Pembroke Education
Distinctive Schools, Shared Purpose

HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

Policy applies across Pembroke Education, and to all staff and pupils	
Date statement reviewed	21.10.2026
Date of next review	21.10.2027
Version	10.26 v3
Author	Group Director of Estates
Owner	Group Director of Estates

Version	Date	Section	Material change	Approval
10.26 v3	21.10.2026	All	Implementation of a Group Policy Statement to be read in conjunction with the individual schools' H&S policies.	Group Director of Estates

Pembroke Education is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

The Statement was formulated with the involvement of the following individuals:

- Louise Brennan – Group Director of Estates
- Jon Barclay – Director of Integration and Group Strategy
- Robert Narracott- H&S Governor, Clifton High School
  Rachel Thornton – H&S Governor, The Downs School and Berties Nursery
- Delegated Services – H&S External Advisor.

1. Introduction

1.1 Pembroke Education

Pembroke Education comprises Clifton High School, The Downs Preparatory School and Bertie's Nursery School (together "**the Schools**", individually "**the School**"). These settings operate as part of the Pembroke Education group, but staff at Clifton High School and The Downs Preparatory School are employed by Pembroke Education and staff at Bertie's Nursery School are employed by Downs School Enterprises Limited. This Statement applies to all staff working in these settings.

Pembroke Education brings together distinctive schools to build a community where shared excellence and collaboration delivers exceptional and future focused education. Each school is unique in its own way and operates distinctly, reporting into Pembroke Education's Board of Governors.

1.2 Purpose of this Statement

This Statement sets out Pembroke Education's commitment to ensuring the health, safety and wellbeing of employees and all others affected by its activities. It is intended to meet the requirements of the *Health and Safety at Work etc. Act 1974*.

This Statement provides the overarching strategic framework for the management of health and safety across Pembroke Education and is adopted by the Pembroke Education Board of Governors as the employer. It forms the basis of future planning and implementation of health, safety and wellbeing (**HS&W**) matters.

The Appendix to this Statement sets out the organisational structure for managing health and safety across Pembroke Education.

1.3 Governance, Oversight and Delegation

Pembroke Education's Board of Governors has overall responsibility for the governance and oversight of the Schools. The Board delegates certain health and safety responsibilities to the Heads of School, Group Director of Estates and to each school's Health and Safety sub-committee. The individuals and committees to whom responsibilities are delegated are responsible for the day-to-day management of health and safety matters within their remit. They remain accountable to Pembroke Education's Board of Governors and provide regular reports and assurance regarding the exercise of their delegated responsibilities.

The Health and Safety Governor for each school will maintain an appropriate level of oversight and understanding of their school's health and safety arrangements in their critical friend role. In carrying out this role, they will maintain an overview of health, safety and wellbeing matters within the School, receive and review relevant reports, audits and other assurance information, undertake monitoring visits as appropriate, attend relevant health and safety meetings where required, and work with relevant members of staff to provide assurance and summary reports to Pembroke Education's Board of Governors on the effectiveness of the School's arrangements and on any significant health and safety matters, risks or areas for improvement.

The appointment of a Health and Safety Governor does not remove or diminish the collective responsibility of the Board of Governors for health, safety and wellbeing matters.

1.4 Local Arrangements

Each school will maintain its own health and safety policies and arrangements. These documents will set out the detailed policies, procedures and operational arrangements applicable to that setting. They will be supported, where appropriate, by topic-specific policies, risk assessments, staff training, monitoring and other measures necessary to ensure effective health and safety management.

This Statement should be read in conjunction with the relevant school's health and safety policies and arrangements.

2. Health and Safety Statement

2.1 Board Commitment

Pembroke Education's Board of Governors recognises its responsibility for health, safety and wellbeing across Pembroke Education and for overseeing the implementation of this

Statement and each school's health and safety policy. The Board will take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to pupils, employees, parents, contractors and visitors to the School and members of the general public;
- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment caused by school activities.

Pembroke Education's Board of Governors will also ensure that, so far as is reasonably practicable, each school is provided with sufficient financial resources to meet its health, safety and wellbeing requirements.

2.2 Duties under the Health and Safety at Work etc Act 1974

In accordance with its duties under the *Health and Safety at Work etc Act* 1974, the Board of Governors will, so far as is reasonably practicable:

- Provide plant, equipment and systems of work which are safe and without risks to health;
- Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- Ensure suitable and sufficient risk assessments are undertaken, recorded where required, and reviewed at appropriate intervals and following significant changes or incidents;
- Provide suitable and sufficient information, instruction, training and supervision to enable employees to carry out their duties safely and to ensure all pupils, employees, parents, contractors and visitors at the School can participate safely in activities on school premises;
- Promote the development and maintenance of sound HS&W practices, ensuring that any actions taken are inclusive and non-discriminatory;
- Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
- Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees.
- Provide as necessary personal protective equipment ("PPE") to all pupils, employees, parents, contractors and visitors who may be exposed to health and safety risks arising from school activities.

2.3 Communications, Consultation and Cooperation

The Board of Governors will:

- Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the School. In particular they will work closely with other parties using the premises to cooperate on work-related health and safety matters.
- Ensure that appropriate arrangements are in place to communicate relevant health and safety information to parents, visitors and hirers.
- Keep themselves up to date on relevant health, safety and wellbeing matters through Governors' and employers professional development, advice from the Independent Schools Inspectorate, the Department of Education and the setting's external H&S qualified advisor.
- Recognise the requirement to engage and consult staff on HS&W matters which will

be achieved by discussion through the School's Health and Safety Committee, or other effective means.

2.4 Health and Safety Governance

Each school has a Governor with responsibility for health and safety oversight. These Governors act as the link between their school and Pembroke Education's Board of Governors and provide assurance and reports through their school's governance structure and to the Board as appropriate.

2.5 Delegation to Heads of School

The Board of Governors will delegate responsibility for the implementation of this Statement, the School's health and safety policy and the day-to-day management of health and safety to the relevant Head of School, who will:

- Ensure that arrangements will be made to bring this statement to the notice of all employees (including new, temporary and part-time employees).
- Bring to the attention of parents, agency and other contract staff, contractors, volunteer helpers and pupils so that they fulfil their duties to co-operate with this policy statement;
- Liaise with other parties using the site to ensure consistent health and safety outcomes.

2.6 Monitoring and Continuous Improvement

The Board of Governors will:

- Through the Health and Safety Governors and other assurance mechanisms, maintain oversight of HS&W performance, including through audits, inspections (carried out by representatives of each school at least three times a year) and regular reporting, and receive an annual report on health, safety and wellbeing matters.
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- Seek to continually improve HS&W policies, procedures, codes of practice and guidelines. Key areas such as safeguarding and inclusion will be embedded across all policies to ensure complete coverage and consistency.

2.7 Review

The Board of Governors will review this policy statement annually to confirm that the arrangements are still appropriate and in date with current legislation.

This Statement will be reviewed annually and updated sooner where required to reflect changes in legislation, guidance, organisational arrangements or operational practice.

Pembroke Education

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Approved on behalf of the Pembroke Education Board of Governors



Signed: _____

Name: Dr Peter Bodkin

Position: Chair of Governors

Date: 21 October 2026

Approved by the Head of School, Clifton High School



Signed: _____

Name: Mr Will Phelan

Date: 21 October 2026

Approved by the Headteacher, The Downs Preparatory School

Signed: 

Name: Mrs Debbie Isaachsen

Date: 21 October 2026

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Appendix

Pembroke Education Health, Safety & Wellbeing Committee Structure

