



EASTERSIDE ACADEMY

HEALTH AND SAFETY

POLICY STATEMENT

Document History	
CREATED: (Updated)	September 2015
By:	HT / Governing Body
Version:	3
REVIEW FREQUENCY:	Annually
APPROVED BY GOVERNING BODY:	Autumn 2016
REVIEW DATE:	Autumn 2017
Signatures – HT / Governor	

EASTERSIDE HEALTH AND SAFETY Policy Statement

The Health and Safety at Work Act 1974 makes provision for securing the health, safety and welfare of persons at work and for protecting other persons against risks to their health and safety.

The Health and Safety Policy Statement prepared by Middlesbrough Local Authority to comply with Section 2 (3) of the Act gives details of how the policy is to be carried out. The 1974 Act requires the Policy Statement to be brought to the attention of all employees and must be kept up to date. As such, the Local Authority Policy is adopted to become the policy of Easterside Academy.

The Policy gives details of:-

- 1) The requirements of the Health & Safety at Work Act 1974.
- 2) The Policy Statements of Middlesbrough Local Authority.
- 3) How the Policy Statement should be brought to the attention of the Governing body, staff and Pupils.
- 4) The organisation/structure within school for carrying out the policies.
- 5) How the Health and Safety Policy is to be carried out in school.
- 6) How the policy will be monitored to ensure that it continues to be relevant and effective.

PUBLICISING THE HEALTH & SAFETY POLICY STATEMENT

- Head Teacher is responsible for updating staff on a regular basis. This is done annually.
- Health and Safety (Safeguarding) is a fixed item in Head teacher's termly governors' report.
- Health & Safety is part of the remit for Governors and impacts on the work of the curriculum, Premises, Safeguarding and Finance and Staffing Group.

MEMBERS OF STAFF RESPONSIBLE FOR HEALTH & SAFETY

Mrs. D. Linacre	As Head Teacher - (DHT - C. Thomas if HT absent) – overall responsibility for all Health and Safety.
Mrs. P. Pennock School Business Manager) and Mr. M. Bailey (Site Manager)	Premises and cleaning staff .
Identified staff in relation to curriculum safety:	
D. Freeman	Science / ECO / Allotment
L. Firman	DT / Art
H. Seymour	PE
D Linacre (H. Seymour / J. Crooks)	Outdoor Learning
M Coldwell	ICT / Esafety
S. Callaghan K. Horne	As lead First Aider (medical conditions /Medicines/ Asthma / Epilepsy / Nut Allergy/ etc)
S. Callaghan, T. Sharp, J Bazanek, J. Swalwell, K. Horne, K. Hinman, L. Brown; M. McCabe; S. Rayment; A. Wilkinson , D. Moore	Pediatric First Aid Certificate holders
Class teachers / Teaching Assistants	For basic training for students and classroom and playground safety of pupils.
Lunchtime Supervisors, Care staff and timetabled TA's	For safety over the lunchtime period.

Staff with responsibilities during fire drill / event of a real fire / evacuation during school hours

D. Linacre / C. Thomas	Head/ DHT- check building is empty - HT/DHT checks KS2 toilets. Head Teacher carries out a 2 nd check of KS1 toilets.
Class Teachers KS1 (or TAs covering).	Check own toilets.
Administrative Team	Takes class lists and emergency radio with key to KS1 and KS2 – PP/KL (a.m.) KL/SC (p.m.)
J. Bazanek / L. Robinson	Opens the gates in the EYs area to allow access to the KS1 yard.
H. Seymour / S Carroll / J Gaskarth	Opens the gates to allow access to the KS1 yard.
P. Pennock	Clears entrance area - takes children out with her.
J. Swalwell/S. Raynes	Take message to KS2 re. KS2 children in KS1 yard.
S. Callaghan	Takes message to KS1 re. KS1 children in KS2 yard.
T. Sharp	After school clubs
M. Bailey	After school hours

SAFETY COMMITTEE - GOVERNING BODY PREMISES WORKING PARTY

Consists of school staff and governors:

D. Linacre, P. Pennock, D. Foster, J. Reay, R. Donnison, R. Saber - M Bailey in attendance.

HEALTH AND SAFETY TRAINING IN SCHOOL

The members of staff responsible for safety training in school are:-

- D. Linacre, Head, has undertaken courses in Visits training (EVOLVE), COSHH Awareness, Risk Assessment, and holds overall management responsibility of Health & Safety training supported by P. Pennock, School Business Manager, particularly with regard to Legionella, Fire Safety, asbestos, building regulations and contractors in School.
- Curriculum Leaders for subject safety.
- S. Callaghan for training on machines.
- Named school First Aider for training on medicines/ pupils with medical conditions / Asthma.
- M. Bailey, caretaker, has undertaken a Electricity At Work, Manual Handling, COSHH Awareness and Risk Assessment courses - will train cleaners.
- Health Authority for specific training on Nut Allergy and other serious conditions – updates on Asthma/ Epilepsy/Epi Pen. These are arranged by the Head Teacher.

ROUTINE STAFF RESPONSIBILITIES

- Notification of damage to property – furniture etc - email Mark and copy in Pauline. Remove anything potentially dangerous straight away.
- **Accident incident book** – kept in reprographics room – information logged and slip for parents/carers.
- **Fire Doors unlocked every day** - adherence to fire procedures.
- **Fire doors in the corridor kept closed.**
- All **outside classrooms doors** should be shut at 8.55am every day. KS2 outside doors should be shut every morning once most children are in at 8.40/45am.
- **EY's responsible** for locking and opening gates on KS1 yard and EYFS outdoor area.
- **KS2 staff responsibility** for locking and opening gates on KS2 yard at break times.
- **New signing in procedures** – use of ipad and electronic signing in and out.
- **Badges** allocated to and worn by all staff and visitors to the school.
- **Passing on information to visitors and students** – e.g. fire procedures.
- **Home Visits** - Signing out book when leaving premises during the day.
- **Overall supervision and safety of children** in your care during directed time/pre and after school clubs.
- **Asthma sign** 'What to do' – in class 'medical box' and on the wall – check inhaler dates.

- **Class emergency cards** – displayed classroom near the Teacher’s chair – train children so they know what to do with it if something happened to you also.
 - **Class emergency card for the field/outdoors in class medical box.**
 - **Emergency card in hall for PE.**
 - **Radios** used when working outdoors / EY’s radio used outdoors at all times.
- All staff cupboard should be kept locked at all times.**

FIRST AID POLICY - ARRANGEMENTS AND PROCEDURES

First Aid boxes are located - Reprographics room (including travelling first aid)
 - Curriculum Kitchen
 - Main Kitchen
 - EYs

- A trained and qualified first aider must see to the needs of the sick/injured person and advises the senior leader / class teacher.
- The appointed person who is responsible for managing any medical/accident situation where there is a seriously or potentially serious injured or ill person: **D. Linacre** – (Head Teacher); **C. Thomas** (if Head not in/DHT) – **Assistant Head/TLRs/SBM** to give support; **M. Bailey** - for cleaning staff.
- **First aider to decide on treatment** and further action to be taken ie. whether to contact parent / hospital etc.
- Head Teacher/Deputy Head Teacher/Site Manager to be **informed** if accident requires ambulance – doctor.
- **Serious injuries – call 999** - ambulance to be requested before contacting parents. Injured person to be put in a quiet place if possible – advised by first aider.
- The first aider to **remain with the injured** until the arrival of the ambulance.
- **Children awaiting collection should not be left alone** - a member of staff to monitor – where possible it should be a qualified first aider.
- All serious accidents and head injuries must be recorded in the **Accident Book** and using the statutory accident sheets. This book is to record accidents involving pupils and staff. In the case of injury involving outside medical attention, an accident form (ACCID 1 – (Academy’s own version) / Riddor) must also be completed - **S. Callaghan** completes all of the above.
- **Copies of ACCID 1 forms (Academy’s own version)/completed Accident pads** are kept secure in the Head Teacher’s filing cabinet.
- **Disposable gloves** should be worn when dealing with cuts or injury with blood evident/bodily fluids.
- **All head injuries** are reported to the parents (by phone) where possible.
- If parents can not be contacted a letter must be sent with the child at home time - **(also a contact form if no current contact number)**.
- **Other injuries – the child is sent home with a note** – please make sure these go home on the day of the incident.
- **At lunch time**, the lunchtime supervisor first aider, **S. Callaghan**, manages injuries, records injuries and distributes letters. She takes responsibility for contacting parents. **K. Horne** is also qualified to support along with other paediatric first aiders.
- If the accident is not recorded at the time of occurrence, it must be recorded as soon as possible. (N.B. visits - residential).
- **Only first aiders should handle blood** - children should not be sent with other children to tend wounds.
- First aiders must inform M. Hugill when **first aid supplies** are running low.
- **Staff must remember to inform Head of any repercussions following an accident in school.**

FIRE POLICY - PROCEDURES

- A Fire drill takes place termly.

Everyone must:-

- Leave the premises on hearing the continuous bell in an orderly, calm manner. (Even when in PE or eating lunch etc.)
- Leave all valuables, possessions behind.

- D. Linacre/C. Thomas/ P. Pennock/Mr Bailey are responsible for ringing the fire brigade if required.

Assembly points are:

- Lower School playground (on far side).
- Upper School playground (in front of ball court/in ball court?).

- Children should be kept in an orderly line, counted, then checked against attendance registers.
- Class lists will be brought by **P. Pennock / S. Callaghan / K. Loughran / M. Hugill**
- The **Head/DHT** will check the school.
- Toilets at EY's/HNB/KS1 to be checked by **class teacher** - KS2 by the **Head** or **DHT** – KS1 double checked by **Head**.
- **Drills** will be undertaken at different times of the school day. Feed back will be given.
- A different fire alarm point will be triggered each time.
- **M. Bailey** will test the fire alarm weekly before or after school.
- **M. Bailey** undertakes a termly fire drill with cleaning staff.
- Staff should **consult the plan** of where fire alarm points and fire extinguishers are located, which is available in the Head's room/school office.
- **Children should be trained** regarding exit routes and what to do if they find a fire (tell an adult immediately).
- **Fire exits should be unlocked at all times** - Stair wells kept clear.
- All computers, projectors and audio visual equipment should be switched off at night – unplugged during holidays.
- Faulty electrical equipment should be withdrawn immediately and reported.
- Staff should ensure exits are clear at all times.
- Staff should always check cookers are switched off after use.

There are a variety of Fire Safety documents in place: The SBM is responsible for update of these policies in liaison with the Head Teacher, Governing Body and Fire Officer.

N.B. Teachers should put the number of children present at the top of their whiteboard every day when completing the Scholarpack register – and remind themselves of the number when vacating the premises.

- (1) Fire Alarm: The Alarm System is checked **twice yearly**.
- (2) Fire Extinguishers are checked annually.
They are located in:

Nursey	2	KS1	2
KS2	2	Computer Room	1
Boiler Room	2	Kitchen	1
Electric Cupboard	1	Main Entrance	1

- (3) All automated doors serviced twice yearly.
- (4) Staff should consult the plan of where fire alarm points and fire extinguishers are located, which is available in the Head's room/school office.
- (5) Children should be trained regarding exit routes and what to do if they find a fire (tell an adult immediately) – this is carried out early in the Autumn Term.
- (6) Fire exits should be unlocked at all times - Stair wells kept clear.
- (7) New convector heaters should not be covered.
- (8) All computers, projectors and audio visual equipment should be switched off at night – unplugged during holidays.
- (9) Faulty electrical equipment should be withdrawn immediately and reported.
- (10) Staff should ensure exits are clear at all times.
- (11) Staff should always check cookers are switched off after use.
- (12) Emergency lights checked visually daily, key checked monthly and trained electrician quarterly.

N.B There are a variety of Fire Safety documents in place: The SBM is responsible for update of these policies in liaison with the Head Teacher, Governing Body and Fire Officer

LOCK DOWN POLICY – PROCEDURES

Lock Down may be used for a variety of different reasons where the school needs to be locked down.

If you observe a violent incident: **DO NOT CONFRONT THE SUSPECT** (worse case example).

- Notify the Head Teacher and/or Deputy Head Teacher/School Business Manager and/or the main office through using the internal telephone system. As well, if it is safe to do so without danger to yourself or others, obtain the following details:
- Location and number of suspects.
- Suspect moving or stationary.
- Identify.
- Description of physical appearance (clothing, build, etc).
- Description of weapons.
- Possible motive or threats made.
- Any known injuries and location of casualties.

When notified of a violent incident, activate **CODE RED – LOCKDOWN** by:

- Activating the 'Lock Down' bell to ring (located in main office / HT office / SBM office) – red switch – bell/alarm is similar to the continuous fire alarm, however the lock down bell has breaks within it - this can also be done through the use of the internal phones (if no access to bell) and the radios to inform those outside the building.
- Dial 999 – this may need to be done up to three times if all emergency services are needed.

During Code Red procedures, occupants will disregard the fire alarm unless otherwise informed – (If the lockdown bells changes to continuous without breaks) - If the lockdown bell stops and/or re-starts these must all be disregarded.

Code Red is in effect until cancelled by the Head Teacher or Designated Person or emergency services. This can be done verbally by going to 'safe areas', using the internal phone or radios. This will be done using the password. The password is shared with all staff annually at the beginning of the academic year and will be used when asking staff to come out of lock down.

- Teachers and/or teaching assistants will clear the halls and corridors and get all pupils and staff into the nearest '**safe area**'. This includes any visitors within school.
- Deputy Head Teacher or/and Care Team will check the KS2 toilets for children and take them to a designated safe area if it is safe to do so.
- Pupils must be trained as to where to go if a lock down occurs and they are in the toilets or anywhere else in the school, other than their classroom.

IDENTIFIED SAFE AREAS

Please make sure your safe area key is displayed clearly and there at all times. It should not be moved for other purposes.

- HNB – Sensory Room – Lock classroom door first – need radio.
- S. Carroll's Class into K. Thew's Classroom.
- L. Firman's - G. Robinson's Class – Lock Reception doors first.
- Office Staff – SBM Office. (LOCK FRONT DOORS FIRST).
- H. Seymour – classroom.
- D. Freeman – classroom.
- K Weetman – classroom.
- M Coldwell – ICT Suite/Intervention room.
- C Thomas – classroom.
- H. Tunney – C Thomas room.

- S. Hunton - classroom
- Care Team Room.
- P. Pennock – SBM Room.
- PPA Room – PPA Room.
- KS2 intervention room upstairs – IT suite or cupboard in room (small group).
- Lower Hall – G. Robinson Classroom or nursery.
- Top Hall – stay there. (PE Cupboard Key)
- Cookery Room – PPA Room.
- Catering Kitchen – Cloakroom.

If you are unable to get into a safe place – find the nearest place to stay hidden as best as you are able.

Doors MUST BE LOCKED – use of star keys. (Star Keys kept on hook near door) or internal lock.

SHUT/LOCK WINDOWS and CLOSE BLINDS/PULL CURTAINS.

TURN OFF LIGHTS or keep still so sensor lights go off.

Once in a SAFE AREA staff and children must stay out of sight from the classroom doors and windows as much as possible.

There may be circumstances when it is best to sit on the floor or under tables.

Staff will maintain (as best they can) a calm atmosphere in the room and keep alert to the emotional needs of pupils.

Pupils are asked to remain absolutely quiet – BE QUIET.

- Staff will ONLY use their **internal phones** with vital information regarding the incident. If the internal phone rings you can answer it as it may be important information. If it is an intruder – hang up.
- **Mobile phones** are NOT to be used by staff unless communicating vital emergency information.
- **Staff take attendance in class** – Use the register number marked on the board. If any child is missing from the class this should be communicated to the Head Teacher or Designated Person leading the 'Lock – Down' via the internal phone or radios.
- Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstances.
- Staff will remain with their pupils at all times.
- If a teacher or TA is out of class at the time of the incident, then they should only attempt to go back to the classroom IF SAFE to do so. However if it is too risky or dangerous, then they should make their way to the nearest 'safe area'.
- If the children are outside, teaching staff, supervisors will, depending on the situation, either move them to the nearest 'safe place' indoors or move them in order to 'hide/take cover'. Radios should be used whenever children are outside for playtimes/PE sessions/Outdoor Learning/EYFS Outdoor Area. This includes lunchtimes.
- Children using the hall at lunchtime should be moved to the nearest 'safe area' – G. Robinson's Room or/and Nursery.
- Children in corridors should be taken to the nearest 'safe area'.
- **Staff may allow people into their safe place if it is felt safe to do so.**
- Staff will keep pupils in the safe place until given the all clear via the internal phone or radios.
- The Head Teacher or designated person may give the all clear but ask staff and pupils to remain in their own classrooms E.g. Environmental hazardous spillage etc.

