilities for Health & Safety, and the safe practices that should be followed.**
- 4.19  **STG management requirements** Heads of Departments and Managers will ensure employees hold the required recognised qualifications necessary for them to undertake the duties expected of them.
- 4.20 We will assess the Health & Safety competence and training requirements of our employees to ensure their Health & Safety competence.
- 4.21  **STG implementation overview** Heads of Departments and Managers will ensure employees have the necessary Health & Safety competence to enable them to undertake their work by ensuring that:
- Health & Safety competence and skills are identified and assessed;
 - any Health & Safety training needs are identified and the Health & Safety Advisor informed of the needs and will be set out in a framework document H&S-PRO-08: 'Health & Safety Competence and Training'
 - training is undertaken within a reasonable time frame to close-out any significant Health & Safety competence gap; and
 - in the case of statutory requirements, employees will not be allowed to start work until their competence has been checked;
 - records of Health and Safety training will be kept and maintained.

4.6 Culture and Behaviour

-  **Education Travel Group Ltd Health & Safety policy** **We will strive to achieve a business culture with a positive approach to Health & Safety which is underpinned by a 'zero tolerance' attitude to unnecessary Health & Safety hazards and risks.**
- Management will demonstrate leadership in Health & Safety and will undertake centre visits to ensure that Health & Safety is being effectively managed and the Board's expectations implemented.**

We will empower employees and, as appropriate, others to raise any Health & Safety concerns or imminent dangerous situations with management.

4.22 **STG management requirements** The Senior Management Team, Heads of Departments and Managers will lead by example on Health & Safety and, by doing so, will enhance the development of a positive organisational culture that supports a 'zero tolerance' to reasonably foreseeable unacceptable Health & Safety practices.

4.23 Heads of Departments and Managers will seek to ensure there is active employee involvement and engagement in Health & Safety in order to support the development of a pro-active Health & Safety culture.

4.24 **STG implementation overview** The Senior Management Team (or nominated representatives agreed with the Managing Director of Tours & Winter Sports) will undertake, as necessary, visits to ensure that Health & Safety requirements (including physical standards, management controls and behavioural attitudes) are in place in order to establish that our Health & Safety expectations are being fulfilled.

4.7 Health & Safety Documentation

Education Travel Group Ltd Health & Safety policy The business will maintain a documented Health & Safety management system to ensure:

- compliance with relevant Health & Safety legislation;
- the maintenance of Health & Safety records;
- fulfilment of the requirements of HS(G)65: 'Successful health and safety management'; and
- continual improvement of Health & Safety performance.

4.25 **STG management requirements** Our Health & Safety management system comprises:

- this document; and
- Health & Safety Documents and Procedures that provide the detailed operational requirements to ensure Health & Safety, as set out in Appendix A.

4.26 Heads of Departments and Managers and employees will ensure that, as necessary, Health & Safety documents and records are maintained.

4.27 **STG implementation overview** We will ensure records relating to our management of Health & Safety are retained and, as appropriate, correctly disposed of in accordance with specified regulatory requirements, such as the 'Data Protection Act'.

4.8 Management of Contractors

Education Travel Group Ltd Health & Safety policy We will ensure that contractors engaged by the business are made aware of our Health & Safety policy, our commitment to its effective implementation and their responsibilities for Health & Safety.

We will ensure the Health & Safety hazards and risks associated with

work being undertaken or provided by contractors, whether on projects or the provision of services, are effectively controlled including:

- the Health & Safety competence of contractors is assessed and reviewed to ensure Health & Safety during operational work;
- pre-start consultation is undertaken in order to ensure active exchange of relevant Health & Safety information;
- where necessary, formal appointments are made of competent persons; and
- hazards and risks associated with the contractor's work, whether created by the business or the contractor, are identified, assessed and adequate controls implemented to manage any risks.

4.28 **STG management requirements** A risk-based approach to the use of contractors² is key to successful and effective Health & Safety management.

4.29 Any Head of Department or Manager responsible for staff that procure the services of a contractor or agent, or themselves procure a contractor or agent, will ensure that suitable assessments are undertaken to make reasonably practicable checks that contractors:

- are competent to provide the required services and activities;
- comply with the requirements of relevant Health & Safety legislation;
- identify any significant hazards and risks;
- implement adequate controls to eliminate, reduce, control or mitigate risks to an acceptable level; and
- communicate any significant hazards and risks.

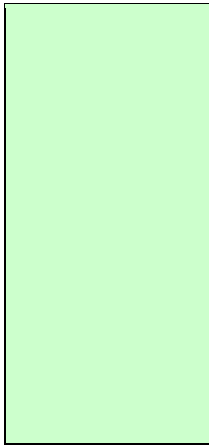
4.30 Heads of Departments and Managers will ensure that checks and assessments are conducted by suitably competent persons.

4.31 **STG implementation overview** We will implement procedure H&S-PRO-09: 'Contractor and Supplier Management' to ensure hazards and risks associated with our business are communicated to our contractors and made known to them, so that they can be effectively controlled and to ensure that we employ the services of safe and competent contractors and suppliers, including:

- the Health & Safety competence of contractors and suppliers is assessed (and, as necessary, monitored and reviewed) to ensure Health & Safety;
- pre-engagement consultation is undertaken with contractors and suppliers to ensure there is an active exchange of relevant Health & Safety information;
- the hazards and risks associated with the products and/or services provided by contractors and suppliers are identified, assessed and adequate controls implemented to reduce, control or manage any unacceptable risks and if necessary, set out and elaborated upon in a Method Statement; and

² 'Contractor' means: a provider, whether directly engaged by us or engaged by a supplier on our behalf, of any services, activities, transport arrangements, hotel accommodation, etc used for the delivery of our products and includes agents (whether an individual or a business) who provide local management of any of our services, activities, transport arrangements, hotel accommodation, etc.

4.32



- any procurement of any third party service is by way of a written contract.

Contractors directly engaged by STG as either Resort and/or Tour Representatives will be required to:

- make a self-declaration in respect of any criminal convictions relevant to working with children;
- as appropriate, be subject to a criminal records checks in respect of working with children;
- provide details of emergency contacts and emergency arrangements; and
- implement, as applicable, the requirements of our Health & Safety management system.

5 Management Audit and Review

Education Travel Group Ltd Health & Safety policy	Our compliance with the requirements of Health & Safety legislation and our overall Health & Safety performance will be continuously monitored and audited throughout the business at appropriate intervals and, at least, annually.
5.01 5.02 5.03 STG management requirements	<p>The Managing Director of Tours & Winter Ski will ensure suitable and sufficient audits are undertaken to check both our management of Health & Safety and the effective implementation of this document.</p> <p>The Senior Management Team will review our performance against the requirements of this document in order to assess its continuing appropriateness to support our managerial and operational needs.</p> <p>The Senior Management Team will be responsible for ensuring that any changes to this document are, as necessary, effectively communicated to those affected, and are subsequently implemented.</p>
5.04 5.05 5.06 5.07 5.08 STG implementation overview	<p>We will undertake a programme of internal and external Health & Safety audits to verify that our Health & Safety responsibilities are being effectively discharged. Where such audits are planned, they will be set out in H&S-DOC-06: 'Health & Safety Improvement Plan'.</p> <p>Management reviews by the senior management team will be undertaken at appropriate intervals and at least annually. Such reviews will include technical and legal issues, managerial requirements and operational needs that have the potential to impact on Health & Safety. Examples of the information that will be used to support management reviews includes:</p> <ul style="list-style-type: none"> • the outcomes of any accident and incident investigations, i.e. lessons learned; • any significant product or management changes that have the potential to impact on Health & Safety; • visits by inspectors from an enforcing authority; • the outcomes of any Health & Safety complaints made • any Health & Safety concerns raised; • non-conformances identified by Health & Safety audits; • reports from management on the effectiveness and performance of the overall Health & Safety management system. <p>The Managing Director of Tours & Winter Sports will, in conjunction with the Health & Safety Manager, review and amend this document, as necessary, to ensure it remains effective in fulfilling our managerial and operational needs.</p> <p>Any significant changes to this document will be discussed, as necessary, with employee representatives prior to implementation.</p> <p>The period of time between formal reviews of the entire documented Health & Safety management system will not exceed two years.</p>

Management of Health & Safety by School Travel Group Ltd	Issued: 04/04/11	v.01	Ref: ConDoc 01
Keywords:			

Appendix A: Documents and Procedures

The following Documents and Procedures support STG's Management of Health & Safety.

Reference No.	Type	Title
H&S-DOC-01	Document	The Organisation of Health & Safety within STG
H&S-PRO-02	Procedure	Health & Safety Communication and Consultation
H&S-PRO-03	Procedure	UK Incident Reporting, Investigation and Recording
H&S-PRO-04	Procedure	Overseas Incident Reporting, Investigation and Recording
H&S-PRO-05	Procedure	Crisis Management
H&S-DOC-06	Document	Health & Safety Improvement Plan
H&S-PRO-07	Procedure	Hazard Identification, Risk Assessment and Management Controls
H&S-PRO-08	Procedure	Health & Safety Competence and Training
H&S-PRO-09	Procedure	Contractor and Supplier Management

Parent document: Policy for the Management of Health & Safety in Education Travel Group Ltd	Document owner: Health & Safety Manager
Copies of this document may not be up to date and you should check before use.	Page 18 of 18