

## UK COGNITA SCHOOLS LTD HEALTH AND SAFETY POLICY

### GENERAL GUIDANCE NOTES

#### INTRODUCTION

All schools in Great Britain are required to produce a health and safety policy in accordance with the Health and Safety at Work etc Act 1974 (the Act) and pursuant to the Education (Independent Schools Standards) (England) Regulations 2010 (SI 2010/1997) as amended in 2013 in England, the Independent School Standards (Wales) Regulations 2003 (SI 2003/3234) in Wales and relevant Regulations in Scotland and Northern Ireland. Schools must also have arrangements to implement that policy and to monitor and review practice. Schools must also adhere to the health and safety regulations made under the Act including the Management of Health and Safety at Work Regulations (SI 1999/3242) which impose a duty on employers to conduct suitable and sufficient assessments of the risks to employees and others.

This guidance and the enclosed draft policies apply to all schools within the Cognita Schools Limited group (Cognita) which operate in the UK.

In furtherance of the plan to foster best practice initiatives between Cognita and its schools and departments, Cognita requires:

- Operation in accordance with the law in their jurisdiction as a minimum;
- Compliance with relevant guidance applicable at the time (to include appropriate guidance issued by the Department for Education Regulations and specific advice).
- Compliance with guidance provided by Cognita (including this note) on the company Extranet and separately supplied Target 100 online safety management system.
- Ensuring that an effective management structure and arrangements are in place for delivering and monitoring their health and safety policy.
- Drawing up and implementation an effective written policy on compliance with relevant health and safety laws. Where there are several sites or phasing of schools the policy must be applicable to all children, including EYFS as appropriate.

Cognita requires all their UK schools to develop, implement and review their own local Health and Safety Policy ("the Policy"), which complies with local legislation and guidance. Schools are required to publish this on their website. The policy should be specific to each school and each policy should contain information on who will do things and how they will be done. The wording in Part 1 (Statement of Intent) and Part 2 (Organisation) is not to be altered, however Part 3 (Arrangements) requires the school to insert the details of who is responsible person for the linked policies and risk assessments, along with current and review dates.

Cognita has produced a model policy ("the Model") that each school can customise to fit their own situation. This sets out a consistent intention regarding health and safety, requires the classification of roles and responsibilities for health and safety within the school and sets out the arrangements made to meet the policy aims.

Through the adoption of the Model, Cognita aims:

- To ensure compliance with legal obligations regarding the health and safety of all staff, pupils and visitors to Cognita schools

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- To provide a healthy and safe environment at Cognita schools and on off-site visits
- To minimise the potential for injuries and damage to property
- To develop consistent safety rules
- To implement the general educational aims of Cognita schools
- To maintain and drive a positive safety culture among all staff, contractors and pupils throughout Cognita schools
- To help pupils develop increasing responsibility for their own and other's safety
- To encourage the reporting and sharing of information about health and safety concerns.

All references to staff and/or employees in the Policy should include references to teaching and non-teaching staff whether technically employed or otherwise working on site, peripatetic members of staff, supply teachers and those undertaking work experience.

This guidance note and the Model will be available on the approved Cognita UK Schools system platform [Target 100] and staff at Central Office will be available to discuss any issues which may arise.

While the overall strategic responsibility for health and safety rests with the Board of Directors of Cognita Schools Ltd. the duties are delegated to schools through the Head for the day to day operation of the policy; including monitoring, reporting and accountability. This includes the responsibility to review the policy annually (by signing and dating this to demonstrate commitment) and to make it available to parents and other stakeholders upon request.

Each school must have an Assistant Director of Education who will submit Termly progress reports and a full annual report to their Governance Panel on the performance of the school including accident, incident and absence reporting as well as child protection and the other areas of compliance included in the Cognita UK Compliance Line Management structure. This School Compliance H&S Committee must also report any serious accidents, injuries or other matters requiring escalation as defined in the Serious Incident Reporting Form [SIRF - Appendix A] immediately to the appropriate senior management as defined in the SIRF along with a copy sent to the Assistant Director of Education.

