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	

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1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Sarah Luff	Mark Marlow
Fire Safety Duty Holder	Sarah Luff	Mark Marlow
Health & Safety and Welfare Champion	Sarah Luff / Polly John	Mark Marlow
Senior Mental Health & Wellbeing Lead	Sarah Luff	
First Aid Co-ordinator	Polly John	Diane Alexander and Ann-Marie Boucher
First Aid Appointed Person	Catherine Robinson / Diane Alexander	
Responsible person for pupils with medical needs	Sarah Swift (SENDCo)	
Accident reporting officers	Sarah Luff/Polly John	
Risk Assessment manager	Sarah Luff	
COSHH coordinator	Sarah Luff	Mark Marlow
DSE Assessor	Diane Alexander	
PPE coordinator	Sarah Luff	Office team
School Security Company		Mark Marlow

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 8am and 8:45am, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 30 children is in place.

Any children arriving before 8.45am 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:

KS2 / 'Top' playground – 1:60

KS1 playground – 1:45

Areas to be used by students outside lesson times:

KS2 playground

KS1 playground

'Top' playground

Fields (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 30 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 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	12
Emergency First Aid Qualified	12
Paediatric First Aid Qualified	6
Appointed Person	1

<u>Notifying parents</u>
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 Page | 5 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. The original accident/incident report form is scanned and stored electronically for reference and can be requested by parents if necessary. 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. All medication is labelled and kept in boxes in the year group areas. Emergency Asthma pumps and spacers are kept in the infant staff room and main school office. The emergency pumps are only administered if parents have given consent.

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.

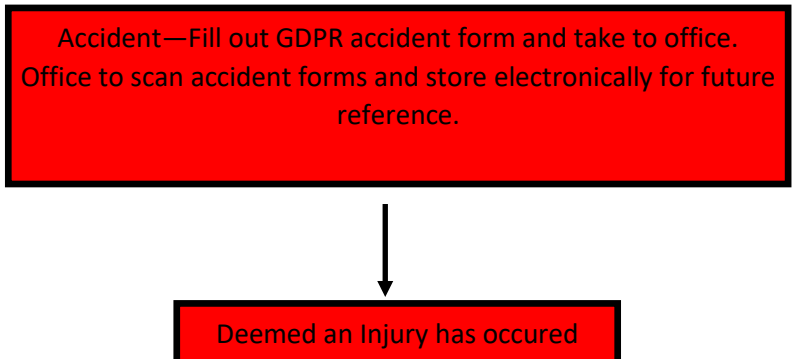
Storage of Medicine
Medicines will be securely stored in staff room fridge or classroom lockable cupboard/ medical box.

All medicines must be signed in in the Medicines Log.

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

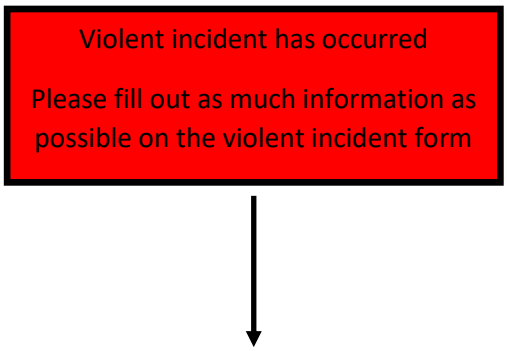
Facilities for Medical Procedures
A room has been provided for medications and medical treatments to be administered if necessary (staff room).

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

Evacuation procedures

The signal to evacuate the building is a continuous bell. The bell will not be de-activated until all persons are evacuated and the area has been checked. The head teacher will confirm re-entry is safe; in person to KS2 and via a hand signal notification to KS1/EYFS. No one must return to the building until authorisation has been confirmed.

• Fire Wardens will conduct a sweep of their designated area to ensure the area is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors and windows while making their way to an exit.

• Please ensure that deaf children, staff and visitors are notified of the alarm in the circumstances that they do not see the visual alarm.

• Keep people calm.

• Everyone must be quiet and walk, not run, during the evacuation.

• Everyone must be led quietly to the nearest exit, indicated on the plan. Pupils/staff/visitors should not stop to pick up belongings.

• Follow the 'Green Exit' signs, or use the nearest available exit.

• The juniors assemble on the back KS2 playground (see plan). The infants assemble on the infant field. Pupils line up in silence, facing away from the building in their designated class lines. The fire register is called out by a member of staff from each class.

• The nominated person to ensure they go straight to the assembly point with the following items- the visitors book, pupil late book, telephone number contact sheets, the signing out book, fire folder and grab bag.

• After the roll call, please remain silent and await further instructions. Do not re-enter the building until you are told by the Person in Charge or Fire Brigade that it is safe to do so.

• Should one of the school buildings remain closed, the children will be escorted from the playground to the alternative school building and parents will be contacted from there. The Person in Charge will then liaise with the Disaster Management Team in line with the Business Continuity Plan.

Responsible Person

The Headteacher is responsible for:

• Arranging a fire evacuation drill at the beginning of the academic year and at least once every term

• Recording the significant results of the fire evacuation drills

• Ensuring that the Fire Log is kept up to date (checking that testing is completed as required- alarm tests every week, emergency lighting every month, fire extinguisher checks, etc)

• Ensuring that a fire risk assessment is carried out and kept up to date

• Reporting to the central function issues of significance.

• Ensuring the evacuation procedure is reviewed and remains accurate. This must be reviewed if there are any changes to the building that will affect evacuation routes. This includes PEEPs.

• Ensuring that all visitors to the site are made aware of the evacuation procedures.

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are responsible for ensuring that they: -

• Do not store combustible materials in escape routes or against sources of combustion

• Do not leave fire-doors wedged open or block escape routes (items left in corridors or hanging from walls and ceilings)

• Do not misuse any equipment provided for fire safety

• Report any defect in equipment provided for fire safety to the Headteacher or Facilities Team

• Report any fire hazard to the Headteacher or Facilities Team.

Personal Emergency Evacuation Plans (PEEPs)

PEEPs will be written for any person (child, staff or visitor) who requires additional support when evacuating the building. The Headteacher must ensure that these are completed and reviewed regularly.

Fire Wardens

Each school will nominate and train fire wardens, these are identified in the Schools Responsibilities and Arrangements document.

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures. In the event of a fire, Fire Wardens will assist in the evacuation of the site by: -

• Checking that their assigned areas have been evacuated (if it is safe to do so)

• Supervising and directing students and staff to areas of safety.

The fire emergency plan will be followed in the incident of an alarm sound.

7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Mark Marlow	Fire Safety for Fire Wardens		

Stacey Bray	Fire Safety for Fire Wardens	Sept 2026	Sept 2029
Delma Gillott	Fire Safety for Fire Wardens	Sept 2026	
Abi Martin	Fire Safety for Fire Wardens	Feb 2025	Feb 2028
Cath Robinson	Fire Marshall	Jan 2024	Jan 2027
Beth Davies	Fire Marshall	May 2023	May 2026
Diane Alexander	Fire Safety for Fire Wardens	Sept 2024	Sept 2027
Ann-Marie Boucher	Fire Marshall	Sept 2026	
Polly John	Fire Safety for Fire Wardens	Feb 2025	Feb 2028
Sarah Luff	Fire Safety for Fire Wardens	Feb 2025	Feb 2028
Jade Sonnichson	Fire Safety for Fire Wardens	Feb 2025	Feb 2028

8. List of PRICE trained staff:

Name of employee	Training course completed	Refresher Course	Expiry date
Alexander, Diane	January 2025	November 2026	November 2027
Boucher, Ann-Marie	January 2025	November 2026	November 2027
Joanne Parkes	November 2026		November 2027
Care, Megan	January 2025	November 2026	November 2027
Davies, Beth	January 2025	November 2026	November 2027
Gillott, Delma	January 2025	November 2026	November 2027
Green, Ellie	January 2025	November 2026	November 2027
Hall, Pam	January 2025	November 2026	November 2027
Holden, Helen	January 2025	November 2026	November 2027
John, Polly	January 2025	November 2026	November 2027
Luff, Sarah	January 2025	November 2026	November 2027
Martin, Abi	January 2025	November 2026	November 2027
Martin, Keri	January 2025	November 2026	November 2027
Medlin, Chris	January 2025	November 2026	November 2027
Glavin, Jenevra (Evie)	January 2025	November 2026	November 2027
Robertson, Charlotte	January 2025	November 2026	November 2027
Robinson, Cath	January 2025	November 2026	November 2027
Saint, Anita	January 2025	November 2026	November 2027
Schouten, Beth	January 2025	November 2026	November 2027
Stanley, Christopher	January 2025	November 2026	November 2027
Stott, Sarah	January 2025	November 2026	November 2027
	January 2025	November 2026	November 2027
Swift, Sarah	January 2025	November 2026	November 2027
Turnbull, Kate	January 2025	November 2026	November 2027
Veira-Smith, Andrea	January 2025	November 2026	November 2027
Vincent, Tressa	January 2025	January 2026	

9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Polly John	Flick 'Working at Height'	November 2023	November 2026
Stacey Bray	Flick 'Working at Height'	May 2024	May 2027
Carla Pickersgill	Flick 'Working at Height'	May 2024	May 2028
Tressa Vincent	Flick 'Working at Height'	May 2024	May 2027
Abigail Martin	Flick 'Working at Height'	May 2024	May 2027
Beth Schouten	Flick 'Working at Height'	May 2024	May 2027
Angela Harvey	Flick 'Working at Height'	May 2024	May 2027
Karen Squires	Flick 'Working at Height'	May 2024	May 2027
Evie Pryor	Flick 'Working at Height'	May 2024	May 2027
Chris Medlin	Flick 'Working at Height'	May 2024	May 2027

10. School Security

Mark Marlow 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.

Mark Marlow 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.