

HEALTH & SAFETY POLICY

I. General Statement of Intent

Downside School believes that excellence in the management of health and safety is an essential element within its overall organisational strategy – a good health and safety record goes hand in hand with high productivity and quality standards. As a Catholic Benedictine school, a high value is placed on the welfare of all members of the School community.

It is the policy of Downside School to ensure, so far as is reasonably practicable the health, safety and welfare of all employees, pupils, parents, visitors, contractors and members of the public who may be affected by Downside School activities. This policy will be reviewed annually by the schools Health and safety advisors – and will be amended as necessary according to the latest statutory guidance and advice. The effectiveness of the policy will be reviewed regularly by governors – at least annually. The policy follows the guidance in Department of Education Guidance “Health and safety: responsibilities and duties for schools that clarifies responsibilities for Schools under existing health and safety legislation.

The School is committed to ensuring that it complies with all relevant health and safety legislation. To achieve this, so far as reasonably practicable the School will provide the necessary resources and seek the co-operation of all its employees for the purposes of implementing this policy. The School will also seek to ensure all employees, contractors and hires are adequately qualified and experienced to allow them to carry out their work safely and with minimal risk.

The School is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. So far as is reasonably practicable, we will:

- provide adequate control of the health and safety risks arising from our work activities.
- consult with our employees on matters affecting their health & safety.
- provide and maintain safe equipment.
- provide information, instruction and supervision for employees.
- prevent accidents and cases of work-related ill health; and maintain safe and healthy working conditions.

Signed:

