



# celtic cross education

St Michael's CE School

H&S Policy School Responsibilities and  
Arrangements

January 2021

Signed (SMC Chair): Justine Hornsby

A handwritten signature in black ink, appearing to read 'Justine Hornsby'.

Date: 10/02/2021



St Michael's School  
H & S Responsibilities  
and Arrangements  
Document

November 2020



celtic cross  
education

# Celtic Cross Education

## Health and Safety Policy and Index

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## School Statement of Intent

This document should be read alongside the Trust's Health and Safety policy and gives specific details on the way that the school manages Health and Safety.

Signed



Head of School

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Date: 10/02/2021

Chair of the SMC

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Date: 10/02/2021

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

Function	Responsibility	Delegated to
First Aid Co-ordinator	Arvind Hirani (Acting HoS)	Arvind Hirani (Acting HoS)
First Aid Appointed Person	Arvind Hirani (Acting HoS)	Sarah Sharpe (TA), Daniella Taylor (TA)
Responsible person for pupils with medical needs	Arvind Hirani (Acting HoS)	Karen Hurr (SENCo)
Accident reporting officers	Arvind Hirani (Acting HoS)	Arvind Hirani (Deputy HoS) Kelly Watson (Secretary)
Risk Assessment manager	Arvind Hirani (Acting HoS)	Arvind Hirani (Acting HoS)
COSHH coordinator	Arvind Hirani (Acting HoS)	Darren Carter (Site Manager)
DSE Assessor	Arvind Hirani (Acting HoS)	Catherine Soulsby (Secretary)
PPE coordinator	Arvind Hirani (Acting HoS)	Darren Carter (Site Manager)
School Security Company	PJI Security	N/A

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:- 8am  
And will close to students at:- 5:30pm

### Supervision arrangements

#### Supervision ratios and locations of supervisors between school/academy opening and lesson start time:

- If children are on-site between 8am and 8:40, they can be booked into Breakfast Club and are supervised by school staff where a minimum ratio of 1 adult to 10 children is in place.
- Any other children arriving before 8:40 should be supervised by their parent / carer until 8:40 when the school doors open.

#### Supervision ratios and locations of supervisors at break and lunchtimes:

- At break times. there is a ratio of:
  - KS2 / 'Top' playground – 1:60
  - KS1 playground – 1:45
- At lunchtimes. there is a ratio of:

- KS2 lunchtime is supervised by 8 adults throughout the lunch period.
- KS1 lunchtime is supervised by 6 adults throughout the lunch period.
- A staggered approach is adopted in both departments to ensure that ratio of LSA to child is managed effectively and is appropriate to the numbers of children using any one area at a time.
- The rota is managed by a senior member of staff.

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

- KS2 playground
- ‘Top’ playground
- KS1 playground
- Infant and Junior Field (when suitably dry)
- The Woods

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

- KS1 children should be collected promptly by their parent / carer at 3:20pm. KS1 children are ‘handed over’ to the parent/carer from the classroom door onto the playground.
- Older children are dismissed from their classrooms at 3.20. Children may only leave without a parent / carer if the school has written confirmation from the parent /carer that the child has permission to walk home alone (KS2 only).
- If children are on-site after 3:20pm, if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 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 re-tried.
  - 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 are required:-

- First Aid at Work Qualified [2]
- Emergency First Aid Qualified [15]
- Paediatric First Aid Qualified [4]
- Appointed Person [1]

**Notifying parents**

In addition to the procedures outlined in the Trust’s Health & Safety Policy, the school will notify parents/guardians of any other significant injury by way of:-

- a telephone call

Records of notification by telephone to parents/guardians and accident forms will be logged by the reporting officer on AssessNet.

### **Accident Forms**

All accident forms will be scanned into a first aid folder and stored electronically on the school's server. These are reviewed termly by the First Aid Appointed Person and Head of School to check for patterns and reoccurring incidents.

### **Medicine in School**

The School does not keep a stock of 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.

### **Emergency Asthma Kits**

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf)

Staff authorised to dispense this medication have read the above guidance 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. Medication brought into school must be clearly labelled with the child's name, dosage, method of administration and be in date.

All medicines must be signed in on a 'Request to Administer Medication' form, signed by parent/guardian.

Any medicine given out or administered must be recorded on the 'Request to Administer Medication' form.

### **Facilities for Medical Procedures**

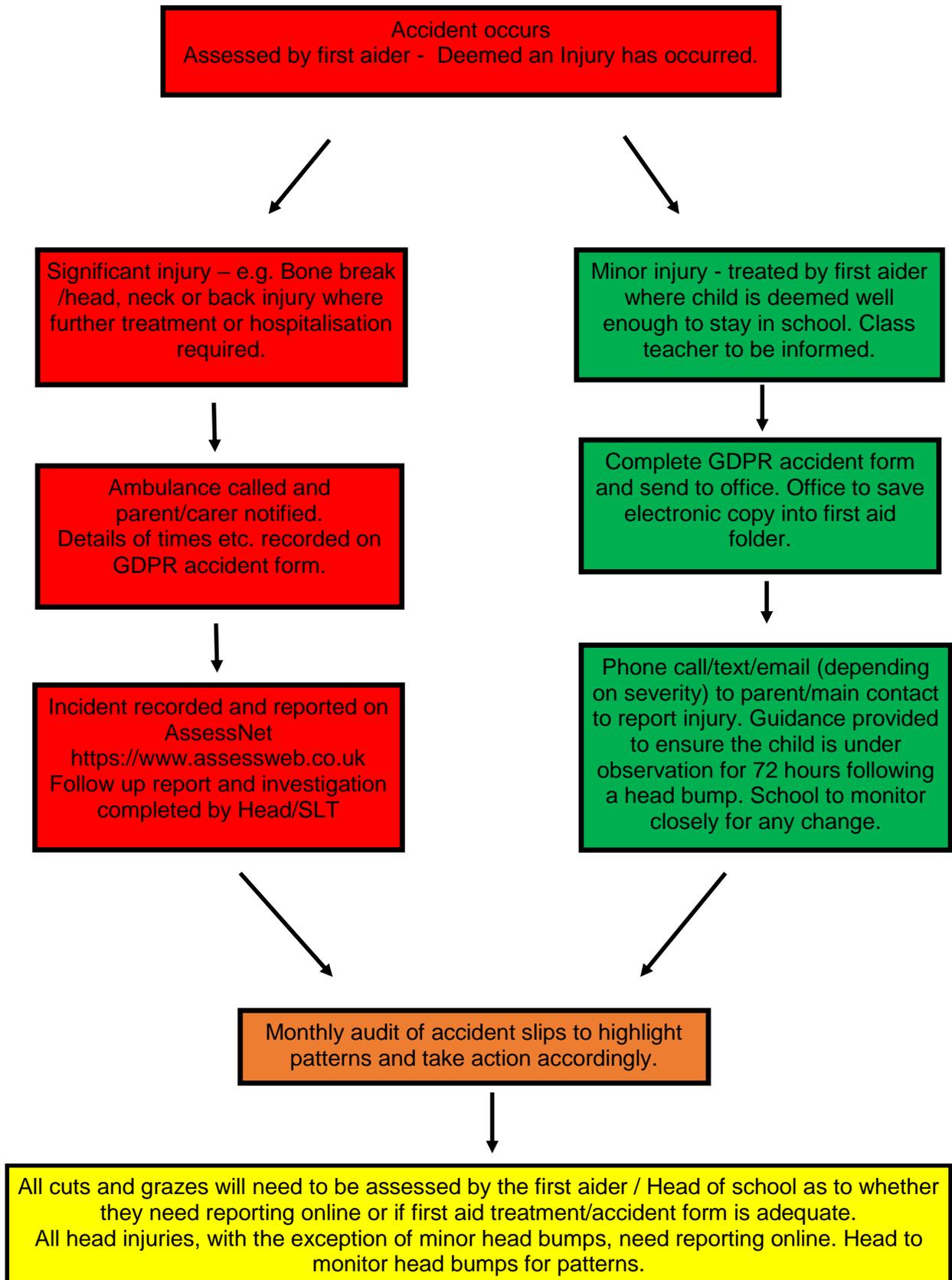
A room will be provided for medications and medical treatments to be administered if necessary (staff room).

