



Health and Safety Policy

January 2025

Version 1

Review date: January 2026

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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COGNITA

Ardmore

THE POLICY

Issue Date: 27th January 2025

Status: Version 1

Ardmore Language Schools HEALTH AND SAFETY POLICY PART ONE - STATEMENT OF INTENT

INTRODUCTION

The company believes that ensuring the health and safety of staff, customers and visitors, and positively promoting health and safety is essential to the success of the company.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff including instructing and non-instructing staff and customers
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the company premises
- Providing adequate information, instruction, training and supervision to staff and customers
- Consulting with staff, customers and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the company premises
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The company will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Active Learning Group Managing Director, Ardmore Language Schools Senior Management Team, staff and customers will play their part in its implementation.

NAME: Michael Drake

DATE: 27-Jan-25

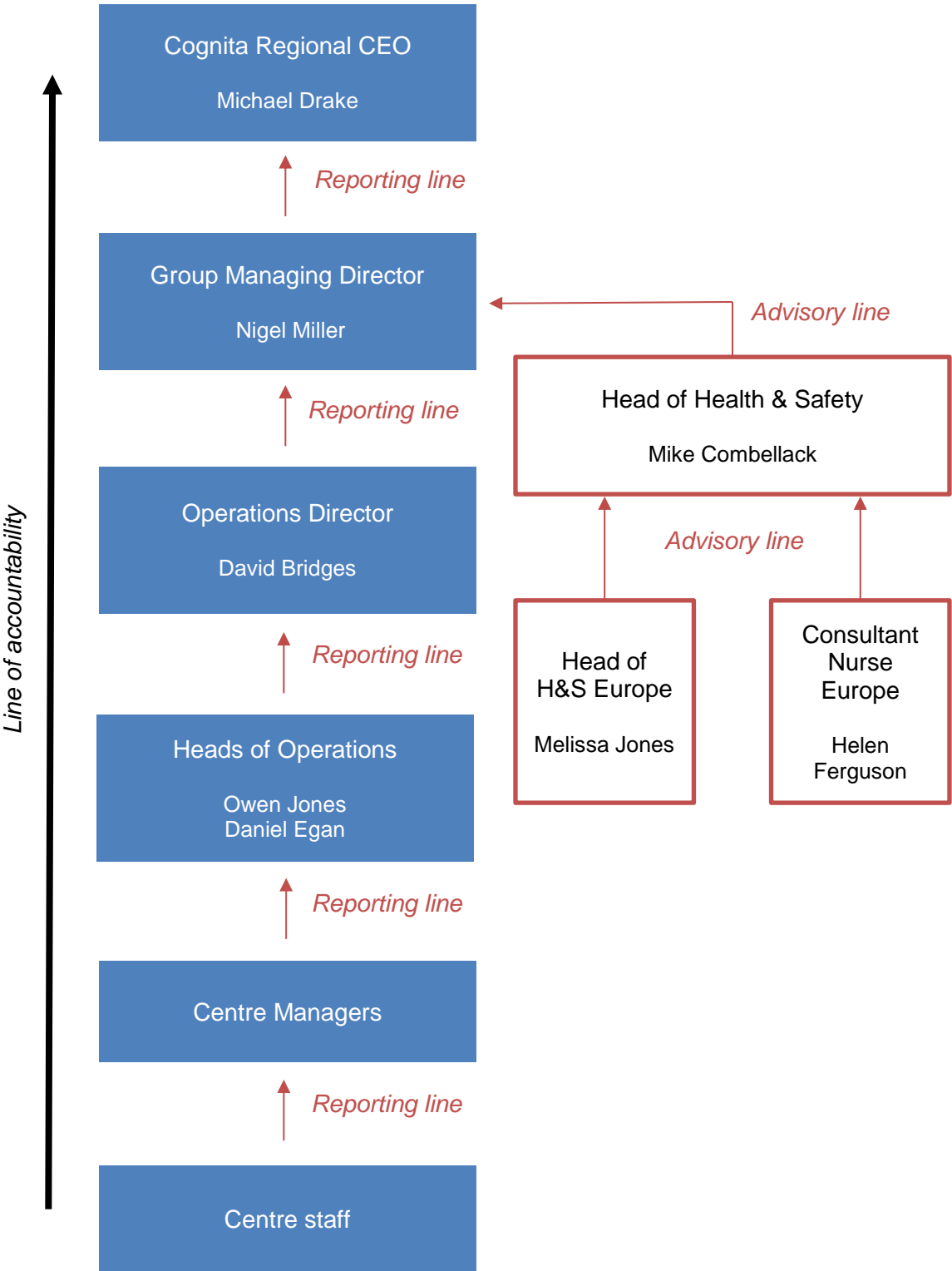


NAME: Nigel Miller

DATE:
27-Jan-25



Health & Safety Execution



PART TWO - ORGANISATION

INTRODUCTION

The Board of Directors of Cognita Schools Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate responsibility for health and safety management to the Group Managing Director and to their Brand Operations Director.

In order to ensure compliance with the law and the company's Statement of Intent the Brand Operations Director will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy, with support from the Head of Health & Safety, ALG.

THE OPERATIONS DIRECTOR WILL ENSURE:

- The promotion of a health and safety culture within the company in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate industry guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, customers, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the company's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and customers, visitors and others such as contractors, where appropriate.
- The establishment of a company H&S Committee which is representative of the operation and structure of the company and which meets at least regularly.
- That arrangements are in place for the effective consultation with staff regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the company premises.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.

- The company complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that the company co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The company's health and safety policy is reviewed annually and in light of any significant change throughout the year. Performance is monitored regularly and reports on the health and safety performance of the company is prepared for Head of Health & Safety, ALG.

THE HEADS OF OPERATIONS WILL ENSURE:

- The promotion of a positive health and safety culture within the company.
