



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		Emma Mills
First Aid Appointed Person		Emma Mills
Responsible person for pupils with medical needs		Emma Mills
Accident reporting officers		Sophie Hazzard Emma Mills
Risk Assessment manager		Sarah Wilkins
COSHH coordinator		Diane Chatterway
DSE Assessor		Glynn Pascoe
PPE coordinator		Sarah Wilkins
School Security Company		Exco and Kestrel

2. Arrangements for the supervision of students

Opening times

The School will be open from:-

8.45am

And will close to students at:-

5.30pm

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.

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 / 'Top' playground – 2:60

KS1 playground – 2:45

Areas to be used by students outside lesson times

Main playground

Lower Meadow playground

Flicky Trail area

Field

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

Children should be collected promptly by their parent / carer at 3.10pm. 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 between after 3.10pm 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 (this would be subject to change depending on pupils age and needs).

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 10 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 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	[3]
Emergency First Aid Qualified	[1]
Paediatric First Aid Qualified	[6]
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 head bump notifications are sent home with the pupil and copies are kept in the first aid file in the school 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).

Self-Management of Medication

This School does not allow students to carry or manage their own medication. Some children may administer inhalers independently with adult supervision. Children with insulin pumps will carry medicine and be supervised as per their care plan advice given by their designated health professionals.

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 or classroom lockable cupboard.

All medicines must be signed in in the Medicines Log.

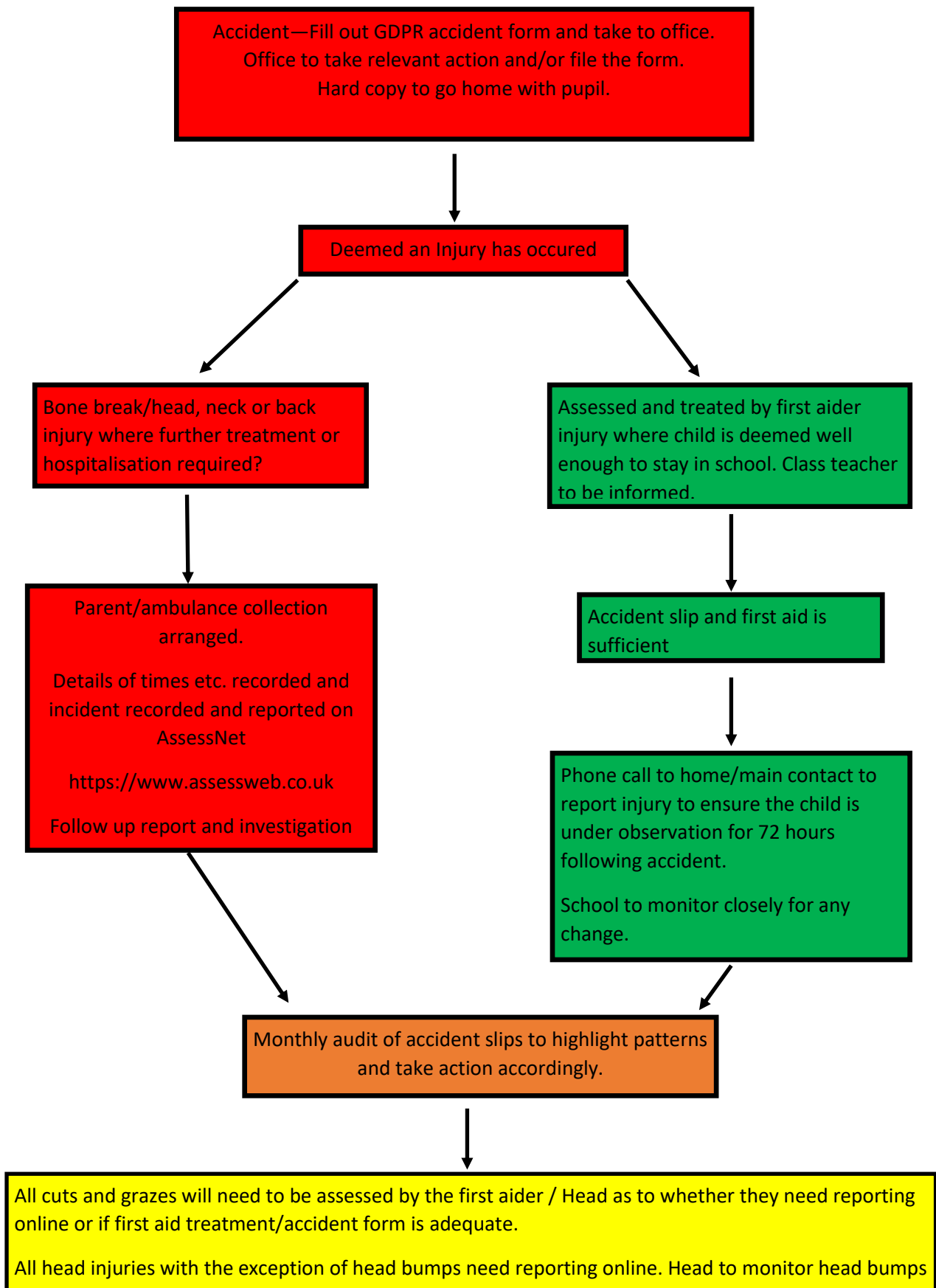
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

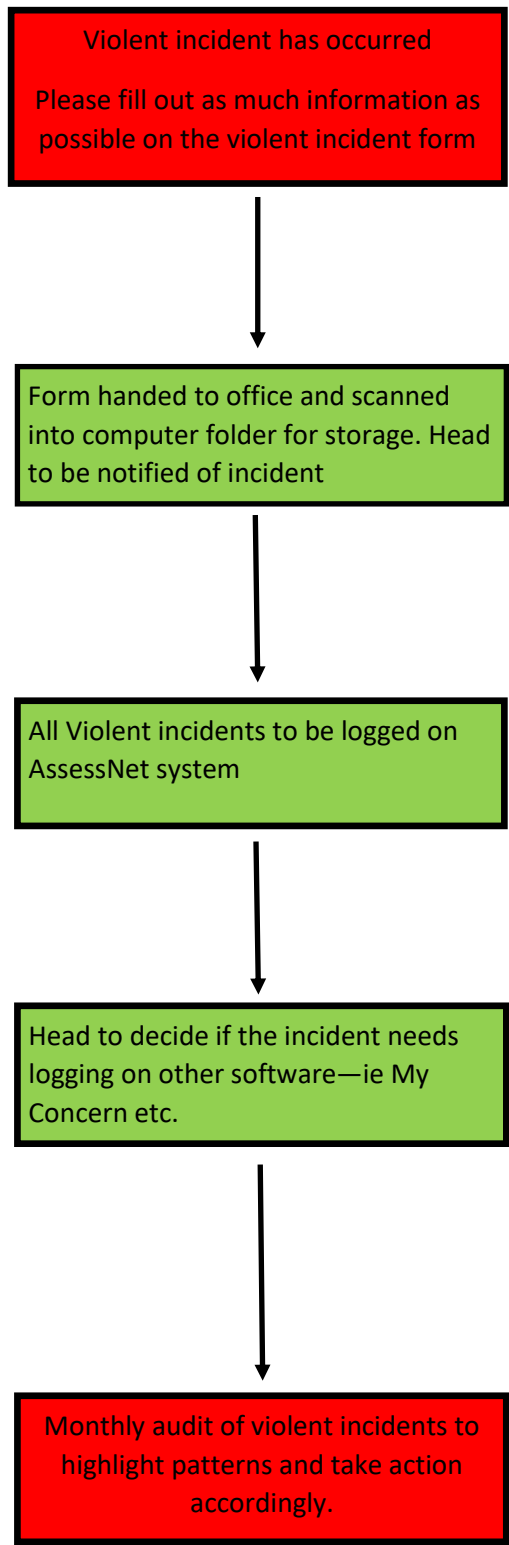
4. Accident Reporting

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



4. 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.

5. Evacuation and Registration Procedures

Fire Evacuation Assembly point is the Lower Meadow. Sophie Hazzard/School secretary will use staff log in ipad for registers. Class teachers are responsible for laminated fire registers.

6. List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Natalie Buckland	FAA Level 2 Award in Fire Safety (RQF)	Jan 9 th 2020	Jan 9 th 2023
Lucy Askew	FAA Level 2 Award in Fire Safety (RQF)	Feb 22 nd 2021	Feb 23 rd 2023

7. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Natalie Buckland	Level 1	Dec 10 th 2021	Dec 10 th 2024
Lucy Askew	Level 1	Dec 10 th 2021	Dec 10 th 2024
Millie Winspear	Level 1	Dec 10 th 2021	Dec 10 th 2024

8. List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Dianne Chattaway	Flick Learning	Feb 2022	Feb 2024

9. School Security

Diane Chatterway 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.

Diane Chatterway 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.