



DAYSPRING TRUST

Venerable Bede CE Academy

Ian Ramsey CE Academy

Health & Safety Policy

Ratified by: Board of Directors

Reviewed: September 2020

Next review due: September 2022

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.

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 Headteachers

The Headteachers 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/Operations Manager

The Health & Safety Officers/Operations Manager, act for the Headteacher in communicating with staff/visitors and contracted services all matters relating to health and safety

The responsibilities of the Health & Safety Officers/Operations Manager 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.

Health and Safety Procedures

Each Academy within the Trust has a Procedural Health & Safety document that reflects individual circumstances for the control of Health and Safety on their premises. This document should be read in conjunction with the Trust Health and Safety policy. The policy and procedures are updated annually by the Operations Manager to reflect changes in personnel, guidance or procedures.

Signed:
(for Executive Headteacher)

Date:

Signed:
(for Board of Directors)

Date: