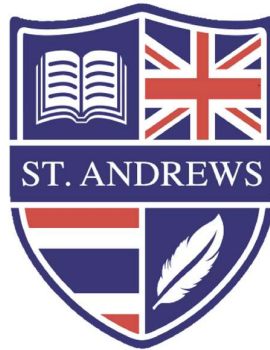


COGNITA

Health and Safety Performance Monitoring Policy



St. Andrews Green Valley September 2019

DOCUMENT CONTROL

Version Control		
Author	Joab To, Health & Safety Manager Asia	
Version Number	01	
Effective date	September 2019	
Next review date	October 2026	
Changes from previous version	Consolidation of previous Health and Safety Committee related documents	
Previous Version	Author	Effective Date
Nil	Nil	Nil

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1 PURPOSE

- 1.1. The School is committed to the provision of a healthy and safe working environment.
- 1.2. The School fulfils its obligations set out in the Health and Safety guidance from Cognita by setting up an effective Health and Safety Committee to raise the health and safety competency of staff and contractors to deliver health and safety performance.

2 SCOPE

- 2.1. The School is under a duty to look after the health and safety of its students, staff, contractors and visitors.
- 2.2. The policy covers the staff and contractors working in the School.

3 RESPONSIBILITIES

Head of School / Head of Department

- 3.1. Appoint Health and Safety Committee members.
- 3.2. Ensure School complies with Cognita and legislative requirements and manage health and safety risks to acceptable levels.
- 3.3. Report performance of the School health and safety KPI.
- 3.4. Provide resources to drive health and safety performance improvement and ensure the School meets its Health & Safety objectives.
- 3.5. Provide resources to allow employees to attend applicable health and safety training.

School Health and Safety Committee

- 3.6. Ensure health and safety policy is implemented, communicated and kept up to date.
- 3.7. Conduct health and safety meetings in accordance to the terms of reference and frequency set by Cognita / legal requirements.
- 3.8. Discuss observations / concerns raised and raise awareness on health and safety.
- 3.9. Lead investigation of accident, incident and near-miss and ensure recommendations are implemented and share learnings with concerned parties.
- 3.10. Oversee the implementation of health and safety training.
- 3.11. Review effectiveness of Health and Safety programs through performance of the School health and safety KPI and annual audit reviews.

Members of Staff and Contractors

- 3.12. Attend training in accordance with Cognita health and safety training matrix and other courses required to manage risks.

PROCEDURES

4 PROCEDURES

Hold Health and Safety Committee Meeting

- 4.1. Set up a Health and Safety Committee according to the Terms of Reference: [\(See Appendix – Terms of Reference for Health and Safety Meeting\)](#)
- 4.2. Set goals and objectives on Health and Safety performance for the School.
- 4.3. Discuss and resolve issues that may impact the delivery of the goals and objectives and continually improve the implementation of health and safety policies and procedures.
- 4.4. Meeting minutes are to be shared with concerned parties. [\(See Appendix – Health and Safety Meeting Minutes Template\)](#)

Promote Health and Safety

- 4.5. Carry out health and safety promotional activities to increase awareness among staff, students and / or parents on health and safety (e.g. Healthy diet / allergy awareness / road safety / sports injury prevention)
- 4.6. Promote feedback of health and safety issues to the health and safety committee.

Monitor Key Performance Indicators

- 4.7. Key Performance Indicators are tracked to measure the Health and Safety performance of each School for continuous improvement and reporting purposes. Indicators include:
 - a) Leading indicators
 - Health & Safety trainings completed
 - Self-audit checks completed
 - H&S audit actions completed
 - b) Lagging indicators
 - Number of Serious Incidents / reportable incidents to regulatory body
 - Number of non-reportable incidents

Monitor Training Effectiveness

- 4.8. Training courses are selected based on training needs:
 - a) Compliance to Cognita policy and/or legal requirements;
 - b) Competence in handling health and safety risks in routine and non-routine activities;
 - c) Emergency response requirements
- 4.9. The mode of delivery for health and safety training includes:
 - a) Self-reading with / without assessment;
 - b) Classroom training with / without assessment;
 - c) Online training with / without assessment; [\(See Appendix – Training Matrix\)](#)
 - d) On-the-job training with / without assessment;
- 4.10. Staff and/or contractors are to complete the health and safety training courses within the allocated time frame.
- 4.11. Where feasible, the Line Manager will conduct interviews and/or observations of staff's work activities to assess the effectiveness of the training.
- 4.12. Duration of refresher training for each training course depends on:
 - a) Job requirements;
 - b) Updates / changes to existing course;

- c) Results of training evaluation results;
 - d) Changes to the level of health and safety risk at the workplace.
- 4.13. All trainings and assessment records are kept ensuring that trainings are completed promptly.

Report and Investigate Accidents, Incidents and Near Misses

- 4.14. Encourage reporting of accidents, incidents and near misses by protecting the reporter from reprisals.
- 4.15. Report incidents using standard forms:
- a) Near Miss / Incident ([See Appendix – Guidance to Near Miss / Incident Reporting](#))
 - b) Serious Incident / Critical Incident ([See Appendix – Guidance to Serious Incident Reporting](#))

Initial Notification	
Time Scale	Immediate [within 24 hours]
Mode of Report	Phone call or email
Recipient	CEO Asia/COO Asia, Health & Safety Manager Asia, Safeguarding Manager Asia
Examples of serious incident	(Health & Safety) Fatality; injury resulting in permanent disability, near miss that could result in fatality or permanent disability, serious fire or flooding. (Both Health & Safety and Safeguarding) Serious complain as a result of safeguarding issue or negligence, sudden death of a staff/child on campus, crime resulting in bodily harm, acts of violence, acts of terrorism or significant threats within the school, abduction of a child, child missing from site.
SIRF Submission	
Time Scale	Within 72 hours after incident ended
Mode of Report	Email
Recipient	Health & Safety Manager Asia and/or Safeguarding Manager Asia

- 4.16. Investigation are carried out as soon as possible to ensure the preservation of the scene and availability of witness and documentary evidence.
- 4.17. The investigation is conducted in the following order:
- a) Conduct a walkthrough evaluation of the scene;
 - b) Gather applicable physical and documentary evidence and witness statements;
 - c) Analyse the evidence and preserve it from alteration/tempering or removal;
 - d) Build an understanding of the tasks or activities that were being carried out prior to and at the time of the incident occurrence;
 - e) Challenge data that is inconsistent with other evidence;
 - f) Document a chronological record of events and conditions that occurred in the incident;
 - g) Conduct 5 Whys to identify underlying causes and root causes;
 - h) Recommend corrective actions to address all root causes.
- 4.18. The 5 Whys process can be used to understand the root of the incident:
- a) Write a description of the problem;
 - b) Ask why the problem happens and write the answer;
 - c) If the answer provided doesn't identify the root cause of the problem, ask why again and write the next answer below;
 - d) Keep asking why until the investigation team agrees that the root cause has been identified;
 - e) Root causes are generally management, planning or organisational failures.

- 4.19. Communicate results of findings to the affected staff and/or external stakeholders without compromising medical confidentiality. When it is necessary to communicate an individual's health information (e.g. to prevent spread of communicable diseases), the individual will be informed of the circumstances and be given the opportunity to request amendments or corrections prior to the disclosure.
- 4.20. Track closure effective closure of action items arising from the investigation report.

5 APPENDIX

Terms of Reference for Health and Safety Meeting

Members of Health and Safety Committee

- 5.1. The following representatives are recommended to be part of the committee:
 - a) Head of School (Accountable)
 - b) Health and Safety Lead (Responsible)
 - c) Head of Department
 - d) Campus / Facilities Manager
 - e) Outdoor Education Coordinator
 - f) Health Centre Manager / Lead Nurse
 - g) Regional Health and Safety Manager (as requested)
 - h) Contractor Supervisor
 - i) Interested teachers / parties

Frequency and Quorum for Health and Safety Committee Meeting

- 5.2. Meetings are recommended to be held every month except during School term breaks. A minimum of 6 meetings are to be undertaken during each academic year.
- 5.3. Meetings should fulfil a minimum quorum of 6 members OR 60% attendance with key roles such as the Chairman / Co-Chairman being present for the meeting.
- 5.4. Members who are unable to attend the meeting are to send a representative from their team to attend on behalf of the member.
- 5.5. Any urgent issues that may occur between planned meetings will be communicated to all committee members for immediate resolution with feedback for the next planned meeting.

