



Health and Safety Policy School Responsibilities and Arrangements Document

Approved by:	Finance and Resource Committee	Date: 12/02/2025
Last reviewed:	05/02/2025	
Next review due by:	January 2026	

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1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Sarah Luff	Polly John
Health & Safety and Welfare Champion	Sarah Luff	Polly John
Senior Mental Health & Wellbeing Lead	Ruth Reynolds	Stacey Bray /Jade Sonnichsen
First Aid Co-ordinator	Polly John	Catherine Robinson (KS2) Daniela Taylor (KS1)
First Aid Appointed Person	Catherine Robinson (KS2)/ Daniela Taylor (KS1)	Diane Alexander
Responsible person for pupils with medical needs	Sarah Luff	Sarah Swift
Accident reporting officers	Polly John	Sarah Luff
Risk Assessment manager	Polly John	Sarah Luff
COSHH coordinator	Sarah Luff	Darren Carter
DSE Assessor	Diane Alexander	N/A
PPE coordinator	Catherine Robinson (KS2)/ Daniela Taylor (KS1)	Diane Alexander
School Security Company	PJI Security	Darren Carter/Sarah Luff

2. Arrangements for the supervision of students

Opening times

The school will be open from: 08:00am Mon-Fri (Early-Birds Breakfast Club opens from 08:00am)

And will close to students at: 5.30pm Mon-Thurs and 5.00pm Fri (Dragon's After-School Club runs from 3.15pm-5.30pm Mon-Thurs and 3.15pm-5.00pm Fri)

Supervision arrangements

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

If children are on-site between 8.00am and 8.45am, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 15 children is in place. A member of the SLT Team will also be on site during this time.

Any children arriving before 8:45 am should be supervised by their parent/carer until 8:45 am, 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 / 'Top' Playground – 1:60

KS1 Playground – 1:45

Areas to be used by students outside lesson times:

- KS2 Playground
- KS1 Playground
- 'Top' Playground
- School Field (Infant and Junior)
- Wooded Area

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

Children should be collected promptly by their parent / carer at 3:15 pm. Children 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 (Year 5 & 6 only).

If children are on-site after 3:15pm and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1:15 children is in place. A member of the SLT Team will also be on site during this time or contactable by phone.

If a child is not collected by a parent/carers and does not have permission to walk home, they will remain supervised by the class teacher 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 17:00 pm or half an hour after the school club/event has finished.

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	14
Emergency First Aid Qualified	14
Paediatric First Aid Qualified	3
Appointed Person	Catherine Robinson/Daniela Taylor

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. The original accident/incident report form is scanned and stored electronically for reference and can be requested by parents if necessary.

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

Medicine in School

The school stores and dispenses salbutamol for use with the emergency asthma kit (see below), emergency epi-pen, 7.5mg Buccal Midazolam. Nifedipine is kept in the school office and can be administered by a paramedic.

Self-Management of Medication

This School does not allow students to carry or manage their own medication.

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 either the infant or junior staff room fridge (if refrigeration is required) or in a secure medication container, accessible to classroom staff only.

All medicines must be signed in on a Medicines Log.

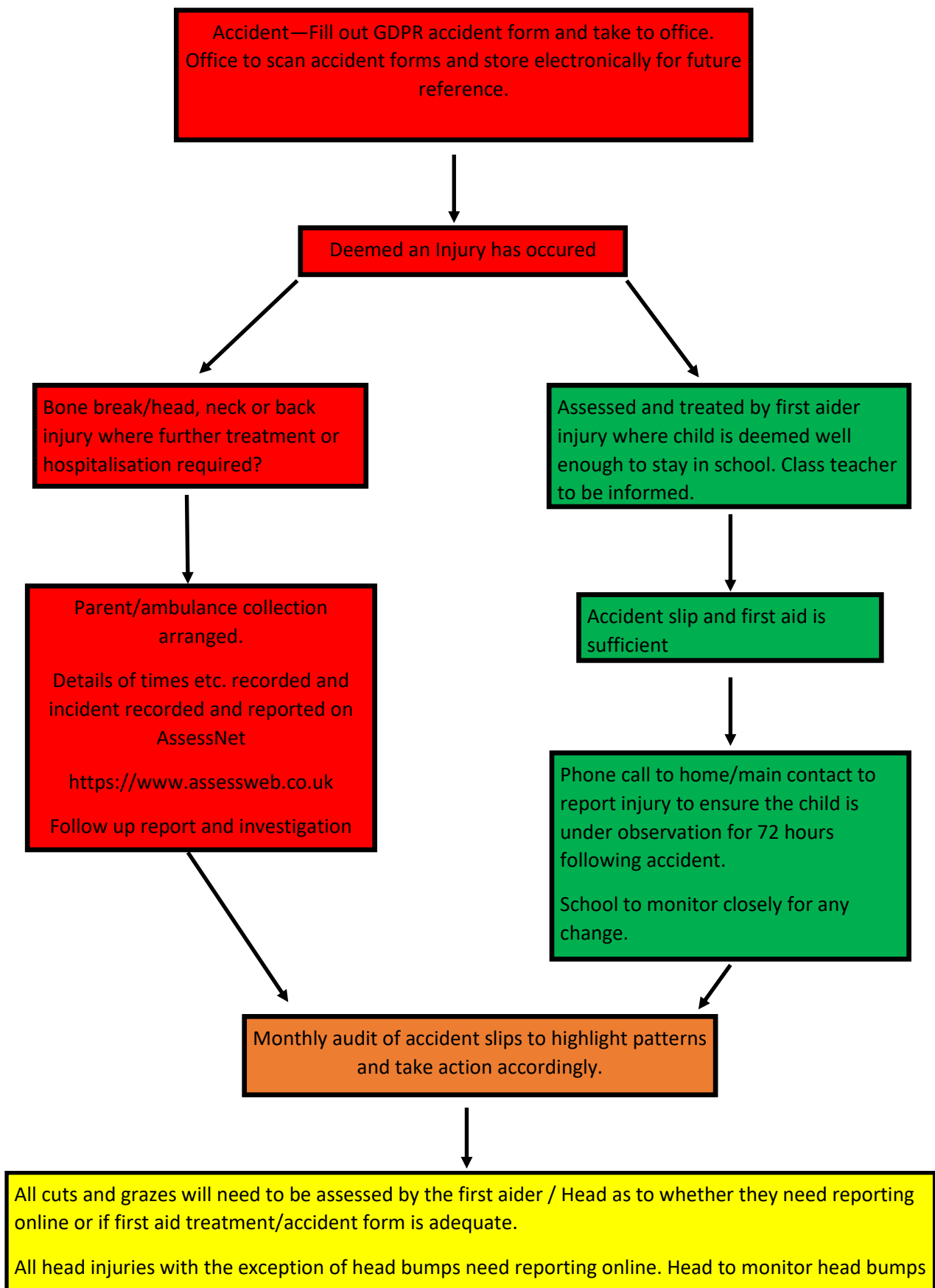
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

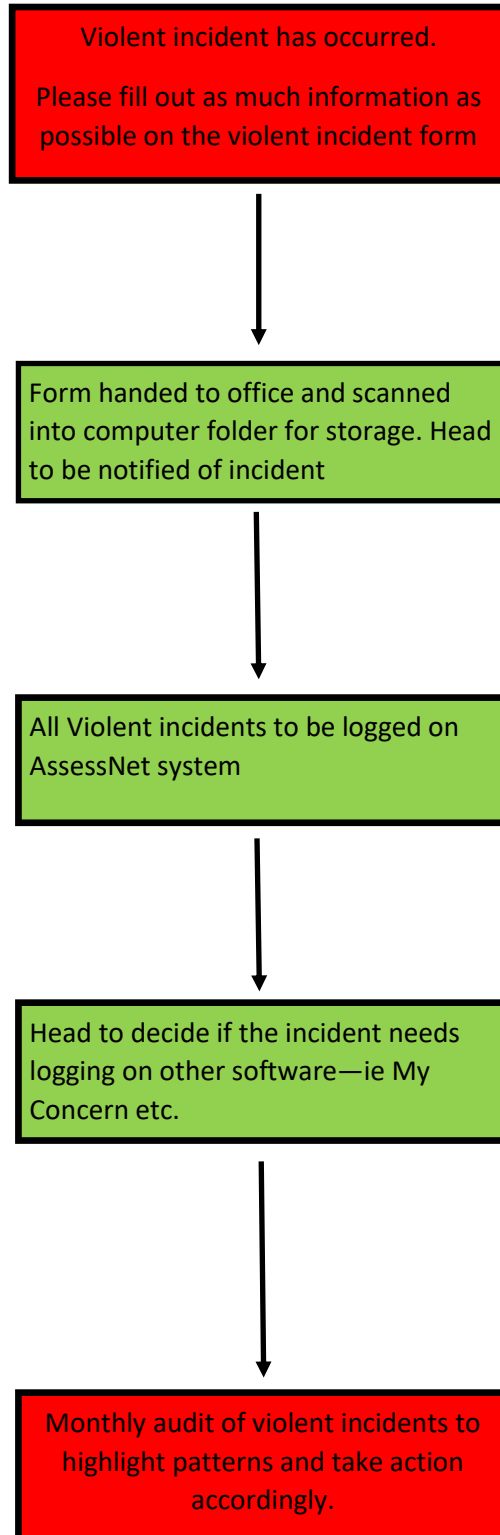
4. Accident Reporting

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

The signal to evacuate the building is a continuous bell. The bell will not be de-activated until all persons are evacuated and the area has been checked. The head teacher will confirm re-entry is safe; in person to KS2 and via a hand signal notification to KS1/EYFS. **No one** must return to the building until authorisation has been confirmed.

- 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.
- Please ensure that deaf children, staff and visitors are notified of the alarm in the circumstances that they do not see the visual alarm.
- 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.
- The juniors assemble on the back KS2 playground (see plan). The infants assemble on the infant field. Pupils line up in silence, **facing away** from the building in their designated class lines. The fire register is called out by a member of staff from each class.
- 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.
- 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 the alternative school building 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:

Name of employee	Training course completed	Course date	Expiry date
Darren Carter	Fire Marshal	March 2023	March 2026
Stacey Bray	Fire Marshal	May 2022	May 2025
Delma Gillott	Fire Marshal (KS1)	May 2023	May 2026
Abi Martin	Fire Marshal	March 2022	March 2025
Cath Robinson	Fire Marshal	January 2024	January 2027
Beth Davies	Fire Marshal (KS1)	May 2023	May 2026
Diane Alexander	Fire Marshal	April 2022	April 2025
Megan Care	Fire Marshal	May 2022	May 2025
Victoria Roberts	Fire Marshal (KS1)	May 2022	May 2025

Eleanor Humby	Fire Marshal	May 2022	May 2025
Ann-Marie Boucher	Fire Marshal (KS1)	May 2022	May 2025
Polly John	Fire Marshal	February 2025	February 2028
Sarah Luff	Fire Marshal	February 2025	February 2028
Jade Sonnichsen	Fire Marshal	February 2025	February 2028

8. List of PRICE trained staff:

Name of employee	Training course completed	Refresher Course	Expiry date
Alexander, Diane	September 2023	January 2025	January 2026
Boucher, Ann-Marie	September 2023	January 2025	January 2026
Bowler, Avril	September 2023	January 2025	January 2026
Brian, Beverly	September 2023	January 2025	January 2026
Care, Megan	September 2023	January 2025	January 2026
Clemence, Jannine	September 2023	January 2025	January 2026
Davies, Beth	September 2023	January 2025	January 2026
Gillott, Delma		January 2025	January 2026
Goldsworth, Heather		January 2025	January 2026
Green, Ellie	September 2023	January 2025	January 2026
Hall, Pam	September 2023	January 2025	January 2026
Holden, Helen	September 2023	January 2025	January 2026
Humby, Ellie	September 2023	January 2025	January 2026
Hurr, Karen	September 2023	January 2025	January 2026
John, Polly	September 2023	January 2025	January 2026
Luff, Sarah	September 2023	January 2025	January 2026
MacDonald, Megan		January 2025	January 2026
Martin, Abi	September 2023	January 2025	January 2026
Martin, Keri	September 2023	January 2025	January 2026
Medlin, Chris	September 2023	January 2025	January 2026
Milner, Naomi		January 2025	January 2026
Nichol, Lucy		January 2025	January 2026
Olliffe, Kelly	September 2023	January 2025	January 2026
Phillips, Fiona		January 2025	January 2026
Pryor, Jenevra (Evie)	September 2023	January 2025	January 2026
Reynolds, Ruth	September 2023	January 2025	January 2026
Robertson, Charlotte	September 2023	January 2025	January 2026
Robinson, Cath	September 2023	January 2025	January 2026
Saint, Anita	September 2023	January 2025	January 2026
Schouten, Beth	September 2023	January 2025	January 2026
Squires, Tony	September 2023	January 2025	January 2026
Stanley, Christopher	September 2023	January 2025	January 2026
Stott, Sarah	September 2023	January 2025	January 2026
Summers, Liz	September 2023	January 2025	January 2026
Swift, Sarah	September 2023	January 2025	January 2026
Taylor, Daniela	September 2023	January 2025	January 2026
Turnbull, Kate	September 2023	January 2025	January 2026
Veira-Smith, Andrea	September 2023	January 2025	January 2026
Vincent, Tressa	September 2023	January 2025	January 2026

9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Polly John	Flick 'Working at Height'	November 2023	November 2026
Stacey Bray	Flick 'Working at Height'	May 2024	May 2027
Carla Pickersgill	Flick 'Working at Height'	May 2024	May 2028
Tressa Vincent	Flick 'Working at Height'	May 2024	May 2027
Abigail Martin	Flick 'Working at Height'	May 2024	May 2027
Beth Schouten	Flick 'Working at Height'	May 2024	May 2027
Angela Harvey	Flick 'Working at Height'	May 2024	May 2027
Karen Squires	Flick 'Working at Height'	May 2024	May 2027
Evie Pryor	Flick 'Working at Height'	May 2024	May 2027
Chris Medlin	Flick 'Working at Height'	May 2024	May 2027

10. School Security

Darren Carter is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Darren Carter 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.