



Health and Safety Policy School Responsibilities and Arrangements Document

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1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
First Aid Co-ordinator	Rebekah Bailey	Mel O'Connell and Tayler King
First Aid Appointed Person	Rebekah Bailey	Mel O'Connell and Tayler King
Responsible person for pupils with medical needs	Rebekah Bailey	Mel O'Connell
Accident reporting officers	Rebekah Bailey	
Risk Assessment manager	Rebekah Bailey	
COSHH coordinator	Rebekah Bailey	Jo Wood
DSE Assessor	Rebekah Bailey	Central Business Manager/Admin Team
PPE coordinator	Rebekah Bailey	Jo Wood
School Security Company	Rebekah Bailey	Kestral

2. Arrangements for the supervision of students

Opening times

The School will be open from:-

am – 08:00 (Breakfast Club); 08:45 (start of school day)

And will close to students at:-

Pm – 3:15 (EYFS and KS1); 3:20 (KS2); 17:00 (End of day Wraparound care)

Supervision arrangements

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

If children are on-site between 8:00 and 08:45 and 15:20 and 17:00, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 8 children is in place.

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

Supervision ratios and locations of supervisors at break and lunchtimes

At breaktimes and lunchtimes there is a ratio of: 1:60

Areas to be used by students outside lesson times

Netted Court

Playground

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 15:15 (EYFS/KS1) or 15:20 KS2. Children are 'handed over' to the parent/carer by a member of staff. 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 15:20 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/carer and does not have permission to walk home, they will remain supervised by the class teacher and the following procedures take place:

The parent/carer will be phoned after 15 minutes.

If school staff are unable to contact the parent/carer, 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 16:30 or ½ hr after school clubs 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

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:-

a telephone call

Records of notification by telephone to parent/guardians will be logged by the office on AssesNet. Original copies of written notification are sent home with the pupil. Copies of these are filed in the office. They are reviewed by the first aider and Head and the relevant ones are uploaded to AssessNet for CCE staff and CC staff to view.

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 on the school policies web page [here](#).

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 staff room fridge or classroom lockable cupboard.

All medicines must be signed in in the Medicines Log.

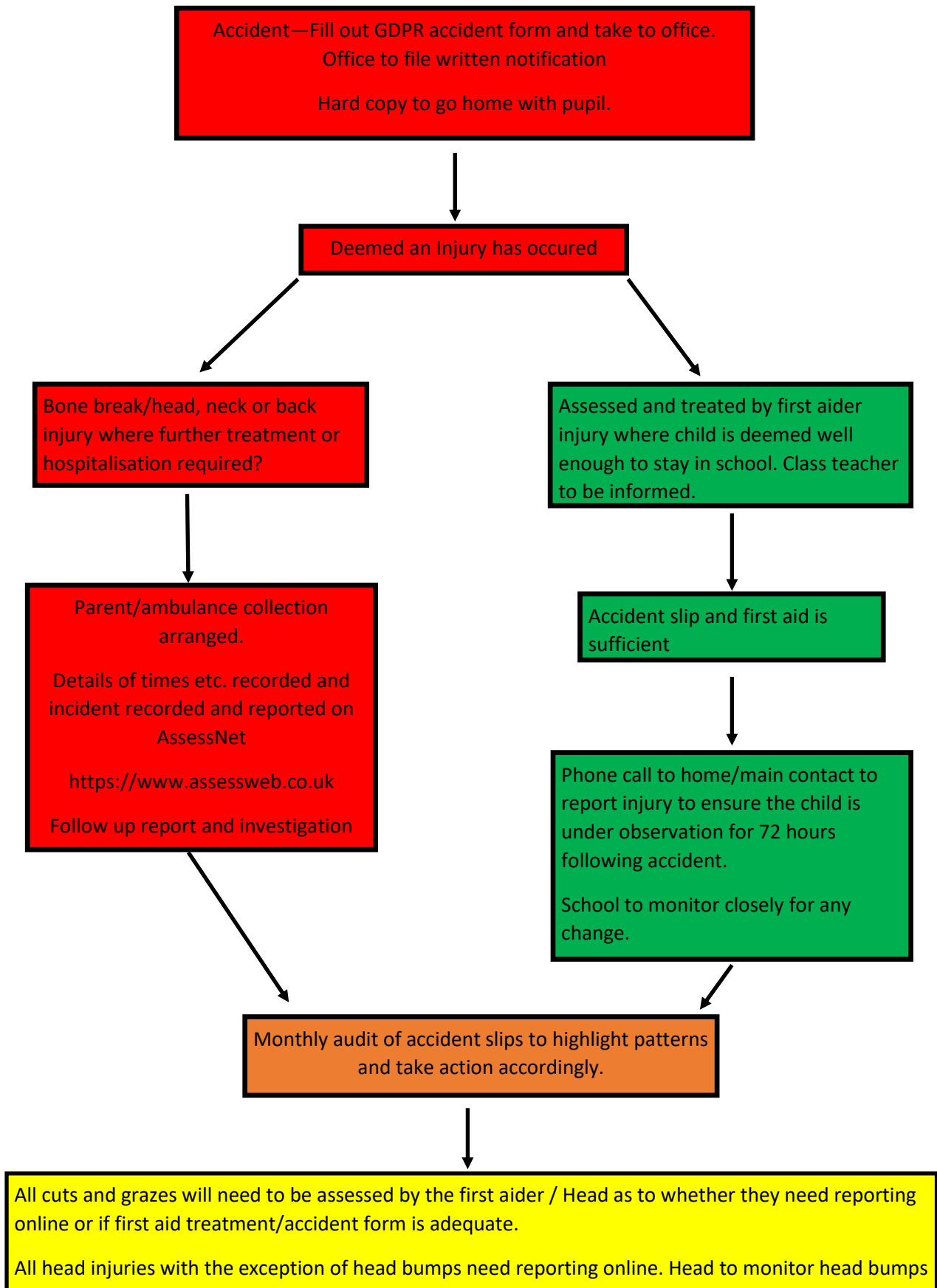
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

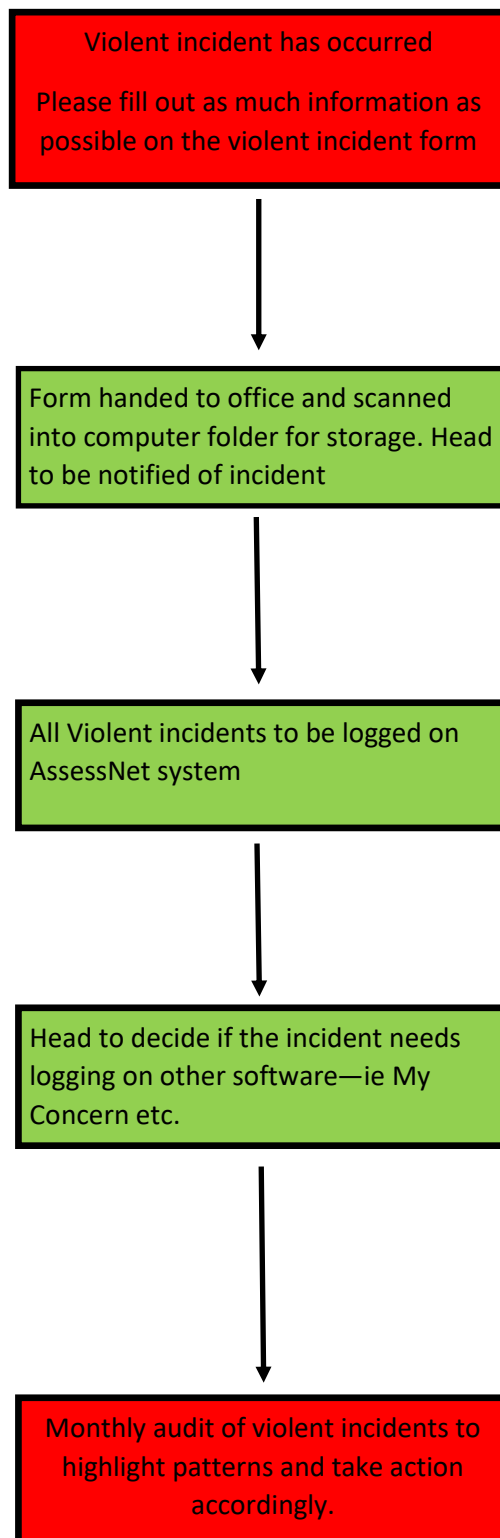
4. Accident Reporting

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

See Fire and Evacuation policy can be found on the school policies web page [here](#).

7. List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Trudy Watts	Fire Marshall St John's Ambulance Flick Fire Warden Refresher	29.10.2018 18.01.2022	28.10.2021 (original training) 17.01.2025
Jo Wood	FAALZ Award in Fire Safety (RQF)	09/01/2020	08/01/2023
Rebekah Bailey	FAA Level 2 Award in Fire Safety	09.01.2020	08/01/2023

8. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Trudy	Team Teach	07/03/2021	23/06/2023
Emma Pearson	Team Teach	10/12/2021	10/12/2024

9. List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Rebekah Bailey	Flick Learning: Health and Safety Flick Learning: Health and Safety for Managers	17/01/2022 16/11/2021	16/01/2025 15/11/2024
All staff	Flick Working at Heights training	See office for individual dates of completion.	See office for individual dates of expiry.

10. School Security

Trudy Watts or Michelle Pascoe are the appointed persons who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Michelle Pascoe 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.