



V6 December 2017

SAFETY MANAGEMENT SYSTEM

Masterclass Sports Tours operate within a framework of a documented Safety Management System ('SMS').

The Masterclass Sports Tours SMS has both its structure and content aligned with the requirements of the Travelopia Health & Safety Department and as such, is in keeping with the expectations placed upon Masterclass Sports Tours through being part of the world's leading and largest specialist and activity travel company.

Furthermore, the display of the logo below indicates that the Masterclass Sports Tours Safety Management System has been audited by the Health & Safety Department by the Travelopia Group of Companies and has been found to meet or exceed the required standards for the effective management of customer safety.



This Safety Management System (SMS) has been produced solely for Masterclass Sports Tours contains information confidential. It may not be shared with any other third parties (including joint ventures) nor use it for any other purpose without the prior written consent of Masterclass Sports Tours. This SMS remains at all times the possession of Masterclass Sports Tours and cannot be copied, rewritten or used for own purposes at any time.

The Masterclass Sports Tours SMS takes the format of a Customer Health & Safety Policy and Procedures manual which sets out how customer health and safety is managed within Masterclass Sports Tours and which lays down minimum standards for the safe delivery of Masterclass Sports Tours product.

The Masterclass Sports Tours SMS is founded on well-established and globally recognised and accepted safety management principles and is a 'live' document within Masterclass Sports Tours.

The Masterclass Sports Tours SMS is organised and implemented under five broad policy and procedural areas, namely;

1. Policy
2. Organisation
3. Planning & Setting Standards
4. Monitoring
5. Audit & Review

Good practice dictates that the Safety Management System manual and the associated supporting documentation, policy, processes and appendices are regularly reviewed and updated, and as such, the full Safety Management System is not published here, but is available to view and discuss with Masterclass Sports Tours staff should this be required.

The following pages however, are directly lifted from the full Masterclass Sports Tours safety management system document and include the cover page, full description of the SMS document contents as well as the Introduction, Foreword and Philosophy of Masterclass Sports Tours with regards to Masterclass Sports Tours' approach to the management of safety which sets the remainder of the full document in context.

Both the Masterclass Sports Tours Health & Safety policy statement and the Travelopia Health and Safety Policy statement are included.



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TABLE OF CONTENTS

	Introduction & Philosophy
	Policy Statements
	Organisation
	<ul style="list-style-type: none"> Responsibilities & Accountabilities
	<ul style="list-style-type: none"> Organisation Chart
	<ul style="list-style-type: none"> Product & Client Delivery 'Journeys'
	<ul style="list-style-type: none"> Training
	<ul style="list-style-type: none"> Policy & Communication
	<ul style="list-style-type: none"> Incident/Accident/Emergency Plans
	<ul style="list-style-type: none"> Crisis Communication
	<ul style="list-style-type: none"> Sources of Information
	Customer H&S Standards – planning, setting & implementing
	<ul style="list-style-type: none"> Accommodation
	<ul style="list-style-type: none"> Home Hosting
	<ul style="list-style-type: none"> Transport
	<ul style="list-style-type: none"> Activities & Excursions
	<ul style="list-style-type: none"> Sports Venues/Tournaments
	<ul style="list-style-type: none"> Staff/driver accommodation
	<ul style="list-style-type: none"> School Travel Forum
	<ul style="list-style-type: none"> Sure2Care Audit System
	<ul style="list-style-type: none"> Supplier Contracts
	<ul style="list-style-type: none"> Aviation Policy
	<ul style="list-style-type: none"> Insurance
	<ul style="list-style-type: none"> Visit Code of Conduct
	<ul style="list-style-type: none"> Escalation Policy
	<ul style="list-style-type: none"> Minimum Expected Standards – Guiding Principles
	<ul style="list-style-type: none"> Learning Outside the Classroom (LOtC) Manifesto
	<ul style="list-style-type: none"> Child Protection
	<ul style="list-style-type: none"> Event Standards
	<ul style="list-style-type: none"> Safety Management & Sports Tours
	<ul style="list-style-type: none"> Pre-Tour Inspection Visits
	Monitoring Performance
	<ul style="list-style-type: none"> Pro-Active monitoring
	<ul style="list-style-type: none"> Reactive monitoring
	Audit & Review
	<ul style="list-style-type: none"> Reports
	<ul style="list-style-type: none"> Meetings
	<ul style="list-style-type: none"> Audit

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INTRODUCTION

TTSS Ltd recognises that the primary purpose of policies and procedures aimed at effectively managing client health and safety is the prevention of accidents and incidents and the protection of clients from injury, harm or ill health.

However, TTSS Ltd also recognises that effective management of client health and safety can bring additional benefits through contributing to better business performance in a variety of important ways, including (in no particular order);

- Reducing the total cost of risk through preventing and minimising the occurrence of accidents and injuries and associated litigation, claims and compensation
- Ensuring a systematic approach to the identification of risks and the allocation of appropriate resources to control them
- Contributing to the development of a culture supportive of client health and safety which is necessary to achieve adequate control over risks
- Minimising financial (and other) losses arising from avoidable unplanned events
- Recognising that accidents and incidents can result from failings in management control as well as those of individual employees

TTSS Ltd recognises that successful client health and safety management and achieving the above has several key elements, which are linked with regards to both information flow and control;



This TTSS Ltd Client Health and Safety Procedures document sets out these key elements under the section headings that follow.

Within the context of this document, 'policy' is intended to mean the 'general intentions, approach and objectives' of TTSS Ltd and the criteria and principles upon which it bases its actions.

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PHILOSOPHY

The benefits of playing sport are not just physical but academic and social too. To be able to play sports in new and exciting destinations opens up an opportunity to not only share sporting achievements but absorb the local culture and make new friends. This is something TTSS Ltd recognises is part of the learning and travel experience that will impact positively on our touring groups and the memories remaining with them for the rest of their lives.

Ensuring the safety of those who travel with us remains at the very core of what we do. Whether it's playing Rugby in South Africa, Netball in Holland or Hockey in South America the safety of our clients and staff is of paramount importance and we will work diligently to minimise and control risks at all times.

Experiential holidays for children do by virtue of the 'client type' carry an inherent element of risk and therefore we cannot guarantee that incidents will not occur. However through the effective supply of information we will always ensure that clients are made aware of the potential risks involved and therefore it is implicit that clients who book holidays with us have given informed consent to be exposed to those risks. We will dissuade clients from travelling with us if they are overly concerned about the level of risk involved.

Organisers of clubs and schools travelling with us will be given the opportunity to visit the destination in advance of travel to assess the risks for themselves where possible, if required to do so.

We expect clients to work with us in maintaining their own safety through taking sensible precautions themselves and always acting in a responsible manner with regard to their own safety and that of their travelling companions and our staff.

POLICY

TTSS Ltd are part of the Travelopia Group of companies and recognises that health and safety and risk management policy set at Group level has a direct bearing on the conduct of our business. Our own policy statements are intended to reflect the sentiments of those issued by Travelopia and in addition recognise our own particular business circumstances.

A signed copy of the MasterClass Sports Tours & Travelopia Policy statements can be found below:

CONFIDENTIAL

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H&S POLICY STATEMENT

The management team of **MasterClass Sports Tours** is committed to its legal and moral obligations to provide and maintain arrangements to ensure, as far as is reasonably practicable, the health and safety of all its clients, employees and others who may be affected by the operations and activities of **MasterClass Sports Tours**.

It is the aim of **MasterClass Sports Tours** to:

- Effectively control risks and prevent harm to people
- Set a clear direction for the business to follow by its policy, supported by the most senior level within the business
- Ensure a planned and systematic approach to the management of health and safety
- Interpret and establish best health and safety practice
- Protect the assets, earnings and reputation of **MasterClass Sports Tours**
- Promote a positive health and safety culture

In order to achieve the above aims, **MasterClass Sports Tours** will ensure:

- Travel related risks faced by clients and employees are adequately assessed
- Effective arrangements are in place for planning, organising, controlling, monitoring and reviewing preventative and protective measures
- That competent persons are available to help in undertaking the measures needed to fulfil legal and other health and safety obligations
- That clients and employees are provided with information on the risks they may face and the preventative and protective measures that are there to control these risks

Signed: 
Date: 15 June 2017

Vicki Cockman – General Manager
MasterClass Sports Tours

Signed: 
Date: 15 June 2017

Matt Nash – Operations Manager
MasterClass Sports Tours



TTSS Ltd trading as **MasterClass Sports Tours** is a member of the **Travelopia** group of companies registered in England No. 06666822 Registered Office at Origin One, 108 High Street, Crawley, West Sussex, RH10 1GD.

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ANNEX I

TRAVELOPIA HEALTH AND SAFETY POLICY STATEMENT

The management team of Travelopia is committed to its legal and moral obligations to provide and maintain arrangements to ensure, as far as is reasonably practicable, the health and safety of all its customers, employees and others who may be affected by the operations and activities of the Travelopia businesses.

It is the aim of Travelopia to.

- Effectively control risks and prevent harm to people.
- Set a clear direction for the Travelopia businesses founded on this policy, supported by the most senior level within Travelopia.
- Ensure a planned and systematic approach to the management of health and safety.
- Interpret and establish best health and safety practice.
- Protect the assets, earnings and reputation of Travelopia and its subsidiaries.
- Promote a positive health and safety culture.

In order to achieve the above aims, Travelopia will ensure.

- All suppliers and travel related risks faced by customers and employees are adequately assessed
- Effective arrangements are in place for planning, organising, controlling, monitoring and reviewing preventative and protective measures.
- That competent persons are available to help in undertaking the measures needed to fulfil legal and other health and safety obligations.
- That customers and employees are provided with information on the risks they may face and the preventative and protective measures that are there to control these risks

Signed 
Will Waggott, CEO Travelopia

Date 18/4/17