ACCIDENT POLICY - PROCEDURES - for adults and pupils

i) All accidents are to be recorded. All accident books are to be retained, even when full. Accident books are used for risk assessment. Official H/S Accident pad B.1510 - for all head injuries - injuries that require the injured to go home/doctors/hospital.

Entries should include:-

Date of accident - name of injured - details of accident - treatment given - first aider involved - further action taken - signature of person making report.

(ii) Person(s) injured should see a first aider a.s.a.p. First aider to decide on treatment and further action to be taken ie. whether to contact parent / hospital etc.

(iii) Head Teacher/Site Manager to be informed if accident requires ambulance – doctor.

(iv) If first aider can not contact parent or another person, child to be sent home with letter explaining injury and action, and a contact number request form.

(v) Serious injuries - ambulance to be requested before contacting parents. Injured person to be put in a quiet place if possible.

(vi) The first aider to remain with the injured until the arrival of the ambulance.

(vii) Children awaiting collection should not be left alone - a member of staff to monitor.

(viii) If the injured person received hospital or medical treatment by a Doctor there are more recording procedures:-

- Completion of Accid 1 (Academy version).
- Completion of Riddor if a bone is fractured.

The Head Teacher / First Aider will issue/forward these forms to the appropriate place
N.B. The name/address is available from the first aider.

Other Points to consider

- If the accident is not recorded at the time of occurrence, it must be recorded as soon as possible. (N.B. visits - residential).
- Only first aiders should handle blood - children should not be sent with other children to tend wounds.
- First aiders must wear plastic gloves when handling blood/ body fluids.
- First aiders must inform SBM when first aid supplies are running low.
- Staff must remember to inform Head of any repercussions following an accident in school.
- Awareness raised through Risk and Coshh Assessment and Training should be considered at all times in order to prevent accidents.

Minor injuries should be recorded on a school accident proforma and sent home with the child (use of carbon paper notepads so we have a record in school).

MEDICATION POLICY – PROCEDURE

****See also 'Supporting Children with Medical Conditions in School' Policy.***

Parents **must** consult with the **Head Teacher/S. Callaghan/K. Horne and on occasion K. Hinman** regarding permission for administering medication in school. Staff must not accept responsibility nor keep medicine/pills in their cupboard.

- Parents must be directed to the **school office** if they are requesting medicine administration during school time.
- If any medicines are found in a child's school bag, please send them with an adult straight to the office.
- Medicine is kept centrally in medical fridge and locked cabinet.
- Permission and acceptance of the responsibility, by parents, **must be received in writing** in all cases, through completion of one of the schools pro-formas before usage.
- Date, dosage etc. to be recorded in centrally kept file for all medication – **including when the last dose was taken.**
- Alternatively parents can come into school to administer medicines themselves.
- Emergency asthma procedures are in place.
- The school has a list of children with medical problems – new class lists will be shared asap. **Please put a copy in your 'Class File'/Medical Box.**

- Health Authority training must be sought for pupils with nut allergy and other serious conditions – organised by the school nurse annually. (Jane Campbell)
- Children with medical difficulties may have an Individual Health Care Plan. These are displayed in the reprographics room. The plan is shared with all staff and reviewed at least annually.
- Staff seeking medication e.g. headache medication – we have a small supply in the locked medical cabinet in a container clearly marked staff. Staff should not help themselves but need to ask D. Linacre / S. Callaghan / K. Horne / K. Hinman. These people are then witness and will record what you take and when.

MEDICAL APPOINTMENTS POLICY - PROCEDURE

If children have a medical appointment in school time, parents must inform the school regarding a pick up time. Collection must be by Parent or Guardian, from the school office. A letter asking for a child to be sent home at a specific time is not sufficient. Children are not allowed to leave the premises alone during the school day. Staff must produce evidence of hospital appointments during school time.

VIOLENCE POLICY – PROCEDURE

- All staff must refrain from handling children.
- The only occasion when handling children is acceptable is if they present a danger to themselves or other people.
- Apart from this only those staff trained in Team Teach should use manual restraint techniques in extreme circumstances. Team Teach incidents need to be recorded and completed forms to come to me for signature and filing in secure cabinet.
- All incidents of violence are to be reported to the Head (DHT) immediately:- violence to staff and violence to pupils.
- A thorough account should be submitted in writing a.s.a.p. after the event and witnesses should be named – this should be done on CPOMS. Ensure you have identified that it is a violence to staff or pupil incident.
- Pupils who are verbally abusive/violent to each other or staff will follow normal procedure as detailed in our Behaviour Policy >>> exclusion. Staff are asked to be specific regarding incidents when completing isolation slips – these will be collected weekly by J. Steel-Brewster.
- Allegations of violence and verbal abuse to pupils by staff will be treated extremely seriously and procedures will be followed as detailed in the LA H/S Policy/LADO.
- **Don't forget:** two way radios for use on yard/ field/ estate and classroom telephones – internal lines. 999 call to be made - naming school/address/contact person/problem.
- Staff should avoid confrontation when facing an angry parent etc. Instead:
 - attempt to diffuse the situation or remain silent - do not retaliate.
 - send for help.
 - try to ensure that you are not alone.

(v) All staff should implement the security systems in place:-

- buzzer system
- signing in system - badge system
- exterior doors secured at all times with push pads
- two way radios for use on yards/ field/ estate/outdoor areas.
- classroom telephones – internal lines.

(vi) In the event of any emergency:-

- The fire alarm can be used to evacuate the building quickly.
- The 'Lock Down' policy and procedures can be used to secure pupils and staff in safe areas.
- An emergency card can be sent with a child to another class / clerk.
- 999 call to be made - naming school/address/contact person/problem.

(vii) Staff should avoid confrontation when facing an angry parent etc. Instead:

- attempt to diffuse the situation or remain silent - do not retaliate.
- send for help.
- try to ensure that you are not alone.

RISK / COSHH ASSESSMENT POLICY - PROCEDURES

- (I) Risk assessment is shared with all staff.
- (ii) Coshh assessment is shared with all staff.
- (iii) M. Bailey is responsible for Risk and Coshh assessment pertaining to cleaning practice and maintenance.
- (iv) D. Linacre and P. Pennock are responsible for Risk and Coshh assessment for pupils and teaching /non teaching staff during school hours.
- (v) Assessments are reviewed annually or sooner if necessary with staff – LA Risk Assessments have been adopted.
- (vi) Accident book monitoring forms part of risk assessment.
- (vii) Action planning forms part of assessment, particularly training/ dissemination of information.
- (viii) All new art/ cleaning products need data sheets for COSHH.
- (ix) Staff should inform the Head if they identify a new risk – a reporting of damage/ hazards book should also be used to inform the site manager of glass/ broken fencing/ damage to furniture and equipment etc. this is kept in the school office.
- (x) All assessors are certificated.
- (xi) M. Bailey is responsible for negotiating with contractors on site regarding Risk/Coshh Assessment.

N.B. – Staff should ensure that all risk is minimized e.g. children should never carry drinks around the building. Staff should think before carrying any drinks around the building regarding potential risk and use the appropriate vessel. Children should not be asked to carry anything upstairs. Boxes etc. should not be left in the corridor etc.

JEWELLERY POLICY

Having consulted with the LA:-

1. The Governing Body recommends the jewellery is not worn for school in the interest of Health and Safety. (Earrings are allowed – studs only).
2. The Governing Body prohibits the wearing of jewellery for P.E./Games and Swimming in the interest of Health and Safety (including earrings).
3. Staff should not remove earrings for pupils.
4. Body jewellery is not allowed. Staff should inform the Head if they notice pupils wearing body jewellery.

