



Health and Safety Policy  
School Responsibilities  
and Arrangements Document

<b>Approved by:</b>	Finance & Resource Committee	<b>Date:</b> 12/02/2025
<b>Last reviewed:</b>	05/02/2025	
<b>Next review due by:</b>	January 2026	

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

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Richard Wigham	Richard Wigham
Health & Safety and Welfare Champion	Richard Wigham	Richard Wigham
Senior Mental Health & Wellbeing Lead	Richard Wigham	Richard Wigham
First Aid Co-ordinator	Richard Wigham	Natalie Harandon
First Aid Appointed Person	Richard Wigham	Richard Wigham
Responsible person for pupils with medical needs	Richard Wigham	Richard Wigham
Accident reporting officers	Richard Wigham	Richard Wigham Emily Lewis
Risk Assessment manager	Richard Wigham	Richard Wigham
COSHH coordinator	Richard Wigham	Richard Wigham
DSE Assessor	Richard Wigham	Natalie Harandon
PPE coordinator	Richard Wigham	Richard Wigham
School Security Company	Kestrel Guards	Kestrel Guards

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:-

am – 07:45 (Breakfast Club); 08:35 (start of school day)

And will close to students at:-

Pm – 15:15 (Nursery, EYFS and KS1); 17:15 (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 7:45 and 08:45 and 15:15 and 17:15, 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:***

Play equipment,  
School field,  
Mud kitchen area  
Playground

### **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. Children are ‘handed over’ to the parent/carer from the classroom door onto the playground.

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 adult to 8 children is in place.

If a child is not collected by a parent/carer, 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 4.15pm 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	[ 2 ]
Emergency First Aid Qualified	[ 8 ]
Paediatric First Aid Qualified	[ 2 ]
Appointed Person	[ 1 ]

<b>Staff member’s name</b>	<b>Role</b>	<b>Contact details</b>
Rachael Williams	Nursery TA - Paediatric	Expires – January 2028
Karenza Holland	TA - Paediatric	Expires – March 2028
Natalie Harandon	Secretary - First Aid at work	Expires – October 2027
Caroline Briggs	TA – Emergency First aid	Expires – November 2025
Dawn Stevens	TA – Emergency First aid	Expires – November 2025
Richard Wigham	Head Teacher – First aid at work	Expires – March 2026
Sophie Cox	Teacher - Emergency First aid	Expires – October 2026
LeEtta Gaylard	Teacher - Emergency First aid	Expires – October 2026

Staff member's name	Role	Contact details
Emily Lewis	Assistant Head Teacher - Emergency First aid	Expires – October 2026
Jo Ball	Kitchen Assistant/ TA After School Club - Emergency First aid	Expires – October 2026
Steph Dunn	TA - Emergency First aid	Expires – October 2026
Lynne Simpson	TA - Emergency First aid	Expires – October 2026

### 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:

First aid reporting slip and green wrist band – these will be completed by a qualified First aider in school and then sent home with the child at the end of the day – children will be given a green wrist band to wear to indicate that their child has received first aid that day and prompt parents and carers to read the first aid slip – copies of first aid slips will be stored in pupils files.

Head bump – first aid slip and green wrist band will be completed as above – a text message will be sent to parents or carers to inform them of a head bump.

Serious injury or incident – parents or carers will be contact by phone to inform them of the incident and invite them to come to school to assess their child – if parents/carers cannot be contacted, SLT will make a decision as to whether the child needs further medical assistants e.g. taken to hospital.

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 staff room fridge medicine box located in the school office.

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).

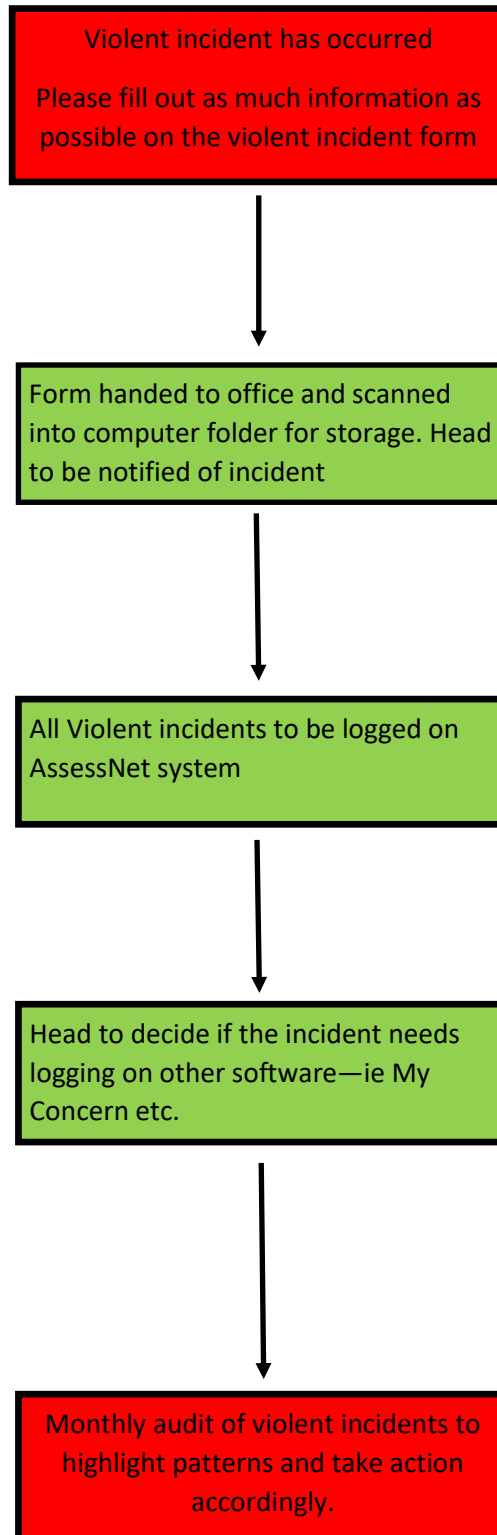
## **4. Accident Reporting**

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

Accident—Fill out GDPR accident form and take to office.  
Office to Contact parents/carers as required and store copy of  
accident form in pupil file.  
Hard copy to go home with pupil.

## **5. Violent Incident Reporting**

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





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

When the fire alarm sounds a children and staff are to evacuate the building via the nearest fire exit.

During lessons:

- Classes will line up at the external door in silence with an adult at the front and rear of the line – children walk out onto the playground and line up by the outdoor play equipment
- Class teacher take fire register from by the classroom door and use this to count the number of children in their class.
- 2 Fire wardens from the office with sweep the building to check there is no one left inside – keeping each other in sight at all times.

During break/lunch times/ before/after school:

- All children and staff will exit by the nearest fire exit and line up in classes by the outdoor play equipment.
- At break and lunch times, class teachers will take registers from their classrooms to check numbers
- Before and after school, staff will take registers for their clubs to check number of children are all safe.
- 2 Fire wardens will sweep the building to check there is no one left inside – keeping each other in sight at all times.

## 7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Emily Lewis	FAA LEVEL 2 AWARD IN FIRE SAFETY (RQF)	7/11/2022	6/11/2025
Natalie Harandon	FAA LEVEL 2 AWARD IN FIRE SAFETY (RQF)	7/11/2022	6/11/2025
Richard Wigham	Fire warden training	17/04/2023	17/04/2026
Karenza Holland	Fire warden training	17/04/2023	17/04/2026

## 8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Emily Lewis	PRICE training	23.02.2024	23.02.2025
Caroline Briggs	PRICE training	15.04.2024	15.04.2025
Dawn Stevens	PRICE training	15.04.2024	15.04.2025
Karenza Holland	PRICE training	15.04.2024	15.04.2025
Julie Barnett	PRICE training	15.04.2024	15.04.2025
Wendy Goodman	PRICE training	15.04.2024	15.04.2025
Richard Wigham	PRICE training	15.04.2024	15.04.2025
Jo Marcinekova	PRICE training	15.04.2024	15.04.2025
Amanda McRitchie	PRICE training	15.04.2024	15.04.2025
Karen Holt	PRICE training	15.04.2024	15.04.2025
Sophie Cox	PRICE training	15.04.2024	15.04.2025
LeEtta Gaylard	PRICE training	15.04.2024	15.04.2025
Rachael Williams	PRICE training	12.03.2024	12.03.2025
Cat lamb	PRICE training	12.03.2024	12.03.2025

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

Name of employee	Training course completed	Course date	Expiry date
Richard Wigham	Flick: Working at height	10/1/2023	9/1/2026
Emily Lewis	Flick: Working at height	10/1/2023	9/1/2026

**10. School Security**

Cilla Penaluna 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.

Andrew Roberts and Richard Wigham is responsible for carrying out checks of the premises during holiday periods.

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