COGNITA

# Health & Safety Policy

## School Level Implementation

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| **School:** | Horizon English School |
| **Cog:** | UAE |
| **Head of School:** | Martin Cole |
| **School Health & Safety Lead:** | Sabu Mathews |
| **Managing Director:** | Glen Radojkovich |
| **Academic Year:** | 2026-27 |
| **Policy review date:** | August 2028 |

*This policy should be read alongside the Cognita Health & Safety Governance Policy and applicable Cognita and School Health & Safety policies, procedures, standards and guidance.*

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## 1. Purpose

This policy sets out how [School Name] manages Health and Safety and implements Cognita Health and Safety requirements at school level. The school is committed to providing a safe and healthy environment for students, employees, contractors, visitors and others who may be affected by its activities.

This policy supports the Cognita Health and Safety Governance Policy which establishes Cognita's approach to Health and Safety accountability, assurance and governance.

## 2. Scope

This policy applies to all school activities and to employees, students, contractors, service providers, volunteers, visitors and others who may be affected by school activities. It applies on school premises and to activities undertaken off site where the school retains responsibility for students or employees.

The school must identify and comply with applicable local Health and Safety legislation, regulation, authority requirements, licensing conditions and other legal obligations. Where local legal requirements differ from this policy, the local legal requirement must be met. Where Cognita establishes a higher standard that does not conflict with local law, the Cognita standard will apply.

## 3. Policy Statement

Everyone has a role in Health and Safety. All members of the school community are expected to take reasonable care of their own Health and Safety and that of others who may be affected by their actions, follow applicable Health and Safety requirements and report hazards, incidents and concerns.

Those who lead or manage people, supervise students or have responsibility for activities, areas or risks are responsible for ensuring effective controls are in place and maintained. The School Health and Safety Lead provides advice, coordination, monitoring and support.

The Cognita Health and Safety Governance Policy establishes the formal line of accountability through Cognita leadership, the relevant Managing Director and the Head of School.

## 4. Roles and Responsibilities

Roles and responsibilities for Health and Safety are set out below. These responsibilities do not replace any duties established under local legislation or regulation.

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| **Managing Director** | Holds the Head of School to account for effective Health and Safety management and provides appropriate oversight of Health and Safety standards. |
| **Head of School** | Accountable for Health and Safety standards within the school and for ensuring appropriate leadership, resources and management arrangements are in place. |
| **School Health and Safety Lead** | Supports school leadership through Health and Safety advice, coordination, monitoring and support. Supports risk management, incident review, training, inspections and continual improvement. |
| **Senior Leadership Team** | Ensures Health and Safety requirements are implemented within areas under their control and significant risks are appropriately managed. |

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| **Operations / Facilities Lead** | Manages premises, facilities, plant, equipment, maintenance, contractor activity and associated operational risks. Provides technical input to relevant risk assessments. |
| **Heads of Department / Line Managers** | Manage Health and Safety within their areas of responsibility, including activities, people, equipment, training and risk controls. |
| **Medical Team** | Supports first aid, medical emergency response, medication management and relevant health arrangements in line with school, Cognita and local requirements. |
| **Educational Visits Coordinator (EVC)** | Supports the planning, approval and monitoring of educational visits in line with Cognita policy and local requirements. |
| **All Staff** | Take reasonable care of themselves and others, provide appropriate supervision of students within their responsibility, follow safe working arrangements, participate in relevant training and risk assessment and promptly report hazards, incidents and concerns. |
| **Contractors, Service Providers and Third Parties** | Comply with applicable legal, Cognita and school requirements and demonstrate suitable competence, risk management and safe working arrangements. |

## 5. Risk Management

The school will identify hazards, assess risks and implement proportionate controls. Risk assessments must be undertaken by, or with the involvement of, people with appropriate knowledge and competence. Risk assessments must be completed in line with the Cognita Risk Assessment Policy and associated guidance. Employees undertaking or affected by the activity should be appropriately involved in the assessment process. The School Health and Safety Lead may provide advice and support. Operations / Facilities should provide appropriate technical input for premises, plant, equipment, facilities and contractor related risks.

Significant Health and Safety risks must be appropriately escalated and, where applicable, reflected within the school's wider risk management arrangements.

## 6. Operational Arrangements

### Premises, Facilities and Equipment

The school will maintain premises, facilities, plant and equipment in a condition that supports safe learning and working. Required inspections, testing, servicing and maintenance will be planned, completed and recorded. Defects will be assessed and controlled according to risk. Areas or equipment presenting an unacceptable risk must be removed from use or appropriately restricted until the risk has been addressed.

### Fire and Life Safety

The school will have suitable fire prevention, detection, evacuation and emergency measures in place, in line with local requirements and Cognita standards. Fire risks will be assessed and appropriate controls maintained. Required inspections, tests, drills and maintenance will be completed, reviewed and recorded.

### Emergency Preparedness and Response

The school will ensure its Emergency Response Procedure remains current and relevant. It will define roles, communication, evacuation or other protective actions, student accountability, emergency services access and escalation and will be communicated and practised through drills at appropriate intervals.

### Contractors, Service Providers and Third Parties

Contractors, Cognita operated or appointed service providers and other third parties will be appropriately selected, assessed, inducted and monitored. Responsibilities must be clear and appropriate information exchanged regarding hazards, safeguarding requirements, emergency arrangements and school requirements. Higher risk work must be supported by appropriate risk assessments, method statements, permits or other controls where required.

### Educational Trips and Visits

Educational trips and visits must be planned, approved and managed in line with the Cognita Educational Trips and Visits Policy. EVOLVE must be used for the planning, approval and management of visits. Planning and supervision must be proportionate to the activity, location, participant needs and foreseeable risks.

### Safeguarding

Health and Safety controls must operate alongside the Cognita Safeguarding Policy and the school's safeguarding procedures. Where an activity, incident or concern has both Health and Safety and safeguarding implications, the School Health and Safety Lead and Designated Safeguarding Lead (DSL) must coordinate as appropriate to ensure immediate risks are managed, relevant information is shared and the matter is recorded and escalated through the correct channels.

Safeguarding concerns must be recorded through CPOMS. Where the matter also constitutes a Health and Safety incident, it must additionally be reported through EVOLVE Accident Book.

### Security, Access and Egress

The school will manage site access and egress, including visitors, contractors and other persons entering the site. Security controls will support both Safeguarding and Health and Safety and integrate with emergency procedures.

### First Aid and Medical Arrangements

The school will provide suitable first aid and medical provision based on its student population, activities, site and local regulatory requirements. Suitable equipment, facilities and competent personnel will be available to respond to medical emergencies.

### Hazardous Substances

Hazardous substances will be identified, appropriately risk assessed and safely stored, handled and used. Safety data sheets (SDS) must be available. Employees must receive appropriate information, training and protective equipment.

### Higher Risk Activities and Specialist Facilities

Higher risk activities and specialist facilities must be supported by suitable risk assessments, competent supervision and specific procedures where required. This includes, where applicable, swimming pools, laboratories, workshops, sports facilities, playgrounds, kitchens, technical areas and similar environments. Appropriate supervision and access arrangements must be established for these facilities.

### Occupational Health and Staff Safety

The school will identify and manage Health and Safety risks arising from work activities, including ergonomic risks, manual handling, working at height, lone working, occupational exposure and other relevant workplace hazards. Appropriate individual controls or adjustments will be considered where required by risk assessment or applicable local requirements.

### Welfare Facilities and Provisions

The school will provide and maintain suitable welfare facilities for employees, students, contractors and visitors, including sanitary and washing facilities, drinking water, rest and eating areas and, where required, changing facilities. Ventilation, temperature, lighting and cleanliness will be maintained to support safe learning and working. Heat stress risks will be assessed and controlled for outdoor activities and work, including compliance with the Adverse Weather policy.

### Personal Emergency Evacuation Plans (PEEPs)

The school will identify students, employees and regular visitors who may require additional support to evacuate safely during an emergency. Where required, a Personal Emergency Evacuation Plan (PEEP) will be developed in consultation with the individual, or with parents/carers where appropriate and communicated to those responsible for supporting its implementation.

### Consultation and Communication

The school will consult employees on Health and Safety matters that may affect them and provide appropriate opportunities for participation. Consultation and Health and Safety Committee procedures must meet applicable local legal requirements and the Health and Safety Committee policy requirements. Employees are expected to raise hazards, concerns and improvement opportunities promptly.

Relevant Health and Safety information will be communicated through appropriate channels, including changes to procedures, risk assessments, lessons learned from incidents and identified areas for improvement.

## 7. Training and Competence

All employees must complete annual Health and Safety Awareness training and receive appropriate Health and Safety induction. School Health and Safety Leads must hold IOSH Managing Safely or an equivalent recognised qualification, unless local regulatory requirements specify a higher level of qualification.

Role specific training and competence requirements will be managed in line with the Cognita Training and Awareness Policy. Schools must monitor completion of mandatory training and maintain records.

## 8. Incident Reporting and Escalation

Accidents, incidents, near misses, communicable illnesses and other Health and Safety concerns must be reported through EVOLVE Accident Book as per the Cognita Incident Reporting and Management policy. Serious incidents must be escalated in line with Cognita Serious Incident Reporting (SIRF) procedures. Any applicable local statutory or regulatory notification requirements must also be identified and met.

Incidents will be reviewed or investigated proportionately to identify immediate causes, underlying factors and required corrective actions. Learning will be shared where this can prevent recurrence or improve practice.

## 9. Monitoring, Assurance and Continual Improvement

The school will monitor Health and Safety performance to confirm that controls and processes are working effectively. Monitoring will include, as appropriate, inspections, risk assessment review, incident analysis, training compliance, required inspection and maintenance records and corrective action tracking. Health and Safety performance and significant risks should be considered through the school's governance arrangements, where relevant.

The school will participate in applicable Cognita internal and external assurance procedures. Actions arising from inspections, incidents, audits and external reviews will be assigned to an accountable owner within the school and monitored to completion. Significant or recurring issues will be appropriately escalated.

Learning from incidents, inspections, risk assessments, employee feedback, assurance activities and operational experience will be used to support continual improvement. Where gaps are identified, appropriate corrective actions will be implemented and their effectiveness reviewed.

## 10. Documentation and Record Keeping

The school must maintain accurate, current and accessible records demonstrating implementation of this policy. These will include risk assessments, incident records, training records, inspection and monitoring records, consultation records, emergency drill records and evidence of applicable local regulatory requirements. The location of key records is set out in the School Health and Safety Information schedule in Section 11. Records must be retained in accordance with applicable local requirements and Cognita document retention arrangements and made available for inspection where required.

## 11. Local Health and Safety Information

The following information must be maintained by each school adopting this policy and kept current throughout the academic year.

| Local Health and Safety Information | School detail |
|---|---|
| Country / jurisdiction | United Arab Emirates |
| Relevant local authorities / regulators | KHDA, DHA, DM, CD, & SIRA. |
| Statutory Health and Safety appointments | Yes |
| Health and Safety documents and records location | Health & Safety Folder on Teams. |
| Health and Safety Committee members | Martin Cole – Principal (Optional)<br>Sabu Mathews – Operations Manager - H&S Lead.<br>Kerrie Brown – SLT Representation<br>Asma Ahmad – Pastoral and Safeguarding Lead<br>Ali Gomaa – Head of Educational Operations<br>Suresh Perera – IT<br>Nihal Wasantha – Caretaker School Facilities<br>Dr Rabia Malik – School Doctor (KCH)<br>Padmini Kumar - HR |

| Local Health and Safety Information | School detail |
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## 12. Head of School Commitment

I confirm my commitment to the effective implementation of this policy at Horizon English School. I will ensure Health and Safety is appropriately led, resourced and monitored and that employees are supported to identify hazards, report concerns and contribute to a positive Health and Safety culture.

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| Name | Martin Cole |
| Signature |  |
| Date | 9th November 2026 |

## 13. Document Control

| Ownership and Consultation | |
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| **Document reference** | HS\|POL\|001\|V2.0\|NOV2026 |
| **Document sponsor** | Chief Operating Officer (COO) |
| **Document author** | Director of Health and Safety - Group |
| **Consultation** | COO; External H&S Reviewer; Cog H&S Leads; Principals/Heads of School; School H&S Leads |
| **Review frequency** | Every two years, unless there is a change of leadership |
| **Compliance** | |
| **Designed to support** | Cognita minimum standards, applicable local Health and Safety requirements and the principles of ISO 45001:2018. |
| **Audience** | |
| **Internal/External** | Internal and external, posted to school website |
| **Document Application** | |
| **Current application** | Cog UAE and Cog GCC |
| **Design application** | Suitable for wider Cognita adoption and localisation, subject to approval and local legal and regulatory review |
| **Version Control** | |
| **Version** | V2.0 |
| **Issue date** | November 2026 |
| **Target implementation date** | 16/11/2026 |
| **1st review date** | 01/08/2028 |
| **Related Documentation** | |
| **Related documentation** | Cognita Health and Safety Governance Policy; applicable Cognita H&S policies, procedures, standards and guidance; School Emergency Response Procedure; School Risk Assessment Register; applicable local legislation, regulation, codes and authority requirements |