



# **DAYSPRING TRUST**

## **Health & Safety Procedural Arrangements**

### **Venerable Bede CE Academy**

Ratified by: Board of Directors

Date of review: September 2021

Date of next review: September 2022

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

#### **At Ian Ramsey CE Academy:**

"Together to learn, to grow, to serve."

This is embodied in scripture:

*'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.'* 1. Peter 4.10

#### **At Venerable Bede CE Academy:**

"Soar to the heights together"

This is embodied in scripture:

*'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

# **Health & Safety Procedural Arrangements**

## **Venerable Bede CE Academy**

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## **Relevant staff applicable to this policy**

Health and Safety Officer

Lisa Cockburn

### **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 School Office. Completed forms are forwarded to the Office Manager for uploading on to Sunderland City Council's Schools Hub where the Operations Manager verifies them. The hard copies are held in the Operations Manager's Office. Those accidents which are 'reportable' [see Sunderland City Council's Incident Investigation & Reporting Procedures – Code of Practice 3.11 (April 2012)] 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 Operations 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 regular review in line with their COSHH risk assessment rating.

## **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 on fixed mains electrical systems and every 5 years a full fixed electrical inspection is undertaken by an approved contractor.

The Senior Site Supervisor will be responsible for maintaining an inventory of all portable electrical equipment. During the summer break, all portable equipment is PAT tested on a bi-annual basis 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 3.02 [September 2016] 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 Schools Hub ([www.schools-hub.org.uk](http://www.schools-hub.org.uk)) 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 workstation 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 Sunderland City Council that includes a bi-annual risk assessment, monthly temperature monitoring for hot water outlets and quarterly cleaning & disinfection of all showerheads. In addition, 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 Harry Barnicle Ltd 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 using the Inentry system before being issued with a dated visitor's badge/sticker. Personnel not wearing a visitor's badge will be challenged and may be asked to leave. All visitors are asked to confirm they are 'Covid19 secure' before entering the building by answering questions on Inentry and leaving a record of their contact details for Track and Trace purposes.

## **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 Sunderland City Council's document External Visits - Code of Practice (December 2011) a copy of which can be found in the General Admin (Q) Drive/Policies Folder. The leader of the party is directly responsible to the Headteacher and Local Academy Council 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 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, first aid kits (in appropriate number) and any medication required by pupils should also be taken.

## **18. Minibus Operation**

A copy of the Academy Minibus Policy (Reviewed August 2017) can be found in the Business Admin (X), Health and Safety, Risk Assessment, Code of Practice.

## **19. Lone Working**

The Academy follow the guidance Sunderland City Council's Risk Assessment – Code of Practice Part 3.07 [September 2016] a copy of which can be found in the General Admin (Q) Drive/Policies/Code of Practice Folder.

## **20 Work at Height**

The Academy follow the guidance Sunderland City Council's Risk Assessment – Code of Practice Part 3.06 [September 2018] a copy of which can be found in the General Admin (Q) Drive/Policies/Code of Practice Folder. All staff required to undertake Working at Height have completed training with Sunderland City Council (Site team, cleaners, Admin). All staff have access to this training as part of the Sunderland City Council Health and Safety Training package.

## **21. 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

Signed: ..... Date: .....  
**(for Executive Head Teacher)**

Signed: ..... Date: .....  
**(for Board of Directors)**



## Appendix A

# FIRST AID TEAM

Name	Expiry Date
Michelle Barber	18 October 2022
Dana O'Hara (Kitchen)	18 October 2022
Ellie Newton	18 October 2022
Lisa Crawley	18 September 2021
Heather Thompson (maternity)	29 January 2022
Kris Bolam (Science)	18 October 2022
Amy Thompson (PE)	18 October 2022
Rebecca Dunne (Learning Zone)	18 October 2022
Colleen Miller	11 May 2024
Terry Docherty	11 May 2024
Gavin Thompson	11 May 2024
Naomi Kelleher	11 May 2024
Sean Blair	14 July 2024

# FIRE WARDENS

<b>AREA</b>	<b>FIRE WARDENS</b>
<p><b>Science</b> (Rooms 29 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, Offices, Prep Room, NE &amp; SE Disabled Refuge Point)</p>	<p><b>1. Helen Archer (T)</b> (Rooms 29 – 31, Offices, Prep Room, SE Disabled Refuge Point)</p> <p><b>2. Alex Burgess (T)</b> (Rooms 32 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, NE Disabled Refuge Point)</p>
<p><b>First Floor Crossover</b> (SLT Suite, Staff Toilets, Staff Room)</p>	<p><b>1. Tracy Gray (T) / Katrina Durrans (T)</b> (SLT Suite, Staff Toilets, Staff Room)</p>
<p><b>D &amp; T</b> (Opening of SE Gate, Rooms 8 – 14, Offices, Shower Room, Medical Room, Pupil Toilets, Side Gate)</p>	<p><b>1. Ian Storey (Holly Pestell)</b> (Rooms 8 – 9 + LCO office + KRU/TAG Office + Accessible Toilet + Physio Room)</p> <p><b>2. Sandra Gooch (T)</b> (Rooms 10 – 14 + Attendance Office + Bede Hall Exam End + Pupil Toilets)</p>
<p><b>Ground Floor Crossover</b> (LRC, Rooms 25 – 27, Offices, Meeting Room, School Office, Finance Office, First Aid Room)</p>	<p><b>1. Michelle Barber (T)</b> (Meeting Room + School Office + First Aid Room + Finance Office)</p> <p><b>2. Caroline Holmes (T)</b> (Mon/Tues/Weds) <b>Sally Holt</b> (Thurs, Fri) (LRC + Rooms 25 – 27 + SEND Offices)</p>

<p style="text-align: center;"><b>Communications</b> (Rooms 15 – 24 + ARC Office + JMA Office + Heads of Year Office + Bede Hall Exam End + NW Pupil Toilets + Disabled Toilet)</p>	<p><b>1. James MacIntyre</b> (Rooms 15 – 19 + JRE Office + HOY Office + JMI Office + Bede Hall Stage End + NW Pupil Toilets + Disabled Toilet )</p> <p><b>2. Alicia Rubio</b> (Rooms 20-24, Accessible Toilet, SW Stairwell)</p>
<p style="text-align: center;"><b>Hall &amp; Bistro</b> (Main Hall, Bede’s Bistro, Servery, Kitchen)</p>	<p><b>1. Carol Beaney (T)</b> (Stage/Dining End of Bede Hall + Bede’s Bistro + Servery + Kitchen)</p>
<p style="text-align: center;"><b>Humanities &amp; Maths</b> (Rooms 36 – 46, Pupil Toilets, Staff Toilet, Offices, Disabled Toilet, NW &amp; SW Disabled Refuge Points)</p>	<p><b>1. Dean Wright (T)</b> (Rooms 36 – 39 + Pupil Toilets + Staff Toilet + SBA/TVG Office + RDG office + NW Disabled Refuge Point)</p> <p><b>2. David Johnson</b> (Rooms 40 – 46 + TBU Office + Accessible Toilet + SW Disabled Refuge Point)</p>
<p style="text-align: center;"><b>Lower Ground Floor</b> (Rooms 1 - 6, Sports Hall, Practice Rooms, Offices, Changing Rooms, Disabled Toilet, Sports Hall, Pupil Toilets)</p>	<p><b>1. Laura Pallas</b> Pupil Toilets, Rooms 1 - 5, IT/Data Office + PE Office &amp; LPA Office</p> <p><b>2. Ruth Bonner/Rob Atherton (T)</b> Room 6, Practice Rooms, Changing Rooms, Disabled Toilet &amp; Sports Hall</p>
<p style="text-align: center;"><b>Learning Zone</b></p>	<p><b>1. Rebecca Dunne/ Sharon Bell/ Gemma Riley</b> Learning zone toilets, kitchen, office, classroom.</p>