



# Health and Safety Policy (UK & Qatar)

---

**Please note:**

All ACS schools will operate in compliance with the relevant legislation of the country in which they are operating. Where ACS International Schools is operating outside of the United Kingdom the UK regulatory framework will provide the foundation for best practice as far as this policy is concerned.

*Document Status*

Document Name: Health and Safety Policy (UK & Qatar) V12.1 – May 2020  
Document Status: Final  
Document Owner: H&S Manager  
Responsible: Chief Executive  
Next Review Date: July 2020

*Change Control*

<b>Date Produced</b>	<b>Version</b>
April 2005	V1
December 2006	V2
August 2008	V3
November 2011	V4
July 2012	V5
July 2013	V6
February 2015	V7
October 2015	V8
August 2016	V9
March 2017	V9.1
July 2018	V10
July 2019	V11



## Policy Statement

It is the policy of ACS International Schools (henceforward referred to as ACS in this policy) that its management ensures, so far as reasonably practicable, the health, safety and welfare of its employees, students and visitors to its campuses and for all those employees and students who may be elsewhere under the responsibility of ACS while carrying out their work or studies. ACS wishes to create an environment in our schools where all feel safe, secure and can thrive. ACS will ensure adequate resources are available to carry out the policy and monitor its implementation.

The ACS Board of Directors is responsible for, and committed to, effective health and safety management. The Board is responsible for reviewing & approving this policy annually, ensuring sufficient resources & management, competent advice is sought, risks assessments are conducted & suitable employee involvement, and delegates authority to managers to implement effective health and safety procedures in support of this. The Board monitors and reviews health and safety performance and receives regular reports on performance from management.

ACS has regard to the following statutory and non-statutory guidance in writing, implementation and review of this policy: *The Health and Safety at Work Act (1974)*, *The Management of Health and Safety at Work Regulations (1999)*, *Health and Safety: Responsibilities and duties for Schools (2018)*, *Health and Safety on Educational Visits (2018)*, *Statutory Framework for the Early Years Foundation Stage (2017)* and HSE guidance outlined in *Sensible health and safety management in schools* (along with all other legislation pertinent at this time).

### 1. Guiding Principles

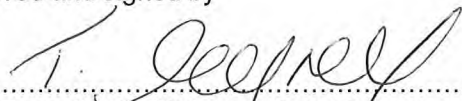
The aim of the policy is to minimise the risks to the health and safety of all who use the premises or who may be situated elsewhere whilst carrying out their ACS studies or work by securing the active co-operation of all employees, students, parents, contractors and visitors. The procedure for implementing this policy will consider health and safety with respect to policy, organisation, planning and implementing and measuring performance. These will aid hazard identification, evaluation and control.

ACS International Schools will, so far as is reasonably practicable, provide and maintain a safe and healthy working environment for all its employees, students and visitors including:

1. Taking all reasonable steps to comply with health and safety legislation;
2. Ensuring that all employees are made aware of their responsibilities and duties in respect of health and safety, and to ensure they are given sufficient information, instruction, training and supervision to enable them to carry out their duties and responsibilities effectively and safely and to contribute positively to their own health and safety and to that of anybody who may be affected by their work;
3. Taking all reasonable steps to ensure that all plant and equipment is maintained in safe working order and that risk assessments are carried out in connection with the use, handling and transport of equipment used, or activities undertaken, in the day-to-day life of a teaching establishment;
4. Drawing up disaster and recovery plans for any foreseeable incident which could reasonably be expected to happen;
5. Consulting employees with a view to securing their co-operation in the development of measures to ensure the health and safety of themselves and all school constituents and to check the effectiveness of those measures;
6. Ensuring that means of access to and egress from all areas of a campus are established and maintained in a safe condition;
7. Maintaining an environment that is as safe as possible and provides adequate hygiene, sanitary and welfare facilities;
8. Ensuring that universal precautions are instituted during possible exposure to body fluids in order to prevent the transmission of communicable diseases;
9. Routinely checking active measures employed within the health and safety management & systems.
10. Communicating health and safety performance to all staff.

This Statement of Policy should be read in conjunction with policies and procedures issued by ACS. This Statement of Policy will be reviewed annually and will be brought to the attention of all ACS employees.

Approved and signed by

  
.....  
Chief Executive, ACS International Schools



## 2. Roles and Responsibilities

### 2.1 Organisation

#### 2.1.1 Chief Executive

The Chief Executive is responsible for the management of health and safety, and the general duties as the 'Employer' under the Health & Safety at Work etc. Act (HSAWA) (1974)

The Chief Executive will:

1. Make arrangements for the appointment of persons to provide them with competent advice on matters of health and safety, and to receive and act on that advice
2. Delegate responsibility for the implementation of safety policies or practices through the Heads of School, Head of Estates and Facilities, Head of Boarding and other senior managers within ACS schools
3. Agree with senior management that suitable health and safety objectives shall be set annually for staff and approve annual action plans
4. Ensure that adequate time and resources are available for health and safety throughout ACS

#### 2.1.2 ACS International Schools Board

The Board must take responsibility and 'ownership' of health and safety within ACS and members of the Board must ensure that:

1. Health and safety performance is reviewed at least once a year (or more in light of major shortcomings or events). This will include examining whether the health and safety policy reflects the organisation's current priorities, plans and targets;
2. Any amendments to ACS health and safety policies are reviewed & approved to ensure it is kept up to date
3. Health and safety arrangements are adequately resourced and managed;
4. Competent health and safety advice is being sought;
5. Health and safety performance is being communicated and properly reported on;
6. Risk assessments are being carried out;
7. Employees, or their representatives, are involved in decisions that affect their health and safety.

### 2.2 Schools & Head Office

#### 2.2.1 Individuals

It is the responsibility of employees, students, visitors and contractors to contribute to a high standard of health, safety and welfare within ACS. They are required to:

1. Take reasonable care for the health, safety and welfare of themselves
2. Cooperate with all health and safety systems in place within ACS
3. Ensure that their acts or omissions do not affect the safety of others
4. Bring any deficiencies in health and safety arrangements to the attention of others
5. Report all accidents, incidents and near-misses through the ACS accident reporting system and additionally ensure that their supervisor or teacher is aware of any such events

#### 2.2.2 Managers and Supervisors (incl. School Departmental Heads)

In addition to the responsibilities of individuals, managers and supervisors will:

1. Ensure that all persons under their supervision comply with ACS Health and Safety Policy
2. Be fully aware of their responsibilities under the Health and Safety at Work Act (1974)
3. Ensure that all persons under their supervision are competent and trained to do their work and have sufficient information, instruction and training to be fully aware of the hazards and risks associated with their work
4. Ensure that all equipment in their area is free of obvious defects and maintained appropriately





5. Ensure that the appropriate risk assessments are prepared and reviewed and these are communicated to those affected
6. Ensure that safety practices and procedures are observed and that suitable measures and protective equipment is worn or used where appropriate
7. Ensure that deficiencies found during inspections, reviews and audits are corrected, reviewed, repaired or replaced
8. Consult with their employees on all matters relating to health and safety and be responsible for bringing health and safety information to their attention

### **2.2.3 Principals and Senior Managers**

In addition to the responsibilities of managers and supervisors, Principals and senior managers will:

1. Foster safety awareness by personal interest and example, and encourage a 'safe working' ethos
2. Continually monitor safety practices and procedures within their area of responsibility and carry out regular safety tours of their areas of responsibility focusing on building and infrastructure, particularly in communal areas
3. Endorse the findings of workplace inspections, reviews and audits and prioritise corrective actions
4. Review reports of accidents, incidents and near misses, and ensure corrective action has been taken to prevent or reduce the probability of reoccurrence
5. Ensure that sufficient personnel are nominated for safety roles within their area and that they are appointed in writing by the Head of School. These include Fire Wardens and First Aiders

### **2.2.4 Heads of School**

In addition to the responsibilities of Principals and senior managers, the Heads of School will:

1. Receive and act on advice from appointed safety personnel and other competent persons
2. Ensure the implementation of health and safety policies within the school
3. Formally appoint, in writing, personnel to fulfil safety roles
4. Ensure that adequate time and resources are available for health and safety throughout the school
5. Delegate the chairing of the school health and safety committee to the Health and Safety Manager

## **2.3 Health & Safety specific: Organisation**

### **2.3.1 Health and Safety Manager**

The main purpose of this role is to work proactively with Board Members, Heads of School, Principals and managers to establish and maintain a programme of continual improvement in the management of health and safety within the ACS organisation. In addition, they will look to develop a positive health and safety culture amongst staff, students and parents of ACS. In particular, the Health and Safety Manager will:

1. Provide advice, support and guidance as appropriate to the Board, Chief Executive and the Heads of School in order to assist them in carrying out their duties under health & safety legislation and ACS policy.
2. Assist the Head Estates and Facilities in their responsibilities in regard to the management of the health and safety for the Estates and Facilities department by auditing the work done by the department (either by ACS Estates and Facilities staff or contracted personnel) to ensure compliance with current health and safety legislation and ACS policy whilst carrying out work at ACS.
3. Be the focal point for the day-to-day reference of health and safety for all staff, students and visitors and to give advice and guidance where appropriate.
4. Co-ordinate and implement good health and safety practices and procedures throughout the ACS organisation and its schools, liaising with each campus to ensure uniformity in the delivery of health and safety across all schools.
5. Carry out audits and inspections of ACS schools and produce reports as necessary with action points.
6. Work alongside the appointed Fire Officers at each school to ensure that all aspects of the fire risk assessments are carried out and regular monitoring is in place.



7. Audit to establish that all necessary appointed persons are in place throughout the schools and have been trained with regard to their role and responsibilities.
8. Arrange and monitor health and safety training as appropriate.
9. Assist the Head of Estates and Facilities, as required, to audit to establish that all statutory testing and inspection has been carried out and recorded in accordance with legislation.
10. Ensure necessary and adequate health and safety policies and procedures are in place, published and adhered to.
11. Ensure all health and safety policies are reviewed and any necessary changes made following changes in legislation and/or ACS practice.
12. Offer advice and guidance concerning any changes necessary to meet the requirements of health and safety within each school.
13. Chair the health and safety committee meetings at each ACS school.
14. Develop and maintain systems to monitor the effectiveness of health and safety control systems and to report any results/findings to the Board of Directors and the Heads of School.
15. Investigate accidents, near misses and untoward events as appropriate and ensure that adequate recording, monitoring and trend analysis arrangements are in place
16. Maintain and improve risk management practice across the ACS organization and assist with and provide advice as necessary on the completion of risk assessments.

### **2.3.2 Competent Person**

To assist with the on-going health and safety of employees, and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations (1999), ACS engages the services of Southall Associates Ltd. In addition to acting as the company competent person, in accordance with the aforementioned regulations, Southall Associates also provide the following:

1. Review of health and safety policy and other policies as required
2. Review risk assessments in line with changes required by law
3. Site audits to ensure risk assessment implementation and compliance with health and safety law, approved codes of practice and guidance.
4. Provision of a telephone helpline
5. Offsite assistance with major accident investigations
6. Reporting of accidents/incidents to the HSE on behalf of ACS under the Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations
7. Access to the online safety management system, Safety Cloud
8. Access to e-learning modules as required

Along with the above services Southall Associates can also provide additional services as and when required.

## **2.4 Health & Safety specific: Schools**

### **2.4.1 Campus Health and Safety Committees**

The role of the Campus Health and Safety Committee is to consider matters relating to the safety of staff, programmes of work, visitors, contractors, general public and the environment as regards their particular campus. The committee will be made up of representatives from each division and department within the school. They will monitor compliance with ACS Health and Safety policy and procedures within the school and review health and safety reports and accidents. If applicable, they will audit progress of any health and safety action plans within their school.

The Health and Safety Manager, as Chair of the Health and Safety Committees at the schools, writes and reviews the minutes of each meeting, uploads them onto Safety Cloud so that all staff are able to access them, and informs ACS managers of any concerns pertinent to them. The Health and Safety Manager schedules meetings with the Chief Executive to bring to their attention any health and safety issues that are urgent in nature, or common across the organisation.



#### **2.4.2 Deputy Head of School (Doha)**

The role of the Deputy Head of School includes the management of health and safety for ACS Doha, to provide advice and guidance to all personnel at their school in the legislative compliance with the HSAWA (1974) and all pertinent Acts, Regulations, Approved Codes of Practice, and guidance issued by the regulatory authorities of either the UK or Qatar. In particular, the Deputy Head of School's duties will include:

1. Reporting to and advising the Head of School on policies and practices
2. Being a point of contact for simple safety matters for the staff working within their particular area. This may provide advice, answer queries and acknowledge concerns
3. Chairing of the campus safety committee (in the absence of the Health and Safety Manager)
4. Having executive authority to stop any activity or process which they consider to be unsafe and associated with the likelihood of immediate serious harm, or in direct breach of safety legislation
5. Being informed by personnel of all accidents and incidents within the school and lead any investigation into such accidents and incidents
6. Developing a positive health and safety culture amongst staff, students and parents, effectively communicating and consulting on relevant health and safety information with all members of the ACS community
7. Supporting and assisting in emergency evacuation procedures depending on local plans
8. Assisting with inspections and safety audits, including carrying out regular safety tours of school buildings

#### **2.4.3 Responsible Person and Fire Officer**

The Responsible Person with regard to fire safety is the Head of Estates and Facilities who, with the operational support of the Fire Officer (identified as the Facilities Business Partner of each UK campus/the Facilities Manager of ACS Doha), will ensure the development and effective implementation of the arrangements outlined in the Fire Safety policy, and in particular ensure that:

1. A suitable and sufficient fire risk assessment is carried out for each building and reviewed annually or when significant changes occur to ensure that fire safety arrangements are compliant. Additionally, ACS Doha is required to renew the Fire Certificate for the premises every 2 years.
2. All fire safety equipment and devices are provided and suitably maintained.
3. Adequate means of escape are provided and maintained.
4. Information and/or instructions are provided for all contractors and other visitors so far as appropriate.
5. Regular fire evacuation practices for all school buildings and properties are carried out with recorded outcomes and feedback for relevant personnel.
6. A fire logbook is provided and maintained.
7. Special risks e.g. the storage/disposal of hazardous materials are appropriately addressed.
8. Liaison with enforcement agencies, the school's Health and Safety advisors, the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place.
9. Continuous monitoring and reviewing of these arrangements (in conjunction with the Health & Safety Manager) so as to ensure that any new risk or alteration to legislation is addressed.

#### **2.4.4 Fire Marshal**

Fire marshals are appointed by their department and/or division. The duties of fire marshals are to ensure that fire precautions and instructions are suitable and sufficient with regards to the fire hazards within their area of responsibility. In particular fire marshals will:

1. Ensure safe evacuation and check the area is clear of personnel, without endangering themselves, in the event of a fire alarm within their area
2. Report their area status to the Appointed Fire Officer or Emergency Coordinator in the event of an alarm
3. Assist in the completion and review of any fire risk assessment in conjunction with the Fire Officer
4. Assist the Fire Officer with planned fire drills



#### **2.4.4 First Aider**

All ACS staff are required to complete basic first aid training. Additional First Aid provision is determined through the ACS First Aid policy. The level of training required is mainly determined by the role held an individual. First Aiders are appointed by their department and/or division as appropriate. The duties of First Aiders are to:

1. Ensure that their qualification is valid
2. Be responsible for the first aid equipment in their area, and to bring any deficiencies to the attention of the school nurse for replenishment of stocks, etc.
3. Give first aid treatment to whomever needs it, either personally or by seeking the help of another First Aider, and to keep a record of such treatment
4. Use the Automatic Electronic Defibrillator (AED) and ensure their training for its use is in date



### 3. General Arrangements

The following section outlines the general health and safety arrangements for specific areas pertinent to the day-to-day activities of ACS International Schools. Further details can be found in the policies referred to under each topic heading (if applicable).

1. Child Protection and Safeguarding
2. Risk Assessment
3. Consultation with Employees
4. Monitoring and Inspection
5. Information, Instruction, Training and Supervision
6. Online Safety
7. Young Workers
8. New and Expectant Mothers
9. Access to School Premises (Security)
10. Violence / Aggression
11. Lone Working
12. Accident Reporting, Ill health and First Aid
13. Workplace Facilities and Welfare
14. Play and Sports Equipment
15. Smoking
16. Alcohol and Illegal Drugs
17. Stress and Wellbeing
18. Housekeeping
19. Display Screen Equipment
20. Manual Handling
21. Hazardous Substances
22. Legionella
23. Personal Protective Equipment
24. Electrical Safety
25. Fire
26. Asbestos
27. Working at Height
28. Workplace Equipment
29. Noise
30. Vibration
31. On-site Vehicle Movements
32. Managing Contractors
33. School Trips and Educational Visits
34. COVID-19 addendum





### 3.1 CHILD PROTECTION AND SAFEGUARDING

*Refer to the ACS Child Protection & Safeguarding policy for further details*

***Whilst it is not statutory or legally enforceable in Doha, Qatar and while similar government sponsored child protective services are not in place, ACS Doha International Schools follows this policy as a model for good practice.***

The Board of Directors takes seriously its responsibility under section 157 of the Education Act 2002, as detailed in “Working Together to Safeguard Children” (March 2015) and in “Keeping Children Safe in Education” (September 2018) (or whichever version/s are current at the time) to safeguard and promote the welfare of children and to promote work with other agencies to ensure adequate arrangements within our organisation to identify, assess and support those children who are suffering harm. All members of the Board of Directors will understand and fulfil their responsibilities.

All adults, including all employees, temporary workers, volunteers and Directors, have a full and active part to play in protecting students from harm. Our schools should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual student.

The aims of the Child Protection and Safeguarding policy are to:

- Support the student’s development in ways that will foster security, confidence and independence.
- Provide an environment in which children and young people feel safe, secure, valued, respected and comfortable in sharing their concerns with adults.
- Raise the awareness of all teaching and non-teaching employees of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- Provide a systematic means of monitoring children known or thought to be at risk.
- Provide effective communication amongst all employees.
- Develop a procedure to be followed by all members of staff in cases of suspected abuse.
- Develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- Ensure that all adults within our school who have substantial access to children have been checked as to their suitability.
- Remedy any deficiency or weaknesses in Child Protection arrangements without delay

Each campus will follow the safeguarding procedures published by their Local Safeguarding Children Board (LSCB) where applicable, and will appoint a Designated Safeguarding Lead (DSL) whose role will be clearly communicated within the school, including a statement explaining the school’s role in referral and monitoring cases of suspected abuse. The DSL will receive training (updated every 2-years) in child protection and ‘inter-agency working.’

In addition to covering the DSL requirements at their school on a full-time basis, the DSL at ACS Cobham offers advice and support to the DSLs and safeguarding teams across the ACS organisation. Amongst other things, they lead the bi-monthly all campus safeguarding meetings and coordinate training for staff, students and parents to ensure consistency throughout the schools.

### 3.2 RISK ASSESSMENT

*Refer to the ACS Risk Assessment policy for further details*

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations (1999), ACS will ensure risk assessments are carried out for all activities which pose a risk to employees, students and others affected by their undertaking. This will include the completion of risk assessments prior to student activities off site e.g. educational trips etc. No school trip will leave campus without the Head of School having approved the risk assessment for that particular trip.

It is impossible to eliminate all risk, but ACS does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our students, staff, or the general public through risk assessment will not be carried out.

Risk assessments will be reviewed periodically, or as and when required, to ensure that they remain effective and relevant to our work activities.



### 3.3 CONSULTATION WITH EMPLOYEES

In accordance with the Safety Representative and Safety Committee Regulations (1977) and the Health and Safety (Consultation with Employees) Regulations (1996) it is the intention of ACS to promote a culture whereby employees are encouraged to bring to the attention of their line manager any issues relating to safety. ACS acknowledges that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed.

### 3.4 MONITORING AND INSPECTION

Southall Associates undertake annual inspections and checks to monitor health and safety standards and ensure a healthy and safe working and learning environment. Additional external audits are commissioned as and when required to demonstrate compliance with statutory legislation.

Internally, each division/department will carry out annual audits on classrooms, offices and other areas based on the HSE Classroom checklist. These are completed on the Safety Cloud compliance system and necessary actions forwarded to appropriate managers.

Those subject areas deemed more hazardous will carry out an annual protocols and procedures audit in addition to the above. These are completed on the Safety Cloud compliance system and necessary actions forwarded to appropriate managers.

Additionally, the Estates and Facilities department has developed a number of audits which they use to monitor the facilities and grounds of the schools. These are completed on the Safety Cloud compliance system and necessary actions forwarded to appropriate managers.

Internal audits of school divisions, Estates and Facilities teams and contractors working on site are uploaded on Safety Cloud to highlight actions required.

### 3.5 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

*Refer to the ACS Training (H&S and Safeguarding) policy for further details*

ACS will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. A list of required training is completed by all staff members, and non-ACS staff working in regulated activity with ACS students. Additional training is identified for specific staff groups in the Training (H&S and Safeguarding) policy.

Required reading is uploaded on Safety Cloud. Additional online training, including bespoke medical condition awareness training is provided through Safety Cloud by Southalls, and by EduCare, a provider of safeguarding and health and safety e-learning courses designed specifically for the education sector.

All new staff will attend an organisation introduction session (covering all relevant topics including health and safety, child protection and security) and will complete a health and safety induction with their line manager (or their nominated representative). Information provided will highlight any hazards (identified from risk assessments) employees may be exposed to and the control measures in place for their specific work activities.

Records of training are maintained on Safety Cloud and compliance audits carried out as required. It is the responsibility of managers to ensure that training is completed as required.

### 3.6 ONLINE SAFETY

*Refer to the ACS Online Safety policy for further details*

ACS internet users (and their parents, if appropriate) should understand that ACS cannot completely control the content of the information obtained from other systems. We put into place technical 'firewalls' and 'Internet content filtering tools' along with other protection systems on our computer systems at school but no system is perfect or fool-proof. It is the view of ACS that the advantage of access to the worldwide web outweigh the disadvantages of possible abuse of the privilege.



Parents are encouraged to discuss appropriate use of the Internet at home and both students and parents are required to sign an Acceptable/Responsible Use Agreement to abide by the terms and conditions contained within it. The following activities are NOT permitted:

- Participation in unregulated 'chat forums'
- Displaying or downloading information or images from the Internet that are offensive, obscene, abusive, objectionable or dangerous. Sensitivity to the diversity of the ACS community will be considered in deciding whether or not material is offensive
- Damaging or altering computers, computers systems, software, networks, or files
- Vandalising, damaging, or disabling the property of another User
- Representing the work of others found on the Internet or from other sources as your own
- Using another person's password, trespassing in another person's folders, work or files
- Breaching the specific guidelines set up at individual locations such as the library or computer lab
- Giving out personal information about yourself, or any other member of the school community such as home phone numbers, addresses, credit card numbers or age
- Downloading or use of any unauthorised games or programmes.

### **3.7 YOUNG WORKERS**

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to, amongst other things:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

ACS students may undertake work experience activities, voluntary work through the IB Diploma Creativity, Activity, Service (CAS) programme or assist with school-led activities such as Open Days. In all these cases ACS will ensure that any risks to the young person are reduced to the lowest possible level, and that the work is properly supervised by a competent person. The parents or guardians of the student/s concerned will be informed of the possible risks and the measures put in place to control them.

ACS staff supervising persons under the age of 18 years (whether employed by ACS, or undertaking work experience at ACS) will carry out a risk assessment to identify any potential risk to the young person in the place of work. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

### **3.8 NEW AND EXPECTANT MOTHERS**

*Refer to the ACS New & Expectant Mothers policy for further details*

Once ACS have been informed in writing that a worker is pregnant, a risk assessment will be carried out. The risk assessment will cover the type of work normally undertaken and also the working environment. Pregnant worker /nursing mothers will not be allowed to come into contact with hazardous substances or undertake any activity that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker/nursing mother is considered unacceptable.

### **3.9 ACCESS TO SCHOOL PREMISES (SECURITY)**

All reasonable steps are taken to ensure that students, staff, parents and visitors are safe and secure. The Head of School is responsible for day-to-day security of their campus. Responsibility is delegated through the security teams employed at each school. Each team is led by a Security Manager and the entire security operation is overseen by the Head of Security (a member of the Estates and Facilities management team).



All visitors sign in on entry to campus and are met upon entry into the school. A badge is provided for visitors to wear at all times whilst on campus. Where a person is not immediately recognised as having legitimate reason to be on the school grounds, they will be politely asked if they need any help. Assuming the person seems to have a valid reason, they will be accompanied towards Security where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises, they will be asked to leave by the nearest exit and observed until they do so, and the most senior member of staff available informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the police will be called without delay and the school informed of this action. If staff feel in any way threatened, they should make their point, withdraw and not approach the person but call Security. They should not try to physically remove the person or engage in arguments.

In the event of a break in on site, staff should ensure their safety and that of their students, and alert colleagues to call the police. If an imminent threat is feared, for whatever reason, then a lockdown procedure should be instigated on a campus-wide basis.

### 3.10 VIOLENCE / AGGRESSION

In the event of meeting with an adult / parent whom staff suspect may turn abusive, the meeting will be conducted in a room that can be easily monitored with other staff members within easy reach. Depending on the circumstances, the employee may request an additional staff member to be present. Should an adult / parent become aggressive, they will be asked to leave the school in a calm and non-threatening way. If the person refuses to leave Security should be called.

### 3.11 LONE WORKING

*Refer to the ACS Lone Working policy for further details*

Lone working can occur during normal working hours at a remote location either within the normal workplace or off site, or when staff are working outside normal working hours.

The Divisional Principal or Head of Department is responsible for ensuring that arrangements are in place to enable safety during lone working by identifying lone working situations, compiling risk assessments, and introducing adequate control measures.

Individuals are responsible for complying with the control measures arising out of the risk assessment, informing line managers and/or Security when they intend to work alone, and reporting any incidents which could affect their safety.

### 3.12 ACCIDENT REPORTING, ILL HEALTH AND FIRST AID

*Refer to the ACS First Aid (including the Administration of Medicines) policy for further details*

ACS is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking.

Incidents recognised as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) will be duly reported to the correct authority by Southall Associates on behalf of ACS. All incidents, regardless of the obligations of Regulations, must be recorded. Parents are informed of accidents involving students when necessary depending on the nature of the accident / injury. ACS is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness.

First aid equipment maintained on site is in line with the Health and Safety (First Aid) Regulations 1981. A number of first aid kits are kept on each campus and are also taken on off-campus visits.



The school nurses store medicines and administer them to students where necessary, and only with parental consent. Records are kept of any medicines administered. Any medicines held for students will be clearly labelled with the student's name on both the outer and inner containers and the dose. All staff receive annual training in the use of emergency medication and emergency medication is carried by students at all times, including on school visits. The school nurse will advise parents of recommended exclusion periods following specific illnesses.

ACS Early Childhood settings will ensure that the additional requirements outlined in the EYFS Statutory framework are in place, namely:

- Medicine (both prescription and non-prescription) will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. ACS will keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.
- ACS will keep a written record of accidents or injuries and first aid treatment and inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
- At least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present, and must accompany children on outings. ACS will display a list of PFA qualified staff.

### **3.13 WORKPLACE FACILITIES AND WELFARE**

In line with the Workplace (Health, Safety and Welfare) Regulations (1992), ACS is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a water supply.

### **3.14 PLAY AND SPORTS EQUIPMENT**

Play and sports equipment is routinely visually checked for damage, wear and tear. These checks are recorded using the checklists provided. The equipment is serviced on an annual basis. Staff are responsible for informing their line manager if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

### **3.15 SMOKING**

*Refer to the ACS Anti-Smoking, Alcohol and Drugs policy for further details*

Smoking, including the use of e-cigarettes, is not allowed anywhere on ACS property or vehicles. Smoking by students is not permitted at any time in school grounds during the regular school day or other school activities. The same regulation applies to all school-sponsored activities such as field trips or holiday trips that take place off school premises.

### **3.16 ALCOHOL AND ILLEGAL DRUGS**

*Refer to the ACS Anti-Smoking, Alcohol and Drugs policy for further details*

Consumption of alcohol or non-medically prescribed drugs is not permitted on ACS premises, nor must employees be under their influence because of the adverse effects that they can have on conduct and equipment operation.

Students are absolutely forbidden to engage in any drug related activity whilst under the jurisdiction of ACS. They are forbidden to share, or attempt to share, ingest or otherwise use any substance which, when used by the student with the intention to bring about a state of intoxication, causes the behaviour of the student to be a threat to the health and safety of the student concerned or any other member of the school; or otherwise disrupt the orderly operation of any part of the educational process for which the school is responsible.





Students are prohibited from purchasing, possession of, supplying, (or intention to supply), being concerned in supplying or consumption of the substances covered by this policy. A student who is found to be in possession of a drug, or any illegal substance, for abusive purposes is in breach of the school rule banning possession, even if the student was not planning to consume the drug while under school jurisdiction.

A period of fixed-term exclusion from the school, pending further investigation, would normally be recommended for involvement in purchase, possession or consumption of illegal drugs or substance of abuse. Permanent exclusion would be sanctioned for purchase, possession or consumption of any Class A substance as categorized as such by Law.

### **3.17 STRESS AND WELLBEING**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. ACS recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

ACS ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. ACS can also, where necessary, provide confidential counselling for staff and students affected by stress caused by either work or external factors.

### **3.18 HOUSEKEEPING**

ACS will ensure that standards of cleanliness are maintained and all areas kept free from slip or trip hazards. Traffic routes and escapes will be kept clear of obstructions.

### **3.19 DISPLAY SCREEN EQUIPMENT**

*Refer to the ACS Display Screen Equipment policy for further details*

ACS will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations (1992).

A suitable and sufficient analysis of workstations and environment will be undertaken by all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices. Any issues will be identified and forwarded to managers for action.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

### **3.20 MANUAL HANDLING**

In accordance with the Manual Handling Operations Regulations (1992), ACS will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible, ACS is committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where staff are required to undertake hazardous manual handling duties, training will be provided to cover:

- Principles of good lifting and handling
- Understanding of how to assess the risks posed by manual handling.

Should staff feel that a manual handling task is not within their capabilities then the school Facilities department should be contacted – they are trained and have appropriate lifting equipment to carry out most manual handling tasks.



### 3.21 HAZARDOUS SUBSTANCES

*Refer to the ACS COSHH (Control of Substances Hazardous to Health) policy for further details*

Examples of hazardous substances on campus include cleaning chemicals, chemicals used in the Science and Art departments, fuels and paints, clay dust and any other substance that has the potential to harm an individual coming into contact with that substance.

ACS will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations (2002). All staff exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions.

### 3.22 LEGIONELLA

*Refer to the ACS Legionella Management policy for further details*

ACS recognises its responsibility to implement in full, all requirements described in current relevant guidelines and legislation relating to the management and control of legionellosis including Legionnaires' Disease and management of hot water, particularly those outlined in the HSE Approved Code of Practice L8 – 'Legionnaires' disease: the control of legionella bacteria in water systems'.

ACS will undertake to:

- Appoint an ACS Responsible Person to enable the implementation of the requirements of this Policy. The Responsible Persons will in turn appoint in writing a Deputy Responsible Person for each school.
- Identify and assess sources of risk from all water and ventilation systems found within all the buildings of the campus.
- Maintain a "Written Scheme" for preventing, reducing or controlling the risk.
- Implement and manage precautions.
- Keep records of the precautions implemented of the premises within ACS's control.

### 3.23 PERSONAL PROTECTIVE EQUIPMENT

ACS aims to comply with the Personal Protective Equipment (PPE) at Work Regulations (1992). ACS acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such, ACS will do all within its power to ensure such equipment is fit for purpose and maintained in good condition. Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage, and will be trained in the use of PPE as necessary.

### 3.24 ELECTRICAL SAFETY

*Refer to the ACS Electrical (including Portable Appliance (PAT) Testing) policy for further details*

ACS aims to comply with the Electricity at Work Regulations (1989). Any portable appliances that are not double insulated shall be maintained and tested on a regular basis and a sticker affixed. The fixed electrical installation will be checked at a 5-yearly interval.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply. A Permit to Work scheme is in place for any works on live electrical equipment.



### **3.25 FIRE SAFETY**

*Refer to the ACS Fire Safety policy for further details*

ACS will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order (2005). A suitable and sufficient fire risk assessment is carried out for each building and reviewed annually or when significant changes occur to ensure that fire safety arrangements are compliant. Additionally, ACS Doha is required to renew the Fire Certificate for the premises every 2 years.

Each campus has an appointed Fire Officer. The responsibilities of the Fire Officer are outlined earlier in this document.

Fire extinguishers are located throughout the premises and serviced annually. ACS has an emergency plan to follow in the event of fire or sounding of the alarm. A fire drill is conducted at least once a semester and teachers are responsible for the safe evacuation of their class. All staff are trained in fire safety awareness. Divisions and departments are responsible for appointing Fire Marshals to assist in the event of an evacuation.

### **3.26 ASBESTOS**

*Refer to the ACS Asbestos Management policy for further details*

In accordance with "The Management of Asbestos in Schools" (DfE, March 2015) the role of asbestos management duty holder for ACS is fulfilled by the members of the Board. The Chief Executive of ACS carries overall responsibility for the health, safety and environmental obligations of the organisation and, as such, is tasked by the trustees to fulfil the role of asbestos management duty holder. The Chief Executive is assisted in this role by the Head of Estates & Facilities who acts on their behalf to ensure asbestos risk is managed throughout the organisation.

An asbestos survey of all ACS buildings has been conducted and a register of asbestos locations is maintained online. Management systems are developed for areas where asbestos has been identified, including an assessment of risk. Routine termly visual checks are conducted to ensure this remains in good repair and therefore poses no risk. The asbestos management plan is contained within the Asbestos Management policy.

Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos unless HSE guidelines are followed and work conducted whilst the school is closed to students.

### **3.27 WORKING AT HEIGHT**

ACS aims to comply with the Work at Height Regulations (2005). Work at height must be avoided as far as practicable. Footstools and stepladders may be provided where applicable. At no time should staff, students or visitors use furniture or equipment not specifically designed for purpose to assist in working at height.

Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed. All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management. Defective ladders are labelled and removed from use.

Staff working at height are given appropriate training for the tasks that they regularly carry out. A Permit to Work scheme is in place for any activity that requires work at height.

### **3.28 WORK EQUIPMENT**

ACS aims to comply with the Provision and Use of Work Equipment (PUWER) Regulations (1998). It is ACS policy that all relevant employees and students working with equipment (for example, in technology rooms) will be trained in the safe operation of the equipment and employees and students are required to use all work equipment correctly and in accordance with their training/manufacturers recommendations. All students will be supervised whilst using equipment.



Use of machinery and powered tools is included in risk assessments. Where a significant risk is identified through the risk assessment process a safe system of work will be written for the specific piece of equipment and/or work activity. The safe systems of work are communicated to all relevant staff who sign off to state that they have read and understood them.

Employees and students must never:

- Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.
- Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.
- All machinery in classrooms is locked and access is only via a keypad. Students are not permitted in these rooms unless they are supervised.

### **3.29 WORK EQUIPMENT - NOISE**

Staff, volunteers and students may be exposed to high noise levels during operation of machinery / powered tools. However, when noise levels are averaged over the course of the working day or week, it is unlikely that the lower or higher action value levels (80dBA or 85dBA as stipulated in the Control of Noise at Work Regulations (2005) will be exceeded. Even so, ACS provides hearing protection to be worn by staff and students during times of use of noisy machinery / equipment.

### **3.30 WORK EQUIPMENT - VIBRATION**

Certain hand-held tools pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by use of vibrating tools for only limited periods of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. vibration white finger).

### **3.31 ON-SITE VEHICLE MOVEMENTS**

*Refer to the ACS Vehicle Usage policy for further details*

Each individual school campus has a traffic plan and risk assessment that informs all those on campus as to the safe movement of traffic throughout the day. In general traffic access, egress and movement is the responsibility of the Security teams. Where possible, large deliveries (to the kitchens etc.) are restricted to times outside of the school day.

School bussing is the responsibility of the Transport Manager on each campus. They will ensure that everyone is aware of drop-off and pick-up procedures and/or restrictions. At all times during drop-off and pick-up the Transport Manager and Security team will be able to communicate with each other to enhance safety levels and ensure that reaction to any incident is quick and coordinated.

Staff driving school pool vehicles must register with the Transport Manager for their school, supply any documentation required, and complete the health surveillance questionnaire on Safety Cloud prior to being allowed to use the vehicle.

Staff driving special-use vehicles as part of their job (Facilities staff etc) must complete the health surveillance questionnaire on an annual basis to ensure they remain fit-to-drive.



### **2.32 MANAGING CONTRACTORS**

*Refer to the ACS Control of Contractors policy for further details*

ACS aims to comply with its duties under the Construction Design and Management (CDM) Regulations (2015). The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience. Prior to appointment, contractors undertaking high risk works will be requested to provide a risk assessment or safe system of work for any work they intend to undertake at the premises and to agree to comply with site safety rules laid down by ACS (outlined in the Contractor Site Rules for Working on ACS Premises document).

Contractors working on site will be required to report to the appointed responsible person and complete a contractor health and safety induction before beginning work. Regular checks on the contractors' mode of operation will be undertaken by the appointed responsible person and any work suspected to pose a risk to our staff, students or the contractor will be stopped.

For long-term projects, routine meetings will be held between ACS and contractor and health and safety matters discussed at committee meetings.

### **2.33 SCHOOL TRIPS & EDUCATIONAL VISITS**

*Refer to the ACS School Trip policy for further details*

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our students.

No student will be permitted to go on an off-campus trip without their parent / guardian having first completed the ACS Trip Consent in Forms Online. Parents / guardians are sent information regarding each school trip involving their children and given the opportunity to opt-out of any school trip should they choose to do so. In addition,

ACS will ensure that:

- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- The group leader has shown how the plans for the visit comply with regulations, guidance and with the ACS School Trip policy
- In the case of adventurous activities, the group leader will check and ensure that all the appropriate licences and insurances are in place for the provider of those activities, and that instructors are competent/qualified to instruct students
- A sufficient level of insurance is in place
- A review of school trips will take place to ensure that lessons learnt on the trip are recorded and can be implemented as necessary for future trips

Risk assessments and other forms (Trip Proposal, Trip Checklist etc) should be uploaded on Safety Cloud at least two weeks before the trip is due to leave the school in order that the trip can be approved by the Principal and Head of School. No group should leave the campus on a trip until the risk assessment for the trip has been approved by the Principal and Head of School concerned.

### **2.34 COVID-19 ADDENDUM**

Following government guidance to implement a phased reopening of schools from June 1<sup>st</sup> 2020, the Board of Trustees of ACS International Schools (hereon referred to as ACS) recognises that there are extra considerations for the management of the health, safety and welfare of its employees, students and visitors to its campuses in regard to the coronavirus (COVID-19) pandemic, in addition to the need for additional requirements with regard to treatment of vulnerable members of the school community and those exhibiting COVID-19 symptoms.





In ensuring that the extra responsibilities associated with our duty of care in this regard are fully met, ACS describes below the measures which will be taken on behalf of the ACS Board of Trustees by ACS staff.

Please refer to this section for information regarding health, safety and welfare with specific regard to COVID-19 only during this period – for all other health, safety and welfare matters please refer to the ACS Health and Safety Policy.

This addendum will be updated in line with the statutory guidance issued by the relevant authorities.

---

## **POLICY STATEMENT**

ACS recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities.

We will adopt health and safety arrangements in relation to COVID-19 in line with Health & Safety legislation, and in consideration of Government guidance, reviewing the efficacy of control measures in line with this guidance and other reliable sources such as the World Health Organisation.

Good health and safety management will be an integral part of the way that our schools operate and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum is based on the Surrey CC document Template COVID-19 Health & Safety Policy for Schools and Education Settings, and information provided by Southalls Associates

### **1. Aim**

To ensure that the risks of coronavirus (COVID-19) presented to students, staff and visitors to ACS schools are reduced to an acceptable level.

### **2. Objectives**

As far as is reasonably practicable, ACS will conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance to:

- provide safe working and learning conditions
- ensure a systematic approach to the identification of risks and the allocation of resources to control them
- openly communicate with all ACS stakeholder groups on health safety and welfare matters

### **3. General arrangements**

Where unprecedented situations arise such as the outbreak of the COVID-19 pandemic, ACS will act in the following manner:

1. Apply and communicate sensible risk management and safe working practices. This will involve:
  - regular assessment of hazards and associated risks
  - implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - monitoring the effectiveness of those measures by senior leaders
  -



- provision of information, instruction, training and protective equipment to staff and students where required
  - review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident
  - implementing measures to ensure social distancing is observed across the school sites and in all buildings consistent with and appropriate to the numbers of students, staff and visitors in the school
2. Provide information and instruction in key areas such as infection control, personal hygiene and social distancing to assist students, staff and visitors to maintain an appropriate social distancing and personal hygiene regime to be followed at all times whilst on campus
  3. Communicate regularly and effectively with all members of the ACS community about the schools' response to COVID-19
  4. Operate an enhanced cleaning regime throughout the period of the COVID-19 pandemic
  5. Ensure that all members of the ACS community are informed and instructed to ensure competence and awareness of health & safety precautions required during the period of the COVID-19 pandemic and require all employees (and encourage and support all students) to show a proper personal regard for their own health and safety, for that of the people around them
  6. Educate and inform our students about COVID-19 and encourage them to adopt, and reassure them about the, measures in place to protect themselves from it and require staff, students and visitors to exercise increased due care and attention and observe those measures and safe working methods
  7. Put in place the support required for the return of students with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
  8. Put in place any flexible working arrangements needed to support delivery of education during the period of the COVID-19 pandemic, including arrangements for the continuing education of those children who have not yet returned to school and for those staff members continuing to work from home
  9. Put in place measures to check on staff and student wellbeing, including that of school leaders
  10. Draw up contingency plans for someone falling ill or demonstrating symptoms whilst at school, and liaise with the relevant authorities to ensure that any confirmed case is reported appropriately and any necessary actions taken
  11. Provide appropriate personal protective equipment (PPE) and equipment as required by staff
  12. Ensure that Government guidance with regard to extremely clinically vulnerable, clinically vulnerable and members of the ACS community with members of their household displaying COVID-19 symptoms is communicated appropriately to ensure that those defined as more susceptible to, or those potentially carrying the virus, do not come to school until it is deemed safe for them to do so