Health and Safety Policy

Florence Bilingual School

2026

ITALY

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

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:

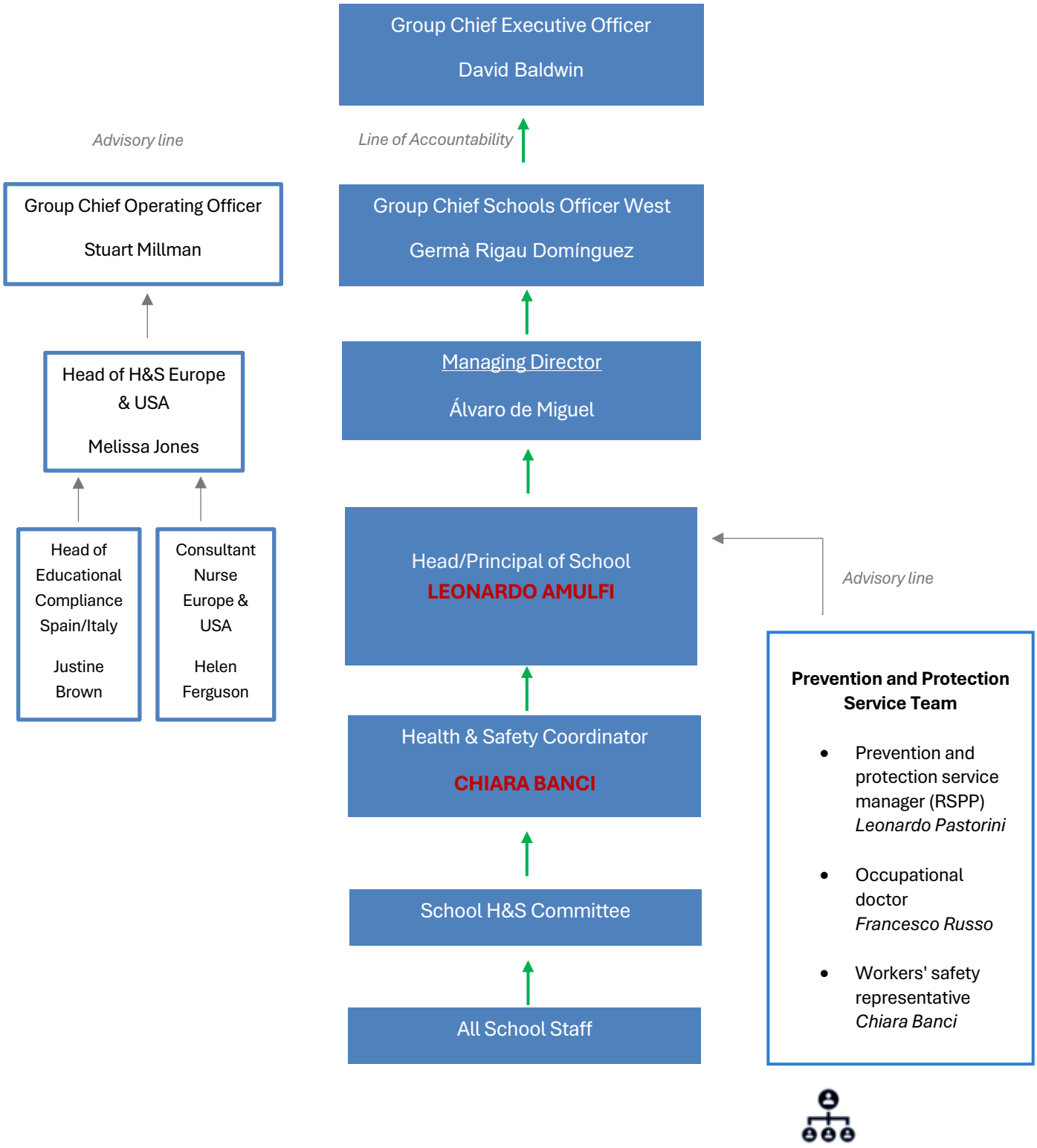
- Ensure that activities are carried out in accordance with current legal requirements
- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining 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.

Germà Rigau Domínguez
Group Chief Schools Officer West

Leonardo Amulfi
Principal

Health and Safety Execution



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 Managing Director, Spain and Italy and the school Principal.

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.

PRINCIPAL OF SCHOOL 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, the D.Lgs. 81/2008 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 the 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.
- Appointment of a suitably qualified and competent Responsablile del Servizio di Protezione e Prevenzione. (RSPP). 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 appointment of a suitably qualified and competent Rappresentante dei Lavoratori per la Sicurezza (RSL). The establishment of a school 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 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.

SCHOOL H&S CO-ORDINATOR WILL SUPPORT THE EXECUTIVE PRINCIPAL OF SCHOOL AND SPECIFICALLY 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 Italy 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. .
- 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 Meetings, ensuring these are conducted in accordance with the Terms of Reference for school H&S 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 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 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 Safeguarding Govenance committee detailing the School's progress with identified compliance issues and areas of focus.

HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL SUPPORT THE EXECUTIVE PRINCIPAL OF SCHOOL AND SPECIFICALLY 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, CIS, ESIS, 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 at the health and safety at departmental/team meetings.

ALL STAFF WILL SUPPORT THE EXECUTIVE HEAD/PRINCIPAL OR HEAD/PRINCIPAL OF SCHOOL AND SPECIFICALLY 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.
- 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.
  - Correct use of the system for reporting defects and ensure work spaces are kept tidy and in good order at all times.
  - Tools and equipment, including vehicles,are in good condition (appropriate for their intended use and that adequate instructions for their use are provided. If tools or equipment are defective they are immediately taken out of use and the Line Manager or Head informed. Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
  - Use of protective clothing and safety equipment provided (when appropriate) ensuring these are kept in good condition.
  - Reporting of all accidents, incidents or near misses in accordance with current procedure.
  - Assistance in the investigation of any accident, incident or near and take agreed 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 lone working situations.
  - No interference with or misuse of 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.
- Teaching staff should exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.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.

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.
- Correct 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 Class Tutor or Head.

VISITORS AND CONTRACTORS (including Hirers)

- All visitors and other users of the school premises (to include third party contractors, peripatetic teachers, hirers, 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 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).
- All hirers of the school must, in addition to the responsibilities of visitors, ensure arrangements are made for checking the security and condition of the premises and equipment used after the hirer or their staff vacate the site.

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.**

STANDARD RELATED POLICIES, PROCEDURES and GUIDANCE

STANDARD RELATED POLICIES, PROCEDURES and GUIDANCE			
Cognita Approved Policy and/or Guidance	**Responsible Person or Department**	**Current Issue Date**	**Planned Review Date**
Piani di emergenza	RSPP	August 2025	October 2027
Emergency Procedures (Evacuation and Lockdown)	RSPP	August 2025	October 2027
CCTV Policy	IT	September 2026	October 2027
Educational Visits Policy	EVC Coordinator	September 2026	October 2027
First Aid Policy	H&S Coordinator	September 2026	October 2027

First Aid Needs Assessment	H&S Coordinator	September 2026	October 2027
Intimate Care and Toileting Policy	Nursery School Coordinator and Pre-school coordinator	September 2026	October 2027
Head Injury and Concussion Policy	H&S Coordinator	September 2026	October 2027
Prevention, Control of Infection and Communicable diseases Procedures	H&S Coordinator	September 2026	October 2027
Pupil Health and Wellbeing Policy	H&S Coordinator	September 2026	October 2027
Risk Assessment Policy	H&S Coordinator - RSPP	September 2026	October 2027
Serious Incident Reporting	H&S Committee	September 2026	October 2027
Terms of Reference for H&S Committee	H&S Coordinator	September 2026	October 2027
Transportation of Students and Staff Policy	H&S Coordinator	September 2026	October 2027
Whole School Food Policy	H&S Coordinator	September 2026	October 2027

STANDARD RISK ASSESSMENTS

The list of current Risk Assessment is available at the school.

Version control:

Ownership and consultation	
Document Sponsor	Director of Education, Europe & USA
Document Author / Reviewer	Head of H&S Europe and USA
Consultation & Specialist Advice	
Document application and publication	
England	No
Spain	No
Italy	Yes
Greece	No
Switzerland	No
Austria	No
USA	No
Version control	
Current Review Date	July 2026
Next Review Date	September 2027
Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures