



DAYSPRING TRUST

Health & Safety Procedural Arrangements

Ian Ramsey 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

Ian Ramsey CE Academy

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Relevant staff applicable to this policy

Lead Practitioner	Yvonne Monro-Jones
SEND HLTA	Dawn Hunter
Executive Operations Manager	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 using the online reporting procedure IR1 through our partner Health and Safety Team, Durham County Council. Forms are completed electronically by the Lead Practitioner or SEND HLTA and management investigation is carried out to verify. Durham County Council Health and Safety Team monitor and respond to these accidents directly to the Executive Operations Manager.

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 Site Team 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 Site 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. Site Department COSHH assessments are carried out by the Site 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, all staff must complete pre-checks on all equipment before use. Any items of concern are not used, highlighted immediately to the site team and stored safely for repair or disposal immediately.

An external bi-annual 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. This is carried out at 20% per annum, as agreed with the Academy insurers.

The Site Manager 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

Ian Ramsey CE Academy follow guidance from the Health and Safety advisor (Durham County Council) and maintain Health and Safety records in the Academy Risk Register. The register includes Hazard Profiles, Training Profiles, Workplace control Measures Audit, Risk Assessments, Local Testing and Inspection Records.

Further information can be found in the Health and Safety Policy and Procedures documents.

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) 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, Lisa Cockburn (Operations Manager).

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

Legionella Testing is carried out in-house by the site team who are trained in this process. They send the information to Steve Cockburn, Stockton Borough Council for monitoring. Checks include 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 Geoffrey Robinson 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 Inventory 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 have not been in contact with a known positive case of Covid19, are not showing symptoms themselves, or live with someone showing

symptoms, before entering the building. Visitors must confirm this on the Inventory system and leave 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 Staff Shared 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 trained EVC is Tim Firth 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 Staff Shared folder.

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 Staff Shared/Dayspring Trust Policies/Health and Safety folder.

<https://foldr.ianramsey.org.uk/home/files/Staff%20Shared/Dayspring%20Trust%20-%20Current%20Policies/Code%20of%20Practice%20-%20Health%20and%20Safety>

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 Staff Shared folder. The Site Manager arranges Working at Height training with Durham County Council's H&S unit.

21. Technical Advice

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

David Gray or Claire Taylor

Health and Safety Team

Durham County Council

Tel: 03000265787

Email: david.gray@durham.gov.uk

Email: Claire.taylor@durham.gov.uk

Signed: Date:
(for Executive Head Teacher)

Signed: Date:
(for Board of Directors)

Appendix A

FIRST AID TEAM

Name	Expiry Date
Simon Moore	22nd February 2022
Yvonne Monro Jones	18th Jan 2022
Martin Howe	18th Jan 2022
Rebecca McLone	18th Jan 2022
Zoe Barraclough	13th Feb 2022
Rachel Stonehouse	6th March 2022
James Hutchinson	Booked September 2021
Kirsty Fishpool	Booked September 2021
Michelle Barker	12th July 2022
Catherine Blakemore	16 th December 2023
Claire Turver	16 th December 2023
Karen Watson	16 th December 2023
Mandy Almack	16 th December 2023
Janice Cooney	16 th December 2023
Amy Maddison	11 th May 2024
Carol Longstaff	11 th May 2024
Darren Lannon	11 th May 2024
Michelle Dobson	11 th May 2024
Sarah O'Connell	11 th May 2024

Appendix B

FIRE WARDENS

AREA	FIRE WARDENS
<u>WING 1: MATHEMATICS and ENGLISH WING</u>	<p>Ground Floor Mathematics: Mr A. Bone and Mr P Rogers</p> <p>First Floor English: Mrs A. Chapman-Jones and Mrs A Fenton Blades</p>
<u>WING 2: HUMANITIES AND LANGUAGES WING</u>	<p>Ground Floor Humanities: Ms N Dodd and Miss L Hogg</p> <p>First Floor Languages: Mrs A Relph, Miss A Ziaja</p>
<u>WING 3: SCIENCE, DESIGN & TECHNOLOGY AND ART & DESIGN AND SCIENCE</u>	<p>Ground Floor Design & Technology: Mrs E Henshaw Ground Floor Art & Design: Miss W Turner and Mrs S Devenney</p> <p>First Floor Science: Mrs J Parkinson and Mr T Firth</p>
<u>WING 4: ADMINISTRATION, INCLUSION, DINING & FM OFFICES</u>	<p>Ground Floor Administration, Dining and FM Office: Mrs McCarthy/Mr Nicholson depending who is based there at the time)</p> <p>First Floor SEND: Mrs H Shaw (In case of absence, Mrs S. Darnbrook deputises)</p>
<u>WING 5: PHYSICAL EDUCATION, MUSIC, COMPUTING, LRC</u>	<p>Ground Floor Physical Education: Mr A Almack and Mr M. Howe (In case of absence Miss C. Turver deputises)</p> <p>First Floor Music Mr S. Bowman-Jones First Floor LRC: Mrs A. Bailey First Floor Computing: Mrs H. Russell</p>