

LANCASTER ROYAL GRAMMAR SCHOOL

POLICY STATEMENT

Number 43	Date Approved by Governing Body December 2021
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HEALTH AND SAFETY

Introduction

Lancaster Royal Grammar School (Academy Trust) recognises its responsibility for the health, safety and welfare of staff, pupils and visitors.

The School will put in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with the Governing Body, day-to-day responsibility for the health and safety is delegated to the Headmaster, who in turn will delegate functions to other staff, in particular the Health & Safety Officer (HSO)

General Statement of Intent

The Governing Body of Lancaster Royal Grammar School undertakes to meet fully its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees, students, visitors and contractors.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

The Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The school will procure a contract and service level agreement with Lancashire County Council for the provision of health and safety and wellbeing advice, guidance and support; which includes access to the LCC web based safety management system that is compliant with OHSAS 18001 and H&S legislation.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of the Headmaster</p>	<p>Headmaster</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Officer):</p>	<p>Operations Manager</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p>Site Manager Educational Visits Coordinator</p>
<p>Improvements in the management of health and safety within the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council or other sources e.g. the HSE) will be developed and monitored by:</p> <p>Actions should be documented in an appropriate way e.g. as objectives in the School development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.</p>	<p>Headmaster HSO Site Manager</p> <p>Governor HR and Health, Safety & Welfare Committee</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headmaster, the HSO and the nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and Safety Risks Arising from School Activities

The School will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, visitors and anyone else affected by the school's activities.

Risk Assessments will be reviewed annually or when an element of the work activity changes significantly, whichever is soonest.

The school will also take into account the risks, and make health and safety arrangements, for non-routine, out of hours, 'one-off', seasonal or sporadic activities and school events such as school concerts, plays etc.

Attention will be given to the health and safety responsibilities arising from the use of the school to provide external lettings and the risks associated with offsite Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Risk assessments will be undertaken by:	HSO Site Manager Department Heads Team Leaders Designated responsible person/teacher in charge
The significant findings of risk assessments will be reported to:	Headmaster HSO SLT
Action required to remove/control risks will be approved by:	Headmaster HSO SLT
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headmaster HSO SLT Department Head Team Leader Designated responsible person/teacher in charge
Checking that implemented actions have removed/reduced the risks is the responsibility of:	HSO SLT Department Head Team Leader Designated responsible person/teacher in charge

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Staff Welfare Group
Consultation with employees is provided via:	Staff handbook Staff Briefings Team Meetings H&S Committee meetings Intranet H&S area HSO Memo/letter

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible for identifying all equipment/plant needing maintenance:	HSO Site Manager
Responsible for ensuring effective maintenance procedures are drawn up:	HSO Site Manager
Responsible for ensuring that all identified maintenance is carried out:	Site Manager
Responsible for addressing reported problems with plant & equipment	HSO Site Manager

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Lee House City View Staff Room
Health and safety advice is available from:	HSO Site Manager LCC School Portal H&S Intranet LRGS Intranet H&S site
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	HR Department Department Head Team Leader SLT

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work, this will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	Department Head Team Leader / Line Manager
Job specific training will be identified by:	Department Head Team Leader / Line Manager
Training records are kept at/by:	Personnel file for each employee
Training will be identified, arranged and monitored by:	H&S Committee Training & Development Committee

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be risk of ill-health as a direct result of work activities and has made appropriate arrangements to deal with this issue.
- Implement control measures to minimise potential risk & causes of stress at work and to monitor arrangements in an effort to continuously improve the quality of the working environment and reduce the impact of stress at work

Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: <ul style="list-style-type: none"> • Conduct workplace inspections. • Review all risk assessments annually or in the event of any significant changes. 	This function is carried out by: HSO Site Manager Department Head Designated responsible person
Responsible for investigating work-related causes of sickness absences.	HR Manager

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Site Manager HSO
Escape routes are checked by	Site Manager Designated LRGS Maintenance person
Fire extinguishers are maintained and checked by:	FTS (Annual inspection) Designated LRGS Maintenance person (in house inspections)
Alarms are tested by:	FTS (Annual inspection) Designated LRGS Maintenance person (in house tests)
The emergency evacuation procedure is tested every:	Academic Term

Premises; Responsibilities and Duties

The school will ensure that arrangements are in place to manage the school premises in relation to:

- Asbestos
- Management of Contractors including Client duties required by the CDM Regulations
- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure Systems
- Security
- Water including the control of Legionella bacteria and lead in water
- Transport Safety
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic Doors
- CDT Equipment
- Other premises issues as appropriate to the building

The school will ensure that:

- records are kept in relation to the above premises responsibilities and are made available to interested parties for their use including those using the premises out of school hours;
- Appropriate documents are brought to the attention of any contractors etc working on site e.g. the Asbestos Register and management document.
- all staff are made aware of the arrangements for managing the above premises matters and related records to the extent to which they may affect their work or responsibilities.

Policy Review

This policy will be reviewed by the Governor HR and Health, Safety & Wellbeing Committee and approved by the Governing Body on an annual basis.

Addendum to Policy No. 43 Health & Safety**LRGS Covid-19 Health & Safety Policy****Policy Aim:**

To ensure that the risks of Covid presented to students, staff and visitors are reduced to an acceptable level.

Policy Objectives:

To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance

To provide safe working and learning conditions

To ensure a systematic approach to the identification of risks and the allocation of resources to control them

To openly communicate on health safety and welfare

Policy Statement:

Lancaster Royal Grammar School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under Covid in line with Health & Safety legislation, and in consideration of government guidelines.

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 educational activities delivered.

The School Will:

Apply and communicate sensible risk management and safe working practices through:

- Regular assessment of hazards and associated risks
- Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures

- Provision of information, instruction, training and protective equipment to staff (and students where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of students, staff and visitors in the school
- Maintain an appropriate hygiene regime to be followed by all students, staff and visitors
- Operate an enhanced cleaning regime for the duration of Covid
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid
- Educate students about Covid and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all students to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to Covid
- Put in place the support required for students with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
- Put in place any flexible working arrangements needed to support delivery of education during Covid
- Put in place measures to check on staff wellbeing
- Draw up contingency plans for:
 - o Someone falling ill or demonstrating symptoms on site
 - o Deep cleaning in the event of an outbreak of Covid on site
- Provide appropriate personal protective equipment (PPE) as required by staff.
- Permit appropriate flexibility with travel arrangements for overseas boarders if required