Health and Safety Policy

Date adopted: October 2019

Review Period: 1 year

Next review: October 2027

History of most recent policy reviews

Review Date October annually	Comments	Who is Responsible?
09/12/2019		**Finance Committee**
17/10/2023		**Finance Committee**
27/09/2024	Updated links	**Finance Committee**
13/10/2025	Updated: Links, Key Staff /Governor Names, Associated Policy locations	**Finance Committee**
12/10/2026	Updated: Links, Key Staff /Governor Names, Associated Policy locations	**Finance Committee**

Background & Legal Requirements:

This Policy has been prepared in response to:

(I) The Local Authorities requirement to keep children and young people safe from accidental injury and death

(ii) Bristol City Council's Corporate Health, Safety and Welfare Policy, which requires the Director of each Bristol City Council Directorate to produce a policy which implements the requirements of the corporate policy. See link to Corporate Health Safety & Wellbeing section of The Source, including Corporate Policies

(iii) Health, Safety & Wellbeing requirements contained in Children & Education services documentation.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE) including but not limited to the Health & Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

In Community Schools, Voluntary Controlled Schools, Community Special Schools, Children's Centres, Early Years Centres, Nurseries and Pupil Referral Units, statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school staff (as employees).

As the management body, the governing body must ensure that school staff and premises comply with the LA's health and safety policies and procedures (e.g. reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Regularly assess the risk of all activities and students/attendees where appropriate, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Ensure consultation with staff and Safety Reps and establish a Safety Committee.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

- Ensuring that all incidents and dangerous occurrences on site are adequately investigated and reported in line with corporate procedures.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

THE ROLE OF EMPLOYEES IN SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF AIR BALLOON HILL PRIMARY SCHOOL, will:

1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.

1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.

1.3 Endorse and support the safety policies of Bristol City Council, and to assist the Council to discharge those responsibilities, which it holds as employer.

1.4 Seek improvement to working conditions according to priorities within existing resources.

1.5 Recognise their responsibilities when they make available premises or equipment for hire and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.

1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.

1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.

1.8 Ensure that staff can access training to ensure their competence for their tasks.

1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Councils' guidance for the selection of competent contractors and seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

1.10 Report all incidents/accidents to the Corporate Health and Wellbeing Team using the Corporate Health & Safety online Incident/Accident Reporting system and ensure appropriate follow up action has been carried out.

1.11 Review, on an annual basis, all accidents and incidents reported to identify trends.

1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.

1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Tim Browse (Headteacher),

Sally King (School Business Manager),

Adam Lea (Site Manager)

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed:

Martin Seasman– Chair of Governors

Dated: 12/10/2026

Signed:

Tim Browse - Headteacher

Dated: 12/10/2026

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:

2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.

2.1.2 Selection of equipment suitable for its purpose and ensuring that it is properly used.

2.1.3 Identifying and securing the training needs of members of their Area/Department

2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used, stored and maintained.

2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

2.3 The Governors will monitor safety performance within the school against the policy and report their findings annually.

2.4 With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan (AMP). Ensure appropriate training needs of the person responsible for premises are met.

2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.

2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention:

Wes Rodgers

Assistance on health and safety issues for LA schools is provided by the Corporate Health and Wellbeing Team, Bristol City Council.

3. APPOINTMENT OF APPROPRIATE PERSONS

3.1 Schools should appoint appropriate & competent persons for their delegated areas of responsibility within the school. They should ensure that new staff have the necessary skills and qualifications on appointment or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. GUIDANCE FOR SCHOOLS

4.1 The Governors adopt the standards of the following publications, which are endorsed by Bristol City Council as standards for its schools:

Association for Physical Education – AfPE, published 2012 (reprinted 2014)
https://www.afpe.org.uk/

Health and Safety: advice on legal duties and powers – April 2022:
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools

HSE Guidance: Education
https://www.hse.gov.uk/education/index.htm

Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link:
https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools

https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings

Learning Outside of the Classroom:
https://www.lotc.org.uk/

First Aid for Schools
https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

Statutory Guidance on Supporting Pupils at School with Medical Conditions
https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf
Asbestos
https://www.gov.uk/government/publications/managing-asbestos-in-your-school-or-college/managing-asbestos-in-your-school-or-college

5. FURTHER DOCUMENTATION

Bristol City Council Health, Safety and Wellbeing Policies and Procedures File

A suggested document list relating to this Policy is shown below along with the locations in which they can be found:

Document &/or Records	Physical Location or Staff Shared Electronic Drive (or N/a)	Review/Dated (as appropriate to setting)
Health and Safety Policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive	**September 2026**
First Aid Policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive	**January 2026**
Administering Medicine	**Policies Folder on Shared Drives:** Office Drive Staff Drive **School Website:** https://www.abhps.com/policies/	**January 2026**
Allergy and Anaphylaxis Policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive **School Website:** https://www.abhps.com/policies/	**September 2026**
Head Injury notices	First Aid areas Medical Tracker	**N/A**
Critical Incident Plan	Headteacher's Office SBM Office	**February 2026**
Weekly Visual check of Premises	Site Manager's Office	**N/A**
Fire Safety Management System Records (including Fire Risk Assessment)	SBM Office	**September 2026**
Reporting of incidents of violence, injuries...	SBM Office	**N/A**
Safe working Policy and Practice for Caretaking Personnel	Site Manager's Office Caretakers' Workshop	**Site Staff personal copy**
(Arrangements for the Prevention and Management of) Stress Policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive	**May 2023**
Restrictive Interventions policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive	**April 2026**
Behaviour Policy	**Policies Folder on Shared Drives:** Office Drive Staff Drive **School Website:** https://www.abhps.com/policies/	**May 2026**
Maintenance of Installations, Plant etc.	**Site Manager's Office**	**N/A**