



Health and Safety Policy School Responsibilities and Arrangements Document

Approved by:	Finance & Resource Committee	Date: 11/02/2026
Last reviewed:	February 2026	
Reviewed by:	Ransi Bandara (CFOO), Daniel Knuckey (Health & Safety Lead)	
Next review due by:	February 2027	

Contents

1. Health, Safety & Welfare functions and responsibilities
2. Arrangements for the supervision of students
3. First Aid needs/procedures
4. Accident Reporting
5. Violent Incident Reporting
6. Evacuation and Registration Procedures
7. List of Fire Wardens
8. List of PRICE trained staff
9. List of Working at Height trained staff
10. School Security

1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Lucy Askew	
Fire Safety Duty Holder	Lucy Askew	
Health & Safety and Welfare Champion	Sarah Johns	
Senior Mental Health & Wellbeing Lead	Sarah Johns	
First Aid Co-ordinator	Lucy Askew	
First Aid Appointed Person	Sarah Johns and Lucy Askew	
Responsible person for pupils with medical needs	Sarah Johns	
Accident reporting officers	Lucy Askew and Sarah Johns	
Risk Assessment manager	Lucy Askew	
COSHH coordinator	Lucy Askew	
DSE Assessor	ICT4	
PPE coordinator	Lucy Askew	
School Security Company	Kestrel Guards	

2. Arrangements for the supervision of students

Opening times

The School will be open from:-

8.45am

And will close to students at:-

3.15Pm

Supervision arrangements

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

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

Any children arriving before 8.45am 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 – 2:60

KS1 playground – 1:30

Areas to be used by students outside lesson times:

Main Playground

Lower Meadow

Flicky Trail 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. Children are ‘handed over’ to the parent/carer 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 3.15pm and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 15 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 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	[]
Paediatric First Aid Qualified	[7]
Appointed Person	[2]

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).

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 unless a risk assessment is in place or is cited in the Asthma policy.

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. Depending on the type of medication it will be stored in either; medical fridge in the main office, the medicine cabinet in the main office or classroom first aid bag.

All medicines must be signed in in the Medicines Log.

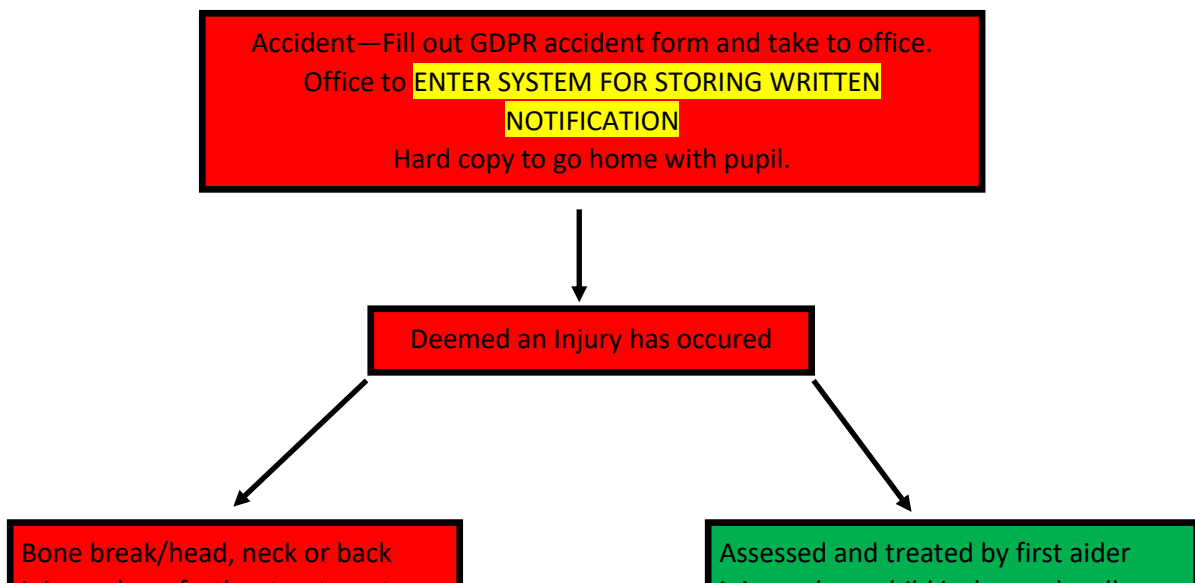
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

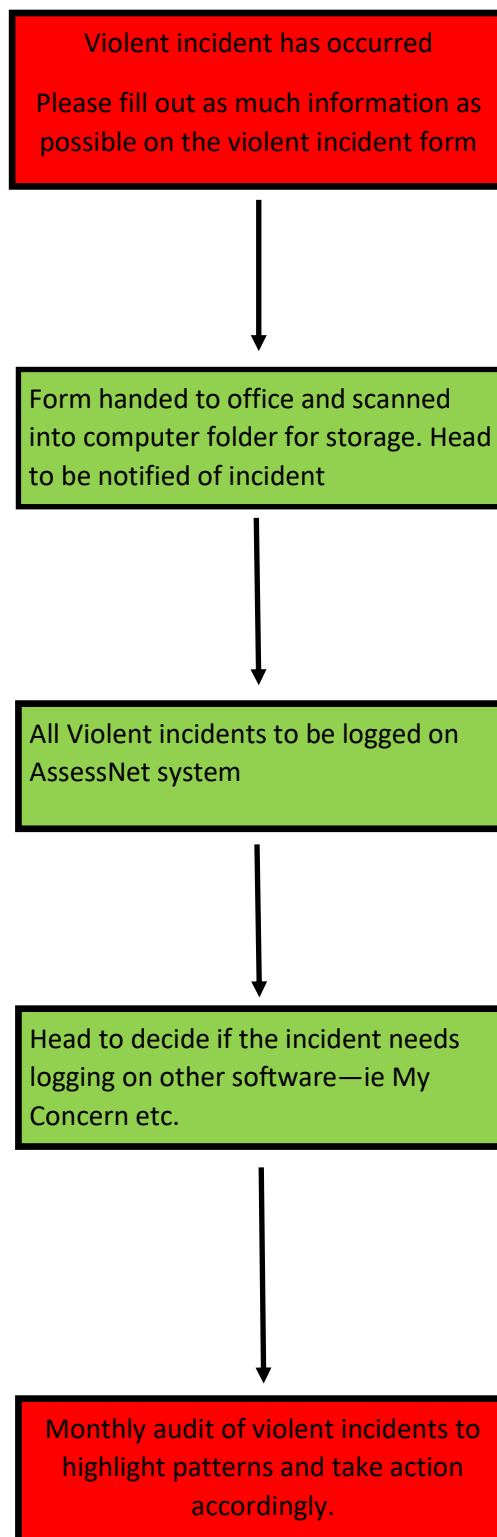
4. Accident Reporting

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

Fire Evacuation Assembly point is the Lower Meadow. School secretary will use staff log in ipad for registers. Class teachers are responsible for laminated fire registers and for First Aid/medical bags.

General information and guidelines:

- Fire wardens will be identified by an orange tabard and will wear these garments up to the point that either:
 - the alarm has been confirmed as a false alarm, all areas are safe and the alarm bells have been silenced.
 - in the case of a fire where the site has been handed to the senior fire brigade officer and all employees / visitors / students have been safely evacuated from the premises.
- No person must re-enter the building whilst the alarms are still sounding – until they are silenced it must be assumed that it is unsafe to re-enter the building. Disciplinary action will be undertaken if persons are found re-entering the building whilst the alarms are sounding.
- Fire wardens are responsible for the premises and safety of all persons whilst the fire alarm is sounding.
- Alerting the emergency services via 999 or 112 is the responsibility of:
 - Fire wardens
 - Anyone locating the fire (after exiting from the building)
- Fire wardens are the only staff permitted to introduce the “stand down procedures”

Stand down procedures:

- Fire warden, after ensuring the school is safe and the alarms have been silenced, contacts the emergency abort line to explain situation.

Fire warden duties:

1. Assigned fire wardens will meet at the panel and then undertake the school sweep to ensure all areas are clear and ascertain the exact location of the fire or false alarm.
2. On locating the fire the fire warden will dial 999 or 112 and alert the emergency services.

3. Once complete fire wardens will report to the headteacher and inform findings and then await fire brigade at front of school.

On hearing the fire bell:

During Lessons

1. Children must line up quickly and quietly by the room fire door. Teacher or responsible adult must check toilets and cloakroom areas. Children to exit via their fire door and proceed to the assembly point on the lower meadow. Lead adult in each class will take their medical bag and fire register with them.
2. Children to line up in their designated class area and the lead member of staff for that class will perform a headcount.
3. All staff and visitors not in a class to leave by the nearest fire exit.
4. The fire warden will check the alarm panel to ascertain in which zone the alarm was activated.
5. The secretary or lead admin staff will leave the building via the nearest exit taking with them the visitor register (iPad), the fire grab folder and any emergency medicine in the medical fridge. They will proceed to the muster point.
6. The Headteacher will then check that all children and adults are present.
7. The Fire Warden will then proceed to the front of the school to check the arrival of the fire brigade and to inform of locations of fire and any children or adults that are missing.

During playtime / lunchtime

1. The persons on duty outside will line the children up as for the end of playtime and when other staff arrive children will be escorted to the main assembly point.
2. All other staff will check toilets and cloakrooms of rooms they are in and then exit via the nearest fire door and join the rest of the school.
3. Proceed as from 2 above.

Site Evacuation

Evacuation from the school site maybe required for such instances that include gas leak, flooding, serious building fault or damage such as tree falling onto building or bomb threat. This is not an exhaustive list but gives an overview of some examples of possible site evacuation.

Other evacuation procedures

After identifying the reason for evacuation:

- a. If Gas contact Emergency Gas helpline **0800 111 999** they will arrange for a gas engineer to visit proceed from point 6 above.

Evacuation locations

Should it be necessary for the whole school to evacuate from school site, classes will be walked to The Troon Village Hall.

7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
All staff	Fire Awareness in Education	September 25	September 27
Lucy Askew	FAA Level 2 Award in Fire Safety RQF	13/09/2023	September 26
Sarah Johns	FAA Level 2 Award in Fire Safety RQF	13.9.23	September 26
Vikki Smith	FAA Fire Warden	April 26	
Lucy Askew	FAA Fire Warden	April 26	

8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Sarah Johns	PRICE Train the Trainer	February 2026	February 27 due refresher

9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Lucy Askew	Working at Height Training	September 26	
Andy Roberts	Working at Height Training	September 26	

10. School Security

Churchill cleaning company 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.

Andy Roberts 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.