



# Health and Safety Policy School Responsibilities and Arrangements Document

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## 1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Sarah Kennedy	
Health & Safety and Welfare Champion	Sarah Kennedy	
Senior Mental Health & Wellbeing Lead	Sarah Kennedy	
First Aid Co-ordinator	Sarah Kennedy	Heather Warne
First Aid Appointed Person	Sarah Kennedy	Heather Warne
Responsible person for pupils with medical needs	Sarah Kennedy	
Accident reporting officers	Sarah Kennedy	
Risk Assessment manager	Sarah Kennedy	
COSHH coordinator	Sarah Kennedy	
DSE Assessor	Sarah Kennedy	
PPE coordinator	Sarah Kennedy	
School Security Company	Sarah Kennedy	PJI Security

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:-

7.45am(breakfast club) 8.45am (start of the school day)

And will close to students at:-

5.00pm(after school club) 3.15pm (end of the school day)

### Supervision arrangements

#### ***Supervision ratios and locations of supervisors between academy opening and lesson start time***

If children are on-site between 7.45am and 8.45am, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 8 children is in place.

Any children arriving before 8.45am should be supervised by their parent / carer until 8.45am when the school doors open.

#### ***Supervision ratios and locations of supervisors at break and lunchtimes***

At breaktimes and lunchtimes there is a ratio of:

KS2 playground – 1:40

KS1 playground – 1:40

EYFS Outside area – 2:30

**Areas to be used by students outside lesson times:**

KS2 playground

KS1 playground

EYFS Outside Area

Field (when suitably dry)

**Supervision ratios and locations of supervisors between end of lessons and school closing time**

Children should be collected promptly by their parent / carer at 3.15pm. 3.30Children are 'handed over' to the parent/carers from the classroom door onto the playground. Children may only leave without a parent / carer if we have written confirmation from the parent /carer that the child has permission to walk home alone (KS2 only).

If children are on-site after 3.30pm and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 8 children is in place.

If a child is not collected by a parent/carers and does not have permission to walk home, they will remain supervised by the school staff and the following procedures take place:

The parent/carers will be phoned after 15 minutes.

If school staff are unable to contact the parent/carers, emergency contacts for the child will be telephoned. The child will remain under the supervision of a member of staff – this may be in the after school club provision.

Contact numbers will continue to be retried.

If it has not been possible to contact the child's parents/carers or an emergency contacts, the Social Services Access Team may be contacted in consultation with the SLT. This will be done at 5.30pm or half an hour after the school club/ event has finish.

**3. First Aid needs/procedures**

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified [1]

Emergency First Aid Qualified [1]

Paediatric First Aid Qualified [1]

Appointed Person [1]

**Notifying parents**

The school will notify parents/guardians of any significant accident/ incident that has resulted in an injury having been incurred by way of:

a telephone call

Following the agreed accident/ incident reporting procedures (Section 4 of this document), if deemed appropriate, records of accident/ incident and injury as well as the notification by telephone to

parent/guardians will be logged by the school on AssesNet. Original copies of written notification are sent home with the pupil (i.e. bumped head notice). Copies of these are filed and saved.

They are reviewed by the first aider and Head and the relevant ones are uploaded to AssessNet

### **Medicine in School**

The School does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below) and emergency epi-pen.

#### Self-Management of Medication

This School does not allow students to carry or manage their own medication, although children with asthma should be responsible for their own inhalers. Where this is not practicable, they should be labelled and kept in a cupboard or drawer in the classroom and be easily accessible. However, it is also important that medicines are only available to those for whom they are prescribed. Arrangements should be in place for availability of these inhalers when the children are away from the classroom e.g participating in PE or on school trips.

#### Emergency Asthma Kits

This School's procedures for managing the use of the emergency asthma kit can be found in the Trust's Asthma Policy.

Staff authorised to dispense this medication have read the above policy and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication
- In addition, parental consent must be obtained for use of the emergency inhaler

The School keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

#### Storage of Medicine

Medicines will be securely stored in office fridge.

All medicines must be signed in in the Medicines Log.

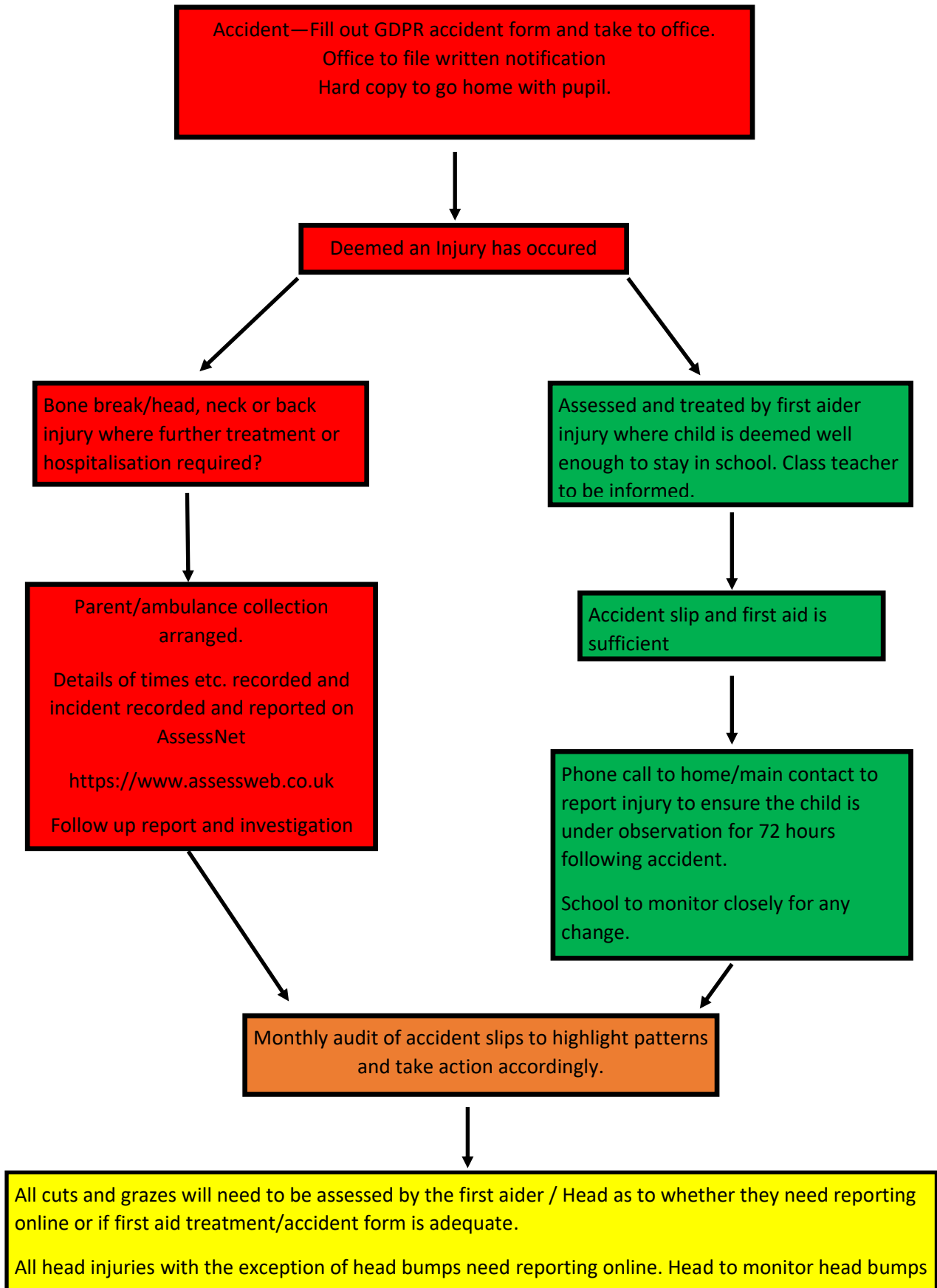
Any medicine given out or administered must be recorded in the Medicines Log.

#### Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered if necessary (staff room).

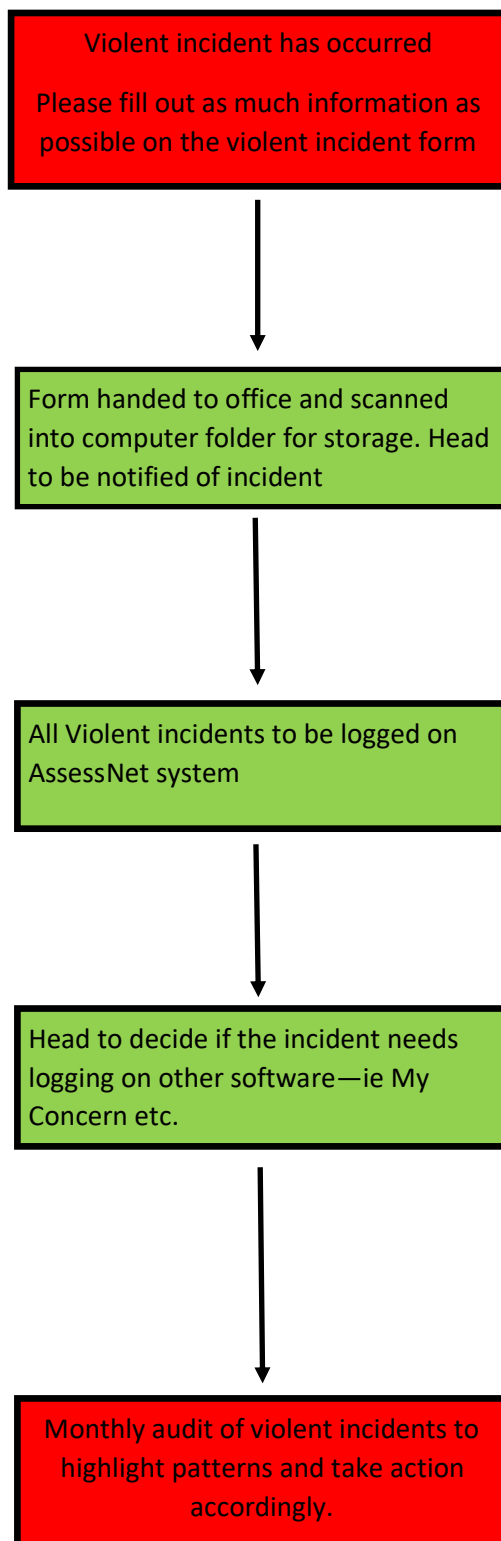
#### 4. Accident Reporting

The following flowchart will be used within schools to determine how accidents/incidents need to be recorded.



## 5. Violent Incident Reporting

The following flowchart will be used within schools to determine how violent incidents need to be recorded.



### Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log. This is found on AssessNet.

The Near Miss Log will be reviewed periodically by the person identified in section 1 in order to identify any areas of concern which may require attention.

## **6. Evacuation and Registration Procedures**

### **EVACUATION PROCEDURES**

-The nominated person to ensure they go straight to the assembly point with the following items- the visitors book, pupil late book, telephone number contact sheets, the signing out book, fire folder and grab bag.

-The signal to evacuate the building is a continuous bell.

-Fire Wardens will conduct a sweep of their designated area to ensure the area is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors and windows while making their way to an exit.

-Keep people calm.

-Everyone must be quiet and walk, not run, during the evacuation.

-Everyone must be led quietly to the nearest exit indicated on the plan. Pupils/staff/visitors should not stop to pick up belongings.

-Follow the 'Green Exit' signs, or use the nearest available exit.

-Pupils assemble in the KS2 Junior playground. Pupils line up in silence facing away from the building in the designated class lines. The fire register is called out by a member of staff from each class.

-Office staff carry out the visitors book, telephone number contact sheets, the signing out book, fire folder and grab bag.

-After the roll call, please remain silent and await further instructions. Do not re-enter the building until you are told by the Person in Charge or Fire Brigade that it is safe to do so.

-Should one of the school buildings remain closed, the children will be escorted from the playground to Grampound Road Cricket Club and parents will be contacted from there. The Person in Charge will then liaise with the Disaster Management Team in line with the Business Continuity Plan

## **7. List of Fire Wardens:**

<b>Name of employee</b>	<b>Training course completed</b>	<b>Course date</b>	<b>Expiry date</b>
Heather Warne	Fire Marshall	10/9/22	10/9/25



Gemma Wicks	Fire Marshall	4/17/23	4/17/26

#### 8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Heather Warne	Positive approaches to challenging behaviour 2-day schools instructor refresher course	23/2/24	23/2/25
Sarah Kennedy	Positive approaches to challenging behaviour	25/3/24	25/3/25
Sophie Eastham	Positive approaches to challenging behaviour	25/3/24	25/3/25
Anthony Hollebon	Positive approaches to challenging behaviour	25/3/24	25/3/25
Rachael Wilton	Positive approaches to challenging behaviour	25/3/24	25/3/25
Jo Prins	Positive approaches to challenging behaviour	25/3/24	25/3/25
Sarah Theobald	Positive approaches to challenging behaviour	25/3/24	25/3/25
Gemma Wicks	Positive approaches to challenging behaviour	25/3/24	25/3/25
Jessica Ward	Positive approaches to challenging behaviour	25/3/24	25/3/25
Jennifer Wilson	Positive approaches to challenging behaviour	25/3/24	25/3/25
Kerri Maker	Positive approaches to challenging behaviour	25/3/24	25/3/25
	Positive approaches to challenging behaviour	25/3/24	25/3/25
	Positive approaches to challenging behaviour	25/3/24	25/3/25

#### 9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Mandy Godwin	Working at height	9/13/23	9/13/26
Sarah Theobald	Working at height	2/2/22	2/2/25
Gemma Wicks	Working at height	8/2/22	8/2/25

#### 10. School Security

Sarah Kennedy, Sophie Eastham, Rachael Wilton, Jo Prins or Churchills cleaning company are the appointed people who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Mike Harris is responsible for carrying out checks of the premises during holiday periods.

The school has a contract with a security firm who will respond to alarm activations.