Chair of Governors, for and on behalf of the Board of Governors, November 2024

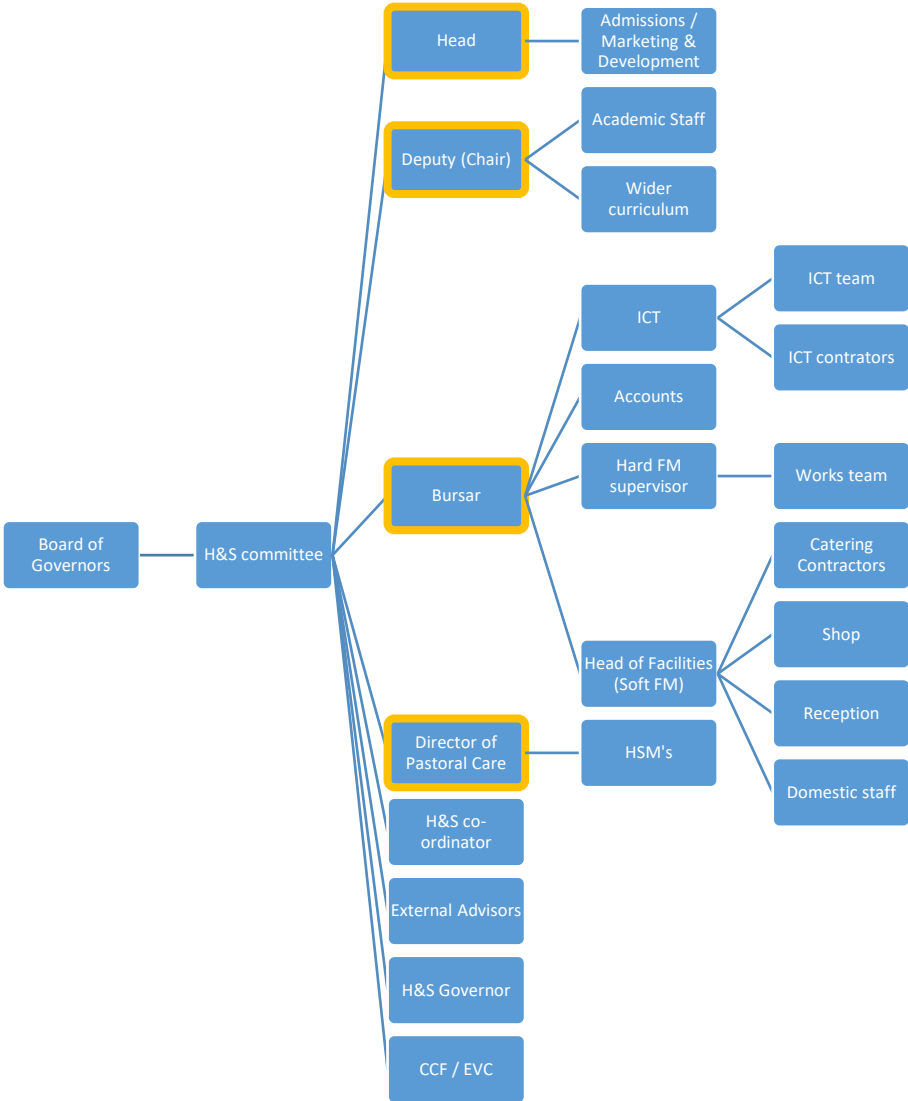
2. Organisation

2.1. Downside School is an independent, co-educational boarding and day school for pupils aged 11 to 18 and one of England's oldest and most distinguished Catholic schools, located in Stratton-on-the-Fosse.

2.2. The school is located within the estate of a monastery which also provides an operational church and a library, both of which are open to the public at specific times.

3. Health and Safety Structure

Roles outlined in yellow also sit on SLT



4. Responsibilities

4.1. Board of Governors

The Board of Governors works on behalf of the Trustees:

- 4.1.1. The responsibilities of the Board of Governors with regards to health and safety are crucial for the well-being of the school community and everyone who visits us. The board's role goes beyond mere policy creation; By entrusting responsibility to the Specialist experts in the school i.e Heads of Department the Board ensures that the Health and safety measures in place are up to date and suitable for our ever changing community.
- 4.1.2. The Board has a role in preventing health and safety problems and responding swiftly to new risks or challenges and should ensure that health and safety is adequately addressed at all levels The board should be accessible to staff and encourage informal discussions as well as receiving formal reports on Health and safety.
- 4.1.3. This policy should evolve over time, especially during major changes, and the Board should take ownership of health and safety by allocating resources, seeking competent advice, ensuring risk assessments are suitable and sufficient, and involving employees in decision-making that affects their safety. When making boardroom decisions, health and safety should be a fundamental consideration, integrated into any changes introduced.
- 4.1.4. Monitoring and reporting are essential aspects of a health and safety culture. The board should receive regular reports on health and safety performance, covering preventive information and incident data. Periodic audits of management structures and risk controls are also necessary. The impact of changes or major health and safety failures should be reported promptly, and procedures should be in place to address new legal requirements and external developments. In the event of a major accident or incident the Governors should be informed in line with the Emergency plan at the earliest opportunity by the Incident manager. They should support and liaise with the Incident Management team to ensure their expertise and experience are deployed suitably.
- 4.1.5. A formal annual review of health and safety performance in the boardroom is vital. This review assesses whether essential health and safety principles, such as strong leadership, staff involvement, and continuous assessment, have been effectively embedded in the school. It evaluates the effectiveness of the risk management system in place and ensures that people are adequately protected.

4.2. Head

The Head, as part of the Health and Safety Committee, and working closely with the Deputy Head, the Bursar, and the SLT is responsible to the Governors for the safe functioning of the School's activities.

The responsibilities include:

- 4.2.1. Seeking to ensure that the School has access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- 4.2.2. Seeking to ensure that there exists an effective policy for health and safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the school.

- 4.2.3. Ensuring this policy is routinely reviewed on an annual basis to seek to ensure that the arrangements for health and safety remain current and valid and are being effectively implemented.
- 4.2.4. Seeking to ensure that so far as reasonably practicable the necessary resources and information are made available for the policy to be effectively put into practice.
- 4.2.5. Seeking to ensure that employees carry out their respective duties regarding health and safety within their areas of control.
- 4.2.6. Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with health and safety in the course of their duties.
- 4.2.7. Setting a high personal standard of safety, health and welfare awareness.

4.3. Deputy Head

- 4.3.1. The Deputy Head, working closely with the Director of Pastoral Care and the Heads of Faculty, is responsible to the Governors for the safe functioning of the School's core activities. They have a particular focus on academic, pastoral and co-curricular activities. They are the Chair of the Health and safety committee

4.4. Chair of the Health and Safety Committee

- 4.4.1. Liaising with Governornor should additional budget be required,so far as is reasonably practicable, to implement the health and safety policy.
- 4.4.2. Seeking to ensure that the SLT and Board of Governors are kept informed of any material issues that arise from the Health & Safety Committee meetings.
- 4.4.3. Seeking to ensure, that accidents and near misses and cases of occupational ill health
- 4.4.4. Seeking to ensure that all accidents and near misses and cases of occupational ill health are reported and investigated timeously and changes implemented.
- 4.4.5. .
- 4.4.6. .
- 4.4.7. Seeking to review results of routine inspections and monitoring activities within the school
- 4.4.8. Set a high personal standard of safety, health and welfare awareness.
- 4.4.9. Informing the Charities Commission of any events that might be deemed *Serious Incidents* in accordance with the Charities Commission Risk Framework.

4.5. Bursar

The Bursar, working closely with the Head of Facilities (Soft FM), and Hard FM supervisor will be responsible to the Governors for the safe functioning of the school's support activities. They have a particular focus on facilities, estates, domestic and administrative aspects of health and safety.

The responsibilities include:

- 4.5.1. Seeking to ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering the school.
- 4.5.2. Budgeting so far as is reasonably practicable for adequate resources to implement the Health and Safety Policy.
- 4.5.3. Seeking to ensure that the health, safety and welfare arrangements provided are maintained and available at all times.
- 4.5.4. Seeking to ensure, so far as is reasonably practicable, the implementation of recommendations arising from risk assessments.
- 4.5.5. Seeking to ensure that all accidents and near misses are reported and investigated as appropriate.
- 4.5.6. Seeking to ensure that adequate Health and Safety training is provided to all new employees as part of the school's overall training programme.
- 4.5.7. Seeking to ensure that employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- 4.5.8. Seeking to ensure that routine inspections and monitoring activities within the school are carried out timeously, seeking to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.
- 4.5.9. Set a high personal standard of safety, health and welfare awareness.

4.6. Senior Leadership Team Members

- 4.6.1. The School's Health and Safety policy is administered by the Senior Leadership Team who are responsible for the provision of a comprehensive infrastructure to support the Board of Governors in fulfilling the school's responsibilities. This infrastructure provides policies, procedures, information, advice, training and audits.
- 4.6.2. Members of the Senior Leadership Team other than the Head have management responsibility to assist the Head in his duties with regards to health and safety and fire safety and in the implementation of this policy and associated procedures within their areas of control. They are to provide clear and decisive leadership to the staff reporting to them to ensure the adequate implementation of these arrangements.

This includes

- [Seeking to ensuring Heads of Faculty / Department are managing their teams safety training](#)
- [Seeking to ensure Heads of Faculty / Department are completing all risk assessments required and are communicating these risk assessments and any subsequent safe ways of working.](#)

4.7. Head of Facilities (Soft FM) & Health and Safety Coordinator

- 4.7.1. The Health and Safety Coordinator is responsible for ensuring the Health and Safety policy is reflective of current practice and that all staff are aware of their responsibilities.
- 4.7.2. They are responsible for reporting on the departmental compliance of H&S systems such as Risk Assessment, mandatory training and checklists.
- 4.7.3. They provide signposting and advice to departments on H&S issues when required.
- 4.7.4. They work closely with the Chair of the Health and Safety committee and liaise with our external Health & Safety Advisors, who in turn ensure that our records and actions, as performed by responsible persons, are of sufficient quality.

4.8. House Masters, House Mistresses, Heads of Faculty and Heads of Department

Key responsibilities:

- 4.8.1. The management of fire safety and health and safety within their areas of authority.
- 4.8.2. Building/area custodian for fire and health and safety.
- 4.8.3. Set a positive example and provide support and guidance to all staff, and pupils so as to enable them to maintain good standards of fire and health and safety practice.
- 4.8.4. Responsible to the SLT for the management of health and safety within their areas of control and for ensuring effective implementation of the school's health and safety policy and codes of safe working practice.

To achieve this, they will:

- Foster a culture in which health & safety is seen as an essential and integral part of the school's activities to ensure effective governance on health and safety issues.
- Ensure that health and safety policies and procedures are effectively implemented in areas under their control.
- Ensure that a risk assessment of all activities/processes and substances has been undertaken, is available to and understood by their teams, and that the requirements are implemented, regularly reviewed and the results formally recorded where appropriate.
- Seek advice from the SLT or H&S Coordinator on health and safety issues for which clarification or assistance is required.
- Take prompt and appropriate action on any health and safety matters brought to their attention.
- Ensure sufficient information, instruction, training and supervision is given to staff to enable them to carry out their duties in a safe and competent manner.
- Ensure that new members of staff receive a local health and safety induction which is recorded via forms.
- Ensure members of staff changing roles receive appropriate training, and staff receive appropriate training when new equipment is installed.

- Ensure that all staff receive refresher training and updates.
- Reporting all accidents and near misses and cases of occupational ill-health to the H&S Coordinator and ensure that appropriate remedial measures are taken to prevent reoccurrence.
- Ensure that arrangements are in place for regular monitoring, checking and review of health and safety performance.
- Seek to ensure that external contractors undertaking works on the premises comply with the Health & Safety Policies, Procedures and rules of the school.
- Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.
- Ensure that health and safety is an agenda point in regular house / department / faculty meetings both for the dissemination of information to other employees and the gaining of feedback to pass on to the Health and Safety committee.
- Set a high personal standard of safety, health and welfare awareness.

4.9. House Tutors and House Parents

House staff are crucial to the effectiveness of fire and health and safety management within the Houses. They liaise with their Housemaster/Housemistress and are required to:

- 4.9.1. Identify and report any hazards associated with their work, buildings and activities paying particular attention to housekeeping matters.
- 4.9.2. Seek to remove these hazards where possible.
- 4.9.3. Foster and promote the development of safe working practices.
- 4.9.4. Implement safety precautions to reduce the potential harm of any hazards that cannot be removed.
- 4.9.5. Inform, instruct and train relevant staff, pupils and third parties with regard to the required safety precautions.
- 4.9.6. Review risk assessments periodically (at least annually), or in response to an accident, incident, near miss or case of occupational ill health .
- 4.9.7. Set a high personal standard of safety, health and welfare awareness.

4.10. All Staff Including Teaching and Administrative

Downside School personnel at every level have a responsibility for looking after their own health and safety and that of others who may be affected by their acts or omissions.

To this end, members of staff have the following specific responsibilities for:

- 4.10.1. Conducting themselves in a manner conducive to their own safety and health and the safety of others.
- 4.10.2. Complying with the School health and safety policies and procedures and with the arrangements in place to control health and safety risks.
- 4.10.3. Co-operating with the School in complying with statutory obligations and approved codes of practice.

- 4.10.4. Undertaking any health and safety training which is deemed necessary to secure the health, safety and welfare of themselves or others.
- 4.10.5. Only using machinery, plant or equipment which they have been trained to use in the manner for which they were designed and in accordance with the appropriate safety precautions.
- 4.10.6. Reporting all defects in plant and equipment through reporting channels.
- 4.10.7. Reporting all accidents, incidents, near misses and cases of occupational ill health immediately whether injury has been sustained or not, in accordance with the School Accident, Incident, and Near Miss Policy.
- 4.10.8. Ensuring that the highest standards of housekeeping are maintained in their workplace.
- 4.10.9. Demonstrating their personal commitment to health and safety through the adoption of best practice and encouraging those whom they supervise to do the same.
- 4.10.10. Set a high personal standard of safety, health and welfare awareness.

4.11. Health And Safety Management Committee

The School Health & Safety Management Committee meets at termly at a minimum to implement the Governors requirements through the existing management structure. The Committee consists of:

- a) Governor (at least one).
- b) Head
- c) Deputy Head (Chair)
- d) Bursar
- e) Director of Pastoral Care
- f) Health and Safety Coordinator
- g) External visits Co-Ordinator with CCF responsibilities

The purpose of the Committee is to involve workers in health and safety matters within the school and discuss with representatives from all departments the risks and health and safety issues they face. The Committee will review.

- Statistics on accidents and ill health
- Accident investigations and subsequent actions
- Inspections by enforcing authorities, expert advisors and internal inspections.
- Risk Assessment
- H&S training
- Emergency procedures
- Changes in the workplace which may affect the health, safety and welfare on employees.

4.12. Arrangements for Implementing the Health and Safety Policy

Downside School's strategy for fulfilling its health and safety requirements is through the implementation of their Health and Safety Policy and this is made accessible to all staff.

Downside School aligns with this through the provision of health & safety procedures based on the relevant Codes of Practice, Guidelines and Statutory requirements.

The implementation of the Health & Safety Policy is everyone's responsibility, with management and supervision at all levels leading the way. It follows the normal chain of responsibility and authority shown on the school organisation structure.

5. Accident investigation and reporting

5.1. We use the HSE definition of accident – “an event that results in injury or ill health” and use this to cover accidents to anyone on site or any pupil off site attending a school related event.

A near miss is “an event which does not result in injury or ill health through luck”.

- a) An undesirable circumstance is “a set of conditions or circumstances that have the potential to cause injury or ill health”.
- b) A “sporting injury” is an event where an accident occurs during the normal game / training sessions. There is no legal obligation to collate sporting injuries.

All of the above are reported to the H&S Co-Ordinator either via a team's form or email. The H&S Co-ordinator holds an accident investigation qualification to ensure the appropriate levels of investigation take place and that a robust process is followed.

- a) Should an accident form from a BI 510 accident form need to be filled in then the H&S co-ordinator will ensure this is completed and hold a copy on file in a confidential drive.
- b) Should a Riddor form need to be completed, this will be done so by the H&S Co-ordinator and the Chair of the H&S committee or the Bursar

Accident investigation will be managed by the H&S co-ordinator with the full support of the H&S committee ensuring that the appropriate time and financial resources are available.

In case of serious incident we will engage with specialist Health and Safety lawyers and in appropriate cases they lawyer will commission a privileged investigation

The Human resources department will manage cases of occupational ill- health alongside the employees' line manager.

6. Asbestos

6.1. Asbestos is managed in line with the Asbestos management plan. The responsible person for Asbestos is the Bursar with the H&S coordinator as their deputy

7. Communication and consultation with Employees

- Downside School will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.
- Statutory and other notices are displayed throughout the workplace.
- Health and Safety Committee meetings are held at regular intervals, during which time matters arising in connection with health and safety will be discussed.
- Heads of Department should include health and safety as an agenda point for each meeting where they can issue information and consult with their teams on health and safety issues.
- Members of the Health and Safety committee can contact each other at any time regarding issues of concern, and matters will always be prioritized.

8. Contractor selection and management

8.1. Contractors should abide by the processes and rules laid out in the Contractor management policy. The department lead is responsible for ensuring that all contractors are aware of this policy and that work shall not commence on site unless the correct procedures have been followed both prior to and during the period of works.

9. COSHH

9.1. COSHH registers, SMDS and risk assessments for all hazardous substances are kept within the relevant department. They may be held in paper form and / or online. All staff dealing with hazardous substances should ensure they have the appropriate training prior to using any hazardous substances.

10. Departmental specific Hazards / PPE

10.1. Departmental specific hazards are identified by risk assessment and managed at departmental level. Should a member of staff be unhappy with the arrangements they can refer to the H&S co-ordinator or their relevant SLT manager?

11. Disciplinary procedures for non-compliance

11.1. Failure to comply with H&S systems will initially be discussed with the member of staff by their line managers to ensure they understand what their roles and responsibilities are and ensure they have adequate training.

11.2. Further breaches may result in an invitation to a disciplinary hearing under capability grounds.

11.3. The disciplinary process is detailed in the employee handbook which also lists ground for misconduct and gross misconduct Driving for work.

11.4. Anyone driving for work must be registered and follow the guidance in the School transport services channel in the Information Team

12. Educational visits

12.1. Anyone involved in Educational visits should speak to the EVC regarding the procedures and training required as defined in the EVC policy.

13. Emergency procedures

13.1. The overarching Emergency procedures document is held on the SLT team and updated and reviewed annually or post incident.

13.2. An appendix to this is Emergency procedures for pupils off site is held on the Information drive and is available to all staff and familiarity with it is a prerequisite for trip.

13.3. Other Emergency procedures which are covered by their own policy are the Fire policy, Lockdown procedure and the Asbestos policy which are held centrally on Teams. Full details on roles etc. are available in the relevant policies.

14. Events

14.1. All events involving external visitors should complete the “Events with external visitors” pack including the Risk assessment and discuss it with the H&S coordinator well in advance of the event.

15. Electric Safety

15.1. The schools in house electrician is the competent person with regard to Electricity, They will ensure that PAT testing of pupil’s electrical items is undertaken annually with school owned items tested on a rolling bases as required due to their risk factors.

15.2. The school undertakes fixed wire testing on a rolling basis with results of tests and any improvements required logged centrally.

15.3. Staff are asked to visually inspect their electrical equipment prior to use and to contact the repairs helpline should they have any concerns regarding equipment. Whilst the concern is being investigated the equipment should be labelled “out of use” and not used until passed by the electrician.

16. First Aid

16.1. All First Aid arrangements are available in the First Aid policy which is available to all on the Downside website.

17. Gas Safety

17.1. Gas safety is managed in partnership with two external gas companies who manage all of our boilers. They are contacted via the repairs team. For gas emergencies out of hours, the first point of contact is our on-call repair team whose number are listed on the emergency contact list.

18. General Induction for New Employees

18.1. In order to secure the health and safety of all employees, Downside School will provide health and safety information, instruction and training to new employees which will be incorporated into general induction training.

18.2. Induction training should commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work. Induction is as follows.

- The Health and Safety, and Fire policies to read prior to commencement.
- A talk from the Health and Safety Coordinator on how we manage safety at Downside. Should staff join Downside out with the start of the school year this is available as a recording on Teams.
- A departmental induction by their employee's line manager (or delegate) covering all local H&S information.
- Completion of Fire training on Educare

In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

19. Glazing and window safety

19.1. All windows have been assessed as currently in a safe condition. Where required protective boards have been put across vulnerable windows. Restrictors are fitted to windows above the ground floor which could be used deliberately or accidentally as a means of egress from the building. All broken / dangerous windows are reported via the repairs helpdesk.

20. Health and Safety Assistance

20.1. Downside School utilises the services of an external Health & Safety Consultancy Company to fulfil the role of Health and Safety Advisors.

20.2. The advisors have sufficient training, experience and knowledge or qualification to ensure that statutory provisions are met, and that Management are guided on how the safety policy can be adhered to, is accurate and relevant.

20.3. Working with the Health & Safety Coordinator, who shall ensure that duties and obligations are discharged (i.e., for purposes of “completeness”, the external Health & Safety Advisors will be contracted to augment such controls with regular quality assurance sampling and oversight to ensure appropriate rigor and standards are met (i.e., for purposes of assuring “quality”).

21. Health & Safety Training

21.1. The school will ensure that all employees are trained and competent to carry out their work activities safely and minimise risk to others.

21.2. The type of health and safety training will be determined via the activity risk assessment created by the Head of Department and with additional measures to reflect any individuals’ circumstances e.g., age / experience etc.

21.3. The training needs identified will be reviewed by their SLT line manager with support from other members of the H&S committee for completeness.

22. Training Records

22.1. All information on formal instruction and training given to employees, temporary and casual workers will be recorded and held with HR. Copies of any certification or qualifications provided at the completion of any training course will be kept.

23. Health & Safety Monitoring

23.1. Monitoring will take the form of audits, samples, surveys, inspections and tours in all areas as well as analysis of data regarding accidents, sporting injuries, compliance with required checks and mandatory training.

23.1.1. Audits- Internal and external audits school wide have been undertaken annually for the last two years resulting in action plans to progress. The finding of these audits are shared with Governors.

23.1.2. Accident reporting- Accidents, incidents, near misses and cases of occupational ill health to both staff, pupils and any contractors, visitors on site are recorded and monitored for trends. Sporting injuries which result in time off games are logged to look for trends.

23.1.3. Regular testing of equipment- This is managed departmentally and is identified on risk assessments for oversight by SLT line managers and the H&S committee during review.

Monitoring includes: -

- Gathering and analysis of data about injuries to staff and pupils, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss to provide information to learn from mistakes and to prevent reoccurrence.
- Checking compliance of control measures stated in risk assessments and safe systems of work.
- Inspecting and testing of work equipment
- Checking competence and training requirements of employees
- Monitoring employee's health requirements and fitness to work, where applicable, e.g., eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment.
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
- Review risk assessments where there has been a significant change in tasks, premises layout, equipment or personnel, a change in legislation, ACOP or guidance, or where that has been an accident of near miss.

24. Legionella

24.1. Legionella is managed via a risk assessment and checks which are undertaken by the works team. The Bursar is the responsible Person.

25. Lifting Equipment

25.1. There are a number of lifting aids available via the Domestic services / Works teams. These include Dollies / Trolleys as well as lifting straps. Anyone who is required to use lifting aids should have completed a form of manual handling training.

26. Lifts

26.1. All lifts and rigs are managed in line with LOLAR regulations. We have external companies who carry out all of the servicing and repairs.

27. Lone / Remote working

27.1. All staff should be aware of the SLT mobile which is manned 22/7 during termtime. Anyone remote working during the school holidays should ensure that another member of staff knows where they are and has their contact details to check in with them.

28. Manual Handling

28.1. Manual handling training is available for all staff via Educare. After completing this course if there is a requirement for more specialised training then this can be organised via the H&S co-ordinator.

29. New and Expectant mothers

29.1. As soon as HR has been notified of a pregnancy, they will inform the H&S co-ordinator or line manager to carry out a risk assessment. Any mothers with very young babies returning to work will also have a risk assessment completed.

30. Pressure systems

30.1. Department heads should arrange for all pressure checks to be undertaken and compliance certificates forwarded to the H&S Co-Ordinator for central filing.

31. Risk Assessments

31.1. The school has a Risk assessment policy which is reviewed annually as detailed in Section 7.8. This policy also covers.

- a) who shall undertake Risk Assessments (S7)
- b) what they should contain and their format (S5) their frequency (S6)

32. Safe systems of work / permits to work.

32.1. Actions which require safe systems of work should be identified in the departmental risk assessment undertaken by the Head of Faculty / Department as subject matter expert.

32.2. Permits to work for external contractors (as defined in this document) are issued by the Hard FM supervisors and H&S co-ordinator after review of their competency paperwork.

32.3. Hot works and licensed asbestos removal which require a formal work permit.

33. Security

33.1. Security is managed in line with the Site safety and security risk assessment.

34. Storage and administration of medicine

34.1. This is managed in line the Health and Wellbeing policy.

35. Stress

35.1. This is managed in line with the guideline in the Staff Handbook.

36. Vehicle movement on site

36.1. This is managed in line with the Vehicle movement on site risk assessment.

37. Visitor policy

37.1. The Visitor policy forms part of the Child Protection and safeguarding policies and procedures Appendix 6 which is available to all on the Downside website.

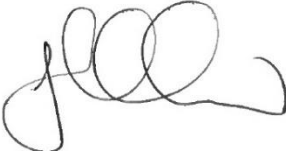
38. Working at height

38.1. All staff involved in working at height must have completed the correct training as detailed in the working at height regulations as explained in the HSE guide INDG401.

39. Review

The School's Health & Safety Policy and performance will be reviewed annually, and any necessary updates will be made.

This strategy will be reviewed every year by the Board of Governors, the Head, Senior Leadership Team and discussed at Health & Safety committee meetings.

<i>Downside School Policy Approval Record</i>	
Reviewed by	Head of Facilities (Soft FM), Health and Safety Co-ordinator
Date	26 th February 2026
Authorised by	Chair of the Board of Governing Body 
Date	27 March 2026
Next Review	March 2027
Circulation	Governors / all staff / [volunteers] automatically Published on School website
Status	Complies with ISI regulatory requirements September 2025

APPENDIX I- HEALTH & SAFETY POLICY REVIEW LOG

Document Issue	Release Date	Revision Log
Health & Safety Policy Draft V1	01/03/2014	Draft for Review by Governors
Health & Safety Policy Draft V2	06/05/2014	Draft for Review by Governors
Health & Safety Policy Final V3	01/06/2014	Final policy for implementation
Health & Safety Policy Draft V4	13/06/2015	Draft For Review by Governors (amendments proposed)
Health & Safety Policy Draft V5	11/11/2015	Reviewed and Approved by Headmaster
Health & Safety Policy Final V5	12/11/2015	Approved by Chair of Governors
Health & Safety Policy Draft V6	11/11/2016	Draft for Review by H&S Committee
Health & Safety Policy November 2016	03/12/2016	Approved by Governors
Health & Safety Policy June 2017	24/06/2017	Approved by Governors
Health & Safety Policy November 18	24/11/2018	Approved by Governors
Health & Safety Policy November 19 V7 (post legal review)	07/12/2019	Approved by Governors
Health & Safety Policy November 20	05/12/2020	Approved by Governors
Health & Safety Policy November 21	06/12/2021	Approved by Governors
Health & Safety Policy June 2022	13/05/2022	Update to school organisational structure and H&S advisor amends. Approved by Governors
Health & Safety Policy November 2022	10/11/2022	Minor content changes made and document up issued
Health & Safety Policy November 2024	11/10/2024	Review by external safety advisors with updates made reflecting legislation changes and additions to arrangements section
Health and Safety Policy February 2025	26.2.26	Review made by SFN with changes made to roles and responsibilities to reflect current practice