

## Health and Safety Policy School Responsibilities and Arrangements Document

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

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

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Chris Parham	
Fire Safety Duty Holder	Chris Parham	
Health & Safety and Welfare Champion	Chris Parham	
Senior Mental Health & Wellbeing Lead	Chris Parham	
First Aid Co-ordinator	Chris Parham	Sarah Sole
First Aid Appointed Person	Chris Parham	
Responsible person for pupils with medical needs	Chris Parham	
Accident reporting officers	Chris Parham	Class Teachers
Risk Assessment manager	Chris Parham	
COSHH coordinator	Chris Parham	Ian Webster
DSE Assessor	Chris Parham	Ian Webster
PPE coordinator	Chris Parham	Sarah Sole
School Security Company	Golant GFS	

**2. Arrangements for the supervision of students**

**Opening times**

The School will be open from:-

8.45

And will close to students at:-

15.15

Supervision arrangements

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

If children are on-site between school opening time and lesson time, they are supervised at the Breakfast Club, where a minimum ratio of one adult to 10 children is in place.

Any children arriving before 08.45 should be supervised by their parent/carer until 08.45, when the school doors open.

***Supervision ratios and locations of supervisors at break and lunchtimes***

At breaktimes and lunchtimes there is a ratio of:

KS1/KS2 Main playground/ field – 3:90

EYFS playground – 1:15

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

Main Playground & Field

EYFS 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 15.15. Children are 'handed over' to the parent/carer from the classroom door. 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 15.15 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of one adult to 10 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 contact, the Social Services Access Team may be contacted in consultation with the SLT. This will be done at 16.15 or half an hour after the school club/ event has finished.

**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 [ 4 ]

Paediatric First Aid Qualified [ 8 ]

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). Hard copies will be retained in school First Aid Books.

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. Students' inhalers are kept in class and dispensed under staff supervision. See 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 OR
- any other child who the staff believe would benefit from emergency use of the inhaler
- In addition, parental consent should be obtained for the use of the emergency inhaler; however, do not delay administering the 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 the staff room fridge or classroom medical box.

All medicines must be signed in the Medicines Log.

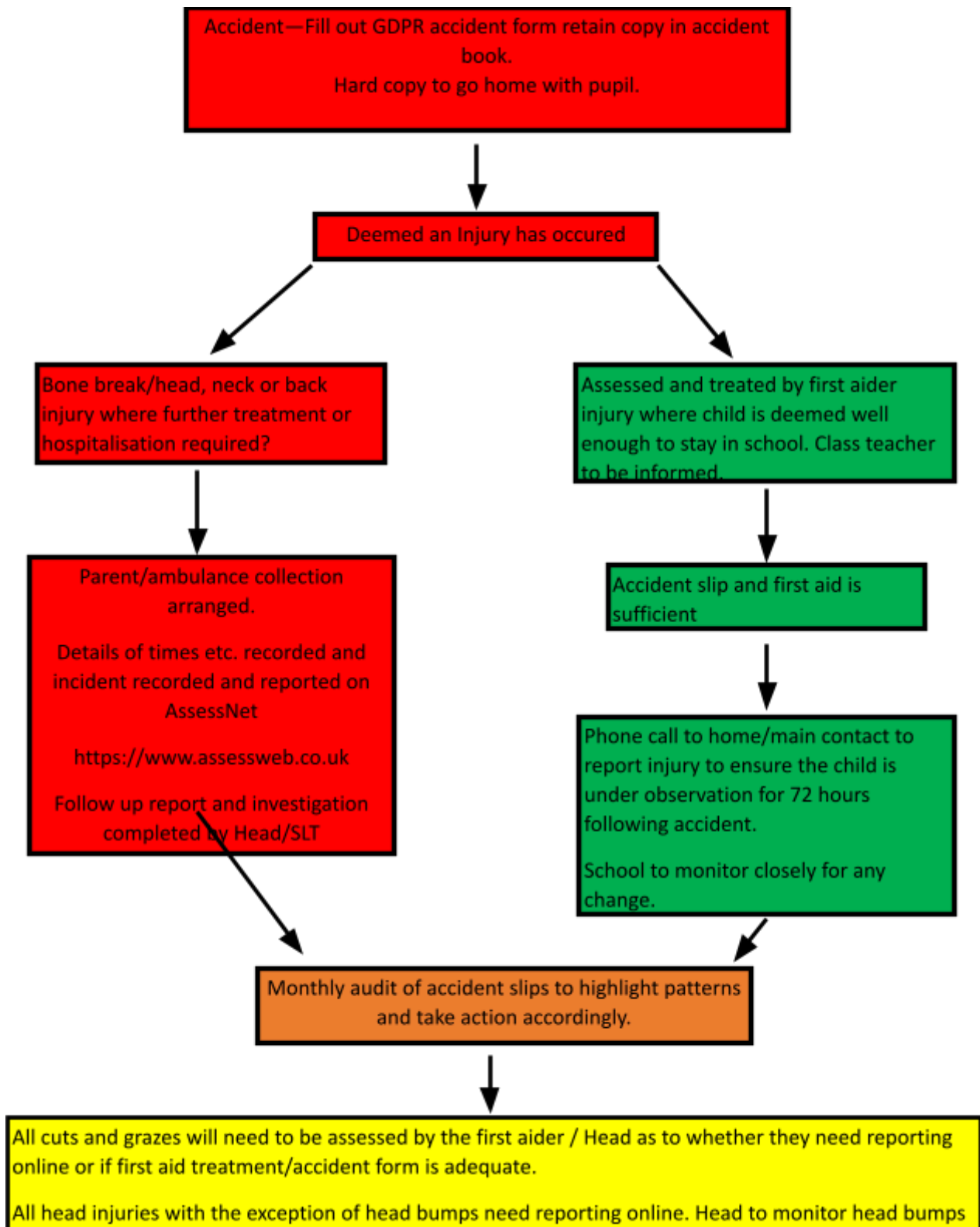
Any medicine given out or administered must be recorded in the Medicines Log.

#### Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered if necessary, this includes the staff room and/or classrooms.

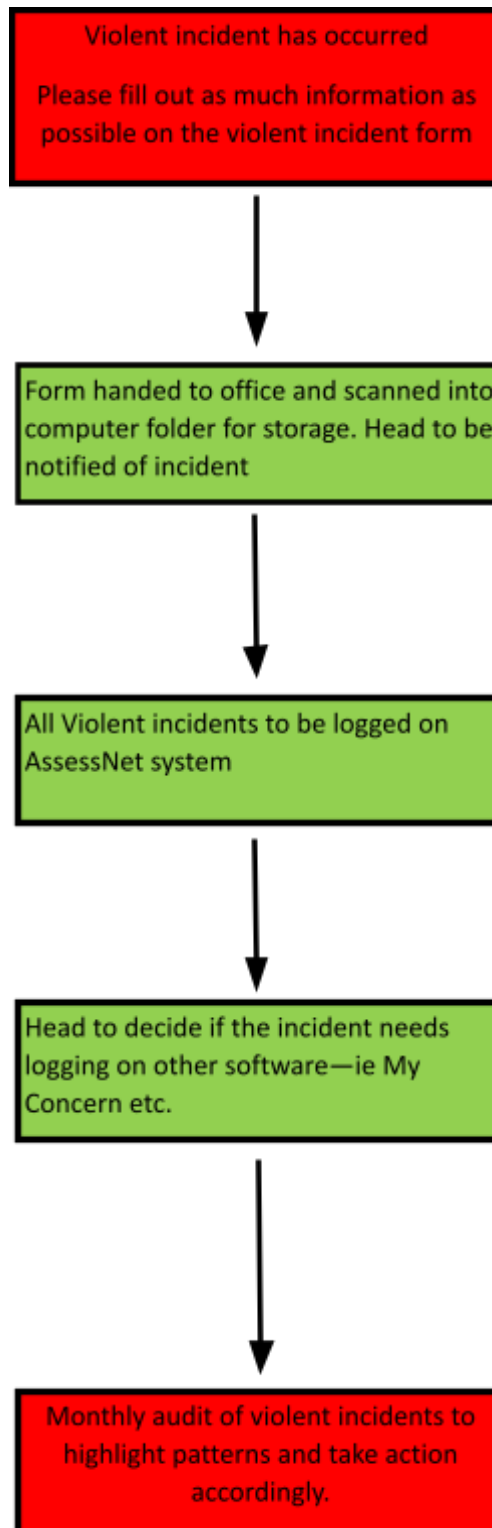
#### 4. Accident Reporting

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.

