COLEGIO INTERNACIONAL MERES

Health and Safety Policy

Colegio Internacional Meres

2026

SPAIN

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:

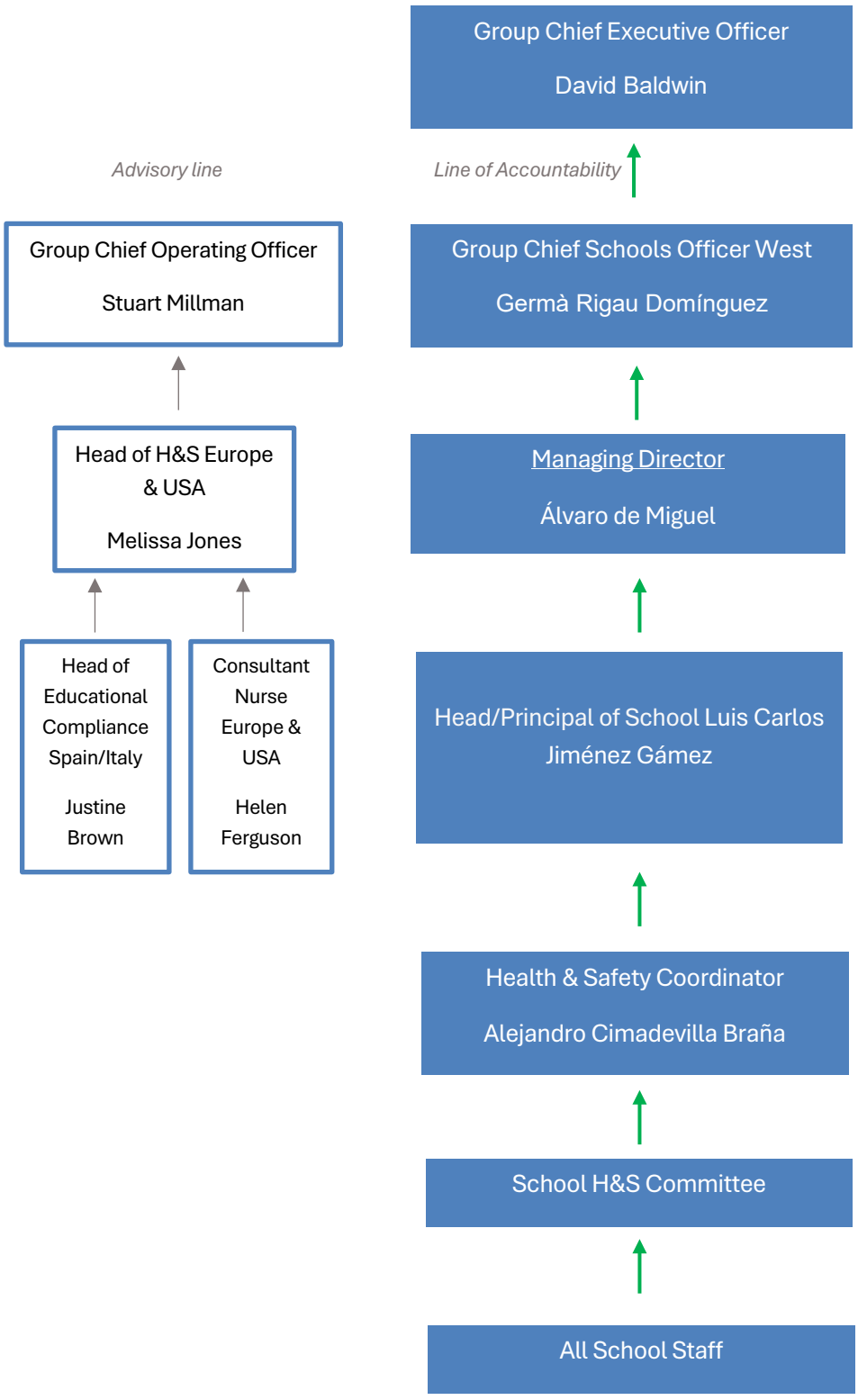
- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work-related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic 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, pupils and others such as Contractors.
- 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: Germà Rigau Domínguez
Group Chief Schools Officer West

NAME: Luis Carlos Jiménez Gámez
DATE: September 13, 2026

Health and Safety Execution



PART TWO: ORGANISATION

INTRODUCTION

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

The Directors delegate responsibility for health and safety management to the General Managers and to the Executive Head/Head of School. They will ensure compliance with the law and arrange appropriate delegation as detailed in this part of the Policy.

EXECUTIVE HEAD/PRINCIPAL OR HEAD/PRINCIPAL OF SCHOOL WILL ENSURE:

- The promotion of a health and safety culture within the school and during educational visits and off-site activities in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed from the approved Cognita model. The Policy will be implemented, communicated and reviewed annually and in light of any significant change, in accordance with legal obligations, inspection standards and other appropriate guidance and updates from Cognita.
- The effective management of health, safety and welfare of staff, pupil, including in the Early years, , contractors, visitors and others so far as is reasonably practicable.
- 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 those who are competent to do their tasks i.e. persons with sufficient experience, knowledge and training to perform the tasks required of them and sufficient time and resources to undertake the role.
- 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, local authorities and fire services, if required.
- Inclusion of health and safety at staff/departmental/team meetings.
- 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 H&S CO-ORDINATOR WILL SUPPORT THE EXECUTIVE HEAD/PRINCIPAL OR HEAD/PRINCIPAL OF SCHOOL AND SPECIFICALLY ENSURE:

- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and risk assessment processes, and to provide a central point of contact.
- The dissemination of information relevant to health and safety compliance to all duty holders and other key parties within the School.
- The co-ordination of the School's H&S Meetings, conducted in accordance with the Terms of Reference for the 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.
- 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 all staff to receive adequate information, supervision and training relevant to their specialist area in liaison with the person responsible for maintaining the training log.
- Prompt evaluation and, where appropriate, action on health, safety and welfare concerns reported to them, or referral to the Head.
- Ongoing H&S compliance is monitored and any actions raised in internal audits, external reviews and inspections are appropriately dealt with.

HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL SUPPORT THE EXECUTIVE HEAD/PRINCIPAL OR HEAD/PRINCIPAL OF SCHOOL AND SPECIFICALLY ENSURE:

- Application of the school's Health and Safety Policy in 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.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (new national or regional legislation, BSO Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control 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.

- Prompt evaluation and where appropriate action on health, safety and welfare concerns reported to them, or referral to the H&S Coordinator or Head of School.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and these inspections are recorded where required.
- 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 if required attendance at termly H&S 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.
- 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, 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 school 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 no wilful misuse, neglect or interference 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

Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Self-Protection Plan or Emergency Plan	Luis Carlos Jiménez Gámez Head of School	March 2023	October 2025
Internal Emergency Protocols (Evacuation and Confinement Procedures)	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Política CCTV	María Llaneza Álvarez Business Manager	September 2026	September 2027
Eduactional Visit Policies	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Installations Manual	María Llaneza Álvarez Gestor de Negocios	September 2026	September 2027
First Aid Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
First Aid Needs Assessment	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Intimate Care Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Head Injury Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Infection and contagious disease prevention and control procedures	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Major Incident Reporting Procedure (SIRF)	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Student Health and Wellbeing Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Risk Assessment Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Transportation Policy	Noé Merchán Transport Coordinator	September 2026	September 2027
Terms of Reference Health and Safety Committee	Luis Carlos Jiménez Gámez	September 2026	September 2027

	Head of School		
Food Policy and Dietary Needs	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
Contractors and Third Party Policy	Luis Carlos Jiménez Gámez Head of School	September 2026	September 2027
ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance	**Responsible Person / Department**	**Current Issue Date/Ref**	**Planned Review Date**

STANDARD RISK ASSESSMENTS

Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Medication Administration	Laura Rodríguez Menéndez (School Nurse)	September 2026	September 2027
Boiler room and fuel tanks	José Manuel Hevia Quintana	January 2025	September 2026
Changing rooms	Roger Gutiérrez Sarmiento	December 2024	September 2026
Cleaning activities	María Álvarez Llanez	September 2026	September 2027
Design and technology classrooms	Alejandro Cimadevilla Braña (Primary Art Teacher)	September 2026	September 2027
Early Childhood Education Classes	Ana Álvarez Fernández (Early Years Coordinator)	November 2024	September 2026
Dining rooms	Elena Canella (Catering Manager)	September 2026	September 2027
Motorized doors	José Manuel Quintana Hevia	September 2024	September 2026
Events	Luis Carlos Jiménez Gámez (Headteacher)	September 2024	September 2026
Zonas exteriores y de juegos	Stage Coordinators	December 2024	September 2026
Medical room	Laura Rodríguez Menéndez (School Nurse)	September 2026	September 2027
General Classrooms	Stage Coordinators	September 2026	September 2027
General maintenance activities	José Manuel Quintana Hevia (Maintenance Manager)	September 2026	September 2027
Computer rooms	Ignacio de Ron Sánchez (IT Manager)	September 2026	September 2027
Computer technicians and servers	Ignacio de Ron Sánchez (IT Manager)	September 2026	September 2027
Kitchen	Elena Canella (Catering Manager)	September 2026	September 2027
Library	Cristina Tellechea (Primary Library Coordinator)	September 2026	September 2027
Solo work	José Manuel Quintana Hevia (Maintenance Manager)	September 2026	September 2027
Music Classrooms	Andrés Alonso (Head of Music)	September 2026	September 2027
Science labs and prep rooms	Carmen Lauret / Luis Carlos Jiménez Gámez (Secondary Science Laboratories Coordinator)	September 2026	September 2027
Sports halls	Roger Gutiérrez Sarmiento (Head of Physical Education)	September 2026	September 2027
Staff Rooms	Alejandro Cimadevilla Braña (Health & Safety Coordinator)	September 2026	September 2027

Common areas and stairs	Alejandro Cimadevilla Braña (Health & Safety Coordinator)	September 2026	September 2027
Warehouses	José Manuel Hevia Quintana (Maintenance Manager)	September 2026	September 2027
Swimming pools	Alejandro Cimadevilla Braña (Health & Safety Coordinator)	June 2024	June 2026
Toilets and rest areas	Alejandro Cimadevilla Braña (Health & Safety Coordinator)	September 2026	September 2027
Traffic management	Luis Carlos Jiménez Gámez (Headteacher)	September 2026	September 2027
Use of elevators for people	José Manuel Quintana Hevia (Maintenance Manager)	September 2026	September 2027
Extracurricular Activities	Andrés Alonso Fernández (Extracurricular Activities Coordinator)	September 2026	September 2027

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	Yes
Italy	No
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 Plan de Autoprotección or Plan de Emergencia