Health and Safety Committee Meeting Agenda

- 5.6. A full report on previous actions and proposed agenda items is submitted 3 days in advance of the meeting date for review by attendees.
- 5.7. A structured meeting agenda provides consistency in the discussion of key matters. The following agenda is used by the committee:
 - a) Introductions and apologies for absence
 - b) Approval of, and matters arising from the minutes of the previous meeting
 - c) Staff absences or related concerns
 - d) Accidents, incidents and near misses
 - e) Training
 - f) Risk assessment reviews
 - g) Overlapping matters to be shared with School Governance Safeguarding Committee
 - h) Emergency planning and arrangements
 - i) Policies and procedures
 - j) New/revised regional legislation and potential school impact
 - k) Inspections and audits (health & safety)
 - l) Any other business
 - m) Date of next meeting
- 5.8. Key concerns raised during the meeting may be escalated to the Regional Office.

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Health and Safety Meeting Minutes Template



Health And Safety
Meeting Minutes Tem

DATE:

TIME:

VENUE:

Attended **Apology**

MEMBERS	XX-Jan	XX-Feb	XX-Mar	XX-Apr	XX-May	XX-Jun	XX-Jul	XX-Aug	XX-Sep
Chair									
Facilities									
Operations									
School Nurse									
Health and Safety Lead									
Specialist area/Sports/Science/ DT									
Health and Safety Manager – Asia (as required)									

Ref	Agenda	Responsible	Target Date
1.	INTRODUCTIONS AND APOLOGIES FOR ABSENCE:		
2.	APPROVAL OF MINUTES:		
3.	MATTERS ARISING FROM PREVIUOS MINUTES:		
4.	STAFF ABSENCES OR RELATED CONCERNS:		
5.	ACCIDENT, INCIDENT AND NEAR MISSES: 5.1 STUDENTS 5.2 STAFF 5.3 CONTRACTORS		

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Ref	Agenda	Responsible	Target Date
	5.4 BUSES –		
6.	TRAINING 6.1 FIRE DRILLS 6.2 LOCK DOWNS 6.3 OTHER H&STRaining 6.4 OTHER TRAINING		
7.	RISK ASSESMENT REVIEW:		
8.	OVERLAPPING MATTERS TO BE SHARED WITH REGIONAL SAFEGUARDING COMMITTEE		
9.	EMERGENCY PLANNING AND ARRANGEMENTS		
10.	POLICY AND PROCEDURES:		
11.	NEW REVISED REGIONAL LEGISLATION AND POTENTIAL SCHOOL IMPACT		
12.	INSPECTIONS AND AUDITS [HEALTH & SAFETY]		
13.	AOB:		
14.	DATE OF NEXT MEETING:		

Guidance to Near Miss / Incident Reporting



Near Miss Incident
Reporting Form

The purpose of the guidance document is to assist the School in the prompt reporting of near miss / incidents to the School Management and escalation to Regional Office where necessary.

[1] Incident Classification

Health & Safety	<i>The incident primarily consists of health & safety issues.</i>
Safeguarding	<i>The incident primarily consists of safeguarding issues.</i>
Both	<i>The incident has an element of both health & safety and safeguarding concerns.</i>

[2] Reporting Requirement

Compulsory: *The H&S Lead should be informed for Health & Safety related incidents and the DSL should be informed for Safeguarding related incidents.*

Additional escalation if required: *Escalation to the Head of School and/or Regional Office may be required if management attention / decision is needed to resolve any issues arising from the near miss / incident.*

[3] Details of Person Reporting

Name and contact details of the person reporting the incident would allow the Regional Office to contact the person to clarify any doubts arising from the report.

[4] Incident Summary

Provide a summary of what happened, people affected by the incident, actions taken immediately after the occurrence of the incident including interim measures to mitigate risks, actions of emergency responders and actions taken to prevent a recurrence. If the affected person involved a student, the parent should be contacted in a timely manner. If the incident caused an injury or illness, a medical assessment should be attached to the SIRF.

Guidance to Serious Incident Reporting



The purpose of the guidance document is to assist the School in the prompt reporting of serious incidents to the appropriate Senior Management at the Cognita Asia Office and sharing of learnings with other Schools.

[1] Incident Status

Status [R]	<i>A similar incident may happen again as causes of the incident are not addressed.</i>
Status [A]	<i>A similar incident is unlikely to occur due to the implementation of interim measures.</i>
Status [G]	<i>A similar incident won't occur as actions have been taken to prevent a recurrence.</i>

[2] Incident Classification

Health & Safety	<i>The incident primarily consists of health & safety issues.</i>
Safeguarding	<i>The incident primarily consists of safeguarding issues.</i>
Both	<i>The incident has an element of both health & safety and safeguarding concerns.</i>

[3] Reporting Requirement

Compulsory: *It is required to email all the recipients a copy of the SIRF and supporting evidences.*

Additional escalation if required: *Based on the nature of the incident, additional escalation may be required.*

Chief Operations Officer Asia	Director IT Asia	HR Director Asia	Estate Director Asia	Director Education Asia
<i>Incident causes school closure</i>	<i>Major IT security breach</i>	<i>Serious staff-related issue</i>	<i>Immediate fire safety threat</i>	<i>Child protection issue</i>
<i>Major financial loss or business continuity imminent risk</i>	<i>Substantial data theft/loss</i>	<i>Serious injury to, or fatality of, a member of staff</i>	<i>Current supplier posing an imminent or actual risk</i>	<i>Serious incident during off-site and residential visits</i>
<i>Media coverage of incident</i>			<i>Current or imminent Asbestos control issue</i>	<i>Serious parental complaint</i>
<i>Act or threat of Terrorism</i>			<i>Statutory authority involvement</i>	<i>Serious injury to, or fatality of, a student</i>
<i>Serious injury to, or fatality of, a visitor/member of the public</i>			<i>Damage to property or services posing an imminent or actual risk</i>	<i>Serious background check disclosure related issue</i>
<i>Incident involved Police investigation</i>			<i>Serious injury to, or fatality of, a contractor</i>	<i>Assault or act of violence in School</i>

[4] Details of Person Reporting

Name and contact details of the person reporting the SIRF would allow the Regional Office to contact the person to clarify any doubts arising from the report.

[5] Incident Summary

Provide a summary of what happened, people affected by the incident, actions taken immediately after the occurrence of the incident including interim measures to mitigate risks, actions of emergency responders and actions taken to prevent a recurrence. If the affected person involved a student, the parent should be

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contacted in a timely manner unless to do so would heighten the risk to the child/parent. If the incident caused an injury or illness, a medical assessment should be attached to the SIRF.

[6] Learnings Established

Provide an analysis of how the incident happened in chronological order, why it happened, and the actions taken to prevent a recurrence. If personal data has been put at risk, the Director IT Asia should be notified. If there was media/social media coverage of the incident, the Chief Operations Officer Asia should be notified. It is advised that all the learning from this incident is reviewed by the School's Health and Safety Committee and/or Safeguarding Committee.

[7] Incident Close Out

*Head of School / Principal can authorize the closure of the incident after confirming that the learnings derived from the investigation has been implemented and risk are acceptable, as denoted by **Status [G]**.*

[8] Checklist of Evidence Attached

Evidences gathered from the facts finding inquiry should be attached with the SIRF form.

Details	Comments
1. Photographs and/or videos +	<i>Photo or video of the location/damage/evidence</i>
2. Investigation Report/Methodology	<i>Root cause analysis, methodology to analyse incident</i>
3. Relevant School Policies & Procedures	<i>School policies, SOPs, handbook, rules and regulations</i>
4. Existing Risk Assessments	<i>Copies of relevant risk assessments</i>
5. Post-Accident/Incident Risk Assessments	<i>Revisions made to risk assessment after the incident</i>
6. Parents Correspondence	<i>Screenshot of phone SMS, emails, letters</i>
7. Enforcement Correspondence (police)	<i>Police report, Fire brigade report</i>
8. Training/Competency Records	<i>Training records, professional certificates</i>
9. Medical Records	<i>Doctor memo, nurse assessment, medical history</i>
10. Statements (victim and witnesses) *	<i>Date/Time/Location/Details/Signature of witnesses</i>
11. Maintenance Records	<i>Maintenance logs and inspection sheets</i>
12. Statutory Notification	<i>Mandatory notification to government ministry</i>
13. Other (please list):	<i>List additional evidences relevant to the incident</i>

Any evidence containing personal data about an individual should be password protected and stored securely. Where a document is particularly sensitive it may be appropriate to make reference to where information is stored, rather than attaching the file.