SMOKING POLICY

The school site is a no smoking area. Any person found smoking inside or outside of the building should be asked to put out the cigarette and reminded of the policy.

- All new staff/students/volunteers/visitors to be informed of policy.
- Notices to be displayed.
- Dangers of smoking to be taught as part of Health Education to pupils.
- All Staff, volunteers and visitors, including parents, need to adhere to this policy.

DRUGS POLICY

Staff should follow the Drugs Policy.

ELECTRICITY AT WORK POLICY

- (I) Only M. Bailey can change plugs and undertake electrical repairs.
- (ii) All electrical equipment is checked and tagged by LA contract – PAT Tested.
- (iii) An inventory of all electrical equipment is kept in school.
- (iv) All computers and audio visual equipment should be unplugged when not in use and certainly at the end of the day.
- (v) Staff should report all faulty equipment and withdraw from use immediately.
- (vi) There should be:-
 - no trailing wires
 - adaptors in use
 - extension leads
- (vii) Training in the use of electrical equipment should be given to all new staff and students and volunteers.
- (viii) Trainers to be:-
 - S. Callaghan for photocopying machines / TV equipment.
 - I.C.T. Coordinator for classroom computers or SC if delegated.

- M. Bailey cleaning equipment.
- P. Pennock/K Loughran fax machine - telephone system.
- Only S. Callaghan and admin staff to change toners etc. on photocopiers.

VISITS

- There is a separate visits training policy.
- All new venues/sites must be visited prior to taking the children there to assess danger.
- All visits need authorisation by the Head in advance.
- Risk assessments must be completed.
- Lists of children and contacts must be left in school.
- All the necessary paperwork must be completed.

SAFEGUARDING

- All staff are DBS checked.
- There is a Staff Code of Conduct and Staff training on safeguarding.
- We follow MBC Safe recruitment Policy.
- Staff need to follow the Dress Code Policy.
- Staff need to observe the need for whistle blowing and follow procedures.
- Safeguarding training is an intrinsic part of the induction of all staff, students and volunteers.
- There are policies on Child Protection, Inclusion, Pupil Well Being, Behaviour, Racism, Anti Bullying, Internet Safety, Photography and Mobile Phones as well as Continence.
- Only authorised staff can transport children in their cars and must submit the necessary documentation regarding (tax, insurance, test certification) – seat belts must be used and booster seats.
- Cyber bullying training and safe internet use need to be promoted for staff and pupils.
- We follow up all complaints.
- We constantly review our Entry security system and Site security, including well maintained school boundaries.
- We maintain high visibility in pupil areas, especially when one to one working.
- We have an open door policy for teaching purposes.
- The Study Support Coordinator ensures we uphold rigorous safeguarding procedures.
- Our Care Team support the safety, care and well being of all our children.

There is Governor attached to Safeguarding that monitors the schools policies, systems and procedures.

HEALTH AND SAFETY TRAINING POLICY

(i) Health and Safety Training for pupils

- to be tackled in the curriculum - PE/Science/DT/road safety/smoking/ Drugs education.
- to be covered in assembly - keeping safe in school - inside/outside
 - keeping safe in the home
 - keeping safe when playing
 - training children re. fire procedure
 - training children re. movement in school

(ii) Health and Safety Training for staff.

- One staff meeting per year to review and update policy (September staff meeting/s) – annual H/S training of cleaners and dinner supervisors.
- Communication as necessary re. LA H/S letters - H/S Audit.
- Risk assessment and COSHH assessment review annually.
- Training detailed on annual Premises SIP.
- Induction of new staff/students and new cleaners.

HEALTH & SAFETY - THE SCHOOL IMPROVEMENT PLAN

- Health and Safety is part of annual School Improvement Planning. Identified training needs, premises improvements, replacement of damaged equipment and furniture will form part of a Health and Safety Action Plan. New documentation resulting from Risk assessment and COSHH will be part of the plan. The Governing Body will oversee the plan. The plan will be shared with staff. The Head will manage the plan.
- Health and Safety has budget implications.

- Health and Safety has a high focus at Easterside Academy. Parents are given regular information about Health and Safety developments through the Head Teacher fortnightly newsletters.