King's College
RIYADH

COGNITA

Health & Safety Policy

School Level Implementation

School:	King's College Riyadh
Cog:	GCC
Head of School:	Jacqueline Doran
School Health & Safety Lead:	Esra Abukar
Managing Director:	Darren Gale
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.

Contents

1. Purpose 3
2. Scope 3
3. Policy Statement 3
4. Roles and Responsibilities 3
5. Risk Management 4
6. Operational Arrangements 4
Premises, Facilities and Equipment 4
Fire and Life Safety 5
Emergency Preparedness and Response 5
Contractors, Service Providers and Third Parties 5
Educational Trips and Visits 5
Safeguarding 5
Security, Access and Egress 5
First Aid and Medical Arrangements 5
Hazardous Substances 5
Higher-Risk Activities and Specialist Facilities 6
Occupational Health and Staff Safety 6
Welfare Facilities and Provisions 6
Personal Emergency Evacuation Plans (PEEPs) 6
Consultation and Communication 6
7. Training and Competence 6
8. Incident Reporting and Escalation 6
9. Monitoring, Assurance and Continual Improvement 7
10. Documentation and Record Keeping 7
11. Local Health and Safety Information 7
12. Head of School Commitment 8
13. Document Control 8

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.

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.

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.

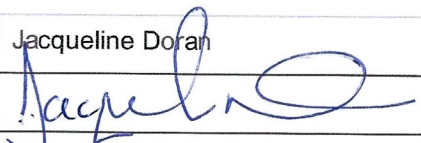
11. Local Health and Safety Information

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	Kingdom of Saudi Arabia/ Riyadh
Relevant local authorities / regulators	Civil Defense
Statutory Health and Safety appointments	NA
Health and Safety documents and records location	KCR Drive – Health and Safety Folder
Health and Safety Committee members	Esra Abukar Ayah Malkawi Stephanie Love Naomi Charlotte Capewell Mohammed Abu Hasna Razan Elmahi Mohammed Sarwar Ahmed Karzan Mohammed Nadia Mahomed

12. Head of School Commitment

I confirm my commitment to the effective implementation of this policy at King's College Riyadh. 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.

Name	Jacqueline Doran
Signature	
Date	16/11/26

13. Document Control

Ownership and Consultation	
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