



Health and Safety Policy
School Responsibilities
and Arrangements Document

Bishop Bronescombe

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| Approved by: | Board of Directors | Date: 1/3/23 |
| Last reviewed: | February 2023 | |
| Next review due by: | February 2024 | |

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  _____ Date 2.3.23

Chair of the SMC  _____ Date 2.2.23

1. Health, Safety & Welfare functions and responsibilities

| Function | Responsibility | Delegated to |
|--|----------------------------|--------------------------------------|
| First Aid Co-ordinator | Stewart Gynn (Headteacher) | Joanne Warne |
| First Aid Appointed Person | Stewart Gynn (Headteacher) | Joanne Warne |
| Responsible person for pupils with medical needs | Stewart Gynn (Headteacher) | Joanne Warne |
| Accident reporting officers | Stewart Gynn (Headteacher) | Samantha Clifford (School Secretary) |
| Risk Assessment manager | Stewart Gynn (Headteacher) | N/A |
| COSHH coordinator | Stewart Gynn (Headteacher) | Jim Petty (Site Supervisor) |
| DSE Assessor | Stewart Gynn (Headteacher) | Louise Munson |
| PPE coordinator | Stewart Gynn (Headteacher) | Jim Petty (Site Supervisor) |
| School Security Company | PJI Security | N/A |

2. Arrangements for the supervision of students

Opening times

The School will be open from:- 7.45am

And will close to students at:- 6.00pm

Supervision arrangements

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

- If children are on-site between 7:45 and 8:45, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 20 children is in place.
- Any children arriving before 8:45 should be supervised by their parent / carer until 8:45 when the school doors open.

Supervision ratios and locations of supervisors at break and lunchtimes

- At breaktimes and lunchtimes there is a ratio of:
 - KS2 / 'Top' playground – 1:60
 - KS1 playground – 1:45

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 and 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 between after 3:15 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 20 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 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 | 1 |
| Emergency First Aid Qualified | 4 |
| Paediatric First Aid Qualified | 12 |
| 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 written notification are sent home with the pupil. These will be scanned into a first aid folder and stored on the school's server. 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) and emergency epi-pen.

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

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.

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).

List of First Aiders

| Name of employee | Training course completed | Course date | Expiry date |
|------------------------------|---------------------------------|--------------------------|--------------------------|
| Mrs G Allen-Trevarton | Paediatric | 20/07/2021 | 20/07/2024 |
| Mrs E Biggers | Paediatric | 10/07/2020 | 10/07/2023 |
| Mr O Deadman | Paediatric | 25/06/2021 | 25/06/2024 |
| Mrs P Dey | Paediatric | 10/07/2020 | 10/07/2023 |
| Miss C Franklin | Paediatric | 12/05/2021 | 12/05/2024 |
| Mrs A Freight | Paediatric | 15/09/2020 | 15/09/2023 |
| Ms E Herring | Paediatric | 12/05/2021 | 12/05/2024 |
| Mrs T Manton | Paediatric | 15/09/2020 | 15/09/2023 |
| Mrs V Prince | Emergency | 13/3/2020 | 13/3/2023 |
| Mrs J Provis | Paediatric | 30/06/2020 | 30/06/2023 |
| Mr J Petty | Emergency | 13/09/2022 | 13/09/2025 |
| Mrs J Warne/Appointed person | Paediatric First Aid at work | 12/05/2021 14/03/2022 | 12/05/2024 14/03/2025 |

4. Evacuation and Registration Procedures

In the event of discovering a fire, the alarm bell can be activated by breaking the glass on the devices located around the building. The alarm will be sounded (a continuous ringing bell), which can be heard throughout the building.

When the alarm is sounded the following procedures are followed:

- The signal for fire is a continuous bell. In the event that this bell sounds:
- Leave the building by the nearest fire exit (clearly signed) in a calm and orderly manner
- Any children / adults with disabilities etc will be supported according to their PEEP (Personal Emergency Evacuation Plan)
- Any people already outside the building to be alerted to the evacuation by the nearest Fire Marshall
- Do not stop to take belongings
- Convene at the Fire Muster Point (clearly signed) – Boldventure end of field below the infant playground
- Admin Staff take 'grab bag', school mobile phone and tablet.
- Early Years and Key Stage 1 classes will enter the field at the far end by Boldventure.
- Key Stage 2 classes will enter the field at the far end by the park and walk around the far perimeter of the field.
- Fire Marshall will check areas listed below to ensure building has been vacated and to locate the fire.

At Fire Muster Point:

- Pupils line up in lines from muster point fence
- Headcounts will take place immediately to ascertain that all children are accounted for
- Headcounts will be reported back to the Admin staff in charge of registers
- In the event that the headcount indicates a missing child, the register will be taken to identify the missing child
- Admin Staff will check visitors and staff

A member of SLT will call the emergency services on the school mobile when the location of the fire has been ascertained and continue to liaise with emergency service personnel when on site. If a member of SLT is not available, a Fire Marshall will assume this responsibility.

If it is risk assessed that it is not safe to return to the school building, the Emergency Action and Continuity Plan will be followed. Staff and pupils will evacuate the site and transfer to Bethel Chapel.

Responsible person for fire – Headteacher – Stewart Gynn

Fire Marshalls

Jim Petty

Oli Deadman – Key Stage 2

Kim Slade – Key Stage 1

Beth Herring – Foundation/BBeebies

Louise Munson – Admin area, staff room and corridor

Deputy

Jo Warne

Tracey Manton

Vicky Pascoe

Amy Giles

Stewart Gynn

5. List of Fire Wardens

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Oli Deadman | Fire Marshall | Sep-22 | Jun-25 |
| Beth Herring | Fire Marshall | Sep-22 | Sep-25 |
| Louise Munson | Fire Marshall | Jul-22 | Jul-25 |
| Anna Freight | Fire Marshall | May-21 | May-24 |
| Kim Slade | Fire Marshall | May-21 | May-24 |
| Tracey Manton | Fire Marshall | May-21 | May-24 |
| Jim Petty | Fire Marshall | Apr-21 | Apr-24 |

6. List of Team Teach and/or Price trained staff

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Oliver Deadman | Team Teach | Sep-22 | Sep-24 |
| Gemma Allen | Team Teach | Nov-22 | Nov-24 |
| Sam Jackson | Team Teach | Nov-22 | Nov-24 |
| Vicky Pascoe | Team Teach | Feb-22 | Feb-24 |
| Sophie Edney | Price | Jan-23 | Jul-25 |

. List of Working at Height trained staff

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Jim Petty | Working at Height | Jan-22 | Jan-24 |
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