## List of first aiders

Name of employee	Training course completed	Course date	Expiry date
Kath Hosking	Paediatric First Aid	09/02/2019	09/02/2022
Anne-Marie Boucher	Paediatric First Aid	03/12/2020	03/12/2023
Pam Hall	Paediatric First Aid	03/12/2020	03/12/2023
Delma Gillott	Paediatric First Aid	15/09/2020	15/09/2023
Cath Robinson	Paediatric First Aid	15/09/2020	15/09/2023
Beth Schouten	Emergency First Aid – At Work	06/02/2020	06/02/2023
Penny Blackmore	Emergency First Aid – At Work	06/02/2020	06/02/2023
Anne Naismith	Emergency First Aid – At Work	31/01/2019	31/01/2022
Helen Holden	Emergency First Aid – At Work	31/01/2019	31/01/2022
Megan Care	Emergency First Aid – At Work	31/01/2019	31/01/2022
Tony Squires	Emergency First Aid - At Work	13/03/2020	13/03/2023
Penny Blackmore	Emergency First Aid – At Work	06/02/2020	06/02/2023
Darren Carter	Emergency First Aid – At Work	13/03/2020	13/03/2023
Karen Hunkin	Emergency First Aid – At Work	25/11/2020	25/11/2023
Abi Martin	Emergency First Aid – At Work	25/11/2020	25/11/2023
Chris Medlin	Emergency First Aid – At Work	27/01/2020	27/01/2023
Daniela Taylor	First Aid At Work- Level 3	15/12/2020	15/12/2023
Sarah Sharpe	First Aid At Work- Level 3	15/12/2020	15/12/2023

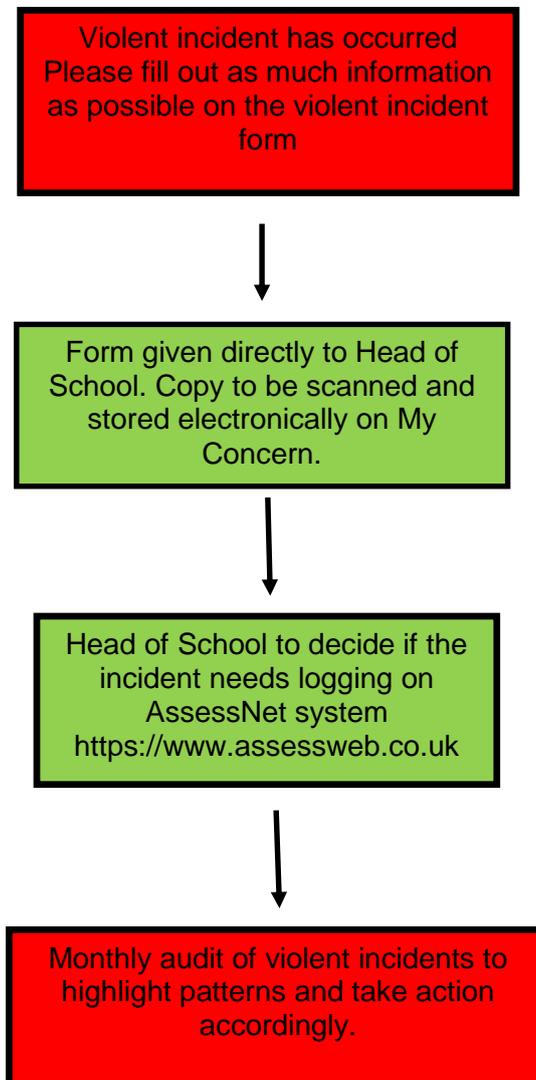
#### 4. Accident Reporting

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 in the school office.

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

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements. **On discovering a fire, raise the alarm at the nearest break glass call point.**

### 1. ACTION WHEN THE FIRE ALARM SOUNDS

- The office staff will call the emergency services.
- The Caretaker, the Head of School and Fire Marshalls will conduct a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors in the corridors. In the event of their absence, the sweep is conducted by the Assistant Head Teacher and one of the school secretaries (who are also School Fire Marshalls).

### 2. EVACUATION PROCEDURES

The signal to evacuate the building is a continuously ringing bell. All members of staff will take responsibility for the evacuation of the building in the following way:

- Keep pupils calm.
- All pupils must be quiet and walk, not run, during the evacuation.
- Pupils must be led quietly to the nearest exit indicated on the plan. Pupils/staff should not stop to pick up belongings.
- If possible, classroom doors should be closed.
- Teaching Assistant for each year group to check the toilets.
- 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 in the designated class lines. The fire register is called out by a member of staff from each class.
- Office staff carry out: the fire evacuation lists and emergency 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 Head of School 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 Head of School will then inform the Chair of SMC, Premises Manager, CEO and the Local Authority.

### 2. ROLL CALL

- Pupils line up and teachers check the register and report to the Head of School or Assistant Head Teacher as correct, or the names of missing pupils. This is cross referenced with the other lists before a search is organised.
- Teachers also check that all adults assigned to their class that day are present, e.g. students, volunteers, visitors and TAs.
- Office staff check visitor attendance and report to Head of School/Assistant Head Teacher as correct or the names of any missing people.
- The office staff check attendance for kitchen staff and caretaker.
- The Head of School or Assistant Head Teacher must inform Fire Brigade personnel that roll call is complete.

### 3. EARLY BIRDS CLUB and AFTER SCHOOL CLUBS

- Adults running/leading activities out of normal school hours must maintain a register of all children attending so that a roll call can be made in the event of emergency evacuation.
- Club/activity leaders to ensure that all adult helpers are accounted for.
- Early Birds club: evacuate the school via the exit at the back of the Junior Hall
- Muster point is the rear Key Stage Two playground.

#### **4. DISABLED PERSONS**

- Disabled pupils are the responsibility of a designated teaching assistant or teacher and must have a Personal Evacuation Plan in place which is developed as part of the Fire Risk Assessment procedures when they are admitted to the school.
- Disabled pupils will be evacuated through the nearest designated fire exit.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit. Disabled staff must also have a Personal Evacuation Plan in place.
- The evacuation from the building of any disabled person will be given priority.

#### **5. ACTION ON DISCOVERING A FIRE**

On discovering a fire:

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- All other staff will then follow the procedures detailed under Section 2.

#### **6. SUMMONING THE FIRE & RESCUE SERVICE**

- The office staff will dial 999 to call the fire service. Other emergency services will be called if necessary.
- One of the School Fire Marshalls will meet the emergency services and give them the Emergency Pack containing relevant site information (a member of the office staff will do this in the absence of a School Fire Marshall).
- In the event of any casualties, these will be looked after by first aiders and the Designated First Aider in the Workplace will have the responsibility for liaising with the ambulance service.

#### **7. FIRE DRILLS**

- Evacuation drills are carried out once each half term.
- The site Caretaker has responsibility for keeping records of the drills and detailing any further action required.
- The Head of School has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

#### **8. VISITORS, CONTRACTORS and LETTINGS**

- All visitors and contractors must report to the office, signing in on arrival and before leaving the premises. All visitors/contractors should wear identity badges either provided by the school or their company/organisation.
- Contractors will be asked to sign the register of maintenance/works on arrival at the office.
- In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors working on the premises, shall be informed of the fire and emergency procedures that apply including: -
  - action to be taken on hearing the fire alarm or discovering a fire;
  - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
  - location of fire fighting equipment and fire alarm call points in relation to the area of their work.
- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises will be assessed and appropriate precautionary measures put in place. Advice will be sought from the school's appointed property maintenance consultant as required.



## 9. EVACUATION ROUTES

- Evacuation routes to be kept free from obstruction, adequately & clearly marked with correct signage.
- All staff are responsible for ensuring that emergency exits and evacuation routes are kept free from obstruction.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.
- Fire doors identified with this symbol must NEVER be propped open.



## 10. FIRE ALARM TEST

- The fire alarms are tested once a week by Darren Carter and records are kept.
- The emergency lighting will be tested weekly by Darren Carter and records are kept.
- Staff are responsible for reporting any defects to The Premises Manager who will ensure they are repaired.
- The fire alarm and emergency lighting systems are to be checked quarterly by the contractor, Exco fire safety.

## 11. FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- Fire fighting equipment is located as indicated on the attached plan.
- On no account should fire extinguishers be removed from wall brackets or moved from their position unless they are needed for fighting a fire.

## 12. FIRE RISK ASSESSMENTS

- The Head of School is responsible for ensuring that appropriate risk assessments are undertaken when required, particularly when there are significant changes in staffing or pupils, such as a new member of staff or pupil with disabilities or changes to the buildings.
- The findings from any fire risk assessments undertaken by external consultants will be presented to the Directors' Premises, Health & Safety Committee.
- The risk assessments will be kept in the Fire Log which is maintained by the Premises Manager.
- Fire Risk Assessments are undertaken by the Premises Manager and Head of School as required for lettings and events such as school discos, Fetes, Parents Evenings. These risk assessments will be discussed with staff as necessary so they are aware of their responsibilities.

## 13. STAFF TRAINING

- Mr Carter, Miss Watson, Mr Hirani, Mrs Alexander, Mrs Gillott, Mrs Hosking, Mrs Davies, Miss Martin, Mrs Pellow and Mrs Soulsby completed Fire Marshall Training with In Safe Hands (valid for three years). All new staff, volunteers and students will, as part of their induction, be made aware of and given a copy of this plan.

## 14. EVENTS

### Parents Evenings

Teachers are responsible for escorting parents in their classrooms to the nearest fire exit and to the assembly point. The Fire Marshalls will sweep their designated areas as detailed in appendix 1.

### Performances in the hall

The Head Teacher (or leading teacher) will remind the audience of evacuation procedures and exit routes prior to the start of the performance.



## 15. MONITORING and REVIEW

The Directors' Premises, Health & Safety Committee will review this plan annually, or sooner, if changes occur that affect this plan. Review Date: January 2022

### 7. List of Fire Wardens

Name of employee	Training course completed	Zone of responsibility in the event of a fire	Course date	Expiry date
Arvind Hirani	Fire Marshall Training	Junior Hall, Year 4, Kitchen, Ocean room & Mini-Rainbows	Sep 2018	Sep 2021
Darren Carter	Fire Marshall Training	Oversee whole school evacuation	Mar 2020	Mar 2023
Delma Gillott	Fire Marshall Training	Year 1	Nov 2019	Nov 2022
Kath Hosking	Fire Marshall Training	Year 2	Nov 2019	Nov 2022
Sarah Pellow	Fire Marshall Training	Year 3	Mar 2019	Mar 2022
Abi Martin	Fire Marshall Training	Year 6	Mar 2019	Mar 2022
Diane Alexander	Fire Marshall Training	Year 5	Sep 2018	Sep 2021
Beth Davies	Fire Marshall Training	Reception, Hall, Infant rooms	Nov 2019	Nov 2022
Kelly Watson	Fire Marshall Training	Rainbow room, staff toilets, Library, ICT Suite, Staffroom	Sep 2018	Sep 2021
Catherine Soulsby	Fire Marshall Training	Office, grab bag & evacuation lists	Nov 2019	Nov 2022

## 8. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Tony Squires	Team Teach	Sept 2020	Sept 2022
Beth Davies	Team Teach	Nov 2020	Nov 2022
Polly John	Team Teach	May 2021	April 2023
Chris Medlin	Team Teach	Sept 2020	Sept 2022
Rachel Oliver	Team Teach	May 2021	May 2023

## 9. List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Darren Carter	Working at heights	April 2018	April 2021