



## Health and Safety Policy

### Ace London School

#### 1. Policy Statement

Ace London School is committed to ensuring, the health, safety, and welfare of all its students, employees, contractors, visitors, and members of the public who may be affected by its activities.

The school recognises that high standards of health and safety are integral to the delivery of quality education and the well-being of its community. This policy sets out the school's responsibilities, arrangements, and procedures to maintain a safe learning and working environment in compliance with UK legislation.

#### 2. Aims and Objectives

The aims of this policy are to:

- Prevent accidents, injuries, and cases of work-related ill health.
- Ensure compliance with all relevant UK health and safety legislation.
- Promote a culture of safety awareness and individual responsibility.
- Provide appropriate health and safety training and supervision for all staff and students.
- Regularly assess risks and implement effective control measures.
- Ensure safe use, handling, and storage of substances and equipment.
- Maintain emergency procedures, including fire safety and first aid provision.

#### 3. Scope

This policy applies to:

- All **employees, students, contractors**, and **visitors** on school premises or engaged in school-related activities.
- All **teaching and non-teaching areas**, including classrooms, laboratories, offices, common spaces, and outdoor areas.



**Ace London School Limited**

UK Learning Provider (UKPRN 10096855)

Suite 302, 315 & 504 Olympic House 28-42 Clements Road, Ilford. IG1 1BA

Company number 15358333 Registered in England & Wales

**ASIC Accreditation no: AS95651/1124**



- All **off-site activities** undertaken under the school's supervision, such as educational visits or placements.

#### 4. Legal Framework

This policy is based on and complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998

#### 5. Responsibilities

##### ***a) The Principal (Duty Holder)***

The Principal has overall responsibility for ensuring that:

- The school meets its legal obligations under UK health and safety law.
- Suitable policies, resources, and personnel are in place.
- Regular monitoring and reviews of health and safety performance are carried out.

##### ***b) Health and Safety Officer (HSO)***

The appointed Health and Safety Officer will:

- Develop and implement health and safety procedures.
- Conduct risk assessments and inspections.
- Maintain accident and incident records.
- Provide guidance and training to staff and students.
- Liaise with external agencies such as the Health and Safety Executive (HSE) and emergency services.





#### **c) Heads of Department / Line Managers**

- Ensure staff and students under their supervision follow health and safety procedures.
- Conduct risk assessments for departmental activities.
- Report any hazards, accidents, or near-misses promptly.

#### **d) Staff Members**

- Take reasonable care for their own health and safety and that of others.
- Follow all school safety rules, procedures, and training.
- Report any hazards, defects, or unsafe practices immediately.

#### **e) Students**

- Comply with all safety instructions from staff.
- Use equipment responsibly and safely.
- Report accidents, incidents, or unsafe conditions to staff.

#### **f) Contractors and Visitors**

- Must comply with the school's health and safety requirements while on site.
- Will be briefed on emergency procedures upon arrival.

### **6. Risk Assessment**

- Risk assessments will be carried out for all activities that could pose a hazard to health and safety.
- Each department is responsible for maintaining up-to-date risk assessments, reviewed annually or following significant changes.
- Findings from risk assessments will be communicated to all relevant staff and acted upon promptly.

### **7. Fire Safety**

- The school will maintain an effective **Fire Risk Assessment** in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.





- Fire evacuation procedures and routes will be clearly displayed throughout the premises.
- Fire alarms and extinguishers will be tested regularly.
- Fire drills will be carried out at least **twice per year**.

## 8. First Aid and Accident Reporting

- The school will ensure adequate first aid provision and appoint qualified **First Aiders**.
- First aid boxes will be maintained in accessible locations.
- All accidents, injuries, and near-misses must be reported immediately to the Health and Safety Officer and recorded in the **Accident Report Book**.
- Serious incidents will be reported to the HSE under **RIDDOR 2013**.

## 9. Emergency Procedures

- Emergency procedures will be displayed in all areas of the school.
- Staff and students will receive induction training on how to respond during an emergency (fire, medical, or security incident).
- The school will maintain up-to-date contact details for emergency services and key personnel.

## 10. Training and Communication

- All new staff and students will receive **Health and Safety Induction Training** during enrolment or induction week.
- Regular refresher sessions and specialist training will be provided (e.g., fire marshal, first aid, manual handling).
- Health and safety updates and reminders will be communicated through noticeboards, meetings, and the staff portal.

## 11. Monitoring, Review, and Audit

- The Health and Safety Officer will conduct routine inspections and audits of the premises.
- The results will be reported to Senior Management for review and action.





- The Health and Safety Policy will be reviewed **annually** or sooner if required by legislative or organisational changes.

## 12. Record Keeping

The school will maintain detailed records of:

- Risk assessments and inspections
- Accident and incident reports
- Training and induction attendance
- Fire safety drills and maintenance logs
- First aid certifications and equipment checks

## 13. Consultation and Continuous Improvement

Ace London School encourages open dialogue about health and safety concerns. Staff and students can report hazards or make suggestions by contacting the **Health and Safety Officer** or submitting feedback via the school portal.

The school will continuously seek to improve its health and safety performance through staff feedback, audits, and external reviews.

## 14. Contact Information

### Health and Safety Officer

Ace London School

Suite 302, 315 & 504 Olympic House

28–42 Clements Road, Ilford, IG1 1BA

[kiran@acelondonschool.co.uk](mailto:kiran@acelondonschool.co.uk)



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