St Luke's and Moreland Primary Schools

Health and Safety Policy

based on the LBI model policy adapted by Laura Hall & Catherine Lawrence

Part I

Statement of Policy

Date: September 2025

Review Date: September 2026

FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, together with its supporting documentation, arrangements and monitoring will enable us to meet our legal obligations and contribute positively to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

Part I

Statement of Policy

1.1 Scope

This Health and Safety Policy is specific to St Luke's and Moreland Schools and it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), Department for Education (DfE) and other agencies.

Our Health and Safety management system will be integrated within the daily management of the school and will be continuously developed, maintained, implemented and monitored via a comprehensive series of documents, which includes:

I. The Policy Aim, Objectives and Statement
II. Organisation
III. Arrangements for Implementation
IV. Working Policy Documents
V. Subject Specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing incidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Senior Management Team to ensure that appropriate systems are in place, which will deliver a safe place of work for employees, pupils and visitors.

Equally it is the duty of all employees to co-operate with management on health and safety matters. The Health and Safety at Work, etc. Act 1974, requires each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions or omissions; therefore, the Governing Body expects all employees to fulfil their role in contributing to this objective.

The main objectives of this policy will apply as far as is reasonably practicable:

I. To establish and maintain a safe and healthy environment throughout the school, ensuring sufficient resources are made available;
II. To establish and maintain safe working procedures for staff and pupils;

III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;

IV. To ensure the provision of sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;

V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;

VI. To ensure, as far as reasonably practicable, that outdoor educational visits are undertaken in a safe manner;

VII. To formulate procedures for fire safety and other emergencies including plans for the safe and effective evacuation of the school premises;

VIII. To lay down procedures to be followed in case of accident;

IX. To provide and maintain suitable and sufficient welfare facilities;

X. To develop and implement a training plan to ensure employees are trained to the appropriate level to fulfil their health and safety responsibilities;

XI. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;

1.4 Statement of Intent (to be signed and displayed in a prominent position)

St Luke's and Moreland Schools recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

St Luke's and Moreland Schools will adopt health and safety arrangements in line with Islington Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and our wide range of educational activities.

St Luke's and Moreland Schools will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed: _____

Chairman of the Governing body

Signed: _____

Head Teacher (s)

Date: _____

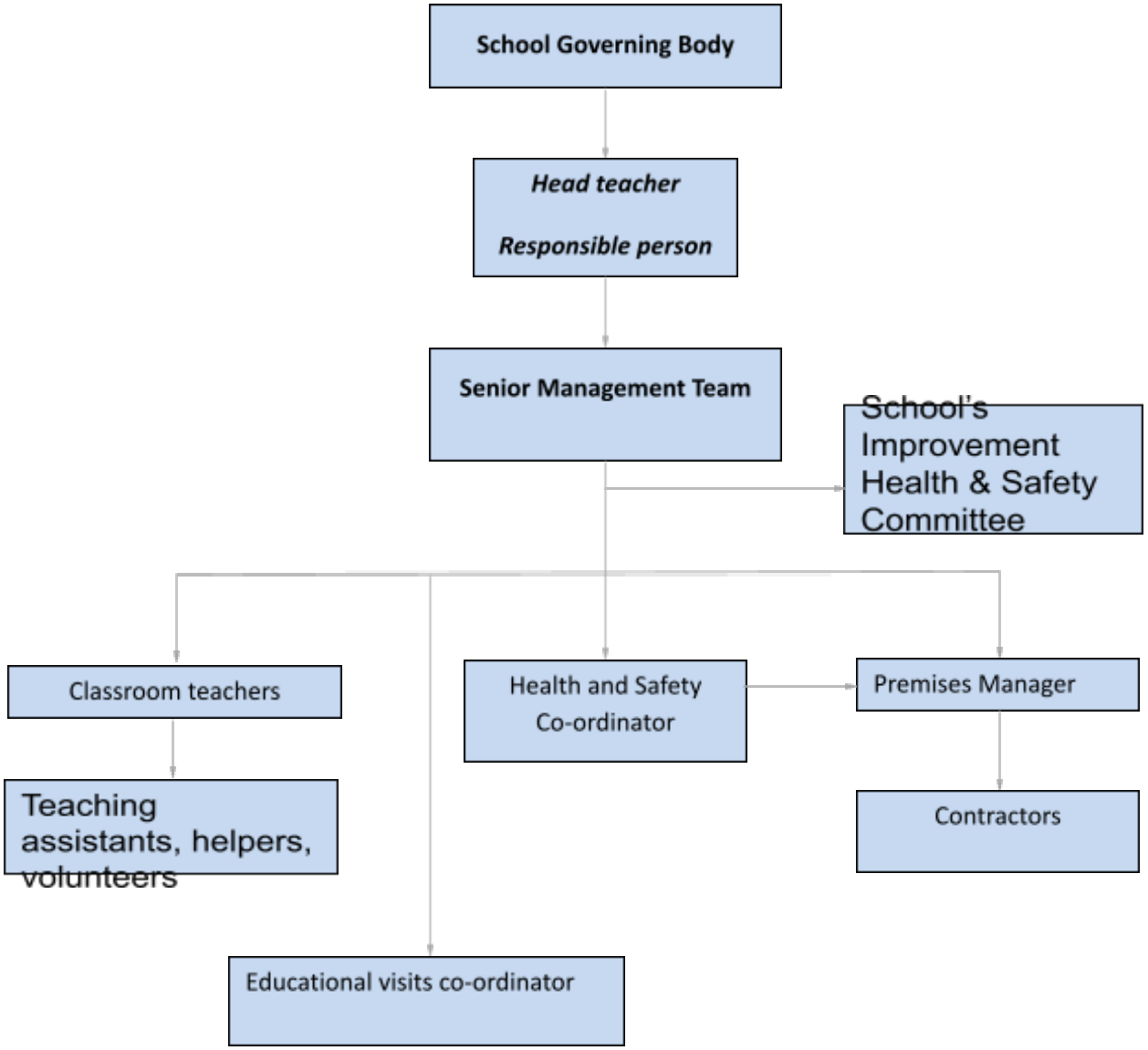
St Luke's and Moreland Primary Schools

Health and Safety Policy

Part II

Organisation

St Luke's and Moreland School Health and Safety organisation chart



The School Health and Safety Committee consists of representatives of key management, trades unions and employees

Chair	Laura Hall (St Luke's) Catherine Lawrence (Moreland)
Members	
1	Angela Major (St Luke's)
2	Keith Grey (St Luke's)
3	Caroline Mitchell (Moreland)
4	Peter Owens (Moreland)

5	Catherine Bradley (Moreland)
6	Charmaine Doherty Carvalho (Moreland)

Part II
Organisation

Local Management of Schools (LMS) requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

2.1 General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be avoided.

The section below outlines the responsibilities of key personnel within the school to ensure the health, safety and welfare of employees, pupils, visitors and other people affected by our school's activities.

2.2 Governors responsibilities

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents/guardians and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

a. Nominate a school governor with responsibility for Health and Safety
b. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements this Policy;
c. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
d. Ensure, so far as it is reasonable, that school specific Health and Safety arrangements are developed and effectively implemented to deliver this Policy;
e. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
f. Include health and safety as a regular item on the governing body meeting agenda;
g. Co-operate with advice and directions issued by the Council, relating to matters concerning Health and Safety or establish and adopt other equally effective measures; and
h. Ensure that in respect of any project that they initiate, consider and appropriately consult on issues affecting the Health and Safety of all persons from the planning stage and include any necessary measures to control risks.

2.3 Head Teacher responsibilities

Head Teachers will regularly liaise with the Governing Body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises and/or activities. The Head Teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

a. An appropriate school-specific Health and Safety policy is developed, it is effectively implemented and its requirements are communicated to all relevant persons;

b. A suitable and sufficient Risk Register is developed, updated and implemented ensuring that all requirements of the relevant statutory provisions are met in full.

c. Put in place effective arrangements and procedures that are proportionate and appropriate to the risks of an activity.

d. Staff, visitors and students are informed and aware of existing procedures and the precautions to follow;

e. Where health and safety functions are delegated, staff have the capacity to take on the responsibilities, together with the appropriate training and competencies and with clear lines of accountability established;

f. Consider nominating a person to act as a focal point (H&S Co-ordinator – see section 2.4) for health and safety within the school;

g. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;

h. An Asbestos Management Plan has been developed, is up to date and available for inspection, comprising details of location and condition of any asbestos containing materials that may be present.

i. To co-operate with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;

j. To ensure that employees are aware of their responsibilities regarding health and safety and that disciplinary measures are taken in the event of non-compliance with the requirements for this Policy.

k. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;

l. They keep informed of the general requirements of health, safety and welfare legislation and standards relevant to school premises and activities;

m. Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;

n. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place. Significant findings must be recorded.

o. Employees have access to the Health and Safety Executive “Health and Safety Law – What you should know” poster or the associated leaflet.

p. Employees have access to the school’s Health and Safety Policy and relevant safety arrangements and are made aware of their responsibilities.

q. Consult and work with recognised TU safety representatives / employee representatives.

r. Ensure that, if required, fully collaboration is provided to HSE inspectors, as stated in current legislation.

2.4 Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator who will:

a. Be the focal point for reference on health, safety and welfare matters and to provide advice according to their competency or indicate source of advice (e.g. health and safety adviser);

b. Liaise with and report directly to the Head Teacher on all matters relating to health and safety;

c. Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school activities and seeking approval of the Head Teacher for meeting the financial implications of identified control measures;

d. Ensure that all certification and statutory inspections are kept up to date;

e. Investigate accidents, dangerous occurrences and near misses, ensure correct completion of the online incident reporting system (IRIS) and support the Head Teacher on any management reviews/actions to be undertaken;

f. Issue updates as required to all holders of health and safety policy documents;

g. Liaise with Islington council's Corporate Health and Safety team regarding relevant matters;

h. Support Head Teacher in providing information to HSE representatives if required.

2.5 Premises Managers responsibilities

The Premises Manager (or equivalent) has particular responsibility to ensure:

a. Required premises related risk assessments are undertaken and regularly reviewed and recorded, including specific hazards such as Asbestos, Legionella and electric supply/appliance, etc.;

b. Where significant alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance from Islington council's Corporate Health & Safety team;

c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working on the premises and first aiders;

d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure of persons to hazardous substances or materials;

e. Premises-related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;

f. Appropriate emergency procedures are established and maintained;

g. An emergency team is appointed that includes a trained responsible person (e.g. Head Teacher / H&S Co-ordinator), fire marshals and first aiders. Sufficient information on the building's emergency procedures is given to staff and visitors to ensure they know how to respond in an emergency;

h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;

i. Termly emergency building evacuation exercises (fire drills) are carried out and recorded;

j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;

k. All building and service contractors are employed in accordance with the council's Procurement Code;

l. The Asset Management team in Islington council are consulted before any arrangements are initiated involving contractors undertaking work regarding:

- alteration to a building's structure or its grounds;
- substantial change to a buildings use (whether partially or wholly);
- significant change to a building's water or energy supply or environmental control systems; or
- alteration or removal from service (whether partially, wholly or temporary) of a building's fire alarm, detection or sprinkler system;

m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;

n. Undertake responsibilities assigned to them by the Head teacher to comply with Asbestos legislation and the School's Asbestos Management System, including the management of contractors and works within the school;

o. Common areas are inspected at least once per quarter;

p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local emergency procedures and the required health and safety standards; and

q. Systems for environmental control are regularly serviced and are without risk to health.

2.6 Employees (including temporary staff & volunteers) responsibilities

St Luke's and Moreland Schools reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time, temporary or volunteers, have a responsibility to:

a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;

b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;

c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare or individual may be subjected to disciplinary action according to the school's disciplinary procedures.

d. Carry out activities in accordance with training and instructions;

e. Familiarise themselves with the school's Health and Safety Policy and keep up to date with any changes to this document; and

f. Inform your employer or a member of senior management team of any serious risks.

In order to carry out the above, all employees must:

- make themselves familiar and comply with relevant safety instructions at all times;

- use approved personal protective equipment for its intended purpose, informing management if this equipment has become defective / requires replacement.
- report to their manager incidents that have led to or may lead to injury or damage and assist in the investigation of such incidents if required;
- use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given, and report any problems;
- make full use of any system of work designed to reduce the risk of injury;
- not work under the influence of alcohol or drugs; and
- discuss with their manager any work-related stress or health issues that could affect their ability to perform safely or to the required standard.

2.7 Pupils/students responsibilities

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils are required to:

a. Follow all instructions issued by any member of staff in the case of an emergency;

b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers, etc.;

c. Inform any member of staff of any situation which may affect their safety.

2.8 Staff Safety Representative responsibilities

Trade Unions recognised by the School are entitled under the provisions of the Safety Representatives and Safety Committees Regulations 1977 to appoint their own safety representatives to represent their members on health and safety issues. Trade Unions must formally notify the School of the names of representatives appointed under these regulations.

Where the governing body is notified in writing of such an appointment:

St Luke's and Moreland Schools recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees.

St Luke's and Moreland Schools will therefore, incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

a. To make representation to management in respect to health, safety and welfare issues affecting employees;

b. To inspect the workplace each quarter year;

c. To investigate accidents, hazards and dangerous occurrences;

d. To attend safety committees; and

e. To support the council in the promotion of a positive health, safety and welfare culture.

2.9 Educational Visits Co-ordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Co-ordinator (EVC) who will support the Head Teacher. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources (online system) section.

2.10 Corporate Health and Safety (Islington Council):

Corporate Health and Safety will:

- Provide advice and guidance to help schools fulfil their health and safety responsibilities, in line with service level agreements;
- Answer queries from staff on health and safety issues;
- Visit the school where necessary to give advice on all aspects of new and existing health and safety policies and procedures;
- Monitor information on accidents / incidents through the council's online incident reporting system (IRIS) and report to HSE where necessary;
- Advise on staff safety training;
- Draft and/or advise on policies, procedures and guidance for health and safety;
- Interpret and advise on new legislation impacting on the working environment;
- Attend Schools Improvement Committee to advise on occupational safety issues.

St Luke's and Moreland Primary Schools

Health and Safety Policy

Part III

List of Arrangements* for Implementation

a. Communication of health and safety procedures
b. Accident, Incidents, Dangerous Occurrences and Near misses
c. Asbestos
d. Control of contractors
e. Control of Substances Hazardous to health
f. Display Screen Equipment
g. Document Control
h. Electricity at work
i. Emergency procedures
j. Fire Safety Management
k. First Aid
l. Legionella
m. Lifting Operations and Lifting Equipment
n. Management of health and safety
o. Manual handling
p. Medical Support to Pupils
q. New and Expectant Mothers
r. Noise at work
s. Personal protective equipment
t. Safety Representatives and consultation
u. Site security
v. Stress at work
w. Training
x. Violence and aggression
y. Visitors
z. Work Experience

***Corporate Health and Safety are in the process of developing these arrangements. Available Safe Working Arrangements can be found on Schools Documents section on IRIS.**

St Luke's and Moreland Primary Schools

Health and Safety Policy

Part IV

Inspections, Monitoring, Audit and Review of Performance

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Inspections, Monitoring, Audit and Review of Performance

4.1 Inspection

a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.

b) In addition, Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

4.2 Monitoring Systems

a) The School Health and Safety Committee will meet at least once per term, usually following termly inspections so that any issues can be addressed.

b) The Head teacher will monitor the school's performance on health and safety issues.

The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for health and Safety issues arising.

4.3 Audit and Review of Performance

Schools are to be audited according to their requirements, e.g. Secondary schools are to be formally audited annually. Primary Schools are to be formally audited on year one and require a self-assessment year two. Therefore:

a) There will be an annual audit of all aspects of Health and Safety. The Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

b) There will be a bi-annual self-assessment audit carried out in the years that a formal audit is not being carried out.

4.4 Third Party Monitoring/Inspections

a) The school will be subject to third party inspection and monitoring as follows:

- As part of Ofsted requirements
- Provided by Corporate Health and Safety

b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

4.5 Policy Implementation and Review

Policy effective from 1st September 2021

Reviewed September 2025.

Next policy review date 1st September 2026

ST LUKE'S FIRE PROCEDURE

If you discover a fire, press the fire alarm and leave the building.
Dial 999 and leave by the nearest exit.

SCHOOL ADDRESS
St Luke's Primary School, Radnor Street, London EC1V 3SJ
TEL: 0207 253 3880
All staff to swipe in and out on arrival

FIRE MARSHALS (see roles and responsibilities)
Fire marshalls report to Alan, Hannah and Heads of School

KEY CHILDREN (PEP's)
May muster on alternative muster point depending on location in the building.
Walkie talkies to be used between Angie and Anisa to confirm the location for teacher to complete the register.

REGISTERS
Muster point 1: KS1 Playground (EYFS KS1)
Muster point 2: KS2 Playground (KS2)
Stage area: Visitors, Contractors and Kitchen staff

EVACUATION:
Leave quietly by the nearest exit and line up quietly in your muster point facing away from the building and close to the wall facing Bath Street/Radnor street. Teachers take the register and stay in the playground and wait for instructions or all clear from Alan/Laura

LUNCHTIME
Same applies-teachers to come out to support lining up and muster arrangements.

AFTER SCHOOL AND BREAKFAST CLUBS
Leave by the nearest exit, and meet in Junior Playground.

CONTINGENCY PLAN:
- Head of School to replace Alan if he is not on site.
- Door codes to be known by all staff
- If not in class, teachers should leave by the nearest exit and get to their class asap.
- In the event of a full evacuation main gates will be opened and children will walk to St Clement's church
- Evacuation packs to be brought out by key staff

Updated Nov 25

MORELAND FIRE PROCEDURE

If you discover a fire press the fire alarm and leave the building.

Dial 999 and leave by the nearest exit.

SCHOOL ADDRESS

Moreland Primary School, Moreland Street, London EC1V 8BB

TEL: 0207 253 8144

FIRE MARSHALS

All have radio's on them and key telephone numbers with them.

Every Fire Marshall to check there is no one left in their area and that windows and doors are closed.

OFFICE STAFF

Take registers round to relevant playgrounds as well as the visitor's book, prioritising EYFS/KS1 first if only one person in the office. Any staff covering office need to be briefed in fire procedure.

All CHILDREN (Babies to year 6)

Leave quietly by the designated nearest fire exit and line up quietly in the football pitch. Teachers take the register and stay in the playground and wait for instructions or all clear from Peter. All *additional*

CHILDREN CENTRE AND KITCHEN STAFF

Leave by Gard Street exits exit assemble in playground . Children's Centre (CC) Reception staff take the register for CC and cook ensure all kitchen staff are present and accounted for. Ensure Gard Street Gate is Closed behind them.

HALL TIME (LUNCH, Assembly)

All CHILDREN (Babies to year 6)

Leave quietly by the designated nearest fire exit and line up quietly in the football pitch. Teachers take the register and stay in the playground and wait for instructions or all clear from Peter. All *additional*

AFTER SCHOOL CLUBS

Leave by nearest exit, and meet in football pitch.

VISITORS

Please follow fire exit signs to nearest exit.

CONTINGENCY PLAN:

- Fire marshals to replace Peter if he is not on site.
- EYFS Staff to be aware of location of keys to playground gate in early years.
- If not in class, teachers should leave by the nearest exit and get to their class asap.

ON SITE STAFF / LATE WORKING

- Please tell a member of staff if you are going off site or staying on site to work late.

FIRE BRIGADE NOTIFICATION

- Senior member of staff to inform office to call fire brigade
- State clearly school address and location of fire

Updated September 2024