+ Photos or videos may be taken of the location/environment where the accident occurred. Body maps must be completed for cases with physical injury

* Mark all draft statements 'privileged for the use of the company legal advisers'

[9] For Regional Office Use

Regional Office is responsible to report SIRF as part of compliance to Cognita Group via Regional Academic Dashboard, Group Health & Safety Committee and Monthly Online Safeguarding reporting platform.

Guidance on Statutory Notification

Statutory Notification may be required according to local legislative requirements. In general, incidents arising from work or School activities that result in major injuries, death, dangerous occurrences, occupational diseases and communicable diseases may fall under the list of mandatory reporting to the relevant authorities. Refer to the School's Human Resource department or Medical Health Centre for guidance on the notification process in the country.

Notifiable Incidents According to Country

- Singapore
[Ministry of Manpower](#)
- Thailand
[Ministry of Labour](#)
[Workmen's Compensation Act B.E. 2537 \(1994\)](#)
- Vietnam
[Ministry of Labour](#)
- Hong Kong
[Labour Department](#)

Notifiable Diseases According to Country

- Singapore
[Ministry of Health](#)
[Infectious Disease Act](#)
- Thailand
[Ministry of Public Health](#)
[Communicable Disease Act](#)
- Vietnam
[Ministry of Health](#)
- Hong Kong
[Notification of infectious disease](#)
[List of notifiable disease and intutional outbreak](#)

Training Matrix

Online Courses	Target Audience	Frequency
General Health and Safety Training		
Health and Safety Basics and Essentials	<ul style="list-style-type: none"> • Mandatory for All 	Every 3 years
Schools: Children with Allergies / Anaphylaxis	<ul style="list-style-type: none"> • Mandatory for All 	Every 3 years
Risk Assessment		
Risk Assessment	<ul style="list-style-type: none"> • Anyone creating risk assessment 	Every 2 years
COSHH (Control of Substances Hazardous to Health)	<ul style="list-style-type: none"> • Science dept staff • Design and Technology dept staff • Swimming pool operation staff 	Every 3 years
School Trips for Organisers & Support	<ul style="list-style-type: none"> • Trip chaperone • Trip leaders • Education Visits Coordinator (EVC) • Outdoor Education Coordinator (OEC) 	Every 2 years
Emergency Preparedness		
Fire Awareness SSC	<ul style="list-style-type: none"> • Fire warden 	Every 2 years
Using an Evac-Chair	<ul style="list-style-type: none"> • Fire warden 	Every 2 years
Health and Hygiene		
Food Safety & Hygiene Level 1	<ul style="list-style-type: none"> • Catering staff • Culinary teachers 	Every 3 years
Intimate Care	<ul style="list-style-type: none"> • Nursery teachers 	Every 1 year
Medical		
School: Children with Diabetes	<ul style="list-style-type: none"> • School Nurse 	Every 3 years
School: Children with Asthma	<ul style="list-style-type: none"> • School Nurse 	Every 3 years
School: Children with Epilepsy	<ul style="list-style-type: none"> • School Nurse 	Every 3 years
Facilities		
Ladder Safety	<ul style="list-style-type: none"> • Facilities / Maintenance staff 	Every 3 years
Playground Safety	<ul style="list-style-type: none"> • Facilities / Maintenance staff 	Every 3 years
Sandpit Maintenance	<ul style="list-style-type: none"> • Facilities / Maintenance staff 	Every 3 years
Cleaning and Sanitising	<ul style="list-style-type: none"> • Facilities / Maintenance staff 	Every 3 years
Management of Contractors	<ul style="list-style-type: none"> • Facilities / Maintenance staff 	Every 3 years

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Self Audit Checklist

Questionnaire	Response		
	Yes	No	N.A
Check past Health and Safety Committee meeting minutes: Do the health and safety committee meeting meet the minimum quorum 60% attendance or at least 6 members?			
Check past Health and Safety Committee meeting minutes: Are health and safety committee meeting held monthly or at least 6 meetings held in an academic year?			
Speak with School staff: Does the staff have access to the meeting minutes and is aware of how to access it?			
Check past Health and Safety Committee meeting minutes: Do the health and safety committee meeting follow the agenda in the Terms of Reference?			
Check past Health and Safety Committee meeting minutes: Are the health and safety Key Performance Indicators discussed in meeting minutes?			
Randomly sample training records for staff: Do the staff complete their health and safety trainings promptly?			
Randomly sample past Near Miss / Incident / Serious Incident Reporting Form: Are learnings shared with recommended actions implemented?			