ACHIEVE BEYOND SCHOOLS

"We R.A.I.S.E. each other"

Health & Safety Policy

Independent School Standards: paragraphs 11, 12, 16, 25 and 34

Latest review and update	September 2026
Next external review and update	September 2027

AIM

Achieve Beyond Schools aims to provide a safe and healthy working and learning environment for pupils, adults, and visitors. We ensure our schools, so far as is reasonably practicable, ensure their health and safety and do not expose unnecessary risks. Please also refer to our risk assessment policy and individual school risk assessments for further details.

RESPONSIBILITIES

The Proprietor Body has:

- overall responsibility for ensuring all the Independent School Standards for premises and accommodation are met.

The Executive Head has:

- day-to-day responsibility for ensuring this policy is put into practice.

Pupils, adults and visitors must:

- cooperate with Leaders on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety; conduct themselves safely while on the premises, i.e. no running in or around the premises
- report all health and safety concerns to the Head of School or Executive Head immediately.

Health and safety audits and reviews, linked to the Independent School Standards, take place three times per year, every year, and are conducted by leaders and Directors.

PREMISES INFORMATION: ACHIEVE BEYOND SCHOOLS, STAFFORD

- Achieve Beyond Schools, Stafford, currently leases a section of the ground and first floor at the Stables and Hollies private estate on Newport Road, Stafford.
- The ground floor of the school site is accessible to all users. The first floor, which includes an open space, additional class, sensory space, and office, is accessible only by a stairwell (please see our accessibility plan).
- Achieve Beyond Schools Limited is also responsible for:
    - maintaining mains water supply and temperatures, including the hot water storage tank
    - central heating
    - electricity
    - drainage
    - cleaning and waste refuse
    - the building's fire safety, regulations, and the fire alarm system.
- There is gas supply to the hot water storage tank in the Stafford building.
- There is no known asbestos located within the Stafford premises.

HEALTH & SAFETY INFORMATION

VISITORS & CONTRACTORS

- All contractors attending to complete works at the school must agree the date, time and nature of the works in advance with leaders. They must sign in at reception and attend to the works at times when pupils are not on site (usually between 06:00 and 09:00 or after 14:30). On the rare occasion that works overrun or emergency works need to occur during the school day, all contractors will always be supervised by a leader.
- All other visitors must sign-in at our school offices and wear a visitor's badge. Visitors will be always accompanied and never be left unsupervised with access to pupils.
- Adults must remain vigilant, knowing that intruders could possibly enter any of our premises – they know to accompany any unknown person to the reception and to call the police, if required. Further details can be found in each site-specific risk assessment.

INFORMATION DISPLAYED

Health and Safety Law posters are displayed in the main office of the school. The Executive Head (health and safety lead) is available to answer questions regarding health and safety and further information can be found at www.hse.gov.uk. Our signage fonts are deliberately enlarged and enhanced to aid those with visual impairments.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Where necessary we will seek advice from HSE regarding the Control of Substances Hazardous to Health (COSHH) should the situation arise where we are aware that hazardous substances have been brought inadvertently onto the premises. The schools are relatively limited in their use of hazardous substances for on-site activities except for some products used for painting (where pupils use hazardous substances (e.g. painting), they are closely supervised and monitored as per separate risk assessments) and cleaning (bleach and other agents). All hazardous substances are always securely stored in an area (COSHH cupboard) clearly identified and accessible only to specific adults and mainly exclusively the use of cleaners only.

DAY-TO-DAY CHECKS, MAINTENANCE AND CLEANILIESS

- The Executive Head and Head of School carry out daily health and safety walks for obstructions to corridors, fire exits, fire points or any area where there is a need for emergency access, but it is the responsibility of all adults to keep work areas and rooms in a clean and tidy condition and maintain good housekeeping.
- The Executive Head and Head of School will ensure that all pupils, adults and visitors are made aware to store all items in the correct location (e.g. food, cleaning materials, paint)
- All adults are responsible for cleaning up any spillages on the floor which they, pupils and visitors have caused.

- The Executive Head undertake checks of the internal areas of the building and commissions maintenance work, including electrical/plumbing/building work.
- All maintenance activities commissioned by ABS are carried out by trained, qualified and competent workers as authorised and overseen by the Executive Head.
- Any problems found with equipment or any damage to the building or its contents should be reported immediately to the Head of School or the Executive Head.
- The Executive Head will arrange for checks to be made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements.
- Employee's bicycles must not come into buildings to be stored under any circumstances. Secure storage is available at all our school sites but responsibility for security and maintenance of bicycles lies entirely with the employee.

CLEANING AND WASTE REFUSE

There are appropriate levels of cleaning completed internally by adults and externally by cleaners (daily and annual deep cleans), including windows. Collection and disposal of refuse from the building are commissioned by the school through private commercial waste firms.

SUPERVISION

Appropriate levels of supervision of pupils both on-site and off-site are overseen and monitored by the Head of School. Adults are not to leave the school premises at any time during the school day unless discussed and agreed with the Head of School.

RECORDING OF ACCIDENETS

ABS conducts a thorough investigation of any accident involving pupils, adults and/or visitors which occur on the premises, and it is a requirement that all employees assist with this if necessary. For first aid, accidents, and administration of medication, please see our first aid policy. The Executive Head and Head of School are responsible for following up work-related causes of sickness absence and for acting on investigation findings to prevent recurrences of work-related sickness absences.

FURNITURE

All upholstered furniture and soft furnishings purchased by ABS are required to be certified as fire-retardant. While we do not maintain a central inventory, and labels may occasionally be removed by pupils due to their individual needs, leaders and Directors are aware of and adhere to this requirement. Blankets and other soft furnishings (e.g. cushion covers, throws etc.) are washed three times a year, typically during family days, to maintain hygiene standards. The Executive Head determines whether to use on-site facilities or an external dry-cleaning service.

PPE

ABS recognises that Personal Protective Equipment is required for employees doing specific jobs i.e. kitchens and rubber gloves, plastic aprons for medium-level cleaning of the building by our contracted cleaners.

MEDICATION, DRUGS AND ALCOHOL

- During their term of employment, it is the employee's responsibility to inform the Head of School or Executive Head of any condition or prescribed medication which could affect their work. Prior to employment, new employees complete and provide appropriate medical forms.
- Anybody who are aware that an employee, pupil or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis) must inform a leader immediately.
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs. Disciplinary action may well be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of pupils, adults or others on the premises.
- Families must inform the Executive Head or Head of School during the admissions process of any medication prescribed for their child(ren) which could affect their learning and general interaction with others, and any low-level sensory impairment.

CATERING

As part of cooking lessons or clubs, ABS has a responsibility to maintain acceptable levels of hygiene and health & safety with respect to food. Therefore, adults must complete food handling/hygiene/safety training and maintain high standards of good personal hygiene.

CCTV

Recorded CCTV covers all aspects of all our school premises in which pupils are present. See our separate CCTV policy.

WATER

The school maintain hot (water storage tank) and cold-water supply (mains) and temperatures by completing internal monthly checks and annual servicing. In terms of Legionella disease, we complete internally and log, regular flushing of infrequently used water systems, external quarterly Legionella checks, and an annual Legionella risk assessment.

TRAINING

Training, including that focused on areas of health & safety, is provided on an annual basis i.e. fire marshal training, during induction, and as needs arise for all adults.

FIRE SAFETY

ABS aims to provide a safe working and learning environment for pupils, adults and visitors always and ensures compliance at all times with *The Regulatory Reform (Fire Safety) Order 2005*.

- Fire safety procedures for evacuation are displayed on information posters on walls around the school. These are always up-to-date and identify fire marshals who have specific responsibility for areas.
- Fire extinguishers are available and serviced on an annual basis.
- Signage, as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels.
- Fire emergency lighting tests are undertaken monthly and logged (internally), and serviced once a year.
- Fire alarm tests are undertaken weekly (internally) and logged.
- Fire evacuation drills are undertaken on a termly basis, timed and logged.
- Fire blankets and associated guidance are available and displayed in cooking areas.
- PAT testing is externally conducted on all electrical equipment annually and adults are not allowed to use personal electrical equipment on our premises (e.g. phone chargers).
- Portable heaters and multi-plug adaptors are discouraged and preferably not used.
- Any fire safety maintenance work carried out is recorded on the electronic fire log.
- Everybody is required to sign in on entry to the premises and sign out when leaving and it is our responsibility to ensure they do so. Pupils' attendance is registered online but paper copies are printed off and available in the case of a fire or other emergency evacuation.
- Leaders ensure that visitors to the premises are made aware of emergency exits (and whether there is a planned fire evacuation that day) and are asked to sign in/out.
- In the event of an emergency evacuation, the Head of School is responsible for collecting the visitors' book and paper registers/adults sign-in report.

FIRE RISK ASSESSMENTS

To comply fully with the Regulatory Reform (Fire Safety) Order 2005, we commission an external company to undertake a full fire risk assessment of our schools on a two-yearly cycle.

EVACUATION

All adults must be aware of the fire evacuation of the building.

- When the alarm sounds, pupils should remain calm and listen to instructions from an adult.
- Pupils will leave via the nearest exit and follow the designated fire route, indicated by the Teacher who will be the last person to leave the classroom.
- The Teacher must count the number of pupils leaving the class and then recount at the assembly point.

- Before leaving the room, an adult will complete a final check of the class or therapy room, ensuring all windows are closed. All doors must also be closed when leaving the room.
- Fire assembly point at Stafford is on the carpark next to the black gate, at the front of the school building.
- Registers will be brought from the office and distributed by the Head of School.
- Teachers are then responsible for performing a head count and raising their hand to indicate all pupils in their class are safe and accounted for.
- Under no circumstances should anyone re-enter the building if someone is missing – the Executive Head or Head of School will indicate when the building is safe to return. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the building.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) PROCEDURES

Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile pupils, adults or visitors which consist of:

- designated adults will be assigned to all physically challenged or immobile pupils, adults or visitors
- designated adults will be trained in appropriate evacuation procedure for disabled and immobile persons.

When the alarm sounds all designated provision personnel assigned to physically challenged or immobile pupils, adults or visitors will:

- go to the room within the building or grounds where their assigned person is working/visiting
- calmly lead that person to the first available fire exit and then to the designated assembly point.

All designated provision personnel will always carry with them the personal emergency evacuation plan of their assigned person that outlines the following information:

- Name of pupil
- Year
- Type of disability
- Mobility
- Name of designated person(s)
- Role of designated person
- Timetable of pupil/person & room location.