

# **Health and Safety Committee**

## **Policy and ToR**

### **Middle East**

Kuwait

Oman

Qatar

Saudi Arabia

United Arab Emirates

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## 1. Purpose

This policy defines the framework for forming, operating and maintaining Health and Safety Committees within Cognita Middle East. These committees serve as the cornerstone for consultation and participation, embedding a culture of shared responsibility and proactive collaboration. This document supports the principles set out in **CME|HS|POL|001|v1.1|Health and Safety**, ensuring consistent implementation across all Cognita Middle East schools, nurseries, offices and Enrich ME.

## 2. Scope

This policy applies to all Cognita Middle East Schools, Nurseries, Regional Hubb and Enrich ME. Schools undergoing integration will be expected to meet the requirements, as outlined in this policy, by stage two of the integration process.

## 3. Statement of Intent

Cognita Middle East is committed to transparent communication, inclusive participation, and continual improvement in health and safety management.

Aligned with ISO 45001 and local legislative frameworks, each committee will:

- Facilitate open communication on safety matters.
- Promote ownership and collaborative problem-solving.
- Learn from both incident insights and positive practices.
- Review safe working practices and safety drill outcomes.
- Identify and control risks proactively.
- Ensure staff have appropriate information, instruction and training.
- Celebrate progress and recognise improvement.
- Demonstrate compliance and continuous enhancement.

To fulfil these aims, Cognita Middle East will:

- Maintain a robust, visible safety culture across all operations.
- Ensure leadership commitment and accountability at all levels.
- Empower employees to participate meaningfully in safety decisions.
- Monitor and review performance to drive continual improvement.
- Communicate and consult effectively with all stakeholders.

## 4. Responsibilities and Membership

The **Principal/Superintendent** will ensure a functioning Health and Safety Committee is established and scheduled in advance. Principals must attend a minimum of one meeting per term/3 per year. They approve membership, appoint a Chair and ensure timely implementation of agreed actions.

The **Health and Safety Committee Chair** (normally the Health and Safety Lead/Officer or a member of SLT) leads monthly meetings, encourages full participation, seeks agenda items and ensures accurate minutes are recorded and shared with key persons.

The **Vice Chair** (normally a member of SLT) supports the Chair with agenda preparation, meeting facilitation and review of minutes, deputising when required.

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The **Regional Head of Health and Safety** reviews committee effectiveness, spot-checks documentation quality, provides professional support and attends at least one meeting per location annually.

**Committee Members** represent their departments, contribute constructively, gather feedback from peers, raise concerns responsibly and focus on solution-based discussion.

## Committee Composition

Committees should consist of 8 to 12 members representing a cross section of operational and educational functions. For smaller entities, such as the Regional Hubb and Dovecote Nurseries, this may be reduced based on requirements.

Typical membership includes:

Principal/Superintendent | Health and Safety Lead/Officer | Facilities/Operations Representative | Medical Representative | Heads of PE, DT and Science | Member of SLT | Representative for Trips and Events. Schools may also wish to include Inclusion Leads and Enrich ME representatives.

## 5. Meeting Procedure

**Frequency:** Committees will meet monthly (July and December are optional). The August meeting is to establish the committee and roles.

**Agenda:** The Chair or Vice Chair will circulate a meeting invite and draft agenda in. Members must confirm attendance or delegate a suitable substitute.

**Documentation:** Meeting minutes must be documented, noting actions, responsibilities and timelines. Minutes must be made available to key members of staff.

**Leadership Engagement:** The Principal/Superintendent will attend at least one meeting per term/three times per year and ensure actions are implemented.

**Regional Oversight:** The Regional Head of Health and Safety will review committees periodically, attend at least one meeting per location each academic year and provide guidance when required.

## 6. Agenda Guidance

Each monthly meeting should include, at minimum:

- Review of previous minutes and action status.
- Findings from inspections, regulatory visits, drills and audits.
- Analysis of incidents, near misses and corrective actions.
- Safety trends and learning outcomes.
- Training updates and planned sessions.
- Policy and procedure updates.
- Upcoming events or activities with potential risk.
- Review of key risk assessments and controls.
- Recognition of good practice and achievements.

## 7. Subcommittees

Where appropriate, subcommittees or temporary working groups may be formed to address specific health and safety topics or improvement projects (e.g. fire safety, risk assessments, wellbeing initiatives, or sports safety).

- Subcommittees may be established by the Principal, Vice Principal, or Regional Head of Health and Safety.
- Each subcommittee will have a nominated lead responsible for progress reporting to the main Health and Safety Committee.
- Subcommittees will adopt the same principles of collaboration, inclusion and documentation.

## 8. Document Control

Ownership and Consultation	
Document sponsor (role)	Regional Head of Health and Safety
Document author (role)	Regional Head of Health and Safety
Legal advice	N/A
Consultation	Principal H&S Lead Operations/Facilities Manager
Document review and maintenance	Regional Head of Health and Safety

Compliance	
Compliant with	Local legislation ISO 45001 International best practice

Audience	
Internal	All staff – Middle East
External	Internal document

Document Application	
Regional	Middle East

Version Control	
Implementation date	01/11/2025
1 <sup>st</sup> review date	21/10/2026 (annually thereafter)