

## Health and Safety Policy

### Abstract

The school believes that ensuring the health and safety of staff, students and visitors, and positively promoting health and safety, are 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 students
- 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 students
- Consulting with staff, students 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 Principal, staff and students will play their part in its implementation.

**Name** Kevin Green

**Signature** *Kevin Green*

**Date** 27.01.2016

(Director of Finance and Operations)

**Name** Siobhan McGrath

**Signature** *Siobhan McGrath*

**Date** 02.02.16

(Executive Principal)

**Name** Andrew Moorhouse

**Signature** *Andrew Moorhouse*

**Date** 03.03.16

(Director of Operations and IT Europe, Cognita Schools)

Health and Safety Policy

Date reviewed: September 2016 (with RA table)

Date for next review: September 2017

## Organisation

The Board of Directors of Cognita Schools Ltd is responsible for ensuring the implementation of this Health and Safety Policy.

The Directors of Cognita Schools Ltd delegate responsibility to the Executive Principal for health and safety management at the school.

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

## The Executive Principal

- Overall executive responsibility for health and safety across the school in conjunction with Director of Finance and operations
- To report to the school board on any major health and safety issues arising
- To report to the chairman immediately any major issues arising which could have legal or PR implications
- To ensure that the campus Principals and the Director of Finance are fulfilling their roles
- 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, as well as, guidance from Cognita.
- The effective management of health, safety and welfare of staff, students, contractors, visitors and others so far as is reasonably practicable
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks ie 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 students and others such as contractors, where appropriate.
- The establishment of a Compliance 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 students regarding health and safety matters
- 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 that the school cooperates with the relevant enforcement agencies such as the HSE, local authority and fire authority.
- 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 at the termly compliance committee meeting. The minutes of the meeting are discussed by SLT. Any issues arising requiring school board attention are included in a termly report for the executive Principal.

## The Principal

- The promotion of a health and safety culture within the campus 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, as well as, guidance from Cognita.
- The effective management of health, safety and welfare of staff, students, contractors, visitors and others so far as is reasonably practicable
- Adequate control of health and safety risks arising out of the campuses 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 ie 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 students and others such as contractors, where appropriate.
- The promotion of a health and safety culture within the campus 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, as well as, guidance from Cognita.
- The effective management of health, safety and welfare of staff, students, contractors, visitors and others so far as is reasonably practicable
- Adequate control of health and safety risks arising out of the campuses 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 ie 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 students and others such as contractors, where appropriate.
- The establishment of a Compliance 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 students 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 campus 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 that the school cooperates with the relevant enforcement agencies such as the HSE, local authority and fire authority.

- 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 at the termly compliance committee meeting. The minutes of the meeting are discussed by SLT. Any issues arising requiring school board attention are included in a termly report for the executive Principal.
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and students 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 campus
- 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 that the school cooperates with the relevant enforcement agencies such as the HSE, local authority and fire authority.
- 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 Health and Safety Coordinator

- Promote a positive health and safety culture within the School
- Oversee 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)
- Coordinate the School's Compliance Committee meetings, ensuring these are conducted in accordance with the Cognita Group Terms of Reference
- Ensure that 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 Coordinator
- The establishment of a compliance committee which is representative of the structure of the school which meets at least termly
- The school's health and safety policy and performance is reviewed and monitored regularly at the termly compliance committee meeting. The minutes of the meeting are discussed by SLT.

### Deputy Health and Safety Coordinator

- Responsible for the operational management of health and safety
- The specific management of contractors.
- The routine coordination of health and safety related procedures and policies across each campus.
- Promotion of a positive health and safety culture within the School
- Maintain liaison with other specialist health, safety and fire safety roles appointed within the School, to coordinate compliance actions and provide a central point of contact

- Disseminate information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included
- Remain the central coordinator and 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
- Liaise 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
- Act as a key contact and to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required
- Ensure that 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 Coordinator
- Evaluate promptly and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Principal
- Ensure 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

#### **Heads of Faculty/Heads of Department, School Heads, and Members of the Management and Leadership Teams**

- Apply the school's Health and Safety Policy to their own department or area of specialism
- Develop and disseminate 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
- Ensure they are familiar 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)
- Ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- Ensure that 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
- Ensure that all statutory notices and appropriate safety signs are displayed in their specialist area
- Ensure that adequate first aid provision, protective clothing and equipment, registers and log books are available for use in their specialist area
- Ensure that 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
- Evaluate promptly and where appropriate take action on health, safety and welfare concerns and issues reported to them, or refer them to the Principal
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety

- If required to do so, investigate any accidents, which occur within their sphere of responsibility
- Monitor 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 Principal on the health and safety performance of his/her department or area of responsibility
- Include health and safety at departmental/team meetings.

### **Risk Assessment Coordinator**

- Responsible for ensuring that suitable and sufficient risk assessments are in place at their Campus, as completed by relevant departments.
- That these are reviewed at least annually, or in light of significant change (i.e. legislatively, following a change in process, upon the introduction of new systems/equipment etc).

### **First Aid Coordinator**

- Responsible at their campus for the recording of accidents, the dispersal of reports,
- reports for the compliance committee
- stock levels
- staff training records.

### **Site Manager**

- Day to day management of health and safety at their site in conjunction with the School Principal.

### **Class Teachers**

- Cooperate with the Principal, their Head of Faculty/Head of Department, School Head, and their Line Manager on health and safety matters.
- Take reasonable care for their own health and safety and for that of staff, students, volunteer helpers and visitors under their supervision
- Ensure they are 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 students and give clear oral and written instructions and warnings to students as often as necessary
- Follow any safe working procedures issued for their subject area and generally
- Provide and require the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required
- Make recommendations to their Principal, Head of Faculty/Head of Department or School Head on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate 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 Principal, Head of Faculty/Head of Department or School Head.

### Non-teaching Staff

- Cooperate with the Principal, Head of Faculty/Head of Department, School Head 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
- Ensure they are familiar with the contents of this policy and, in particular, the procedures in respect of fire, first aid and other emergencies
- Observe all instructions on health and safety issued by Cognita Schools Ltd, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school
- 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
- Ensure that offices, general accommodation and vehicles are kept tidy and report any defects to their Line Manager
- Ensure that 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 Principal, 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 all accidents in accordance with current procedure
- Ensure that any accidents or incidents, dangerous occurrences or near misses are reported to the Principal
- Assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Ensure that if authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered
- Ensure that 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

### Students (in accordance with their age and aptitude)

- Cooperate with the Principal and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency

- Take reasonable care for their own health and safety and that of others at the school
- Observe 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
- Report all health and safety concerns to the Principal, Advisor or class teacher.

### 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

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

- Cooperate 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 premises, plant and equipment (if appropriate including the location of asbestos containing materials if intrusive works are to be conducted)

### Arrangements (planning and implementation)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.



## Emergency and First Aid Related Policies and Procedures

<b>Mandatory Emergency and First Aid Related Policies</b>			
<b>Cognita Approved Policy and/or Guidance</b>	<b>Responsible Person/Department</b>	<b>Issue Date</b>	<b>Review Date</b>
Accident and Incident Reporting	Facilities Manager	January 2016	January 2017
Administration of Medication	Facilities Manager	January 2016	January 2017
Communicable Diseases	Principals and Facilities Manager	January 2016	January 2017
Control of Infectious Diseases	Principals and Facilities Manager	January 2016	January 2017
Critical Incident Management Plan	Principal and Facilities Manager	November 2015	November 2016
Fire Evacuation Plans	Principal and Facilities Manager	January 2016	January 2017
Fire Risk Management Policy	Facilities Manager	November 2015	November 2017
First Aid	Facilities Manager	November 2015	November 2016
Legionella Management Policy	Facilities Manager	November 2015	November 2016
Serious Incident Reporting Procedure	Director of Finance/Facilities Manager	January 2016	January 2017

<b>Additional Emergency and First Aid Policies – Specific to the Business/School</b>			
<b>Business/School Policy and/or Guidance</b>	<b>Responsible Person/Department</b>		

## Facilities Related Policies and Procedures

Standard required Facilities Related Policies			
Cognita Approved Policy and/or Guidance	Responsible Person/Department		
Asbestos Management Plan	Facilities Manager	January 2016	January 2017
Caretaking and Site Staff Policy	Facilities Manager	November 2016	November 2017
Catering Policy	Director of Finance and Operations	January 2016	January 2017
COSHH (Control of Substances Hazardous to Health) Policy  (Hazardous Substances Policy)	Facilities Manager	December 2015	December 2016
Display Screen Equipment Policy	Facilities Manager	January 2016	January 2017
Electrical Safety Policy	Facilities Manager	November 2015	November 2016
Legionella Policy	Facilities Manager		
Lone Working Policy	Facilities Manager	November 2015	November 2017
Machinery, Plant and Equipment Policy	Facilities Manager	December 2015	December 2016
Management of Contractors Policy	Facilities Manager	January 2016	January 2017
Manual Handling and Lifting Policy	Facilities Manager	November 2015	November 2016
Risk Assessment Policy	Facilities Manager	January 2016	January 2017
Security, Workplace Safety and Protection from Violence	Facilities Manager	March 2016	March 2017
Sun Protection Policy	Facilities Manager	January 2016	January 2017
Welfare Policy	Facilities Manager	January 2016	January 2017
Working at Height Policy	Facilities Manager	December 2015	December 2016
Vehicle Management Policy	Facilities Manager	December 2015	December 2016

<b>Additional Facilities Policies – Specific to the Business/School</b>			
<b>Business/School Policy and/or Guidance</b>	<b>Responsible Person/Department</b>		

<b>RA Document – Westminster PP</b>	<b>Date Reviewed</b>	<b>Date of Next Review</b>
RA PP Art Room	February 2016	February 2017
RA PP Design Lab	February 2016	February 2017
RA PP Eating Areas	November 2015	November 2016
RA PP General Class Rooms	November 2015	November 2016
RA PP Hall	February 2016	February 2017
RA PP Hall Events	February 2016	February 2017
RA PP International Night	November 2015	November 2016
RA PP Library	February 2016	January 2017
RA PP Lone Working	September 2016	September 2017
RA PP Main Reception	January 2016	March 2017
RA PP Music Rooms	February 2016	February 2017
RA PP Music Showcase	February 2016	February 2017
RA PP Radon	January 2016	February 2017
RA PP Science Lab 1.06	February 2016	February 2017
RA PP Science Lab 108	February 2016	February 2017
RA PP Science Lab G.05	February 2016	February 2017
RA PP Science Lab G.07	February 2016	February 2017
RA PP Security	April 2016	May 2017
RA PP Staff Room	November 2015	November 2016

Health and Safety Policy

Date reviewed: September 2016 (with RA table)

Date for next review: September 2017

RA PP Stairs and Communal Areas	September 2016	September 2017
RA PP Storage Rooms	February 2016	November 2016
RA PP Student Break Out Areas	November 2015	November 2016
RA PP Technicians Prep Room	February 2016	February 2017
RA PP Toilets and Welfare Areas	February 2016	January 2017
RA W Administration and Faculty Offices	January 2016	January 2017
RA W All Souls Church	April 2016	April 2017
RA W Cleaning Activities	January 2016	January 2017
RA W Cognita School Transport	September 2017	September 2016
RA W Events Generic	February 2016	February 2017
RA W External PE Activities	January 2016	December 2016
RA W External PE Fixtures	January 2016	December 2016
RA W General Caretaking Activities	February 2016	January 2017
RA W IT classrooms	January 2016	January 2017
RA W IT Rooms	January 2016	January 2017
RA W Movement of students between PP & CS	January 2016	January 2017
RA W Off Campus Lunch Period	January 2016	December 2016
RA W Regents Park	February 2016	February 2017
RA W Reprographics	November 2015	September 2015

RA Document – Westminster Conway Street	Date Reviewed	Date of Next Review
RA CS Admin and faculty offices	April 16	April 17
RA CS Admin and faculty offices	April 2016	April 2017
RA CS Art room	February 2016	February 2017
RA CS Art show diploma	March 2015	Before next show
RA CS Basement	December 2015	December 2017
RA CS Cleaning activities	April 2016	April 2017

RA CS Eating areas	November 2015	November 2016
RA CS Exam venue Holiday Inn	March 2015	Before next use
RA CS Exam venue Melia Hotel	March 2016	Before next use
RA CS Film room	February 2016	February 2017
RA CS Film Trips	February 2016	February 2017
RA CS General Classrooms	November 2015	November 2016
RA CS Hall	February 2016	February 2017
RA CS Library	April 2016	April 2017
RA CS Lift	April 2016	April 2017
RA CS Lone Working	April 2016	April 2017
RA CS Room B14	February 2016	February 2017
RA CS Science lab 101	February 2016	February 2017
RA CS Security	April 2016	April 2017
RA CS Spiral Staircase	June 2016	June 2017
RA CS Staff room	November 2015	November 2016
RA CS Stairs and communal areas	November 2015	November 2016
RA CS Storage rooms	November 2015	November 2016
RA CS Student break out areas	November 2015	November 2016
RA CS Student common room	November 2015	November 2016
RA CS Toilets and welfare areas	November 2015	November 2016
RA CS TOK sense of perception activity	November 2015	November 2016

<b>RA Document – Charteris Sports Centre</b>	<b>Date Reviewed</b>	<b>Date of Next Review</b>
Cleaning Activities	January 2016	January 2017
General Caretaking	January 2016	January 2017
Lone Working	January 2016	January 2017
Sports Hall	January 2016	January 2017
Stairs and Communal Areas	January 2016	January 2017
Toilets and welfare Areas	January 2016	January 2017

<b>Authorised by</b> Siobhan McGrath	<b>Signature</b> <i>Siobhan McGrath</i> Executive Principal
<b>Date</b>	02.02.16
<b>Effective date of the policy</b>	27.01.16
<b>Circulation</b>	Chairman of School Board/ Safeguarding Committee members/teaching staff/all non-teaching staff
<b>Status</b>	Complies with requirements of the Health and Safety at work etc Act 1974