The Chief Executive Europe has specific responsibility for overseeing the implementation of group policy across all the UK Cognita Schools. The Assistant Director of Education by line management through the Director of Education Europe to the Chief Executive Europe as Chair of the UK Executive will put in place all the necessary reporting structures to the Schools Heads to ensure the group-wide health and safety management is carried out at each school. The external approved system platform provider; Business Safety Systems' Target 100 is available and provides an online health and safety monitoring system which will assist schools and Cognita to monitor health and safety compliance.

In addition, Cognita will provide support for schools. The Cognita UK Compliance Line Management structure included in this document clarifies which of the Cognita Central Departments are the primary contact for compliance support in each area. Where appropriate Cognita will also support training on health and safety issues. Please note that the training provided is designed to help schools meet their health and safety responsibilities but is not always prescriptive nor should it be deemed sufficient in itself to discharge the school's health and safety training responsibilities.

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## THE MODEL POLICY – SPECIFIC GUIDANCE NOTES

The Model Policy addresses three main areas:

- Part One**            Statement of Intent
- Part Two**            Organisation
- Part Three**        Arrangements (Planning and implementation)

### Part One - Statement of Intent

Cognita requires all its schools to operate in accordance with the Statement of Intent as a minimum standard, as set out in Part One of the Model.

#### *Actions required to adopt the Model policy:*

The Head and UK Operations Director should accept the statement by signing it where indicated.

Schools are recommended to include this Statement in their prospectus, on their website and in their handbook(s).

- Health and safety measures should help children to experience a wide range of activities safely.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively

### Part Two - Organisation

Part Two of the Model should set out the management structure and arrangements for delivering health and safety at each school.

This should provide a framework for:-

- The promotion of a positive health and safety culture;
- Management control of health and safety issues including risk assessment;
- The communication of necessary information;
- The promotion of co-operation within the school;
- Securing the competence of staff, including the duty of each employee to look after their own and others health and safety.

Key individuals for specialist Health & Safety roles at the schools should be identified on the Cognita UK School Facilities Compliance Contacts schedule [Appendix B].

The Model provides a framework to be adapted and this may need to be modified as appropriate to clarify specific compliance responsibilities within the School.

#### *Actions required to adopt the model policy:*

The Head will need to review the model policy and adapt it to suit the school annually and in the light of any significant change.

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### Part Three – Arrangements (Planning and implementation)

This part of the document should state how the school will meet the standards set in Parts One and Two.

This will require a systematic approach to implementing the school health and safety policy through an effective health and safety management system.

The aim is to minimise risks involved in the range of hazards or hazardous activities in the school, by eliminating hazards and reducing risks. The first step is to identify hazards at the school and then identify groups of people who are at particular risk of being harmed (which include staff, pupils, volunteers, visitors and contractors). The UK Schools should then evaluate the risks and decide on appropriate precautions or control measures by carrying out a risk assessment.

Wherever possible, risks should be eliminated through the selection and design of facilities, equipment and processes. Where this is not possible they should be minimised through the use of physical controls, safe systems of work and/or personal protective equipment. Performance standards should be established and used to measure achievement, specific actions to promote a positive health and safety culture should be identified.

Identification of hazards will need to be conducted by each school with reference to their premises and the activities which take place at the school. It is crucial that issues which affect health and safety at each school are considered and that arrangements for these are clear. For example does the school hire out premises, have external members of the public use its gym facilities or outside groups use the facilities for summer camps etc?

Each school should draw up a procedure for the identification of hazards that cannot be eliminated and complete risk assessments with respect to those remaining, which details who will do them, when, and how they will be recorded and processed.

Once they have been completed, decisions must be made by the Head regarding whether the residual risk is acceptable, taking into account the objectives, appropriate risk control mechanisms and priorities). Suitable management arrangements should then be implemented which are proportionate to the needs, hazards and risks of the school. These should be considered with reference to term-time, holidays and in the event of possible emergencies. Employees should be informed about the control measures taken to manage the rules and advantages should be given to employees.

Risk assessments should be reviewed and updated (where necessary) by the school on a regular ongoing basis as required by health and safety law and changes to the rules of health and safety of staff and others affected by their activities. Sensible management of rules does not mean that a separate written risk assessment is required for every day activity. Risk management and assessment are tools to enable children and staff to undertake activities safely and not prevent them taking place.

Where there are annual or infrequent low risk activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant rules must be carried out. The Head should ensure that the person assigned with the assessment, understands the rules, is familiar with the activity that is planned and has the ability to produce the necessary control measure/s. The significant findings of the assessment must be recorded and communicated to all those likely to be affected.

However, the schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day. For example, taking pupils to a local venue which is frequently visited such as a park; if it has already been considered when agreeing the general health and safety policy and procedure. A regular check to make sure the precautions remain suitable is all that is required.

Part Three of the model contains a list of potentially hazardous activities which should each be considered as the subject of a separate risk assessment. However, it may be that not all will apply to each part of the school and it may be that other risk assessments are required which are not listed. It is the school's responsibility to ensure that adequate risk assessments are undertaken, where these are in relation to hazards arising from school activities.

If, following risk assessment, policies and/or safe systems of work are introduced, these should be documented, communicated and stored.

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Cognita Schools Ltd have developed a suite of Model Linked Policies which are available for adaptation and implementation at each school as appropriate to include:

- Accident and Incident Reporting Policy
- Adverse weather policy
- Asbestos Management Plan
- Caretaking and Site Staff Policy
- Catering Policy
- Control of Contractors Policy
- (COSHH) Control of Substances Hazardous to Health Policy
- Critical Incident Management Plan
- Data Protection Policy
- Display Screen Equipment Policy
- Electrical Safety Policy
- Fire Safety Management Policy
- Fire Safety Strategy
- First Aid Policy
- Group Transport Policy and Guidelines
- Legionella Policy
- Lone Working Policy
- Machinery, Plant and Equipment Policy
- Manual Handling and Lifting Policy
- Premises Management Policy
- Risk Assessment Policy
- Security, Workplace Safety and Protection from Violence
- Sun Protection Policy
- TOR Compliance Committee
- Welfare Provisions Policy
- Working at Height Policy

### Measuring Health & Safety Performance

Once the school has undertaken risk assessments and identified measures to reduce those risks to a minimum, systems will need to be introduced to ensure that the school's health and safety performance is measured. This should consist of both active self-monitoring (audits and supervision) and reactive monitoring (by investigating accidents, absences due to ill-health and incidents causing harm and/or loss (where required)).

Each school should set health and safety standards/targets and the governance arrangements for the school and should include monitoring their health and safety performance against these.

The UK Schools will also be able to monitor and measure their own health and safety performance and compliance through the Assistant Director of Education and Cognita UK Executive supported by the Group and Regional Compliance Committees.

Each school should report:

- their health and safety performance as against the standards/targets set Governance Panel/Cognita UK Executive
- details of reports made to the HSE regarding accidents or near misses, under the RIDDOR procedure or other authorities such as Ofsted.
- Any investigation or any enforcement or prohibition action threatened or taken against the school, by the HSE, local authority, fire authority or any other regulator

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- details of any compensation claims made

for review at their School Governance Panel or Cognita UK Executive. The Compliance H&S Committee of the school shall ensure that sufficient time and focus is given to the continuous improvement of health and safety performance across the group.

### Communication of the Policy

Once completed the Policy should be published and communicated as appropriate. The Policy Statement of Intent [Part 1] of this Policy needs to be communicated not only to all staff, but also to pupils, parents and visitors (including contractors and hirers) to the school as appropriate. Consideration should be given to providing a complete copy of the Policy, or appropriate extracts from it in the staff, pupils and parents handbooks.

Induction for new staff must include the opportunity to read, understand and by signature acknowledge the schools health and safety policy.

This Policy and associated documentation can be made available in large print or other accessible format upon request.

### *Actions required to adopt the Model policy*

The Head will need to document the Health and Safety Arrangements at the School, with reference to the Model Policy.

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Issue Date: September 2015  
 Status: Version 2.1.1

**SCHOOL NAME/LOCATION** Oakleigh House School ("the School")  
**MODEL 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.

NAME: A Moorhouse

SIGNATURE:

DATE: 16.1.16

(Operations Director UK)

NAME: RHIAN FERRIMAN

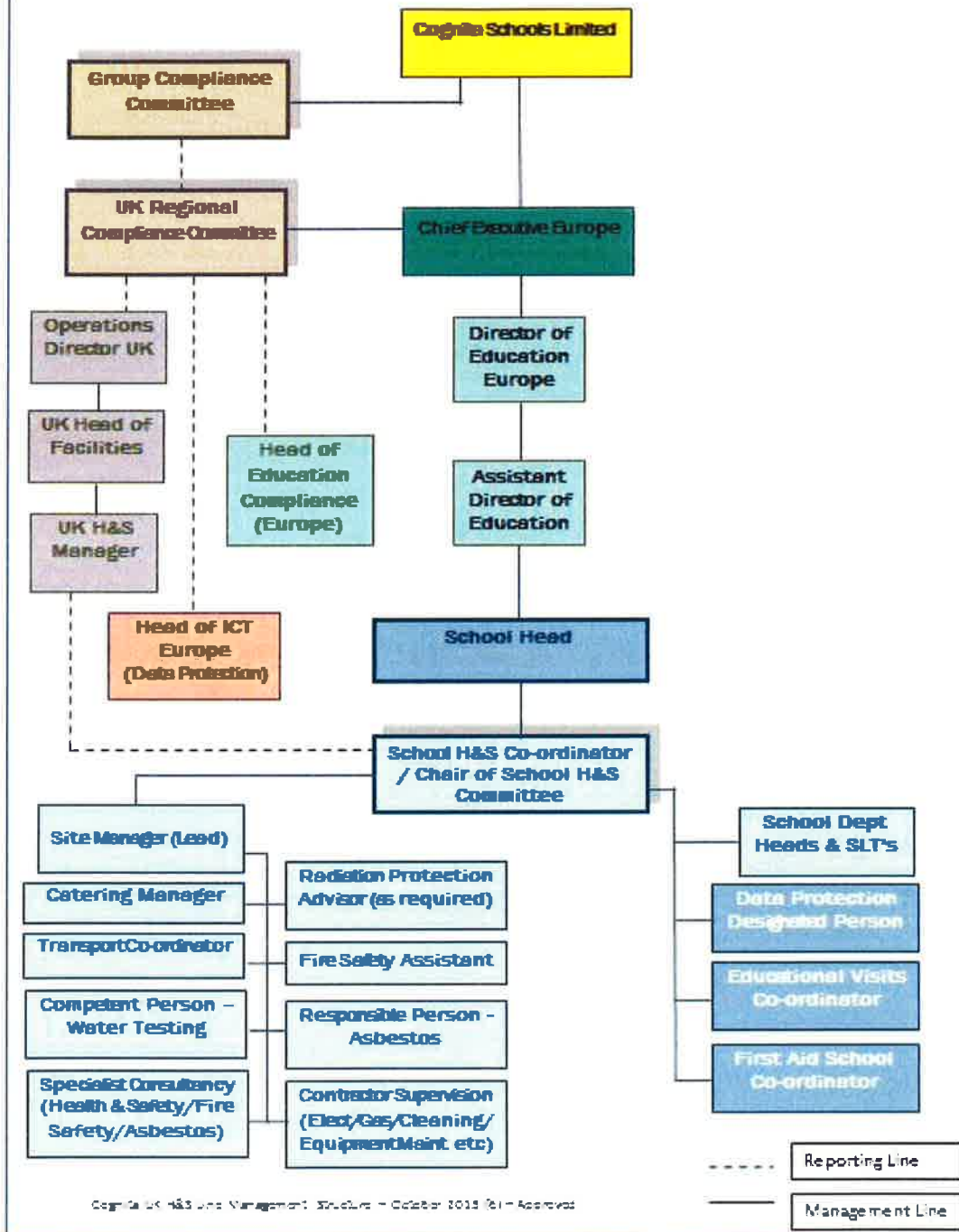
SIGNATURE:

DATE: 16.1.16

(Head)

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Cognita Schools [UK] Health & Safety Management





## 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 Assistant Director of Education 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 legal obligations, relevant HSE and DfE and other appropriate guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable.
- 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 Compliance 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.
- 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.

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- 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 and performance is reviewed and monitored regularly and a Termly report on the health and safety performance of the school is prepared for the Chair of the School Governance Panel.

**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 (UK) 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 [please note separate Cognita UK Compliance Line Management structure].
- 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 Compliance Meetings, ensuring these are conducted in accordance with the Cognita Group Terms of Reference.
- 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 HSE, HPA, 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.
- 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 Board of Governors detailing the School's progress with identified compliance issues and areas of focus.

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#### HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM 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 (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- 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.
- Inclusion with the health and safety at departmental/team meetings.

#### CLASS TEACHERS WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.

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- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making 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.
- Integration 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.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head or Head of Department.

#### **NON-TEACHING STAFF WILL ENSURE:**

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by Cognita, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
- Implementation of safe working practices which comply with the approved Cognita and school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- 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.
- Reporting of 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 of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.

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- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.
- Assistance 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, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference 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:**

- 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 visitors' and/or contractors' 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).

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**HEALTH AND SAFETY POLICY**

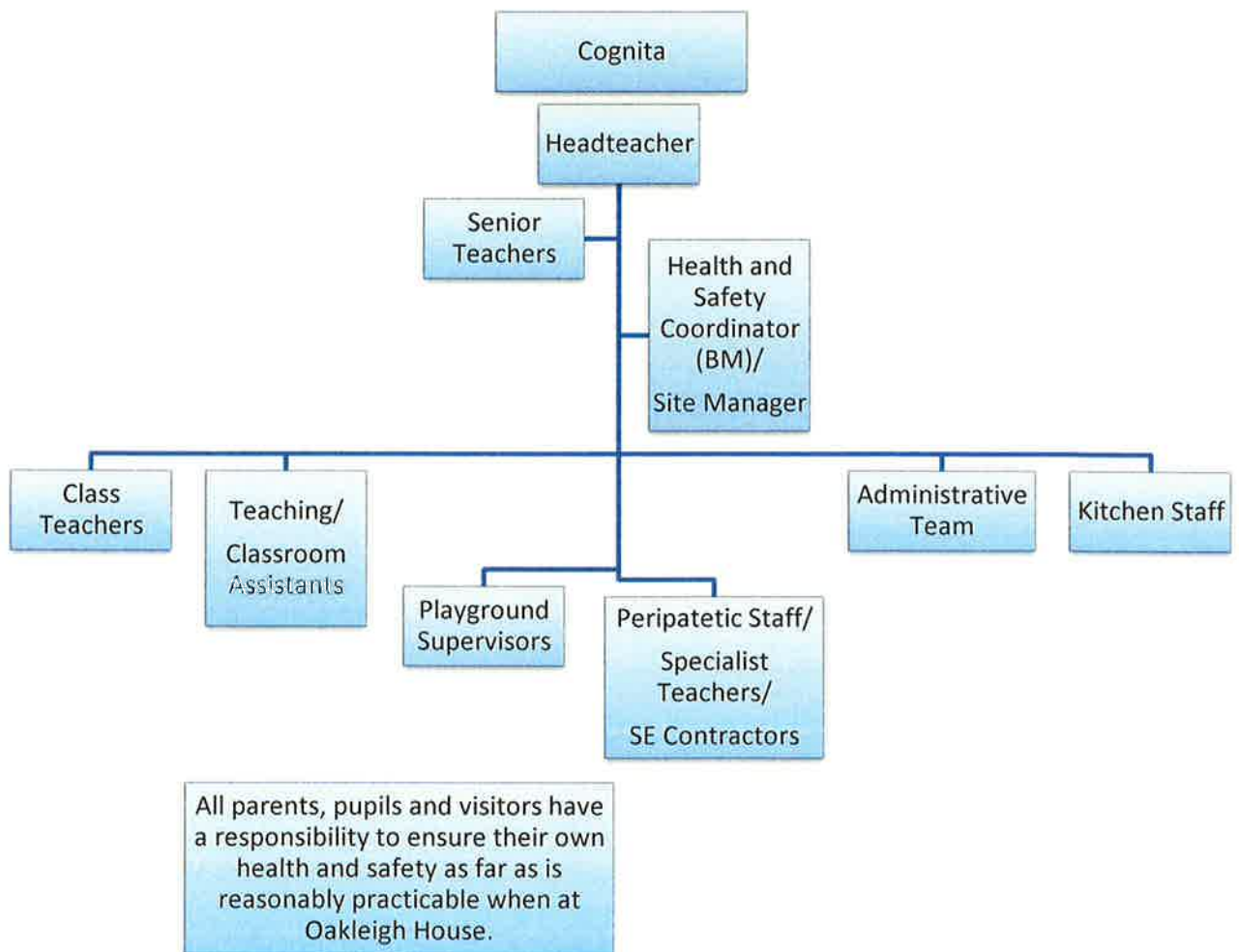
**PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)**

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.

**Organisation of Health and Safety Policy**

1. All employees, on their appointment to Oakleigh House School, will be made aware of the Health and Safety Policy of the school and to whom they should report any potential safety risks or accidents. This forms part of the induction process.
2. The responsibility for Health and Safety within the school is as follows:



3. All accidents should be reported to the Health and Safety Officer and Site Manager or the Headteacher (or Senior Teacher in absence) as appropriate and written down.
4. The safety committee should meet regularly to promote co-operation between employees and the school in ensuring good practice by :
  - a. Discussing any accidents which may have occurred and any measures necessary to prevent these in future.
  - b. Arranging a regular inspection of the building. Weekly inspections are carried out by the Site Manager, and termly inspections are completed by the Site Manager and Health and Safety Coordinator.
  - c. Reviewing the content of the school's policy and considering implementation of any new safety instructions or advice issued by the Health and Safety Executive.
5. There will be safety guidelines for the following:
  - a. General behaviour and rules around the school, both inside and outside.
  - b. Mid-morning and Lunchtime Break arrangements.
  - c. Kitchen safety, Food hygiene and Food storage.
  - d. First Aid
  - e. Fire Precautions.
6. In addition risk assessments are carried out for all off site activities and educational visits, with a structured procedure to be followed and guidelines for supervision ratios as laid out in the Educational Visits policy.
7. Records of regular safety checks will be kept by the Site Manager. These include:
  - a. Electrical Inspection
  - b. Visual inspection list of portable electrical appliances
  - c. Fire Inspection reports
  - d. Our door play equipment
  - e. Indoor gym equipment
  - f. Fire Extinguishers
  - g. Gas central heating

**Code of Practice:**

Safety is a major concern of all dealing with children. Staff are encouraged to be vigilant at all times. Pupils should be taught safe methods of working as part of their education which must include controlled risk, though not total elimination of all risks.

**Risk Control Measures:**

The method used to control a risk should be in proportion to the risk and to the age and ability of the pupil. Measures should involve:

- a. Making the activity safe.
- b. Making any equipment safe.
- c. Making everyone work in a safe manner.

**Movement of children around school:**

- a. Pupils must walk at all times.
- b. Pupils must be supervised closely, particularly Foundation Phase pupils.
- c. Particular care must be taken on stairs.

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- d. Doors, in particular fire doors, are a potential hazard. Pupils must learn to use them with care.
- e. Pupils must be made aware of correct and careful use of toilet / cloakroom areas.

**Playtimes:**

- a. Close supervision is essential at all times. Pupils are usually allowed to play on both the all-weather sports surface and the soft play area at playtimes but the wooded area is out of bounds unless there is specific additional supervision for pupils in this area.
- b. Pupils must NOT BE LEFT UNSUPERVISED in classrooms. If there is a reason for pupils to be indoors, staff must ensure that cover has been arranged.

**P.E. / Games:**

- a. Pupils must be correctly dressed i.e. sports kit and appropriate shoes.
- b. Pupils must be encouraged to develop safe handling of apparatus and equipment - tennis racquets, skipping ropes etc.
- c. Before movement activities are undertaken in the Hall, it must be checked for potential hazards e.g. music trolley.
- d. The climbing apparatus must be supervised closely at all times and only used by small numbers at a time. When attempting new moves pupils must bear safety in mind.
- e. Staff must make pupils aware of the safety rules to be followed at the University swimming pool.

**Use of Equipment:**

- a. Pupils should be taught how to use, pass and store equipment safely e.g. scissors, knives etc.

N.B. Pupils are only allowed to use electrical equipment under direct supervision

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Authorised by [School Head]: *Rhian Iwan*

Date 16.1.16

Effective date of the policy

Circulation [School Assistant Director of Education /Chair of the School  
Safeguarding Committee/teaching staff/all non-teaching staff]  
Status Complies with requirements of the Health and Safety at Work etc Act  
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NOTE: This Model Health and Safety Policy document is subject to review and revision by Cognita, therefore please ensure that you are using the current correct version by checking with your school Head or their nominated Health and Safety Coordinator.

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