**Health and Safety Policy**

Chateau des Anglais is operated by Class Tours Limited (France) a French registered branch of the UK registered company.  The Chateau is under the health and safety jurisdiction of the French state and therefore complies with all the relevant French statutes.  Part of the compliance involves keeping a register of security which proves that we have external professionals check each of the buildings fire and electrical systems every year.  Every three years the Commission du Security visits the Chateau and carries out a comprehensive inspection of all the facilities.

Our employees have the right to work in safe and healthy conditions. These conditions are to be created and maintained by the preparation and application of the Health and Safety Policy. We recognise fully that health and safety matters are a management responsibility ranking alongside responsibility for profit, people and business operation. The details of this responsibility are contained in the Health and Safety Arrangements and General Information Manual which also covers legal requirement, company procedures etc.

We undertake to provide adequate health and safety training and information for all employees to improve their knowledge and awareness of health and safety to enable them to discharge their individual health and safety responsibilities.

We believe that it is essential for success that everyone accepts their personal responsibilities detailed in the Health and Safety Policy described above and that there is active co-operation between management and employees in promoting and maintaining safe and healthy working conditions.

Finally we undertake to review this policy as often as future health and safety developments render appropriate. All changes will be brought to the attention of employees

Safety – General

Safety is the single most important area of our responsibilities. All staff can help eradicate accidents and injuries, and all staff must understand that this responsibility extends beyond activity sessions and into all areas of the company’s operation.

All staff have a duty of care to all others, whether they are clients, staff or visitors. This duty of care extends to all areas of the company’s operation and is not limited just to activity sessions and child care.

All sports/activities have some sort of inherent risk, whether they be football or canoeing. Some activities have more obvious risks involved, but, it is usually possible to eradicate nearly all of them by careful planning and identification of possible hazardous situations before the start of any activity.

All aspects of safety must be dealt with properly; this includes the use of any protective clothing, checking and double-checking any equipment and strict observance of all safety codes.

Safety procedures for all sports/activities are dealt with in the operating procedures. They should be read and understood fully before attempting to instruct or coach any activity.

The most hazardous times on an activity centre tend to be unsupervised non-session time when an accident is most likely to happen. Highly planned “hazardous” activities, such as climbing or archery are, in actual fact, the least likely times for an accident to happen.

The Château is totally committed to ensuring the safety and well being of both clients and staff. It is therefore essential that operating procedures detailed for each activity are implemented at all times.

Risk Assessments

Each and every member of staff must understand that it is a vital part of their role to ensure that they continually assess the risk involved in all elements and areas of the Château operation.

Risk assessments have been completed for all operations and activities and they should be read and understood by all staff. It is also important that all staff are fully conversant with all safety, accident, emergency, fire and general centre procedures and policies.

Operational Procedures

Site specific operational procedures are in place for all activities and it is vital to the safety and wellbeing of clients and staff that these are understood and followed at all times. These operational procedures include details of instructor qualifications and staff to participant ratios, which must never be exceeded. All operational procedures are closely linked to risk assessments and are the key element in the safe and high quality delivery of all activities.

Code of Safe Practice Policy

In order for an operation to run safely it is vital for all concerned in the operation to understand and comply with the Policy of Safe Practice.

Safe practice is dependent upon all staff:

1. Being aware of potential hazards and dangers.
2. Making sound judgement of what constitutes a dangerous situation.
3. Preventing access to dangerous situations for those ill equipped to cope.
4. Ensuring adequate supervision.
5. Knowledge of how to help oneself and others in danger.

In addition The Château staff:

1. Provide only those activities/child care sessions they are trained and qualified to do so.
2. Must keep an up to date file of all his/her qualifications. This should include original copies of all certificates.
3. Must hold a current first aid qualification.
4. Must ensure that he/she has access to a first aid kit on or near the activity session area.
5. Must make a visual and where possible, a physical check of all equipment prior to, during and at the end of each session.
6. Must follow all safety guidelines, operational procedures and risk assessments as laid down for each activity both on and off site.
7. Must complete all relevant paperwork as laid down for each activity.
8. In the event of an accident/incident/near miss must follow all procedures as laid down.

Session Observation, Monitoring and Review

As part of our ongoing development process all staff will be monitored, assessed and provided with feedback on a regular and recorded basis. This is an important element in ensuring continued and progressively improving standards at all levels.

Reporting

All staff must report any action or omission that, in their opinion, may lead to a threat to the health and safety of guests, staff or visitors. In the first instance this report should be made to their line manager, however, all staff should be aware that, in exceptional circumstances, they may email David Chalude at david@voyagerschooltravel.com