

COGNITA

HEALTH AND SAFETY POLICY



St. Mary's School (inc eyfs)

SEPTEMBER 2020

Health and Safety Policy



THE POLICY

Issue Date: 16th July 2020

Status: Version 1

SCHOOL NAME/LOCATION: St. Mary's School ("the School")

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: Stuart Rolland
Chief Executive Europe



NAME: Robert Harmer, Head
DATE: 16th July 2020



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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>Business Manager</i>	<i>Feb. 2020</i>	<i>Feb 2021</i>
Concussion Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Dietary Requirements Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Fire Risk Management Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Fire Risk Strategy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
First Aid Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Prevention and Control of Infection and Communicable Diseases Procedures	<i>Business Manager</i>	<i>Sept 2020</i>	<i>Sept2021</i>
Serious Incident Reporting Procedure	<i>Business Manager</i>	<i>Sept 2020</i>	<i>Sept 2021</i>
Supporting Pupils with Medical Conditions Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>

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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 Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Asbestos Management Plan	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Caretaking and Site Staff Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Control of Contractors Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
COSHH (Control of Substances Hazardous to Health) Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Display Screen Equipment Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Electrical Safety Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Legionella Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Lone Working Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Machinery, Plant and Equipment Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Manual Handling and Lifting Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Risk Assessment Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Premises Management Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Security Action Plan	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Security, Workplace Safety and Protection from Violence	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Sun Protection Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Terms of Reference for H&S Committee	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Transportation of Students and Staff Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Welfare Provisions (Facilities) Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Whole School Food Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
Working at Height Policy	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date

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<i>Accessibility Plan</i>	<i>Head</i>	<i>July 2020</i>	<i>July 2021</i>
<i>Trigger Reduction Schedule</i>	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>
<i>Concussion Policy</i>	<i>Business Manager</i>	<i>July 2020</i>	<i>July 2021</i>

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RISK ASSESSMENTS


STANDARD REQUIRED RISK ASSESSMENTS			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Administration and Faculty Office Areas	Business Manager	July 2020	July 2021
Art Class Rooms	Art Teacher	July 2020	July 2021
Boiler Rooms	Site Maintenance Person	July 2020	July 2021
Cleaning Activities	Site Maintenance Person	July 2020	July 2021
Covid 19	Business Manager	July 2020	July 2021
Design and Food Technology Rooms	N/A	N/A	N/A
Early Years Foundation Stage	Head of Early Years	July 2020	July 2021
Eating Facilities	Catering Manager	July 2020	July 2021
Electrically Powered Gates	Business Manager	July 2020	July 2021
Events	N/A	N/A	N/A
External Grounds and Play Areas	Site Maintenance Person	July 2020	July 2021
First Aid Risk Assessment	Business Manager	July 2020	July 2021
Fire Risk Assessment	Business Manager	July 2020	July 2021
General Caretaking Activities	Site Maintenance Person	July 2020	July 2021
General Class Rooms	Teachers	July 2020	July 2021
General Grounds Maintenance Activities	Site Maintenance Person	July 2020	July 2021
IT Class Rooms	N/A	N/A	N/A
IT Technicians and Server Rooms	IT Technician	July 2020	July 2021
Kitchen	Catering Manager	July 2020	July 2021
Learning Support and SEN Class Rooms	SenCo	July 2020	July 2021
Library	Head of English	July 2020	July 2021
Lone Working	Business Manager	July 2020	July 2021
Main Reception Area	Receptionist	July 2020	July 2021
Music Rooms	Music Teacher	July 2020	July 2021
Reprographics Areas	Business Manager	July 2020	July 2021
School Assembly Areas	Drama Teacher	July 2020	July 2021

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Science Laboratories	Science Teacher	July 2020	July 2021
Security Risk Assessment	Business Manager	July 2020	July 2021
Sports Halls	N/A	N/A	N/A
Staff Rooms	N/A	N/A	N/A
Stairs and Communal Areas	Site Maintenance Person	July 2020	July 2021
Storage Rooms	Site Maintenance Person	July 2020	July 2021
Swimming Pools	N/A	N/A	N/A
Toilets and Welfare Areas	Business Manager	July 2020	July 2021
Traffic Management	Business Manager	July 2020	July 2021
Use of Passenger Lifts	N/A	N/A	N/A

ADDITIONAL RISK ASSESSMENTS – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance <i>(Eg PE RAs, Ground equipment, Kiln, Keeping animals in schools, Sewing Machines, Specialist department equipment, outdoor activities including gardening, ECAs)</i>	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date

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Authorised by [School Head]:	 Robert Harmer, Head		
Date	16 th July 2020		

Effective date of the policy 1st September 2020

Circulation [School 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 1974

NOTE: This 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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Ownership and consultation	
Document sponsor (role)	Director of Operations
Document author (name)	Melissa Jones
Specialist Legal Advice	n/a
Consultation	n/a

Compliance	
Compliance with	Health and Safety at Work etc Act 1974

Audience	
Audience	Heads

Document application	
England	Yes
Wales	Yes
Spain	No
Switzerland	No

Version control	
Implementation date	August 2016
Review date	June 2021

Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures