Health and Safety Policy		
		Date
Head Teacher	Fiona MacCorquodale	May 2026
Governing Body	Resources Committee	May 2026
Next review date	May 2027	

Part I - Statement of Policy

FOREWORD

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

This Health and Safety Policy is based on Islington's Model School's Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute 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 Policy is specific to Prior Weston Primary School and Children's centre, working in partnership with Richard Cloudesley School who share Golden Lane Campus. It is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

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

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 accidents, 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 Leadership Team (SLT) to ensure that 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 Governing Body expects 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. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

I. To establish and maintain a safe and healthy environment throughout the school
II. To establish and maintain safe working procedures among 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 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 education visits are undertaken as safely as possible
VII. To formulate procedures for the use in case of fire 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 a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
XI. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

Prior Weston Primary School and Children's Centre 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.

Prior Weston Primary School and Children's Centre will adopt health and safety arrangements in line with Islington Borough 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 across the wide range of education activities.

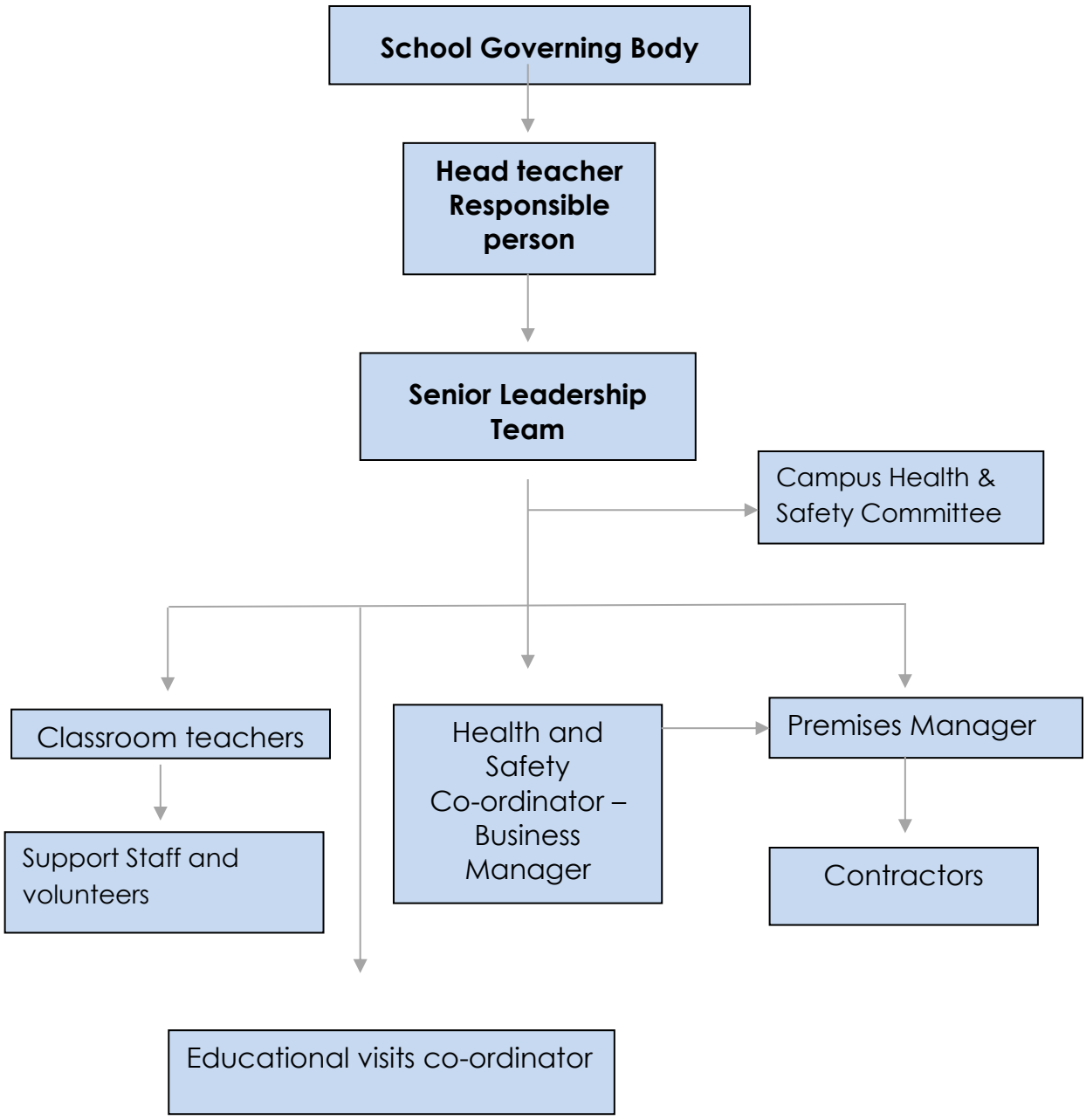
Prior Weston Primary School and Children's Centre will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed: _____
Chair of the Governing body

Signed: _____
Head teacher

Date of Policy: 6th May 2026

Part II - Organisation



The School Health and Safety Committee consists of representatives of key senior leaders, from Prior Weston and Richard Cloudesley, Premises Manager and staff representative(s). The Health & Safety Link governors are invited to attend meetings.

Part II organisation

Local Management of Schools 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 evaded.

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

2.2 Governors responsibilities

The governing bodies of the school are corporate bodies. 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 and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

Nominate a named health and safety governor;

a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
e. Include sensible health and safety as a regular item on the governing body meeting agenda;

f. Co-operate with advice and directions issued by the council relating matters concerning Health and Safety or establish and adopt other equally effective measures; and

g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

2.3 Head Teacher's responsibilities

The Head Teacher will 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 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 and effectively implemented and its requirements are communicated to all relevant persons;

b. Put in place effective arrangements for managing real health and safety risks at the school;

c. Staff and visitors are aware of procedures and the precautions to follow;

d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;

e. Consider nominating a person to act as a focal point for health and safety within the school;

f. 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;

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

h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;

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

j. That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities.

k. That Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters.

l. Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;

m. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;

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

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

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 (School Business Manager) who will:

a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
b. Liaise with and report directly to the Head Teacher on all matters of health and safety
c. Ensure the day-to-day implementation of this Policy including the maintenance of appropriate risk assessments for school 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. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
f. Issue updates as required to all holders of health and safety policy documents.
g. To liaise with Islington's corporate health and safety team in regard to health and safety matters

2.4 Premises Managers responsibilities

The Premises Manager has particular responsibility to ensure:

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

b. Where 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 of Islington'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 in the premises and first aiders;

d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of 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. Emergency procedures are established and maintained to the council standard;

g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a building's emergency arrangements is given to staff 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;

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. Islington's Asset management team are consulted before any arrangements are initiated involving contractors undertaking work regarding:

   - alteration to a buildings structure or its grounds;
   - substantial change to a buildings use (whether partially or wholly);
   - significant change to a buildings water or energy supply or environmental control systems; or
   - alteration or removal from service (whether partially, wholly or temporary), a buildings 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. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection (not relevant for Prior Weston);

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

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

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

2.4.1 Employees (including temporary & volunteers) responsibilities

Prior Weston Primary School and Children's Centre 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 or temporary, 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;
d. Carry out activities in accordance with training and instructions; and
e. Inform your employer or a member of senior management team of any serious risks.
f. In order to carry out the above, all employees must:

- make themselves familiar with and comply with, relevant safety instructions at all times;
- use approved personal protective equipment for the purpose for which it was supplied;
- 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 to themselves;
- not work under the influence of alcohol or drugs; and
- Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore, employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

2.6 Pupils/students responsibilities

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

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.

2.7 Staff Safety Representative responsibilities

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment,

Prior Weston Primary School and Children's Centre 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. Prior Weston Primary School and Children's Centre 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 representative's 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.

Educational Visits Coordinator (EVC)
To help fulfil its health and safety obligations for visits, establishments Prior Weston Primary School and Children's Centre has appointed an Educational Visits Coordinator (Deputy Headteacher) who supports the Head Teacher.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by Prior Weston Primary School and Children's Centre. Commonly, but not exclusively, such competence will be identified in a person on the senior leadership team.

The EVC will attend regular EVC training.

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 section.

Part III - List of Arrangements for Implementation

a. Educations Visits Protocol
b. Safeguarding and Child Protection Policy
c. Safer Recruitment guidelines
d. Missing Child Policy
e. Acceptable Use Policy
f. Accident and Incident Procedures

Part IV - Inspections, Monitoring, Audit and Review of Performance

4.1 Inspection

a) General inspections take place weekly by per fortnight the Health and Safety Co-ordinator or Premises manager with the assistance of other managers and in consultation with the Safety Representatives as necessary.
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 and usually following termly inspection so that any issues can be addressed.
b) The Head teacher will monitor the school's performance on health and safety issues.
c) 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 the health and Safety issues arising.

4.3 Audit and Review of Performance

a) There will be an annual audit of all aspects of Health and Safety and 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 Islington's corporate Health and Safety team
b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.