



# Health and Safety Policy

January 2026

Version 1

Review date: January 2027

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

## 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 voluntary workers) 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: Oliver Williams**

**SIGNED:** 

**DATE:** 02-Feb-26

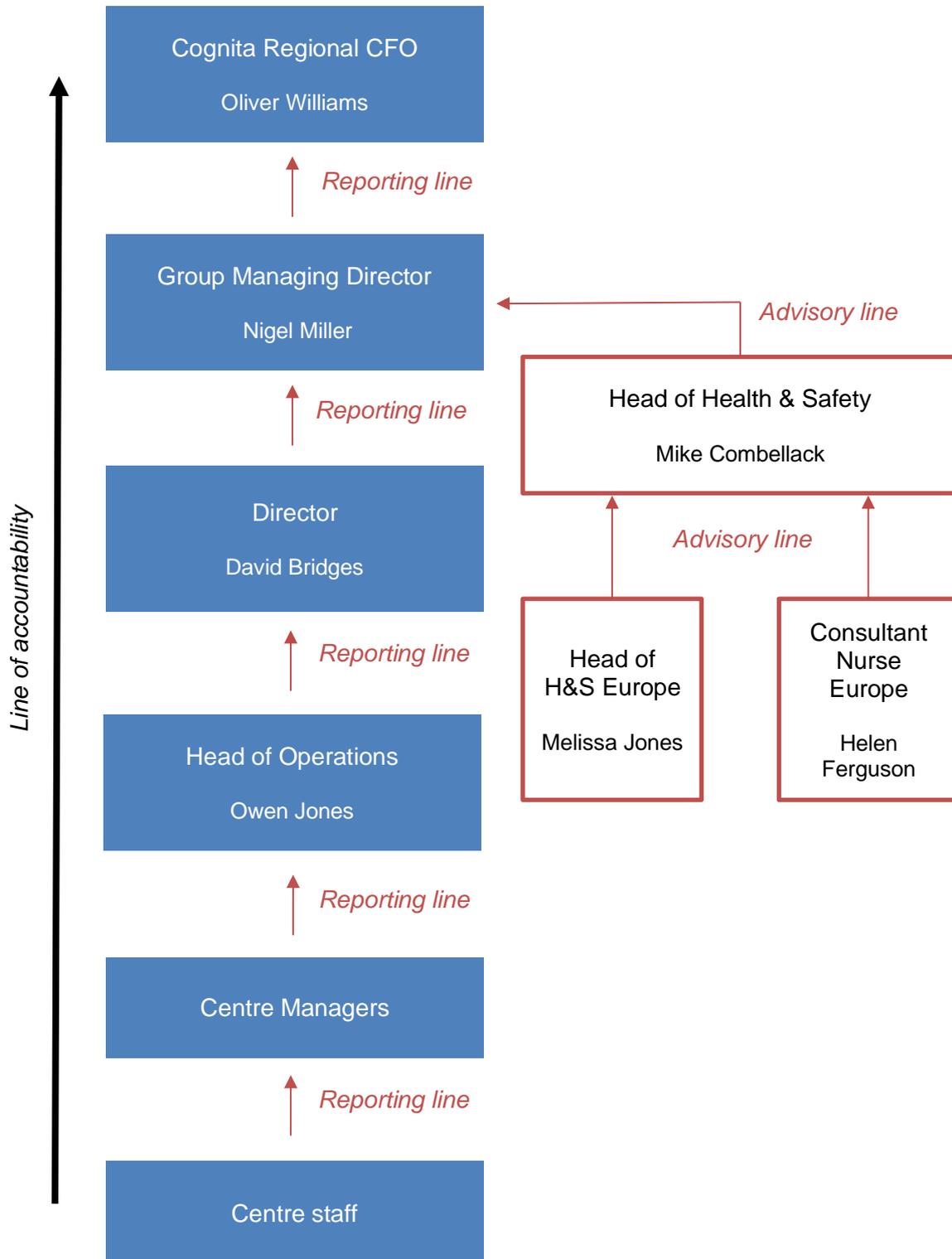
**NAME: Nigel Miller**

**SIGNED:** 

**DATE:** 29-Jan-26

# Health and Safety Policy

## Health & Safety Execution



## Health and Safety Policy

### 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 the Brand Director. They will ensure compliance with the law and arrange appropriate delegation as detailed in this part of the Policy, with support from the Head of Health & Safety, ALG.

#### THE BRAND 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 from the approved Cognita Model. The Policy will be implemented, communicated and reviewed annually and in light of any significant change, in accordance with legal obligations, such as relevant HSE, 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 those who are competent to do their tasks i.e. persons with sufficient experience, knowledge and training to perform the tasks required of them and 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 and coordination of a company H&S Committee which is representative of the operation and structure of the company and which meets in accordance with the Brand's Terms of Reference.
- 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.
- Inclusion of health and safety at staff/departmental/team meetings.
- 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.
- Performance is monitored regularly and reports on the health and safety performance of the company is prepared for Head of Health & Safety, ALG.

#### THE HEAD OF OPERATIONS WILL SUPPORT THE DIRECTOR AND SPECIFICALLY ENSURE:

## Health and Safety Policy

- Maintained liaison with other specialist health, safety and fire safety roles appointed within the company, to co-ordinate compliance actions and risk assessment processes, and to provide a central point of contact.
- The dissemination of information relevant to health and safety compliance to all duty holders and other key parties within the company.
- 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.
- All Serious Incidents are reported in a timely manner to the Head of Health & Safety, ALG and support in completion of any resulting 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 to receive adequate information, supervision and training relevant to their specialist area in liaison with the person responsible for maintaining the training log.
- Prompt evaluation and, where appropriate, action on health, safety and welfare concerns reported to them, or referral to the Director.
- Ongoing H&S compliance is monitored and any actions raised in internal audits, external reviews and inspections are appropriately dealt with.

### **CENTRE MANAGERS AND MEMBERS OF THE SENIOR LEADERSHIP TEAM WILL SUPPORT THE DIRECTOR AND SPECIFICALLY ENSURE:**

- Application of the company's Health and Safety Policy to their own department or area of specialism.
- 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.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns reported to them, or referral to the Head of Operations.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- 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 Director.
- Inclusion with the health and safety at departmental/team meetings.

### **ALL INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF WILL SUPPORT THE DIRECTOR AND SPECIFICALLY ENSURE:**

## Health and Safety Policy

- Co-operation with the Director, Head of Operations, their Centre Manager and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff, customers, and visitors at their centre.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- 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.
- Implementation of safe working procedures which comply with the approved Cognita and Company policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Correct use of the system for reporting defects and work spaces are kept tidy and in good order at all times.
- Tools and equipment, including vehicles, are in good condition (appropriate for their intended use) and that adequate instructions for their use are provided. If tools or equipment are defective they are immediately taken out of use and the Camp Manager, Regional Manager or Operations Manager informed. Avoidance of introducing personal items of equipment (electrical or mechanical) into the company without prior authorisation.
- Use of protective clothing and safety equipment provided (when appropriate) ensuring these are kept in good condition.
- Reporting of all accidents, incidents or near misses in accordance with current procedure.
- Assistance in the investigation of any accident, incident or near and take agreed corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- 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.
- Minimisation of the occasions for lone working.
- No interference with or misuse of anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.
- Instructional staff should exercise effective supervision of customers and give clear oral and written instructions and warnings to customers as often as necessary. Integration of all relevant aspects of safety into the instructing process.

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

- Co-operation with the company 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.
- Correct use and no wilful misuse, neglect or interference with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to a member of staff.

### **VISITORS AND CONTRACTORS (including Hirers):**

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

## **Health and Safety Policy**

- 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).
- All hirers of the company premises must, in addition to the responsibilities of visitors above, 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.

**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**

<b>Cognita / ALG Approved Policy and/or Guidance</b>	<b>Responsible Person / Department</b>	<b>Current Issue Date/Ref</b>	<b>Planned Review Date</b>
Asbestos Management Plan	Head of Health & Safety, ALG	January 2026	January 2028
COSHH (Control of Substances Hazardous to Health) Policy	Operations	January 2026	January 2028
Dietary Requirements Policy	Operations	January 2026	January 2028
Display Screen Equipment Policy	Operations	January 2026	January 2028
Excursion Policy	Operations	January 2026	January 2028
Facilities Management Policy	Operations	January 2026	January 2028
Fire Risk Management and Strategy Policy	Operations	January 2026	January 2028
First Aid and Medical Policy	Operations	January 2026	January 2027
Legionella Policy	Operations	January 2026	January 2028
Lone Working (incl. Driving for Work) Policy	Operations	January 2026	January 2028
Manual Handling and Lifting Policy	Operations	January 2026	January 2028
Risk Assessment Policy	Operations	January 2026	January 2028
Security Action Plan	Operations	January 2026	January 2028
Security - Workplace Safety and Visitor Management Policy	Operations	January 2026	January 2028
Serious Incident Reporting Guidance	Operations	January 2026	January 2028
Terms of Reference for H&S Committee	Head of Health & Safety, ALG	January 2026	January 2028
Transport and Driving Policy	Head of Health & Safety, ALG	January 2026	January 2028
Working at Height Policy	Operations	January 2026	January 2028

**STANDARD RISK ASSESSMENTS**

	<b>Responsible Person / Department</b>	<b>Current Issue Date/Ref</b>	<b>Planned Review Date</b>
Administration and Faculty Office Areas	Operations	January 2026	January 2027
Assessment of First Aid Needs	Operations	January 2026	January 2027
Cleaning Activities	Operations	January 2026	January 2027
Eating Facilities	Operations	January 2026	January 2027
First Aid Risk Assessment	Operations	January 2026	January 2027
Fire Risk Assessment	Operations	January 2026	January 2027
General Class Rooms	Operations	January 2026	January 2027
Security Risk Assessment	Operations	January 2026	January 2027
Swimming Pools	Operations	January 2026	January 2027

## Health and Safety Policy

Traffic Management	Operations	January 2026	January 2027
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### ADDITIONAL RISK ASSESSMENTS

Accommodation areas	Operations	January 2026	January 2027
Activities – Arts & Crafts	Operations	January 2026	January 2027
Activities – Mass Activities	Operations	January 2026	January 2027
Activities – Invasion Games	Operations	January 2026	January 2027
Activities – Net & Wall Games	Operations	January 2026	January 2027
Activities – Striking & Fielding Games	Operations	January 2026	January 2027
Activities – Target Games	Operations	January 2026	January 2027
Excursions	Operations	January 2026	January 2027
Students Over 18 years old	Operations	January 2026	January 2027
Venue Specific Risk Assessment	Operations	January 2026	January 2027

<b>Ownership and consultation</b>	
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
<b>Version control</b>	
Current Review Date	January 2026
Next Review Date	January 2027
<b>Related documentation</b>	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures