

# COGNITA

## Health and Safety Policy

ELIS VILLAMARTÍN

September 2024

## THE POLICY

Issue Date: September 2024

Status: Version 1/2024



## ELIS VILLAMARTIN HEALTH AND SAFETY POLICY PART ONE - STATEMENT OF INTENT

### INTRODUCTION

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

We are committed to:

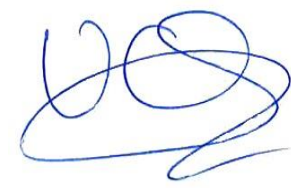
- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and pupils
- 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 school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils 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 school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The school will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Head, staff and pupils will play their part in its implementation.

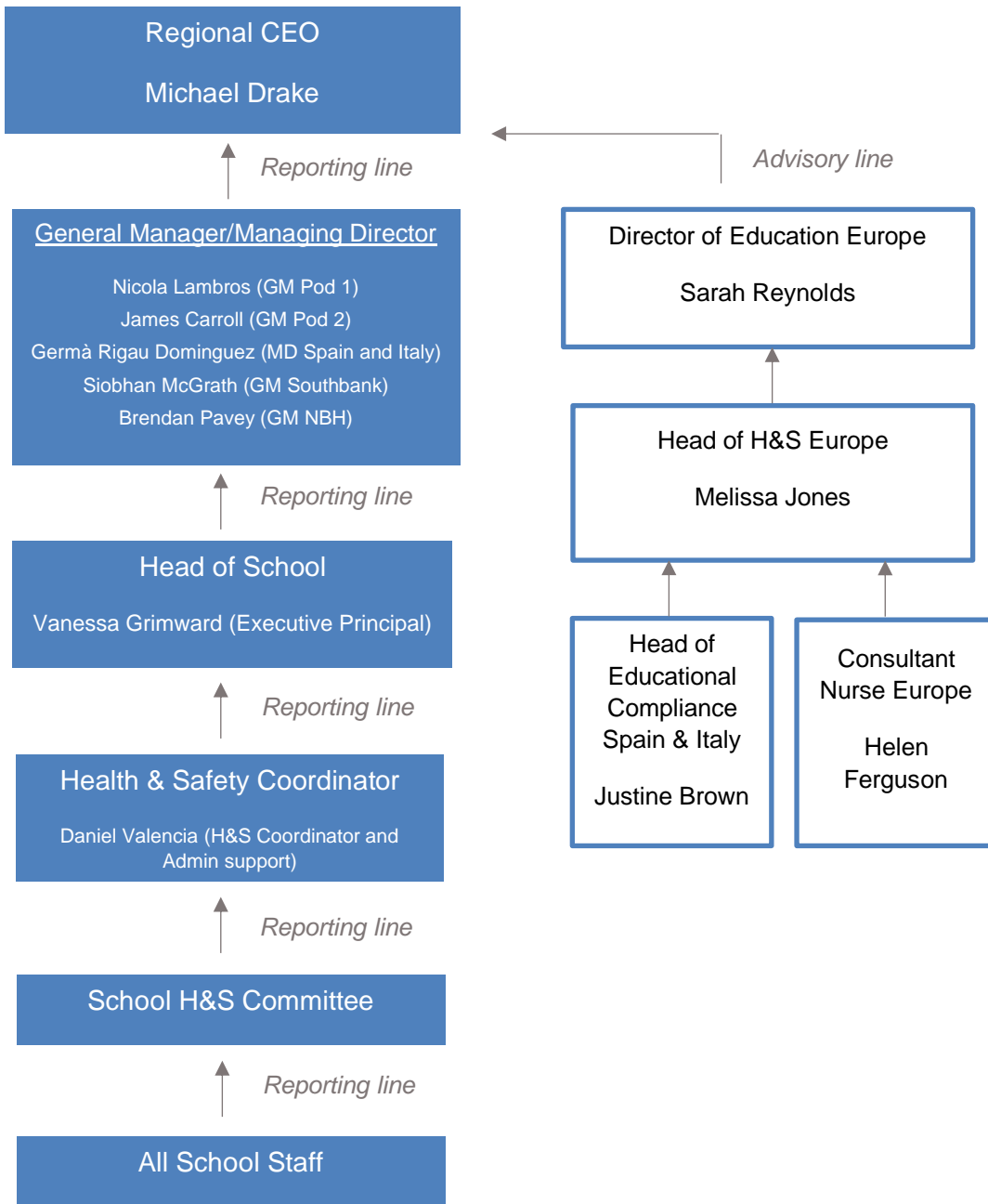
**Germà Rigau**  
Managing Director Spain



**Vanessa Grimward**  
Executive Principal  
01/09/2024



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**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 Managing Director and to their Head.

In order to ensure compliance with the law and the school's Statement of Intent the Head will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

**HEAD WILL ENSURE:**

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with relevant legal obligations, in accordance with BSO standards and other appropriate guidance from Cognita.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable. This policy applies to all pupils, including those in the Early Years.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a school H&S Committee which is representative of the operation and structure of the school and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and pupils 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 school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.

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- The school 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 school co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The school's health and safety policy is reviewed annually and in light of any significant change throughout the school academic year. Performance is monitored regularly and reports on the health and safety performance of the school are prepared for Head of H&S Europe.

### THE SCHOOL H&S CO-ORDINATOR WILL ENSURE:

- The promotion of a positive health and safety culture within the School.
- The implementation of a clear, written School Health and Safety Policy that has been developed from the approved Cognita Spain model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included.
- The co-ordination of the School's H&S Meetings, ensuring these are conducted in accordance with the Terms of Reference for school 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
- Liaison with all School 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 local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the School identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.

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- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Termly updates are provided to the School Governance committee detailing the School's progress with identified compliance issues and areas of focus.

### **MEMBERS OF THE SENIOR LEADERSHIP TEAM AND HEADS OF DEPARTMENT WILL ENSURE:**

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

## Health and Safety Policy

- Inclusion with the health and safety at departmental/team meetings.

### CLASS TEACHERS WILL:

- Co-operate with the Head, their Head of Department and their Line Manager on health and safety matters.
- Take reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Be familiar with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow any safe working procedures issued for their subject area and generally.
- Provide and request the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Make recommendations to their Head or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head or Head of Department.

### NON-TEACHING STAFF WILL:

- Cooperate with the Head, their Head of Department and their Line Manager on health and safety matters.
- Act with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercise effective supervision over those for whom they are responsible.
- Be familiar with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observe of all instructions on health and safety issued by Cognita, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.

**Health and Safety Policy**

- Implement safe working practices which comply with the approved Cognita and school policies and procedures and set a good example personally.
- Act in accordance with any specific health and safety training received.
- Exercise good standards of housekeeping and cleanliness.
- Report defects to Line Management. Offices, general accommodation and vehicles should be kept tidy and in good order at all times.
- Ensure tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Report any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provide instructions, warning notices and signs as appropriate.
- Report of all accidents in accordance with current procedure.
- Report any accidents or incidents, dangerous occurrences or near misses to the Head.
- Assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, consider the health and safety implications of such work or purchase.
- 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.
- Minimise the occasions when an individual is required to work or study in isolation.
- Not interfere with or misuse 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.

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



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- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.
- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

### HIRERS:

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

### VISITORS AND CONTRACTORS:

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

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

## Health and Safety Policy

### 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 school should detail the organisational arrangements on the attached tables and should attach relevant documentation.**

#### POLICIES AND PROCEDURES

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date	Planned Review Date
Self Protection Plan <i>(Plan de Autoprotección o Plan de Emergencia)</i>	BUSINESS MANAGER	SEPT 2024	SEPT 2025
Critical Incident Management Plan	BUSINESS MANAGER	SEPT 2024	SEPT 2025
Educational Visits Policy	HEADTEACHER	SEPT 2024	SEPT 2025
Internal Emergency Protocols <i>(Evacuation and Lockdown Procedures)</i>	BUSINESS MANAGER	SEPT 2024	SEPT 2025
Intimate Care Policy	HEADTEACHER	SEPT 2023	SEPT 2025
First Aid Policy	HEADTEACHER	SEPT 2024	SEPT 2025
First Aid Needs Assessment	HEADTEACHER	SEPT 2024	SEPT 2025
Head Injury & Concussion Policy	HEADTEACHER	SEPT 2024	SEPT 2025
Prevention and Control of Infection and Communicable Diseases Procedures	BUSINESS MANAGER	SEPT 2024	SEPT 2025
Serious Incident Reporting Procedure	BUSINESS MANAGER	SEPT 2024	SEPT 2025
Pupil Health and Wellbeing Policy	HEADTEACHER	JUNE 2023	JUNE 2025
Whole School Food incl Dietary Requirements	BUSINESS MANAGER	JUNE 2023	JUNE 2025

#### FACILITIES RELATED POLICIES AND PROCEDURES

<b>STANDARD REQUIRED FACILITIES RELATED POLICIES</b>			
<b>Cognita 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	BUSINESS MANAGER	SEPT 24	SEPT 25
Control of Contractors Policy (will be updated when DOKIFY gets ready)	BUSINESS MANAGER	SEPT 23	During 24/25
Risk Assessment Policy	BUSINESS MANAGER	SEPT 24	SEPT 25
Terms of Reference for H&S Committee	BUSINESS MANAGER	SEPT 24	SEPT 25
Transportation of Students and Staff Policy	BUSINESS MANAGER	SEPT 24	SEPT 25
<b>ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL</b>			
<b>School Policy and/or Guidance</b>	<b>Responsible Person / Department</b>	<b>Current Issue Date</b>	<b>Planned Review Date</b>
Emergency Evacuation Procedure	BUSINESS MANAGER	SEPT 24	SEPT 25
Lockdown Procedure	BUSINESS MANAGER	SEPT 24	SEPT 25
<b>Bus Emergency Evacuation Procedure</b>	BUSINESS MANAGER	SEPT 24	SEPT 25
<b>Traffic circulation during school hours</b>	BUSINESS MANAGER	SEPT 24	SEPT 25
Allergies procedure	BUSINESS MANAGER	SEPT 24	SEPT 25
<b>Maintenance Handbook</b>	SITE MANAGER	SEPT 24	SEPT 25
Kitchen and cleaning Handbook	HEAD OF KITCHEN	SEPT 24	SEPT 25
Medical Tracker Guidance	H&S COORDINATOR	SEPT 23	SEPT 25

<b>STANDARD REQUIRED RISK ASSESSMENTS</b>			
<b>Cognita Approved Policy and/or Guidance</b>	<b>Responsible Person / Department</b>	<b>Current Issue Date</b>	<b>Planned Review Date</b>
Administration of Medicines ENG	HEADTEACHER	SEPT 24	SEPT 25
Art Class Rooms ENG	HEAD OF ART	SEPT 24	SEPT 25
Automatic Gates ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 26
Café & Lemon ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 25
Caretaking Activities ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 25
Changing rooms ENG	BUSINESS MANAGER	SEPT 24	SEPT 26
Cleaning Activities ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 26
Climbing Wall ENG	HEADTEACHER	SEPT 24	SEPT 26
Contractors on Site ENG/EN	BUSINESS MANAGER	SEPT 24	SEPT 26
Early Years Classrooms ENG	HEAD OF LOWER SCHOOL	SEPT 24	SEPT 26
Eating Areas ENG	BUSINESS MANAGER	SEPT 24	SEPT 26
Events ENG	HEADTEACHER	SEPT 24	SEPT 25
External Grounds and Play Areas ENG	BUSINESS MANAGER	SEPT 24	SEPT 25
First Aid & Medical Room ENG	H&S COORDINATOR	SEPT 24	SEPT 26
General Classrooms ENG	HEADTEACHER	SEPT 24	SEPT 26
IT Class Rooms ENG	HEAD OF IT	SEPT 24	SEPT 26
IT Server Technicians Rooms ENG	IT MANAGER	SEPT 24	SEPT 26
Kitchen ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 25
Learning Support Classrooms ENG	SENCO	SEPT 24	SEPT 26
Lone Working ENG/ESP	HEADTEACHER	SEPT 24	SEPT 26
Music Rooms ENG	HEAD OF PERFORMANCE	SEPT 24	SEPT 26
Office Admin Areas/ Staff rooms ENG	HEADTEACHER	SEPT 24	SEPT 26
Outdoor EY-Year 1 Play Area ENG	HEADTEACHER	SEPT 24	SEPT 26
Passenger Lift ENG	BUSINESS MANAGER	SEPT 24	SEPT 26
Reception Office ENG	HEADTEACHER	SEPT 24	SEPT 26
School Assembly Areas	HEADTEACHER	SEPT 24	SEPT 25
School Transport Management ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 25
Science Department ENG	HEAD OF SCIENCE	SEPT 24	SEPT 25
Site Security ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 26
Stairs and Communal Areas ENG	BUSINESS MANAGER	SEPT 24	SEPT 25
Storage Rooms ENG/ESP	BUSINESS MANAGER	SEPT 24	SEPT 25
Study centre and SF common room ENG	HEADTEACHER	SEPT 24	SEPT 25
Toilets and Welfare Areas ENG	HEADTEACHER	SEPT 24	SEPT 25
Traffic Management ENG	BUSINESS MANAGER	SEPT 24	SEPT 25

Approved by:	Vanessa Grimward, Executive Principal Jonathan Wayth, Headteacher
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Document Author / Reviewer	Head of H&S Europe
Consultation & Specialist Advice	Head of Educational Compliance Spain
<b>Document application and publication</b>	
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Wales	No
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<b>Related documentation</b>	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures