



Health and Safety policy

Please note:

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

ACS is committed to protecting individual's personal data, and aims to remain at all times fully compliant with data protection laws and guidance from the relevant regulators. ACS further commits to ensuring that the planning and writing of all policies and procedures that involve the handling of personal data are guided by the principle of privacy by design, and that individuals' rights to have their data safeguarded are a paramount consideration in ACS's pursuit of all its operational and strategic practices.

ACS is committed to inclusion across race, gender, faith, identity and abilities. We believe that diversity helps us to fulfil our purpose, realise our vision and exemplify our values.

Document Status

Document Name: Health and Safety policy
Document Date: September 2024
Document Status: Final
Document Owner: Health, Safety & Wellbeing Lead
Responsible: Chief Executive
Next Review Date: September 2025

Change Control

Please note:

changes made to the previous version of this document are highlighted by a vertical line on the left-hand side of the text

Date Produced	Version
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
May 2020	V12
July 2020	V13
September 2021	V14
January 2022	V14.1
September 2022	V15
September 2023	V16
September 2024	V17
March 2025	V17.1 clarified responsibilities outlined in section 2.4.4 re provision of medical cover



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 Trustees 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.

Amongst other guidance, 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 (2021)*, *National Minimum Standards for Boarding Schools (2022)*, *The Education (Independent School Standards) (England) Regulations (2014)*, *Emergency Planning and Response for Education Settings (2022)* and Health and Safety Executive (HSE) guidance outlined in *Sensible health and safety management in schools*, along with all other legislation pertinent at the time of writing this policy.

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:

- 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,
- delegate responsibility for the implementation of safety policies or practices through the Heads of School, Heads of Function, Head of Estates and Facilities, Head of Boarding and other senior managers within ACS schools,
- agree with senior management that suitable health and safety objectives shall be set annually for staff and approve annual action plans, and
- ensure that adequate time and resources are available for health and safety throughout ACS.

2.1.2 ACS International Schools Board of Trustees

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

- 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,
- any amendments to ACS health and safety policies are reviewed & approved to ensure it is kept up to date,
- health and safety arrangements are adequately resourced and managed,
- competent health and safety advice is being sought,
- health and safety performance is being communicated and properly reported on,
- risk assessments are being carried out and followed, and
- 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:

- take reasonable care for the health, safety and welfare of themselves,
- cooperate with all health and safety systems in place within ACS,
- ensure that their acts or omissions do not affect the safety of others,
- bring any deficiencies in health and safety arrangements to the attention of others, and
- 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:

- ensure that all persons under their supervision comply with ACS Health and Safety policy and other related policies as appropriate,
- be fully aware of their responsibilities under the Health and Safety at Work Act (1974),
- 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,
- ensure that all equipment in their area is free of obvious defects and maintained appropriately,



- ensure that the appropriate risk assessments are prepared and reviewed, and these are communicated to those affected,
- ensure that safety practices and procedures are observed, and that suitable measures and protective equipment is worn or used where appropriate,
- ensure that deficiencies found during inspections, reviews and audits are corrected, reviewed, repaired or replaced, and
- 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:

- foster safety awareness by personal interest and example, and encourage a 'safe working' ethos,
- 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,
- endorse the findings of workplace inspections, reviews and audits and prioritise corrective actions,
- review reports of accidents, incidents and near misses, and ensure corrective action has been taken to prevent or reduce the probability of reoccurrence, and
- ensure that sufficient personnel are nominated for safety roles within their area. These include Fire Marshals and First Aiders.

2.2.4 Heads of School/Heads of Function

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

- receive and act on advice from appointed safety personnel and other competent persons,
- ensure the implementation of health and safety policies within the school,
- formally appoint, in writing, personnel to fulfil safety roles,
- ensure adequate time and resources are available for health and safety throughout the school, and
- delegate the chairing of the school health and safety committee to the Health, Safety and Wellbeing (HSW) Lead

2.3 Health & Safety specific: Organisation

2.3.1 Health, Safety and (student) Wellbeing (HSW) Lead

The main purpose of this role is to work proactively with Board Members, Heads of School/Function, 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 HSW Lead will:

- provide advice, support and guidance as appropriate to the Board, Chief Executive Heads of School and Heads of Function, in order to assist them in carrying out their duties under health & safety legislation and ACS policy,
- at their request, to assist the Head of Estates and Facilities in their responsibilities in regard to their management of health and safety requirements for the Estates and Facilities department, for example by auditing the work done by the department (either by ACS staff or contracted personnel) to ensure compliance with current health and safety legislation and ACS policy whilst carrying out work at ACS,
- 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,
- 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,
- carry out audits and inspections of ACS schools and produce reports as necessary with action points, assist the ACS Fire Safety Officer and the Campus Fire Officers at each school to ensure that all aspects of the fire risk assessments are carried out and regular monitoring is in place,



- assist divisions and departments to ensure that all necessary appointed persons are in place throughout the schools and have been trained with regard to their role and responsibilities,
- arrange and monitor health and safety training as appropriate,
- assist the Head of Estates and Facilities and the Senior Facilities Managers, as required, to audit to establish that all statutory testing and inspection has been carried out and recorded in accordance with legislation,
- ensure necessary and adequate health and safety policies and procedures are in place, published and adhered to,
- ensure all health and safety policies are reviewed and any necessary changes made following changes in legislation and/or ACS practice,
- offer advice and guidance concerning any changes necessary to meet the requirements of health and safety within each school,
- chair the health and safety committee meetings at each ACS school,
- develop and maintain systems to monitor the effectiveness of health and safety control systems and to report any results/findings to the Trustees, Heads of School and Heads of Function,
- investigate accidents, near misses and untoward events as appropriate and ensure that adequate recording, monitoring and trend analysis arrangements are in place, and
- 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 Citation (Health and Safety) Ltd. In addition to acting as the company competent person, in accordance with the aforementioned regulations, Citation also provides the following services to ACS:

- review of Health and Safety policy and other policies as required,
- review risk assessments in line with changes required by law,
- conduct site audits to ensure risk assessment implementation and compliance with health and safety law, approved codes of practice and guidance,
- provision of a telephone helpline,
- offsite assistance with major accident investigations,
- reporting of accidents/incidents to the HSE on behalf of ACS under the Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations,
- access to the online safety management system, Safety Cloud, and
- access to e-learning modules as required.

Along with the above services Citation 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 HSW Lead, 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 can access them, and informs ACS managers of any concerns pertinent to them. The HSW Lead 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 Fire Safety: Responsible Person and ACS Fire Safety Officer

The Responsible Person with regard to fire safety is the Head of Estates and Facilities who, with the operational support of the ACS Fire Safety Officer and Campus Fire Officers will ensure the development and effective implementation of the arrangements outlined in the Fire Safety policy, and in particular ensure that:

- 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.,
- all fire safety equipment and devices are provided and suitably maintained,
- adequate means of escape are provided and maintained,
- information and/or instructions are provided for all contractors and other visitors so far as appropriate,
- regular fire evacuation practices for all school buildings and properties are carried out with recorded outcomes and feedback for relevant personnel,
- a fire logbook is provided and maintained,
- special risks e.g. the storage/disposal of hazardous materials are appropriately addressed,
- liaison with enforcement agencies, the school 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, and
- continuous monitoring and reviewing of these arrangements (in conjunction with the HSW Lead) so as to ensure that any new risk or alteration to legislation is addressed.

2.4.3 Fire Safety: Fire Marshal

Fire marshals are appointed by their department and/or division as per the guidance of the Fire Safety Officer. 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:

- complete any training for the role as required by the ACS Fire Safety Officer and/or Campus Fire Officer,
- ensure safe evacuation and check the area is clear of personnel, without endangering themselves, in the event of a fire alarm within their area,
- report their area status to the Campus Fire Officer or Emergency Coordinator in the event of an alarm,
- assist in the completion and review of any fire risk assessment in conjunction with the Campus Fire Officer and the ACS Fire Safety Officer, and
- assist the Campus Fire Officer and ACS Fire Safety Officer with planned fire drills.

2.4.4 Medical cover: Nursing and First Aiders

The Group Lead Nurse is responsible for development of school nursing and medical policies and practice at all ACS schools. The Lead Nurse consults and advises the Leadership Team on decisions about staffing, performance effectiveness and quality of student and staff medical services for the group. Medical policies and provision are audited every three years by the Medical Officers of School Association.

School medical staff are typically on duty throughout the school day. When school medical staff are absent from school for an extended period, their duties are covered by a substitute/agency nurse or equivalent, secured in consultation with the Group Lead Nurse through an approved agency. When the School Nurse is not available, emergency first aid is provided by the security team and other first aiders at each school (including, where required, paediatric first aiders).

First aid provision is determined through a first aid risk assessment as outlined in the First Aid section of the ACS Medical policy collection. The level of training required is mainly determined by a divisional/departmental risk assessment (in consultation with the school nursing team) and the role held by an individual. First Aiders are appointed by their department and/or division and their duties include to:

- ensure that their qualification is valid, 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.,
- 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, and
- 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. Safeguarding and Child Protection
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. Security & Access to School Premises
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. Slips, Trips and Falls
29. Workplace Equipment
30. Noise
31. Vibration
32. On-site Vehicle Movements & Staff Use of Vehicles
33. Managing Contractors
34. School Trips and Educational Visits
35. Management of public health outbreaks or incidents
36. Emergency Planning
37. Working at Home
38. Working Abroad
39. Boarding



3.1 SAFEGUARDING AND CHILD PROTECTION

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

The Board of Trustees takes seriously its responsibility under section 157 of the Education Act 2002, as detailed in “Working Together to Safeguard Children” (July 2018) and in “Keeping Children Safe in Education” (September 2022) (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 Trustees will understand and fulfil their responsibilities.

All adults, including all employees, temporary workers, volunteers and Trustees, 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 Safeguarding and Child Protection policy are to:

- Support student 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 Partnership Hub 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.'

ACS have appointed a Group DSL who, in addition to covering the DSL requirements at their school on a full-time basis, 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

Citation (Health and Safety) Ltd. 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 Shire Facilities Management 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 Citation, and by TeS/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 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 and Acceptable Use 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 service learning and Partnership programmes, or assist with school-led activities such as Open Days, or work experience activities. 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 SECURITY & ACCESS TO SCHOOL PREMISES

Refer to the ACS School Security policy and the CCTV policy for further details

Staff and students must be able to work in a safe and secure environment. Whilst schools are amongst the safest places to work, the impact arising from security related issues is an ever-present threat. School Leadership team/s are informed and updated by the Head of Security about any security-related matters that affect the school/s, and security staff evaluate the impact on the school of any new situations that arise.

The Head of Security and Security Managers maintain up to date policies, plans, risk assessments and procedures which are regularly reviewed. The Head of Security monitors the national threat level and meets regularly with members of the Leadership Team to discuss matters that may affect school routines and business continuity.



No visitor to any ACS campus is allowed access without passing security staff and showing identification. Visitors to campuses are issued with identification badges and coloured lanyards and accompanied whilst on school premises.

Additional preventative security measures are in place across the schools. These include the installation of keycard controls which restrict access to areas of vulnerability and/or sensitivity, including the boarding houses where both external and internal access is restricted.

CCTV plays a critical role in keeping staff, students, and visitors safe when they are attending or visiting our schools, protecting everyone from external threats (intrusion), and helping schools tackle issues inside of their communities (safeguarding, theft, smoking/vaping, vandalism etc). Our CCTV systems allow the Security team at Cobham to monitor the Egham and Hillingdon campuses when there is no physical security presence on-site.

Two lockdown drills (one of which is unannounced) are conducted at each ACS campus per academic year, as advised by the US Embassy. These drills involve all school staff, campus buildings and any visitors to the campus at that time. Debriefings are held following the drills to identify any new and relevant learnings and to ensure that the individuals remain fully informed and fully aware of their roles and responsibilities.

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 Medical policy collection for further details

ACS schools are members of the Medical Officers of Schools Association (MOSA), the professional organisation concerned with providing medical care for independent schools.

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. 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.

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.

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.

In all cases where there is an injury to the head, ACS will follow the [UK Concussion Guidelines for Non-Elite \(Grassroots\) Sport \(April 2023\)](#). Any injury to the head is taken very seriously and reported to the school medical staff (as well as on Safety Cloud) at the earliest opportunity.

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 AND VAPING

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, 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 has a legal duty to protect employees from stress at work and have completed a risk assessment, along with an action plan and are acting on it.

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 employees can access the Employee Assistance Programme (EAP) provided by Health Assured, and which can provide where necessary, confidential counselling for staff affected by stress caused by either work or external factors.

3.18 HOUSEKEEPING

Refer to the ACS Fire Safety policy for further details

ACS will ensure that standards of cleanliness are maintained, and all areas kept free from slip or trip hazards. Traffic routes and designated escape routes 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 policy and ACS Portable Electrical Appliance 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.

ACS has appointed a Fire Safety Officer who is responsible for all aspects of fire safety. In addition, to support the Fire Safety Officer, 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/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. At no time should staff, students or visitors use furniture or equipment not specifically designed for purpose to assist in working at height.

Step stools are provided to departments where it is appropriate, and staff using step stools are provided with instruction on how to use them safely.

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 tasks they regularly carry out.

A Permit to Work scheme is in place for any higher-level activity that requiring the use of a specialist access equipment for example a tower scaffold, podium step or cherry picker rather than a ladder or stepladder.

3.28 SLIPS, TRIPS AND FALLS

In accordance with the Health and Safety at Work Act 1974, ACS ensures the health and safety of all employees, and anyone affected by their work so far as is reasonably practicable, including taking steps to control slip and trip risks.

ACS fulfils this duty of care by inclusion of slips and trips as part of our risk assessment process, ensuring that floors to be suitable, in good condition and free from obstructions and that staff, students and visitors are able to move around safely.

Training is provided for those staff in higher-risk areas (for example Catering). Slip and trip accidents are reported on Safety Cloud and investigated to establish the cause of the accidents, whether there are any trends or patterns and to determine actions to be taken if that is found to be the case.



3.29 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 machinery/equipment without 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.

3.30 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.

3.31 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).

3.32 ON-SITE VEHICLE MOVEMENTS & STAFF USE OF VEHICLES

Refer to the ACS Vehicle Usage policy and School Minibus 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 Coordinator 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 Coordinator 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.

All employees driving on ACS business, whether using ACS vehicles or their own vehicle, must have authorisation from their line manager to do so. The Vehicle Usage policy outlines the documentation required for staff to be listed as an approved driver.

A Driving for Work risk assessment has been written that outlines the control measures to be followed for staff driving private vehicles for work purposes.



3.33 MANAGING CONTRACTORS

Refer to the ACS Contractor Management and Site Rules 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.

3.34 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 a school trip without their parent/guardian having first completed the online ACS Trip Consent. Parents/guardians are sent information regarding each school trip 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 are 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.*

To assist with the on-going health and safety of school trips and outdoor education, and to ensure compliance with current guidance, ACS engages the services of School Trip Advice, an advisory team with long experience in the education sector, with links to technical experts in the fields of law, insurance, incident support and in National Governing Bodies should the need arise. Their advisers are members of the OEAP.

3.35 MANAGEMENT OF PUBLIC HEALTH OUTBREAKS OR INCIDENTS

Refer to the ACS Critical Incident Management Plan and individual school Emergency Plans for further details

The purpose of outbreak management is to protect public health by identifying the sources and implementing control measures to prevent further spread or recurrence of the infection.



An outbreak or incident may be defined as:

- an incident in which two or more people experiencing a similar illness are linked in time or place
- a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred
- a single case for certain rare diseases such as diphtheria, botulism, rabies, viral haemorrhagic fever or polio
- a suspected, anticipated or actual event involving microbiological or chemical contamination of food or water

Once a public health outbreak has been identified the ACS Leadership team will implement the processes outlined in the ACS Critical Incident Management Plan (CIMP). The Chief Executive makes the final decision as to whether an incident must be classified as critical and, if deemed to be so, a critical incident management team will be established and will respond to the incident/outbreak by:

- meeting, as required, to co-ordinate responses
- appointing a Critical Incident Manager
- agreeing a communication plan and managing its delivery
- agreeing any additional resources
- agreeing if/when the situation can be reverted to the School Incident
- management Team (this team to be determined depending on the type of incident)
- monitoring the position until the incident is closed or the Business Continuity Plan employed.

At all times, where possible, ACS will follow the guidance outlined by the United Kingdom Health Security Agency (UKHSA), local Health Protection Teams (HPTs) and the Department for Education (DfE), reviewing the efficacy of control measures in line with this guidance and other reliable sources such as the World Health Organisation. In line with this guidance, ACS will adopt a range of approaches and actions to prevent the continued recurrence of the outbreak, implementing the hierarchy of controls outlined in the guidance thus creating an inherently safer system and where the risk of recurrence of the outbreak is substantially reduced.

Control measures introduced to prevent the recurrence of the outbreak are outlined in the risk assessments. Staff groups will be consulted with regard to the risk assessments specific to their role and, once finalised, the risk assessments will be uploaded on Safety Cloud so that staff are able to access them.

In addition to these risk assessments, ACS will develop other guidance outlining the preventative measures that we are taking to limit the recurrence of the outbreak. Such guidance will be communicated to our staff, students and parents as required.

3.36 EMERGENCY PLANNING

Refer to the ACS Critical Incident Management Plan and individual school Emergency Plans for further details

Public health outbreaks are one of several emergency situations that ACS Schools could encounter. The DfE requires all education settings to have emergency plans in place detailing how they would respond in the event of such an emergency.

In addition to the ACS Critical Incident Management Plan, each school has developed their own campus-specific emergency planning document. The purpose of these plans is to help the schools and their staff respond effectively to an emergency at the setting or on an educational visit or outing while, where possible, continuing to prioritise and maximise face-to-face learning. The school emergency plans cover a range of potential incidents which include public health incidents, severe weather, serious injury to a student, member of staff or visitor, significant damage to property, criminal activity and the effects of a disaster in the local community.

As per DfE guidance, the school emergency plans cover all aspects of management of an emergency including roles and responsibilities, when and how schools will seek advice should they need it, the steps schools will take in the event of an emergency, what schools will do to ensure continuity of education and how schools will communicate any changes to members of their school community.



3.37 WORKING AT HOME

Refer to the ACS Flexible Working policy and Working at Home policy for further details

ACS has obligations under health and safety legislation which may require it on occasion to perform a risk assessment of the work activities carried out by a homeworker. Each homeworker must complete the ACS Homeworking Self-Assessment Checklist and all risk assessment findings will be recorded and reviewed as appropriate.

Homeworkers remain responsible for ensuring the safety of themselves, any visitors to their home, as well as any other family members, particularly children. Homeworkers must comply with the duties and obligations to confidentiality, data protection and use of the ACS 's systems and network under the relevant policies. Homeworkers are responsible for maintaining the security and confidentiality of any business-related resources, equipment, or information to which they have access and, in particular, to follow the ACS Data Protection and other related IT policies.

3.38 WORKING ABROAD

Refer to the ACS Working Abroad guidance for further details

ACS International Schools extends its duty of care to cover duties and responsibilities to employees working in countries that aren't where they usually work. Responsibilities of managers sending staff overseas, and those of the staff member travelling abroad on ACS business (excluding on school trips) are outlined in the ACS Working Abroad guidance document.

Staff should complete the Working Abroad risk assessment and checklist with their line manager prior to travelling abroad and upload both on Safety Cloud for approval, along with the travel safety briefing provided by the Head of Security. The ACS Head of Security must be informed of any staff member travelling abroad on ACS business. They will provide a travel briefing for the area/s being visited which will highlight any issues current at the time of travel.

3.39 BOARDING

Refer to the DfE National Minimum Standards (NMS) for Boarding Schools and the ACS Guardianship policy for further details

Boarding provision at the ACS Cobham school adheres to the [DfE National Minimum Standards for boarding schools](#) which contain arrangements to safeguard and promote the welfare of children for whom accommodation is provided by boarding schools. The school is inspected against these standards to determine if there is satisfactory compliance with the legal obligation to safeguard and promote the welfare of boarders.

The standards cover the quality of boarding provision, how schools promote the health and wellbeing of their students, health and safety standards, staffing, and off-site accommodation. There are also sections on governance, boarding provision, safeguarding, boarders' rights, promoting positive behaviour and relationships and boarders' development. Handbooks are provided to both boarding staff and students to ensure that they are aware of their roles, responsibilities and expectations whilst boarding at the school.

A statement of the school's boarding principles and practice is available to parents, carers, and staff, is known to and understood by boarders: the ACS Trustees monitor the effectiveness of the leadership, management and delivery of the boarding and welfare provision against that statement and take appropriate action where necessary.

The NMS highlight the importance of good guardianship for those boarders whose parents are not resident in the UK. At ACS all international boarding students are required to have an Education Guardian. Guardianship provides another means of support for an international student whilst they are in the UK and allows them to have another adult outside of the school to whom they can turn for assistance or advice, and who will provide accommodation when the school is closed, and it may be impractical to travel home.