

## Health & Safety statement and Policy

Established in 1992, Absolute Travel and Tours Limited (Absolute School Travel, Absolute Sports Travel and Absolute Skiwise), is a specialist tour operator organising sports tours, ski trips, study trips, festivals, events, activity weeks and tournaments for schools, colleges, academies, clubs, and private groups alike to destinations both at home and abroad.

At Absolute Travel and Tours Limited we are committed to providing a safe and secure environment for our clients and staff alike. Our 'Safety Management System' (SMS) ensures that all reasonable measures are taken to assure our customers of a high level of safety and professionalism throughout a tour. We shall achieve this by:

- Maintaining a written Health and Safety Policy to the standards which are consistent with advice contained within the HSE document (HSG65) and incorporates the requirements of the School Travel Forum Code of Practice, ABTA's Code of Conduct and of the Learning Outside the Classroom Quality Badge.
- Facilitating and promoting a positive health and safety culture amongst staff, clients, and suppliers alike.
- Planning and setting standards which meet the needs and expectations of our clients which are measurable, achievable, and realistic.
- Measuring and reviewing our performance internally on a regular basis and by undergoing a comprehensive annual audit by qualified external consultants.
- Ensuring that our management team and members of staff receive suitable and regular internal and external training to improve their knowledge, competence, and professionalism.
- Ensuring that the minimum standards for health and safety that are incorporated into our Safety Management System are met or exceeded.

The monitoring and review of our systems are ongoing with a formal review taken on an annual basis.

A handwritten signature in black ink, appearing to read 'Ashley Gowing', with a horizontal line underneath.

Ashley Gowing  
Managing Director

1<sup>st</sup> September 2023

## **Responsibilities**

- Overall and final responsibility for health and safety rests with the Managing Director including the development and implementation of the Safety Management Policy.
- Day to day responsibility for the management of health and safety rests with the Managing Director including the appointment of competent persons to implement the policies, the provision of adequate resources and monitoring of current best practice.

## **Line Management responsibility**

All line managers and supervisors must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of Company safety rules and procedures will be subject to disciplinary action.

## **Individual responsibility**

All employees are required to:

- co-operate with managers and supervisors on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- take reasonable care for the health and safety of others including visitors and clients at home and abroad
- report all health and safety concerns to an appropriate person

## **Health and safety risks arising from work activities**

- Risk assessments will be undertaken by the Managing Director.
- The findings of the risk assessments will be recorded.
- Assessments will be reviewed annually or when there is a change in activity or operations, whichever is the soonest.

## **Consultation with employees**

- Consultation with employees is encouraged on a regular basis and health and safety matters, incidents and near misses are discussed at staff meetings.

## **Information, instruction and supervision**

- The Health and Safety Law poster is displayed at head office at 10, Chapel Hill, Stansted.
- Health and Safety Law leaflets are available on request from the Managing Director.
- Health and safety advice is available from the Directors.
- Supervision of young workers/trainees will be monitored by the appropriate Line Manager.

## **Competency for tasks and training**

- Induction training will be provided for all employees by the Directors.
- Job specific training will be provided by the Line Manager.
- Training records are kept at Head Office by the Managing Director.
- Training will be identified, arranged and monitored by the Managing Director.

## **Accidents, first aid and work-related health**

- The first aid box is kept at Head office and readily accessible.
- There is an appointed first aider.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Head Office by the Managing Director.
- The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

- To check working conditions and ensure safe working practices are being followed at home and abroad we will make regular reviews and inspections.
- A full review will be implemented on an annual basis.

## **Emergency procedures – fire and evacuation**

- The Directors are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the directors on a regular basis.
- Fire extinguishers are maintained and checked annually by external consultants.
- All members of staff are familiar with evacuation procedures.