- The implementation of a clear, written Health and Safety Policy that has been developed from the approved Cognita (UK) model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the company, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the company are included.
- The co-ordination of the company's H&S Meetings, ensuring these are conducted in accordance with the Terms of Reference for the company H&S committee.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out. Ensuring all Serious Incidents are reported in a timely manner to the Head of Health & Safety, ALG and support in completion of any resulting Accident Investigations and Serious Incident Reporting Forms (SIRF).
- Liaison with all Centres and Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, UKHPA, local authority and fire authority, as required.
- Systems are established to allow staff (both instructing and non-instructing) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Operations Director.

- Routine monitoring is established at the company including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.

CENTRE MANAGERS AND MEMBERS OF THE SENIOR LEADERSHIP TEAM WILL ENSURE:

- Application of the company's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy.
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Operations Director.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and customers to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records of accidents) regularly and prepare an annual report for the Operations Director on the health and safety performance of his/her department or area of responsibility.
- Inclusion with the health and safety at departmental/team meetings.

CENTRE STAFF WILL ENSURE:

- Co-operation with the Heads of Operations, their Centre Manager and their Line Manager on health and safety matters.

- Taking reasonable care for their own health and safety and for that of staff, customers, and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision over those for whom they have responsible and of customers and give clear oral and written instructions and warnings as often as necessary.
- Observation of all instructions on health and safety issued by Cognita, the company or any other person delegated to be responsible for a relevant aspect of health and safety at the company.
- Making recommendations to their Heads of Operations or Centre Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- No interference with or misuse anything provided to safeguard their health and safety.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Reporting of any defects in equipment and actual or potential hazards to their Line Manager or the Centre Manager and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the hired venue premises without prior authorisation.
- Reporting all accidents, incidents, defects and dangerous occurrences using the reporting systems in place.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.

CUSTOMERS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Operations Director and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the company premises.
- Observation of the company rules, standards of dress consistent with safety and/or hygiene.

- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to a member of staff.

HIRERS:

All hirers of the company premises must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

VISITORS AND CONTRACTORS:

All visitors and other users of the company premises (to include contractors, delivery people and visitors to the company) must:

- Co-operate with the with company on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the company.
- Ensure that they comply with the company's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the company site and the host arrangements whilst on site.
- Ensure that they are familiar with the company's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

HEALTH AND SAFETY POLICY

PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

The company should detail the organisational arrangements on the attached tables and should attach relevant documentation.

STANDARD RELATED POLICIES, PROCEDURES and GUIDANCE

Cognita / ALG Approved Policy and/or Guidance	Responsible Person / Department	Current Date/Ref	Issue	Planned Date	Review
Asbestos Management Plan	Head of Health & Safety, ALG	January 2025		December 2026	
COSHH (Control of Substances Hazardous to Health) Policy	Operations	January 2024		January 2026	
Dietary Requirements Policy	Operations	January 2025		January 2027	
Display Screen Equipment Policy	Operations	January 2024		January 2026	
Excursion Policy	Operations	January 2025		January 2026	
Facilities Management Policy	Operations	January 2024		January 2026	
Fire Risk Management and Strategy Policy	Operations	January 2024		January 2026	
First Aid and Medical Policy	Operations	January 2025		January 2026	
Legionella Policy	Operations	January 2024		January 2026	
Lone Working (incl. Driving for Work) Policy	Operations	January 2024		January 2026	
Manual Handling and Lifting Policy	Operations	January 2024		January 2026	
Risk Assessment Policy	Operations	January 2024		January 2026	
Security Action Plan	Operations	January 2024		January 2026	
Security - Workplace Safety and Visitor Management Policy	Operations	January 2024		January 2026	
Serious Incident Reporting Guidance	Operations	January 2025		January 2026	
Terms of Reference for H&S Committee	Operations	January 2025		January 2026	
Transport and Driving Policy	Head of Health & Safety, ALG	January 2025		January 2027	
Working at Height Policy	Operations	January 2024		January 2026	

STANDARD RISK ASSESSMENTS

Risk Assessments	Responsible Person / Department	Current Date/Ref	Issue	Planned Date	Review
Administration and Faculty Office Areas	Operations	January 2025		January 2026	
Assessment of First Aid Needs	Operations	January 2025		January 2026	
Cleaning Activities	Operations	January 2025		January 2026	
Eating Facilities	Operations	January 2025		January 2026	
First Aid Risk Assessment	Operations	January 2025		January 2026	
Fire Risk Assessment	Operations	January 2025		January 2026	
General Class Rooms	Operations	January 2025		January 2026	

Security Risk Assessment	Operations	January 2025	January 2026
Swimming Pools	Operations	January 2025	January 2026
Traffic Management	Operations	January 2025	January 2026

ADDITIONAL RISK ASSESSMENTS

Accommodation areas	Operations	January 2025	January 2026
Activities – Arts & Crafts	Operations	January 2025	January 2026
Activities – Mass Activities	Operations	January 2025	January 2026
Activities – Invasion Games	Operations	January 2025	January 2026
Activities – Net & Wall Games	Operations	January 2025	January 2026
Activities – Striking & Fielding Games	Operations	January 2025	January 2026
Activities – Target Games	Operations	January 2025	January 2026
Excursions	Operations	January 2025	January 2026
Students Over 18 years old	Operations	January 2025	January 2026
Venue Specific Risk Assessment	Operations	January 2025	January 2026

Authorised by: Nigel Miller
Group Managing Director, ALG



Date 27-Jan-25

Effective date of the policy 27/01/2025

Circulation All Staff

Status Complies with requirements of the Health and Safety at Work etc Act 1974

NOTE: This Health and Safety Policy document is subject to review and revision by Cognita, therefore please ensure that you are using the current correct version by checking with your company Operations Director.

Ownership and consultation	
Document Sponsor	Cognita Director of Education, Europe
Document Author / Reviewer	Cognita Head of H&S, Europe
Consultation & Specialist Advice	
Document Reviewer for ALG	Head of H&S, ALG
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Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures