

**COGNITA**

# **St Margaret's Preparatory School**



## **Health and Safety Policy**

**September 2019**



**Issue Date: 1<sup>st</sup> September 2019**  
**Status: Version 3.1.3**

**ST MARGARET'S PREPARATORY SCHOOL**

**HEALTH AND SAFETY POLICY - STATEMENT OF INTENT**

**INTRODUCTION**

St Margaret's Preparatory School ('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: Stuart Rolland**  
**Chief Executive Europe**

**NAME: Callum Douglas**  
**Headmaster**

**DATE: 1<sup>st</sup> SEPTEMBER 2019**

## **PART TWO – ORGANISATION RESPONSIBILITIES**

### **Our Vision**

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

### **And this is what we aim to do**

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

This policy applies to whole School and to The Nursery at St. Margaret's.

Details of staff with specific responsibility for health and safety, first aid, child protection and data protection issues are set out in Appendix 1.

### **INTRODUCTION**

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

Details of the governance arrangements across Cognita Schools Limited are set out in Appendix 2.

The Directors delegate responsibility for health and safety management to the Assistant Director of Education and to the Headmaster.

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

### **THE HEADMASTER 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

## Health and Safety Policy

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- 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. This policy applies to all pupils, including those in 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 Health and Safety 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.
- 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 the Chair of the School Governance Panel.

### **THE HEALTH AND SAFETY 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 updated regularly 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 Cognita UK Health and Safety Line Management Structure chart attached at Appendix 2)
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties in the School are included
- The co-ordination of the school's H & S Committee meetings, ensuring that these are conducted in accordance with the Terms of Reference of the school's Health and Safety 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 make sure that risk assessments are produced for tasks / activities in their 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
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues that are reported to them, or refer them to the Headmaster
- Routing 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 Safeguarding Governance Committee detailing the school's progress with identified compliance issues and area of focus.

### **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
- 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)
- That 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 provision, 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 Headmaster
- 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
- Investigations are carried out in relation to any accidents, which occur within their sphere of responsibility
- Monitoring of the health and safety of their department or area of responsibility (including records of risk assessments, health and safety related issues and complaints and records of accidents) and, when required, prepare an annual report for the Headmaster on the health and safety of their department or area of responsibility
- Include health and safety discussions at departmental/team meetings.

### **CLASS TEACHERS WILL ENSURE:-**

- Co-operation with the Headmaster, their Head of Department and the School Business Manager on health and safety matters
- That they take 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
- That they exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary
- That they follow any safe working procedures issued for their subject area and generally
- That they provide and require the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required
- That they make recommendations to their Headmaster 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
- That they do not introduce personal items of equipment (electrical or mechanical) into the school without prior authorisation
- That all accidents, defects and dangerous occurrences are reported to the Headmaster or their Head of Department.

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

- Co-operation with the Headmaster, the School Business Manager and their Head of Department 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 Schools Ltd, the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school

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- 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 Headmaster 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
- Reporting of all accidents in accordance with current procedure
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Headmaster
- 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:-**



## **Health and Safety Policy**

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- Co-operate with the Headmaster 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 school rules and 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 a 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 their staff.

### **VISITORS AND CONTRACTORS:-**

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

- Co-operate with the 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 with the requirements regarding the appropriate means of their access to and egress from the 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 carried out.

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

The following procedures and arrangements detailed on the following pages have been adopted to ensure compliance with the Statement of Intent:

**EMERGENCY & FIRST AID RELATED POLICIES AND PROCEDURES**

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Critical Incident Management Plan	<i>Callum Douglas</i>	<i>September 2019</i>	<i>September 2020</i>
Fire Safety Management Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Fire Risk Strategy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Concussion Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
First Aid Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Prevention and Control of Infection and Communicable Diseases Procedures	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Serious Incident Reporting Procedure	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Supporting Pupils with Medical Conditions Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>

**FACILITIES RELATED POLICIES AND PROCEDURES**

STANDARD REQUIRED FACILITIES RELATED POLICIES			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Adverse Weather and Procedures Policy (Snow and Ice)	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Asbestos Management Plan	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Caretaking and Site Staff Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Catering Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Control of Contractors Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
COSHH (Control of Substances Hazardous to Health) Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Display Screen Equipment Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Electrical Safety Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Legionella Policy	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>

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Lone Working Policy	Sara Moutard	September 2019	September 2020
Machinery, Plant and Equipment Policy	Sara Moutard	September 2019	September 2020
Manual Handling and Lifting Policy	Sara Moutard	September 2019	September 2020
Risk Assessment Policy	Sara Moutard	September 2019	September 2020
Premises Management Policy and Handbook	Sara Moutard	September 2019	September 2020
Safeguarding – Risk Assessment, Welfare, Health and Safety Policy	Sara Moutard	September 2019	September 2020
Security Action Plan	Sara Moutard	September 2019	September 2020
School Security Policy (including Workplace Safety and Protection from Violence)	Sara Moutard	September 2019	September 2020
Sun Protection Policy	Sara Moutard	September 2019	September 2020
Terms of Reference for Health and Safety Committee	Sara Moutard	September 2019	September 2020
Transportation of Students and Staff Policy	Sara Moutard	September 2019	September 2020
Welfare Provisions (Facilities) Policy	Sara Moutard	September 2019	September 2020
Working at Height Policy	Sara Moutard	September 2019	September 2020

ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Accessibility Policy (including Accessibility Audit and 3 Year Plan)	Sara Moutard	September 2019	September 2020
Home to School Transport Policy and Protocol	Sara Moutard	September 2019	September 2020
Road Safety and Parking Policy	Sara Moutard	September 2019	September 2020
Serious Incident Reporting Guidance – Cognita	Cognita School Support Centre	September 2019	September 2020
Serious Incident Reporting Form (SIRF) - Cognita	Cognita School Support Centre	September 2019	September 2020

RISK ASSESSMENTS			
STANDARD REQUIRED RISK ASSESSMENTS			
	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
All Classrooms and Teaching / Non-Teaching Rooms and areas - Checklists and Risk Assessments	Various	September 2019	September 2020
Arson	Sara Moutard	September 2019	September 2020
Office and Reception Area – Checklist and Risk Assessment	Corinne Walker / Sara Moutard	September 2019	September 2020
Cleaning	Sara Moutard	September 2019	September 2020
Boiler Rooms	Ed Wilkinson	September 2019	September 2020
Events (Various)	Sara Moutard	September 2019	September 2020
External Grounds and Play Areas	Sara Moutard	September 2019	September 2020
Play Equipment and Play Areas	Sara Moutard	September 2019	September 2020

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First Aid Risk Assessment and Assessment of First Aid Needs	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Fire Risk Assessment	<i>Peter Pinney</i>	<i>September 2019</i>	<i>September 2020</i>
General Caretaking Activities	<i>Sara Moutard / David Randall</i>	<i>September 2019</i>	<i>September 2020</i>
Home to School Transport	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
IT Technicians and Server Cupboard	<i>IT Technician</i>	<i>September 2019</i>	<i>September 2020</i>
Legionella	<i>P &amp; W Water Hygiene</i>	<i>September 2019</i>	<i>September 2020</i>
Lone Working	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Premises and School Security	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Snow and Ice	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Spiral Staircase	<i>Ed Wilkinson</i>	<i>September 2019</i>	<i>September 2020</i>
Sports and Games (separate Risk Assessments in place for each activity)	<i>Leanne Weaver/ Tom Clifton</i>	<i>September 2019</i>	<i>September 2020</i>
Storage of Petrol and Diesel	<i>Ed Wilkinson</i>	<i>September 2019</i>	<i>September 2020</i>
Toilets and Welfare Areas	<i>Ed Wilkinson</i>	<i>September 2019</i>	<i>September 2020</i>
Traffic Management	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Transporting Pupils	<i>Sara Moutard</i>	<i>September 2019</i>	<i>September 2020</i>
Water Management	<i>Ed Wilkinson</i>	<i>September 2019</i>	<i>September 2020</i>

**APPENDIX 1**

**ST. MARGARET'S PREPARATORY SCHOOL**

**HEALTH AND SAFETY RESPONSIBILITIES AND DESIGNATED STAFF**

**2019-2020 ACADEMIC YEAR**

**HEALTH AND SAFETY**

HEALTH AND SAFETY CO-ORDINATOR FIRE SAFETY CO-ORDINATOR SITE ASBESTOS REGISTER HOLDER RISK ASSESSMENT CO-ORDINATOR	SARA MOUTARD
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**FIRST AID**

APPOINTED PERSON AND QUALIFIED FIRST AIDER	SARA MOUTARD
QUALIFIED FIRST AIDER	HARRIETT CARTER
QUALIFIED FIRST AIDER	THOMAS CLIFTON

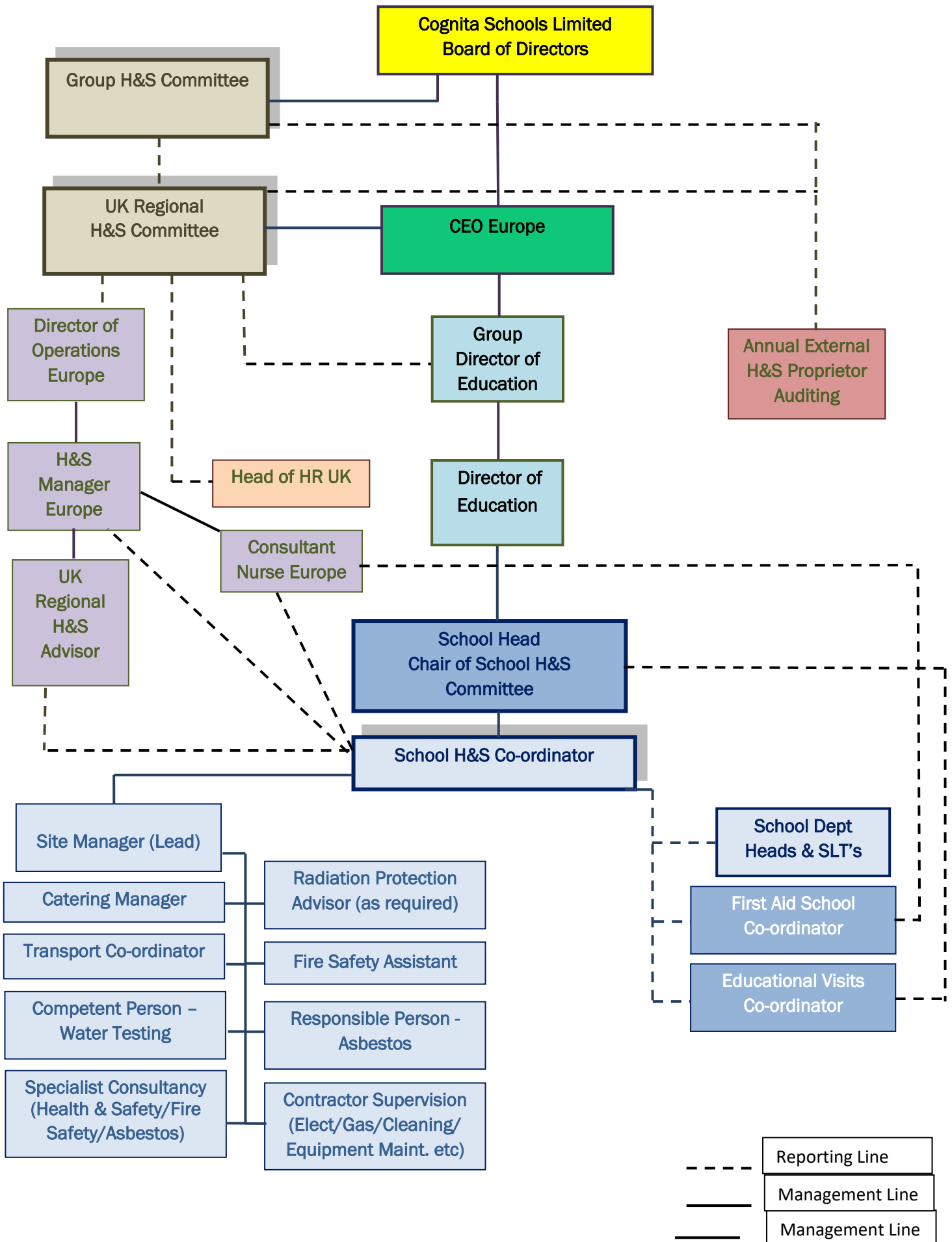
**SAFEGUARDING AND CHILD PROTECTION**

HEADMASTER	CALLUM DOUGLAS
DESIGNATED SAFEGUARDING LEAD (DSL)	CAROLYN MOSS
DEPUTY DESIGNATED SAFEGUARDING LEAD (DEPUTY DSL)	DI HOWELLS AND TERRI GRIFFITHS
ANY OTHER STAFF TRAINED TO DSL LEVEL	CALLUM DOUGLAS
DESIGNATED PRACTITIONER WITH RESPONSIBILITY FOR SAFEGUARDING IN EARLY YEARS	LOUISE LAURIE
DEPUTY DESIGNATED PRACTITIONER WITH RESPONSIBILITY FOR SAFEGUARDING IN EARLY YEARS	JOCELYNE CRALLAN

**DATA PROTECTION**

DATA PROTECTION CO-ORDINATOR	SARA MOUTARD
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APPENDIX 2 - Cognita Schools [UK] Health & Safety Management



**Authorised by Callum Douglas (Headmaster):**



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**Date:** 1<sup>st</sup> September 2019

**Effective date of the policy:** 1<sup>st</sup> September 2019

**Circulation:** Marissa Davis - Cognita Director of Education (Chair of Governors)

Fiona Dixon - Independent Chair of the School Safeguarding Governance Committee

All teaching and non-teaching staff at St Margaret's Preparatory School

**Status:** Complies with requirements of the Health and Safety at Work etc Act 1974

## Health and Safety Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Operations
Document author (name)	Melissa Jones
Specialist Legal Advice	n/a
Consultation	n/a

<b>Compliance</b>	
Compliance with	Health and Safety at Work etc Act 1974

<b>Audience</b>	
Audience	Heads

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
Implementation date	August 2016
Review date	June 2020

<b>Related documentation</b>	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures