



Health and Safety Policy  
School Responsibilities  
and Arrangements Document

<b>Approved by:</b>	Board of Directors	<b>Date:</b> 24/04/2024
<b>Last reviewed:</b>	18/04/2024	
<b>Next review due by:</b>	April 19 <sup>th</sup> 2025	

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

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Tom Hobbs	
Health & Safety and Welfare Champion	Tom Hobbs	
Senior Mental Health & Wellbeing Lead	Tom Hobbs	
First Aid Co-ordinator	Elaine Milling	
First Aid Appointed Person	Elaine Milling	
Responsible person for pupils with medical needs	Elaine Milling	
Accident reporting officers	Tom Hobbs	
Risk Assessment manager	Tom Hobbs	
COSHH coordinator	Tom Hobbs	
DSE Assessor	Tom Hobbs	
PPE coordinator	Tom Hobbs	
School Security Company	JPL	

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:- 8.40am

And will close to students at:- 3.10pm

### 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 8.40am should be supervised by their parent / carer until 8.40am 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 – 1:30

KS1 playground – 1:13

#### ***Areas to be used by students outside lesson times:***

KS2 playground

KS1 playground

'Top' playground

Pitch (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 3.10pm. 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 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.

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 5.15pm 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	[ 3 ]
Emergency First Aid Qualified	[2 ]
Paediatric First Aid Qualified	[2 ]
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). A copy is also stored at school.

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. CROSS REF WITH 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 in staff room fridge or classroom lockable cupboard/ disabled toilet lockable cupboard.

All medicines must be signed in in the Medicines Log.

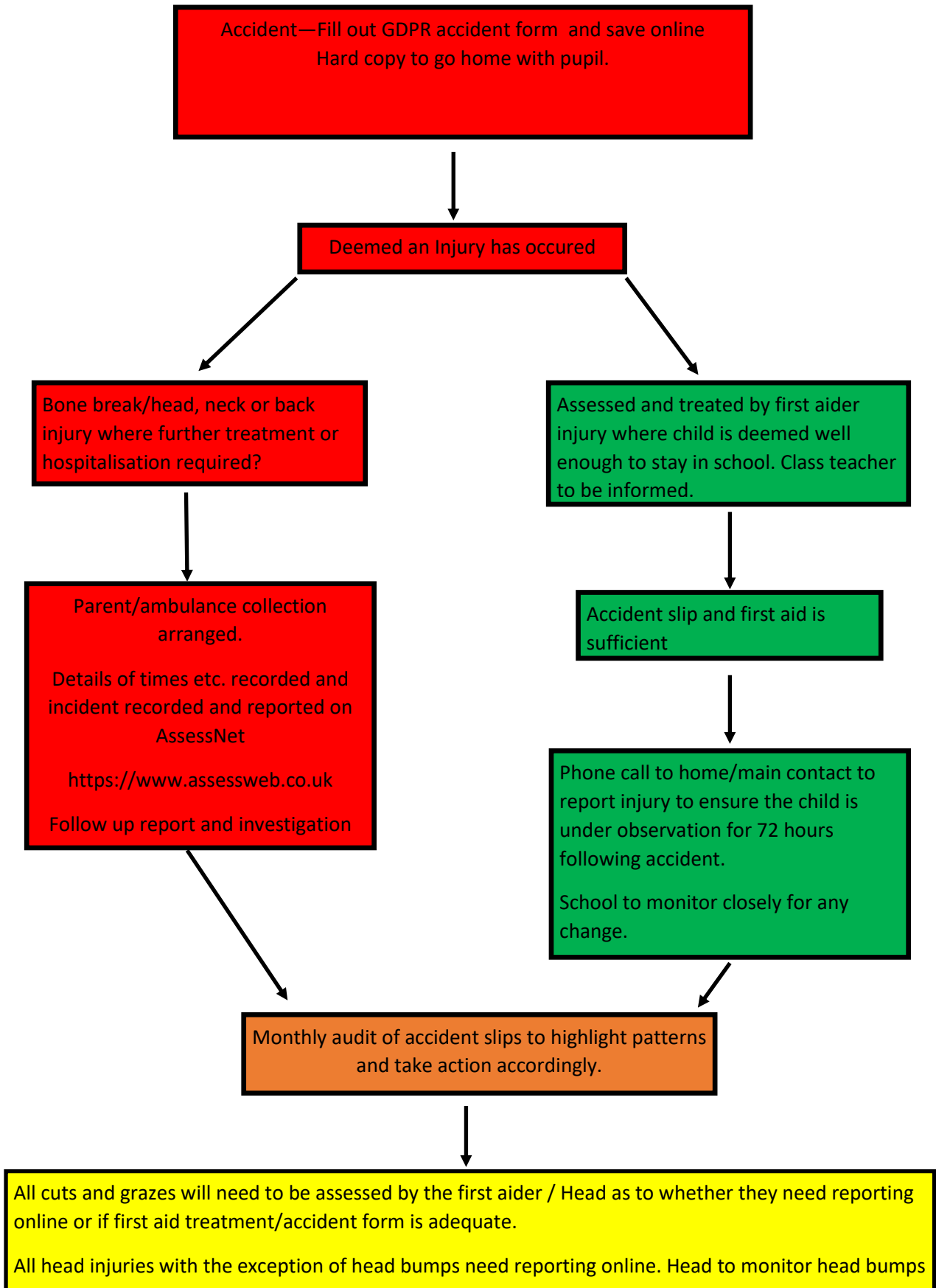
Any medicine given out or administered must be recorded in the Medicines Log.

### Facilities for Medical Procedures

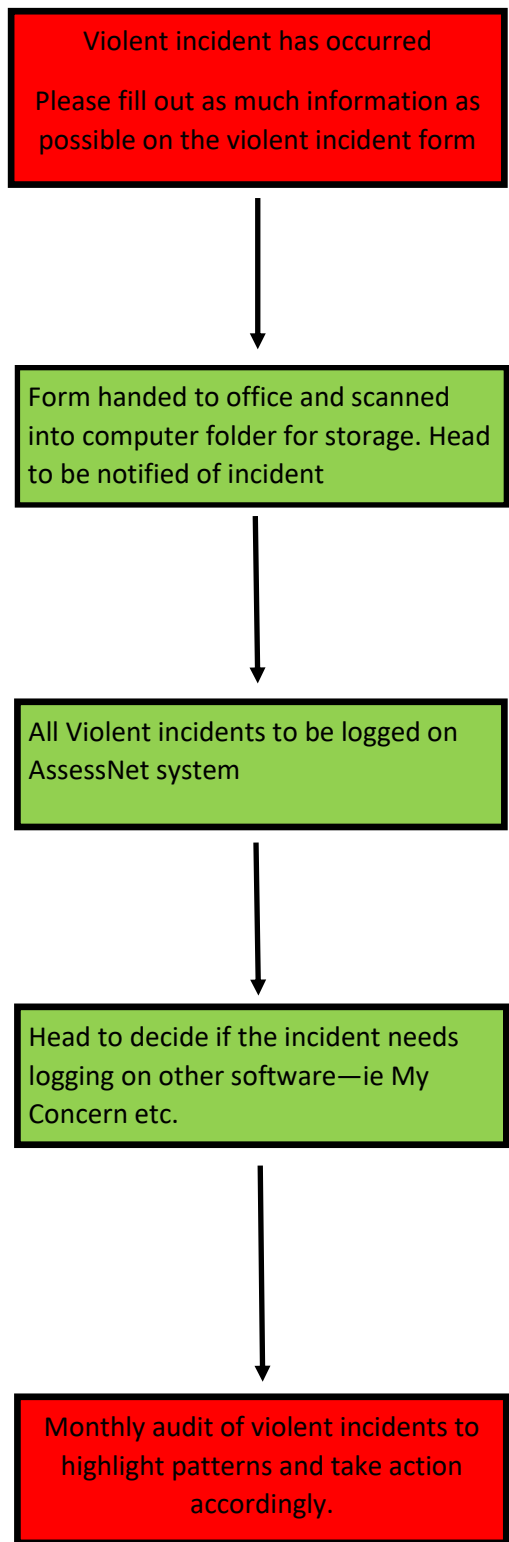
A room has been provided for medications and medical treatments to be administered if necessary (staff room).

#### 4. Accident Reporting

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



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 DRILL PROCEDURE FOR LADOCK C. of E. SCHOOL.***


Upon hearing the alarm:

- Doors and Windows are to be shut.
- Class teacher to direct adults and children to vacate the premises, ensuring they walk in a quiet and orderly manner.
- Alert any adults working in close proximity to classrooms.
- The secretary will bring paper copies of the electronic register for each class as well as the signing in books to the fire assembly points.
- Class TAs are to check cloakrooms and classrooms.
- Assemble in year group lines, very quietly in school car park. If access to the school car park is not safe assemble in the outside the Church.
- Call register and ensure all are accounted for.
- The Emergency Contact list is to be taken by the School Secretary and Teaching Assistant from each class setting.
- Secretary to check visitors on premises.
- Wait until instructed to return into the school.
- Termly fire drills will be carried out to ensure above procedures are adhered to.

Following the Fire Drill the information will be logged in the HS/67/94 Fire Precautions Log Book that is retained in the head teacher's office.

*This policy was reviewed in November 2023 and will be reviewed annually or as needs dictate.*

Date: 01/11/2023

Head of school: Mr T Hobbs      Signed: 



## 6. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Caroline Burley	Fire Marshall	June 23	June 25
Janine Tringham	Fire Marshall	June 23	June 25
Elaine Milling	Fire Marshall	June 24	June 26

## 7. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Tom Hobbs	Yes	3 Sept 24	2 Sept 25
Claire Green	Yes	3 Sept 24	2 Sept 25
Beth Vincent	Yes	3 Sept 24	2 Sept 25
Carly Denning	Yes	3 Sept 24	2 Sept 25
Janine Tringham	Yes	3 Sept 24	2 Sept 25
Sarah Edwards	Yes	3 Sept 24	2 Sept 25

## 8. School Security

Tom Hobbs 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.

Tom Hobbs 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.