



DAYSPRING TRUST – NOW NORTHERN LIGHTS LEARNING TRUST

Venerable Bede CE Academy Ian Ramsey CE Academy Health & Safety Policy

Northern Lights Learning Trust (NLLT) have adopted all policies pertaining to Dayspring Trust – Ian Ramsey CE Academy and Venerable Bede CE Academy – from 1 February 2023 and will be reviewed in due course.

Ratified by: Board of Directors
Date of review: Autumn Term 2022
Date of next review: Autumn Term 2023

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 its 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 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 Trust's Health & Safety Policy and guidelines.
2. Oversee the policy implementation for each Academy.
3. Monitor the arrangements by which the policy is carried out.
4. Delegate responsibility for strategic decision making on Health and Safety to the Executive Head Teacher, where appropriate.

Section 2 Executive Head Teacher

The Executive Headteacher will

1. Oversee strategic management of the policy and ensure the health, safety and welfare of all persons.
2. Consider arrangements and have delegated decision making responsibility for specific Health and Safety situations (i.e. covid) for the Trust.
3. Oversee any serious health and safety matters within the Trust.

Section 3 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.
3. Inform the Executive Headteacher immediately of any serious health and safety matters.

Section 4 Health & Safety Officer/Chief Operating Officer

The Health & Safety Officers/Chief Operating Officer, 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/Chief Operating Officer include:

- The maintenance 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 investigation into accidents is carried out in a timely manner and reported appropriately.
- 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.

- Liaise 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 5 All Staff

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

1. Make themselves aware of the school health and 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.
7. Check with the Chief Operating Officer when introducing a practical activity, which may affect Health and Safety. The Teacher, with support from the EOM, will assess the risks and control measures required to complete a risk assessment document for this activity in advance of the lesson.

It is the duty of the Heads of Department for PE, Science, and Design and Technology to ensure departmental health & safety risk assessments and policies are in place and are updated annually. Departments should follow the advice, guidance and model policies from 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.

Heads of Department are required to meet with the Health & Safety representative during the annual audit visit and provide evidence of their departments' adherence to health and safety requirements. Heads of Department are responsible for ensuring that department staff have completed the appropriate statutory training and development to maintain the safety of pupils and staff in the department.

Section 6 All Parents/Carers/Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives. Pupils will be encouraged to participate in helping to create a safe learning environment in school by:

1. Following all safety advice and guidance while at school (either on-site or off-site).
2. Reporting any health and safety concerns immediately.
3. Reporting any accident or injury to a member of staff immediately.

Section 7 Contractors

Contractors are responsible for maintaining the health and safety of their own staff and that of others (staff, pupils and visitors) while working on school premises. They are responsible for following the school's health and safety policy at all times and must ensure they:

1. Provide evidence of their competence to carry out the task required of them.
2. Provide evidence of their business insurance (including public liability insurance)
3. Provide DBS details, if appropriate, when requested.
4. Sign in and out of the school for fire safety purposes, during every visit.
5. Provide relevant paperwork, including risk assessments, method statements, hazard identification, COSHH assessments etc.
6. Discuss and agree safety practices (and any restrictions) with the EOM prior to work commencing.
7. Discuss and agree the use of facilities on-site and acceptable access areas during school hours.
8. Understand and agree to follow the school's fire evacuation and emergency protocols.
9. Follow all restrictions on movement of contractor vehicle movements.

Section 8 Health and Safety Procedures

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act. The Management of Health and Safety at Work Regulations 1999 supports the Act.

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 Chief Operating Officer to reflect changes in personnel, guidance or procedures.

The Procedural Health and Safety document, along and the Health and Safety Risk Register, includes the following:

1. Accident Reporting
2. First Aid
3. Fire Safety: 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 Legionella
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. Lone Working and Personal Safety
20. Work at Height
21. Food Safety
22. Infection control
23. Medication in School
24. Lifting Operations and Lifting Equipment
25. Provision & Use of Work Equipment
26. Science / Design Technology and CLEAPPS
27. Traffic Management
28. Security of the Academy building
29. Personal Protective Equipment (PPE)
30. Driving at Work
31. Adverse Weather (Winter Gritting)
32. Further Information/Technical Advice

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work Act 1974 and other regulations.

Section 8 Policy and Legislation

The Health and Safety Policy links to other trust policies and risk assessments, including:

Health and Safety Procedures
Supporting Pupils with Medical Conditions Policy
First Aid Policy
Educational Visits Policy
Management of School Premises
Community Lettings Policy
Code of Conduct Policy
Child Protection Policy
Fire Evacuation Plan and Fire Risk Assessment
Stress at Work Policy
Sickness Absence Policy
Safer Recruitment Policy
Home to School Transport Policy
Infection Control
Emergency or Critical Incident
Adverse Weather and Disruption Policy
CCTV and Monitoring Policy
Carpark Access Policy
Accessibility Plan
Risk Register and Risk Assessments

These statutory and non-statutory policies are reviewed either annually or every three years (or sooner if changes occur). Statutory policies can be found on the school websites.

Legislation and Regulations applicable to Health and Safety in schools include:

The Health and Safety at Work Act (HASAWA) 1974
The Management of Health and Safety at Work Regulations 1999
The Control of Asbestos at Work Regulations 2012
Health and Safety (First Aid) Regulations 1981
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Health and Safety (Display Screen Equipment) Regulations 1992
The Regulatory Reform (Fire Safety) Order 2005
Equality Act 2010
Children's Act 2004

Signed:
(for Executive Headteacher)

Date:

Signed:
(for Board of Directors)

Date: