



DAYSPRING TRUST

Venerable Bede CE Academy

Health & Safety Policy

Reviewed January 2016

Ratified by: MAT Board
Date: 27th January 2016

HEALTH & SAFETY POLICY

Part 1

General Statement

The Board of Directors recognise and accept their respective responsibilities under Sections 2-9 of the Health & Safety at Work etc. Act 1974, and with other relevant statutes and regulations, The Dayspring Trust is committed to providing a safe and healthy workplace for all its employees, visitors and pupils.

It is the intention of this policy to set out procedures and responsibilities which will enable all members of the Trust community and visitors to the Trust premises, to carry out their activities in an environment where risks are identified and controlled, and in a way that will limit the risk of injury or work related ill health. *It embodies the Christian values of responsibility and care for the individual.*

The Board of Directors, Executive Headteacher and all staff are individually and collectively committed to health and safety. As such, they will take all steps within their power, where reasonably practicable, to meet their responsibilities and embrace the following principles which will assist us in achieving continual performance improvement:

1. We recognise that the management of health and safety is paramount and we will ensure that adequate resources are made available to manage it effectively
2. We will provide places of work that are without unreasonable risk to health and safety and welfare
3. We will ensure arrangements are implemented to ensure risks arising from the use, handling, transportation and storage of articles and substances are managed properly
4. We will provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
5. We seek to engage and involve all employees in the creating and maintaining of a safe and healthy working environment and practices with help of various groups, bodies and organisations
6. We will ensure that all work places are adequately maintained
7. We will provide all employees with access to adequate welfare facilities and we will encourage a sensible approach to a work life balance
8. We will provide a safe means of access and egress from all workplaces
9. We are committed to compliance with all current and future legislation as a minimum standard
10. We recognise that the prevention of all work related injury and ill health is good business practice
11. We will ensure that the organisation maintains access to competent health and safety advice
12. We recognise and promote the fact that all employees have a responsibility for their own health and safety and that of others that could be affected as a direct result of their acts or omissions

Although it is the duty of the Board of Directors and Executive Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.

Signed:
(for Executive Headteacher)

Date:

Signed:
(for Board of Directors)

Date:

Part 2

Organisation and Management Arrangements

Section 1 Multi Academy Trust Board

The Directors will

1. Become familiar with the Academy's Health & Safety Policy and guidelines
2. Oversee the policy implementation in the Academy.
3. Monitor the arrangements by which the policy is carried out.

Section 2 Heads of School

The Heads of School are responsible for the implementation of the policy and will ensure:

1. Adequate lines of communication exist for health and safety problems to be resolved
2. Suitable and regular monitoring is carried out on all health and safety matters.

Section 3 Health & Safety Officer/Premises Manager

The Health & Safety Officers/Premises Managers, act for the Head of School in communicating with staff/visitors and contracted services all matters relating to health and safety

The responsibilities of the Health & Safety Officers/Premises Managers include:

- The maintaining of a Health & Safety Policy
- To be available to any member of staff to discuss Health and Safety matters
- Note all Health and Safety instructions and make them available to staff
- Ensure all areas of the school are inspected on a regular basis, and at least once per term, leading to an annual written report on safety.
- Ensure that all accidents are reported and recorded
- Ensure that reasonable steps are taken to prevent recurrence of accidents
- Ensure new staff are briefed about safety arrangements
- Ensure all visitors, including contractors are informed of any hazards on site of which they are unaware
- Liaison with client organisations who are responsible for their own employees
- Ensure the effects of maintenance work on potential safety of staff and pupils have been considered

Section 4 All Staff

It is the duty of every member of staff, including agency staff, to:

1. Make themselves aware of the school safety policy and of changes in Health and Safety regulations
2. Report and act on injuries in accordance with the Academy's Health and Safety Policy
3. Report any situation that could cause or lead to an accident
4. Adhere to the requirements of risk assessments and comply with all safe working practices and Codes of Practice detailed in the Policy

5. Make full use of appropriate safety equipment, personal protective equipment and make full use of all safety devices
6. Take reasonable care for the health and safety of himself/herself and of any other person who may be affected by his/her actions or omissions at work

It is the duty of the Heads of Department for PE, Science, and Technology to ensure departmental health & safety policies are in place, following the advice, guidance and model policies in the relevant advisory bodies i.e. CLEAPSS for Science, and/or DATA (Design and Technology Association) for technology and AfPE (Association of Physical Education) for PE.

Part 3

Procedural Arrangements

Index

1. Accident Reporting
2. First Aid
3. Fire: Precautions & Emergency Procedures and Fire Drill Protocol
4. Control of Substances Hazardous to Health (COSHH)
5. Electricity Safety
6. Risk Management
7. Workplace Requirements
8. Management of Asbestos
9. Display Screen Equipment
10. Manual Handling of Inanimate Objects
11. Prevention & Control of Legionellosis
12. Boiler & Electrical Room Safety & Maintenance of Heating Plant
13. New Staff
14. Visitors
15. Threats of Violence
16. Public Performances/Assemblies
17. Outdoor Education Guidelines & School Trips
18. Minibus Operation
19. Further Information/Technical Advice

1. Accident Reporting

Minor accidents/incidents involving pupils (not attributed to school organisation such as lack of supervision, damaged/faulted equipment, hazardous substances or the conditions of the premises) are recorded at a local level. For further information, refer to the Academy's Accident & Reporting Procedure. All other accidents to employees, visitors and pupils must be reported on an Incident IR1 forms which are held in the Academy Office. The original completed form is sent to the Corporate Health & Safety Team, Room 4.1, Civic Centre, Sunderland, SR2 7DN. A photocopy is taken for the Academy file which is held in the Executive Business Manager's Office. Those accidents which are 'reportable' [see LA's Incident Investigation & Reporting Procedures – Code of Practice 3.11] must also be telephoned immediately to Corporate Health & Safety Team on 0191 561 2386.

2. First Aid

There is a pool of trained first aid staff (see Appendix A) that operate on a duty rota. Any pupil requiring medical attention should be directed to the School Office, if an emergency arises, a qualified first aider should be called by contacting the Reception Desk.

3. Fire: Precautions & Emergency Procedures and Fire Drill Protocol

It is the duty of every member of staff to have read the fire drill protocol, and support the Health & Safety Officer by making sure that pupil's guidelines are displayed in every area of the school.

The Building Supervisors are responsible to the Health & Safety Officer for ensuring that all approved fire exits are unlocked at the beginning of each day.

Fire alarm call points must be activated from a different call point on a weekly basis, so that each call point is periodically tested and that the alarm is audible in all areas of the building.

A minimum of one Fire drill per term will be carried out in accordance with the site emergency evacuation plan and the procedure should follow guidelines on the Fire Safety Action Notice.

There are a team of trained Fire Wardens (see Appendix B) within the building with designated areas of responsibility.

4. Control of Substances Hazardous to Health (COSHH)

COSHH assessments (following CLEAPPSS procedures) will be carried out by the Science Technician to avoid, or reduce to the lowest level reasonably practicable, the exposure of all persons to substances which may be hazardous to health. Teaching staff in the Science department are responsible for following CLEAPPSS procedures in lessons with support/advice from the Science Technician. PPE and training have been provided so that they know how to control risks to health

The Director of Science receives regular updates of specific risk assessments from the Consortium of Local Education Authorities for the Provision of School Science (CLEAPSS). This information is held within the Science Department.

The Design & Technology Department use chemicals and substances classified under the COSHH Regulations. All department staff have been provided with specific COSHH Risk Assessments, PPE and training so that they know how to control risks to health. The D & T Department COSHH assessments are carried out by the D & T Technicians. All D & T staff must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their work activities.

The Facilities Department use chemicals and substances classified under the COSHH Regulations. All department staff have been provided with specific COSHH Risk Assessments, PPE and training so that they know how to control risks to health. Facilities Department COSHH assessments are carried out by the Premises Manager. All Facilities staff must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their work activities.

Risk Assessments will be recorded and will be subject to annual review or more frequently where appropriate.

5. Electricity Safety

All work to fixed mains electrical equipment (e.g. light fittings, plug sockets etc.) will only be carried out by competent Electrical Engineering personnel.

In order that potential problems are identified at the earliest opportunity, an annual visual inspection will be carried out by Gentoo on fixed mains electrical systems and every 5 years a full fixed electrical inspection is undertaken by an approved contractor.

The Premises Manager will be responsible for maintaining an inventory of all portable electrical equipment. During the summer break, all portable equipment is PAT tested and any obsolete, redundant or defective equipment is removed from service and properly repaired or disposed of.

Staff must not bring electrical equipment from home for use at work, unless it has been subject to satisfactory examination and test.

6. Risk Management

The Academy follow the guidance Sunderland City Council's Risk Assessment – Code of Practice Part 3.3 [July 2004] a copy of which can be found in the General Admin (Q) Drive/Policies Folder.

7. Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the HSE Workplace Health, Safety & Welfare Approved Code of Practice and Guidelines L24 (Second Edition) Published 2013. A copy of the guidance can be found on the HSE website <http://www.hse.gov.uk>.

8. Management of Asbestos

The building contains no asbestos and a certificate stating this is displayed in the Reception Area. Contractors are also required to sign the Asbestos Register to record that they have been informed of this.

9. Display Screen Equipment

Any member of staff who habitually uses display screen equipment as a significant part of their work is classified as a DSE user. Their workstations are assessed using the Sunderland Learning Pool online assessment. Any issues highlighted would be reported to the designated DSE Co-ordinator and the results reviewed by the Health & Safety Officer. Any additional DSE or work station equipment, subsequent eye tests/remedial works/training requirements resulting from the assessments will be co-ordinated by the school's Health & Safety Officer.

The Health & Safety Officer also offers information about the risks associated with DSE use and the control of these risks

10. Manual Handling of Inanimate Objects

Unsafe lifting and handling cause many serious injuries each year in the UK. The school aims to eliminate all manual handling tasks where possible, or reduce the risk to the lowest level reasonable. Where appropriate, staff can assist by considering whether changes can be made to their work organisation (e.g. storage management, use of mechanical aids etc.).

11. Prevention & Control of Legionellosis

A Service Level Agreement is in place with the City of Sunderland which includes a bi-annual risk assessment, monthly temperature monitoring for hot water outlets and quarterly cleaning & disinfection of all showerheads. Also a Little Used Outlet Flushing regime is in place.

12. Boiler & Electrical Room Safety & Maintenance of Heating Plant

There is a Service Level Agreement in place with Gentoo for the servicing and maintenance of the heating plant and gas appliances.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

13. New Staff

All new staff are made fully aware of the Health & Safety Policy during their induction process. This includes procedures in relation to the Fire Drill and COSHH assessments [where appropriate].

14. Visitors

All visitors to the school must report to the Reception Desk at the entrance and sign in before being issued with a dated visitor's badge. Personnel not wearing a visitor's badge will be challenged and may be asked to leave.

15. Threats of Violence

Any threat made by pupil, parent or other member of the community should be recorded and made known to the Senior Leadership Team. An accident/incident reporting form should be completed in all cases. Where any person feels an immediate threat of violence, that person should dial 999 and request police attendance.

16. Public Performances/Assemblies

When there are occasions which attract large gatherings in the school, number limits should be observed and taken into account when planning.

A fire procedure is to be established for those occasions.

17. Outdoor Education Guidelines & School Trips

Staff organising day visits and residential activities must be aware of the City of Sunderland's document External Visits - Code of Practice. The leader of the party is directly responsible to the Head of School and Local Governing Body for the safety of pupils and staff involved and therefore should take every precaution in reducing risk to the minimum.

Any trip/visit should be logged using the EVOLVE system and considered by SLT before authorisation is given for the trip/event to proceed. The school's EVC is Chris Roberts (Assistant Headteacher) who is available for advice and guidance. The EVC will approve the risk assessment for all trips/visits/events etc.

A list of all pupils/staff taking part in the visit should be given to the Reception Desk before departure along with emergency contact telephone number. A mobile telephone and First Aid kits in appropriate number should also be taken.

18. Minibus Operation

A copy of the Academy Minibus Policy (Reviewed December 2015) can be found in the General Admin (Q) Drive/Policies Folder.

19. Technical Advice

If technical advice is required, then any member of staff can contact:

Anthony Laing	Senior Health & Safety Adviser	Tel: 0191 561 2387
Ashlea Harford	Senior Health & Safety Adviser	Tel: 0191 561 2385
John Mountford	Health & Safety Technical Assistant	Tel: 0191 561 2375

FIRST AID TEAM

Name	Expiry Date
James Anderson	27 March 2017
Rob Atherton	3 October 2017
Michelle Barber	8 November 2016
Michelle Birtwistle	5 June 2017
Denise Bowman	24 October 2016
Lisa Crawley	27 September 2018
Paul Duke	27 September 2018
Sandra Moore	15 July 2017

FIRE WARDENS

AREA	FIRE WARDENS
<p>Science (Rooms 29 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, Offices, Prep Room, NE & SE Disabled Refuge Point)</p>	<p>1. Peter Clark (T) (Rooms 29 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, Offices, Prep Room, NE & SE Disabled Refuge Point)</p>
<p>First Floor Crossover (SLT Suite, Staff Toilets, Staff Room)</p>	<p>1. Tracy Gray (SLT Suite, Staff Toilets, Staff Room)</p>
<p>D & T (Rooms 8 – 14, Offices, Shower Room, Physiotherapy Room, Pupil Toilets, Side Gate)</p>	<p>1. Ian Storey (Rooms 8 – 9 + HOY Meeting + FWH/TAG Office + Shower Room + Physiotherapy Room + SE Side Gate)</p> <p>2. Sandra Gooch (T) (Rooms 10 – 14 + Typesetting Room + Bede Hall Exam End + Pupil Toilets)</p>
<p>Ground Floor Crossover (LRC, Rooms 25 – 27, Offices, Meeting Room, Print & Finishing Room, School Office, JRO/KHU Office, First Aid Room)</p>	<p>1. Denise Bowman (T) (Meeting Room + Print & Finishing Room + School Office + First Aid Room + JRO/KHU Office)</p> <p>2. Caroline Holmes (T) + Jeannette MacDonald (LRC + Rooms 25 – 27 + JFO & CDR Offices)</p>

<p style="text-align: center;">Communications (Rooms 15 – 24 + ARC Office + JMA Office + Heads of Year Office + Bede Hall Exam End + NW Pupil Toilets + Disabled Toilet)</p>	<p style="text-align: center;">1. James MacIntyre (Rooms 15 – 24 + ARC Office + JMA Office + Heads of Year Office + Bede Hall Exam End + NW Pupil Toilets + Disabled Toilet)</p>
<p style="text-align: center;">Hall & Bistro (Main Hall, Bede’s Bistro, Servery, Kitchen)</p>	<p style="text-align: center;">1. Lead Cook (T) (Stage/Dining End of Bede Hall + Bede’s Bistro + Servery + Kitchen)</p>
<p style="text-align: center;">Humanities & Maths (Rooms 36 – 46, Pupil Toilets, Staff Toilet, Offices, Disabled Toilet, NW & SW Disabled Refuge Points)</p>	<p style="text-align: center;">1. Dean Wright (T) (Rooms 36 – 41 + Pupil Toilets + Staff Toilet + ACH Office + Learning Zone Room + DTJ Office + NW Disabled Refuge Point)</p> <p style="text-align: center;">2. Andrew Charlton (Rooms 42 – 46 + RDG Office/Exams Office + Disabled Toilet + SW Disabled Refuge Point)</p>
<p style="text-align: center;">Lower Ground Floor (Rooms 1 - 6, Sports Hall, Practice Rooms, Offices, Changing Rooms, Disabled Toilet, Sports Hall, Pupil Toilets)</p>	<p style="text-align: center;">1. Ruth Bonner (Rooms 1 - 6, Sports Hall, Practice Rooms, Offices, Changing Rooms, Disabled Toilet, Sports Hall, Pupil Toilets)</p>