THE DOWNS
PREPARATORY SCHOOL
BRISTOL

Bertie's
NURSERY SCHOOL
Wraxall

8.1 THE DOWNS SCHOOL incorporating Bertie's Nursery School HEALTH AND SAFETY POLICY

Aims

The School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the School.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Headteacher or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and the Clerk to the Governors will include such matters on the Agenda for the appropriate Governors' committee.

Governors Must Ensure:

a) That in co-operation with the Headteacher, an individual School Health and Safety Policy is produced, and this policy is regularly reviewed and revised as necessary but at least annually;

b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly;

c) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;

d) That regular health and safety inspections of the grounds and buildings are carried out at least termly and more often if deemed necessary;

e) That the Governing Body representative receives a termly update on health and safety matters and standards from the Bursar, with further escalation to the Risk & Regulatory Committee as required (in line with the Scheme of Governance);

f) That a positive health and safety culture is established and maintained.

g) Monitor and evaluate the School's policies for Health and Safety at least annually. Relevant policies include:

Health & Safety Policies

8.1 Health & Safety Policy (this document)
8.8 Risk Assessment Policy

Health & Safety procedures (held by Estates & Facilities Manager)

COSHH arrangements
Managing & Selecting Contractors Policy

Other Policies which have H&S-related aspects include the following:

5.9 First Aid & Medical Treatment Policy
7.1 Educational Visits Policy
7.9 Security, Lone Working & Access Control Policy
7.10/7.11 Transport Policy(ies)
8.4 Crisis Management / Business Continuity Policy
8.5 Fire Safety Policy
8.7 Accessibility Plan

(Master copies of policies are held online in the Staff Resources drive)

Headteacher

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the School. In order for this to be achieved, his/her operational responsibilities include the following:

a) Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the School Health and Safety policy and all safe working practices.

b) Ensure that risk assessments are carried out on any activity that has significant associated hazards. A group approach to risk assessment is to be adopted, usually consisting of an individual, normally a teacher/head of department, who has the hands-on experience of tasks being assessed. Where significant risks are identified, appropriate measures and/or safe working practices must be introduced to reduce/eliminate such hazards.

c) Undertaking termly inspections of the School premises in order that all areas are inspected at least annually, with regular reviews of plans, equipment and working practices as per agreed schedules. Where necessary implement any changes and improvements.

d) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Health and Safety Officer (to allow North Somerset to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR) and for the EYFS children we follow the Statutory framework for the Early Years Foundation Stage, and Ofsted notification requirements.

Bursar

On a day to day basis the Bursar will be responsible for ensuring that the Headteacher's responsibilities, as described in a) to d) above are met.

Teaching and Nursery Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation and to achieve this, their duties include the following:

a) Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the School and the detailed requirements for activities relevant to them.

b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.

c) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.

d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.

e) Setting an example by personally following safe working practices.

f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available in good condition and are used. All electrical equipment to be visually checked before use.

g) Reporting to the Estates & Facilities Manager or Bursar any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'don't use until repaired' or 'to be replaced'.

h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. (e.g. the use of equipment in technology lessons).

Non Teaching Staff

a) Seeking information on any special safety measures to be adopted in their own areas of working and ensure they are adhered to.

b) Setting an example by personally following safe working practices.

c) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available in good condition and are used. All electrical equipment to be visually checked on a daily basis before use.

d) Reporting to the Estates & Facilities Manager or Bursar any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'don't use until repaired' or 'to be replaced'.

Monitoring and Evaluation

The Risk & Regulatory Committee will review the implementation and effectiveness of this policy annually and ensure that any amendment is referred to the Board. The Health and Safety Policy Statement will be reviewed annually and signed off by the Chairman and Headteacher.

This policy was adopted on	**Signed on behalf of the School and Nursery**	**Date for review**
27/01/26	*Jonathan Barclay*	*31/1/2027*

Overview required by Risk & Regulatory Committee - date	**Policy upload to ISI Portal – date**	**Policy uploaded to website(s) - date**
Jan. '26 (by RET on behalf of R&RC)	*n/a*	*January 2026*