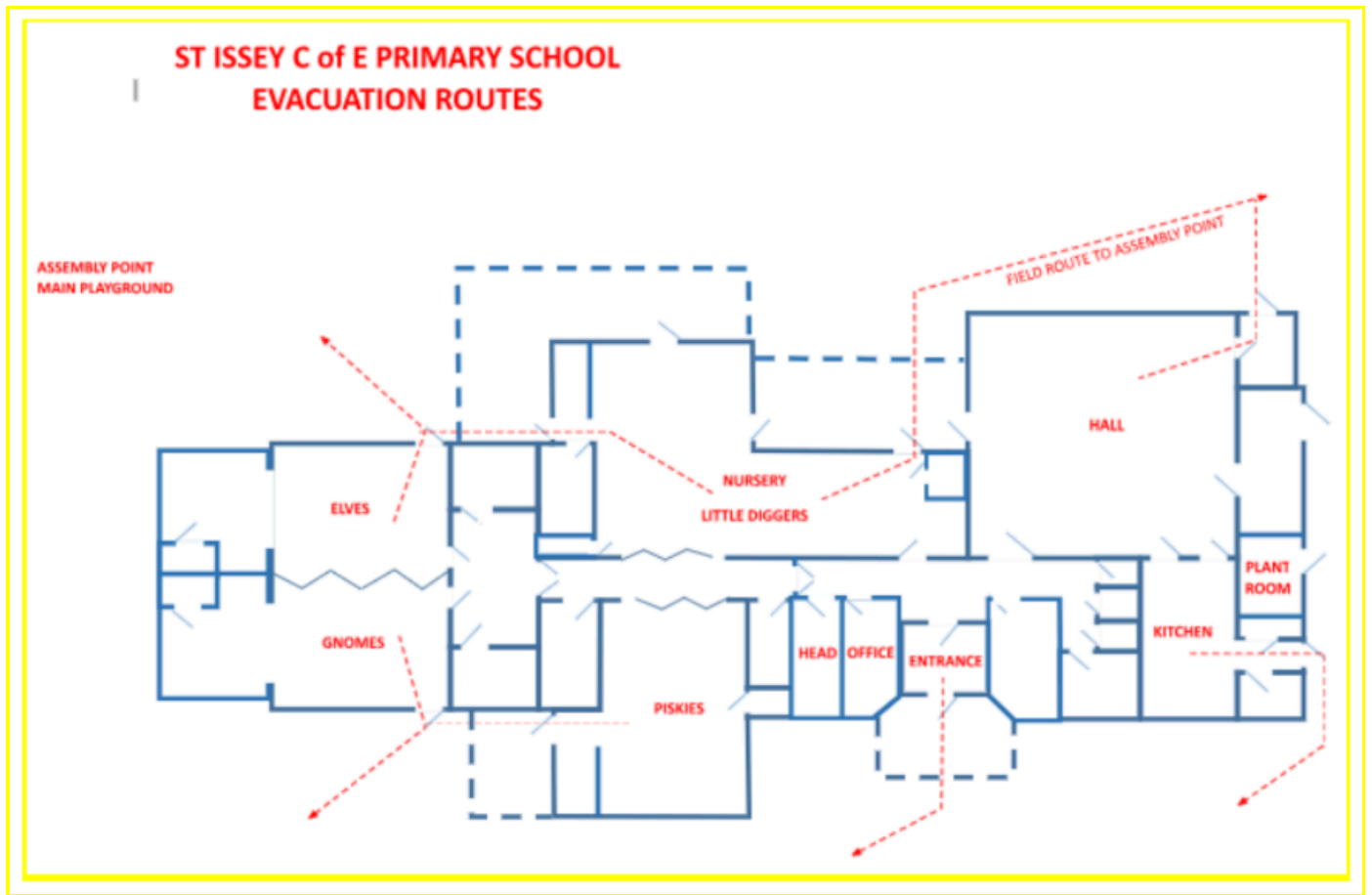


Near Misses

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**



**7. List of Fire Wardens:**

Name of employee	Training course completed	Course date	Expiry date
Chris Parham	Flick	May 2025	
Zoe Lawson			

**8. List of PRICE trained staff:**

Name of employee	Training course completed	Course date	Expiry date
Chris Parham	Train the Trainer	13/09/2024	

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

Name of employee	Training course completed	Course date	Expiry date
Chris Parham	Flick	13/10/2025	

**10. School Security**

The school cleaner, employed by GLEN 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. Unless school staff are onsite after 18.30, in which case it reverts to those staff members.

Ian Webster 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.