



LEICESTER GRAMMAR SCHOOL TRUST

HEALTH & SAFETY GENERAL POLICY STATEMENT

This policy has been written with regard to the guidance given in the DfE document “Health and Safety: Advice on legal duties and powers for governing bodies” (February 2014)

INTRODUCTION

Leicester Grammar School Trust (“The Trust”) attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The Trust will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

The Trustees bear ultimate responsibility to provide leadership and recognise their collective responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for staff, pupils, parents and visitors to Leicester Grammar School (“LGS”), Leicester Grammar Junior School (“LGJS”) and Stoneygate School. In this, the Trustees are assisted by the Health and Safety Committee, a sub-committee of the Board.

Day to day responsibility for Health and Safety is delegated to the Principal, assisted by the Director of Finance and Operations, the Facilities Manager, the Health and Safety Trips Co-ordinator (at LGS/LGJS) and the Headmaster of Stoneygate School (with specific responsibility for the Stoneygate site).

The Headmaster and Principal will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The Headmaster and Principal, assisted by the Director of Finance and Operations, the Facilities Manager, the Health and Safety Trips Co-ordinator and the Headmaster of Stoneygate School will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. Regular consultation will take place with all employees and/or staff representatives with regards to health and safety issues. Any necessary safety devices and protective clothing will be made available.

FOCUS

The Trust’s work programs will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;

- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work;
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work;
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

CO-OPERATION

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the Trust owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments;
- exercise their awareness, alertness, self-control and common sense at work;
- report promptly to their department head or line manager all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Employees should not be in any doubt that the Trust will apply disciplinary procedures to any employee who is in breach of the Trust's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

POLICY REVIEW

This policy will be regularly revised, by the Director of Finance and Operations as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning

The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the Trust will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centers licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs;
- manual handling;
- use of ladders and working at height;
- any other site-specific issue, e.g. swimming pool etc.

Organisation

A review of the Trust's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control

Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

HEALTH & SAFETY MANAGEMENT

The Trustees have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy any significant issues or concerns will be brought regularly to the attention of the Trustees, via the Board Health and Safety Committee.

A copy of the policy will be made available to all employees when they join the Trust. When changes have been made to the policy, copies will be placed on the websites of the Trust's schools.

Further guidelines are available in the Trust's written Procedures. It is the duty of all staff to familiarise themselves with relevant procedures such as Fire Procedures and to comply with requirements set out therein.

RESPONSIBILITIES AND DUTIES

Overall responsibility for health and safety within the Trust rests with the Trustees. The following employees of the Trust also bear responsibility for health and safety, as follows:-

Headmaster and Principal

The ultimate responsibility for safety within the Trust's three schools rests with the Principal.

Director of Finance and Operations

The Trustees and the Principal delegate to the Director of Finance and Operations responsibility for supervising, monitoring and controlling all matters relating to health and safety. The Director of Finance and Operations acts as the Trust's health and safety officer.

The Director of Finance and Operations shall with assistance from the Facilities Manager:

1. Provide advice to other staff, or indicate sources of advice, in matters relating to health and safety;
2. Maintain contact with external agencies which are able to offer expert advice;
3. Co-ordinate the implementation of the approved safety procedures at the Schools;
4. Report all known hazards immediately and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe, until satisfied as to its safety;
5. Oversee arrangements for the safe storage and handling of potentially hazardous substances;
6. Make recommendations to the Principal for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially dangerous;
7. Investigate, or arrange for investigation of premises, places or work and working practices on a regular basis, and ensure that she is kept informed of accidents and hazardous situations;
8. Review on a regular basis the provision of first aid within the Schools and make recommendations for improving the procedures where appropriate;
9. Review on a regular basis emergency procedures and make recommendations for improving the procedures where appropriate;

10. Liaise on a regular basis with the Principal with regard to the implementation of her (the Director of Finance and Operations) responsibilities;
11. Review regularly the dissemination of safety information concerning the Schools;
12. Recommend to the Principal necessary changes and improvements to welfare facilities;
13. Inform the Board's Health and Safety sub-Committee not less than once in each academic year, of the safety procedures of the Schools, of any breaches of these, and of the corrective action taken, of any accidents within Schools involving personal injury or time off work, and of the action taken;
14. Supply on request copies of this Health and Safety Policy Statement and Codes of Practice to those entitled to see them;
15. Appoint members of staff to a Staff Health and Safety Committee, hold and chair meetings of that Committee as necessary, circulate minutes of the meetings, and monitor the implementation of any recommendations of the Committee.

The Director of Finance and Operations also has a duty to control the finances of the Trust. In the event of a conflict between the Director of Finance and Operations' financial duties and obligations under this Policy Statement, she shall indicate this conflict clearly to both the Principal and the Chairman of the Board of Trustees, if necessary in writing.

Facilities Manager

The Facilities Manager reports to the Director of Finance and Operations and is responsible for directing and managing the Facilities staff. The Facilities Manager oversees the maintenance of the fabric of the buildings across all three of the Trust's schools, including the maintenance and safe operation of plant and equipment, and safe working practices of staff employed in the facilities team.

Health and Safety Trips Co-ordinator (LGS/LGJS only)

The Health and Safety Trips Co-ordinator is appointed by the Principal and is responsible for liaising with staff who lead school trips, ensuring the Trust's procedures are followed and trips are properly planned and risk assessed with due regard to the health and safety of pupils and staff.

Headmaster of Stoneygate School (Stoneygate School only)

The Headmaster of Stoneygate School is responsible for liaising with staff who lead school trips at Stoneygate School, ensuring the Trust's procedures are followed and trips are properly planned and risk assessed with due regard to the health and safety of pupils and staff.

The Headmaster of Stoneygate School supports the Principal and the Director of Finance and Operations in ensuring that all staff based at Stoneygate School act in accordance with the Trust's Procedures.

Teaching and non-teaching staff holding positions of special responsibility

These staff have a general responsibility for the application of the Trust's Health and Safety Policy to their own department or area of work, and are directly responsible to the Principal for the application of existing safety measures and procedures within that department/ area of work.

Advice or instructions given by the Principal, the Director of Finance and Operations or (for teaching staff based at Stoneygate School) the Head of Stoneygate School, including the relevant parts of this statement, shall be observed.

Responsible staff shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances including chemicals, radioactive materials, boiling water and solvents.

These staff shall, wherever possible, resolve any health and safety problem which is referred to them, if appropriate seeking support from the Facilities Manager or from the relevant external authority. They

will refer to the Principal or the Director of Finance and Operations any problem which they cannot satisfactorily resolve by these means.

Staff shall carry out regular safety inspections of the activities for which they are responsible and, where necessary, submit a report to the Principal.

Responsible staff shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision, to enable other employees and pupils to avoid hazards and to contribute positively to their own health and safety at work.

Staff shall recommend to the Principal or the Director of Finance and Operations requirements for safety equipment, and any additions or improvements to plant, tools, equipment or machinery which are considered to be dangerous or potentially dangerous.

Staff who organise trips and visits are responsible for carrying out thorough risk assessments and appropriate planning and demonstrating due consideration for the health and safety of pupils, staff and members of the public, in line with the Trust's policy on educational trips and visits.

Class teachers

The safety of pupils in classrooms and other areas is the responsibility of class teachers.

If for any reason (e.g. the condition or location of equipment, or the physical state of the room, or the splitting of a class for practical work), the teacher considers that they cannot accept this responsibility, they should discuss the matter with the Principal as a matter of urgency.

Class teachers are expected:

1. To exercise effective supervision of pupils and to know the emergency procedures in respect of fire and first aid, and how to carry them out;
2. To know the special safety measures to be adopted in their own special teaching area and to ensure that they are applied;
3. To give clear instructions and warnings as often as necessary;
4. To follow safe working procedures personally;
5. To ensure that sufficient and appropriate protective clothing is available and that it is worn. Also that safe working practices are followed, including the use of guards;
6. To make recommendations to their Head of Department or Head Teacher, e.g. regarding the provision of safety equipment, or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
7. To inform parents and other visitors who may be within School, or any relevant health and safety arrangements and procedures.

All employees of Leicester Grammar School Trust

It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of him/herself and of any other persons who may be affected by his/her acts or omissions at work.

All employees shall co-operate with requests designed to ensure that all relevant laws and directives are complied with by the Trust.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

All employees are expected:

1. To know the special safety measures and arrangements to be adopted in their own working areas, and to ensure that they are applied;
2. To observe standards of dress consistent with safety and/or hygiene;
3. To exercise good standards of housekeeping and cleanliness;
4. To know and apply the emergency procedures in respect of fire and first aid;

5. To use and not willfully misuse, neglect or interfere with, things provided for their safety and/or the safety of others;
6. To co-operate with other employees in promoting improved safety measures in the Schools;
7. To co-operate with the appointed safety representatives within the Schools, and also with any enforcement officers from the Health and Safety Executive or the Public Health Authority.

Pupils

All pupils are expected:

1. To follow instructions with regard to behaviour and safety, as given by the supervising member of staff;
2. To exercise personal responsibility for their own safety and that of fellow pupils;
3. To observe standards of dress consistent with safety and/or hygiene. This would preclude unsuitable footwear, knives and the carrying of other items considered dangerous;
4. To observe all the safety rules of the School and in particular the instructions of teaching staff in the event of an emergency;
5. To use and not willfully misuse, neglect or interfere with things provided for his or her safety.

Visitors

Regular visitors and other users of the premises e.g. deliverymen and maintenance contractors, should be required to observe the safety rules of the School.

In particular, parents helping out in School should be made aware of the health and safety arrangements applicable to them through the teacher or other member of staff to whom they are assigned.

Contractors should be made aware of the School's policies and should satisfy the School (via provision of information to the Director of Finance and Operations) that they work in a safe and proper manner and that they comply with all relevant statutory and advisory standards.

This is a whole Trust Policy and as such applies to LGS, LGJS and Stoneygate School, and includes EYFS.

Signed _____

(Chair of Trustees)

Date:

Signed _____

(Headmaster and Principal)

Date: