



Veryan School H & S  
Responsibilities and  
Arrangements  
Document

November 2020



## 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 \_\_\_\_\_ Date \_\_\_\_\_

Chair of the SMC \_\_\_\_\_ Date \_\_\_\_\_

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

| Function   | Responsibility                                    | Delegated to                    |
|--|---|---------------------------------|
| First Aid Co-ordinator                           | Caroline Jarrett                                  | Errin Allan                     |
| First Aid Appointed Person                       | Errin Allan                                       |                                 |
| Responsible person for pupils with medical needs | Caroline Jarrett                                  | Errin Allan                     |
| Accident reporting officers                      | Caroline Jarrett<br>Errin Allan<br>Gary Standing  | Errin Allan                     |
| Risk Assessment manager                          | Caroline Jarrett                                  | Caroline Jarrett<br>Errin Allan |
| COSHH coordinator                                | Gary Standing                                     | Errin Allan                     |
| DSE Assessor                                     | Rebecca Bishop                                    |                                 |
| PPE coordinator                                  | Jason Gordon<br>Gary Standing<br>Caroline Jarrett | Errin Allan                     |
| School Security Company                          | PJI Security                                      |                                 |

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:-

7:45am – Breakfast Club

8.30am – All other pupils

And will close to students at:-

3:15pm – Normal school day ends

4.00pm – After School Club attendees

### 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, unless given permission to leave by Breakfast Club staff on duty outside.

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

- At breaktimes and lunchtimes there is a ratio of:
  - KS2 playground – 1:40
  - KS1 playground – 1:30

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

- 'Top' playground near main entrance
- 'Middle' playground
- 'Bottom' playground with climbing frame

Staff should be positioned in such a way that all areas of the playground can be seen, without 'blind spots' If required the 'top' playground can be sectioned off to prevent children from going into areas unseen.

#### 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 bottom playground to parents/carers waiting in 'middle' 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 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 10 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  | 1 |
| Paediatric First Aid Qualified | 3 |
| 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
- text where appropriate

Records of notification by telephone to parent/guardians will be logged by the office. Original copies of written notification are sent home with the pupil. These will be scanned into a first aid SharePoint 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)

#### 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 main school office in fridge or in storage box on top of this fridge with a completed form from the parents/carers.

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 or main office as appropriate).

### **List of first aiders**

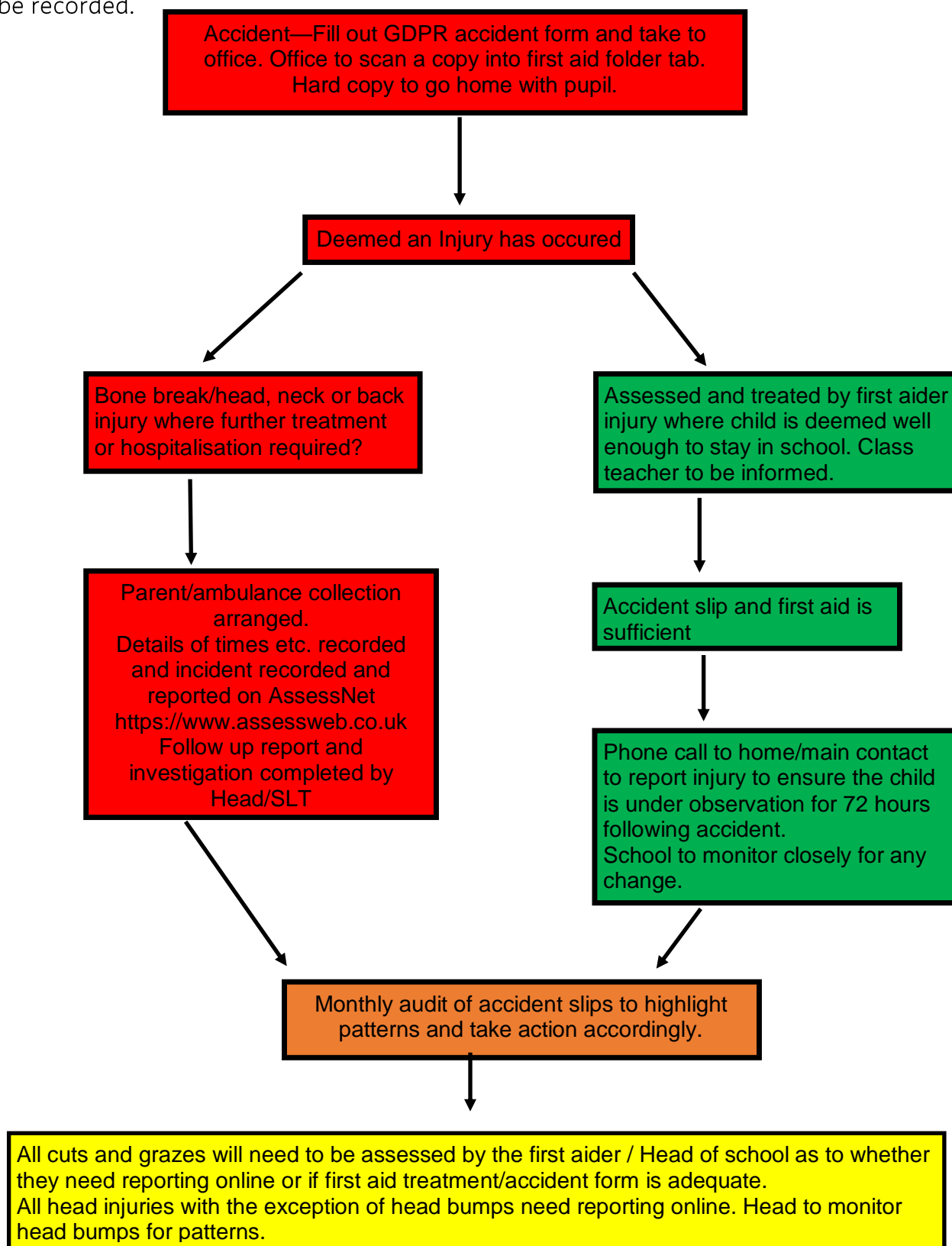
| Name of employee | Training course completed         | Course date | Expiry date |
|------------------|-----------------------------------|-------------|-------------|
| Caroline Jarrett | Health & Safety Awareness - Flick | 07/06/2020  | 06/2023     |
|                  | Emergency First Aid - At Work     | 31/01/2019  | 01/2022     |
|                  | H&S Level 2 - Flick               | 17/07/2017  | 07/2020     |
| Errin Allan      | Health & Safety Awareness - Flick | 13/04/2020  | 04/2023     |
|                  |                                   | 27/01/2020  | 01/2023     |
|                  | Emergency First Aid - At Work     |             |             |
|                  | First Aid At Work- Level 3        | 13/03/2019  | 03/2022     |
|                  | H&S Level 2 - Flick               | 6/12/2018   | 12/2021     |
| Laura Blayney    | Paediatric First Aid              | 12/06/2018  | 06/2021     |

|                    |                                   |            |         |
|--------------------|-----------------------------------|------------|---------|
|                    | Health & Safety Awareness - Flick | 13/04/2020 | 04/2023 |
|                    | Educational Visit Coordinator     | 16/1/2019  | 01/2022 |
| Emeline Goodall    | Paediatric First Aid              | 1/05/2018  | 05/2021 |
|                    | Health & Safety Awareness - Flick | 14/07/2020 | 07/2023 |
|                    | Emergency Outdoor Education & AED | 22/01/2020 | 01/2023 |
| Susan Hocking      | Paediatric First Aid              | 11/09/2019 | 09/2022 |
|                    | Health & Safety Awareness - Flick | 13/04/2020 | 04/2023 |
| Kathryn Holden     | Health & Safety Awareness - Flick | 26/05/2020 | 05/2023 |
|                    | First Aid At Work- Level 3        | 1/10/2017  | 10/2020 |
|                    | H&S Level 2 - Flick               | 1/10/2020  | 10/2023 |
| Demelza Spears     | Paediatric First Aid              | 1/5/2018   | 05/2021 |
|                    | Health & Safety Awareness - Flick | 8/06/2020  | 06/2023 |
| Hester Warburton   | Paediatric First Aid              | 3/12/2020  | 12/2023 |
|                    | Health & Safety Awareness - Flick | 2/10/2020  | 10/2023 |
| Lisa Young         | Paediatric First Aid              | 15/09/2020 | 09/2023 |
|                    | Health & Safety Awareness - Flick | 11/05/2020 | 05/2023 |
| Sharron Cartwright | Health & Safety Awareness - Flick | 04/09/2020 | 09/2023 |



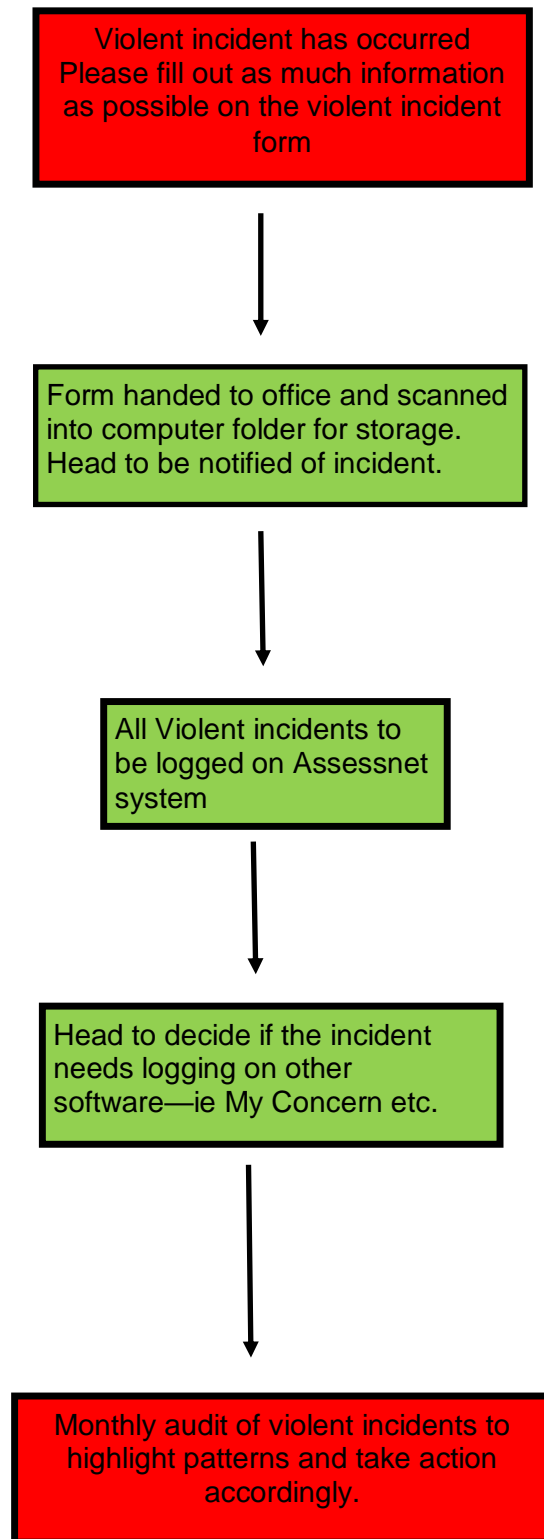
#### 4. Accident Reporting

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.

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

This 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.
- Head Teacher/Fire Marshall 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 Lead Teacher and the school secretary.

### 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 & windows should be closed.
- Teaching Assistant for each year group to check the toilets.
- Follow the 'Green Exit' signs, or use the nearest available exit.
- Pupils line up in silence at the far corner of the school playground\* (near exit gate in the designated class lines. The fire register is called out by a member of staff from each class.
- Office staff carry out: the visitors book, fire registers, telephone number contact sheets and the signing in book.
- After the roll call, children will be led in their class lines out of the playground exit gate to the ramp in the village hall car park and a second register called. Please remain silent and await further instructions. Do not re-enter the building until you are told by the Head Teacher or Fire Brigade that it is safe to do so.
- The Head Teacher will then inform the Chair of SMC, Central Office and the Local Authority.

\*Or for alternative evacuation exit – the children will line in class lines adjacent to the public toilets.

### 2. ROLL CALL

- Pupils line up and teachers check the register and report to the Head Teacher as correct, or the names of missing pupils. This is cross referenced with the other registers 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/staff log in and report to Head Teacher/Lead teacher as correct or the names of any missing people.
- The office staff check attendance for kitchen staff.
- The Head Teacher must inform Fire Brigade personnel that roll call is complete.

### **3. Breakfast 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.
- **Evacuation points as above.**

### **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.
- The School Fire Marshal will meet the emergency services.
- 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 should be carried out once each half term.
- The Head Teacher has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year should be 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 the appropriate book 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;
- the 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.
- Persons who hire the school premises for events will be given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded and will be given copies of relevant Fire Risk Assessments by the Premises Manager and School Business Manager. School admin staff are to inform Academy Business Manager about all new lettings.

## 9. EVACUATION ROUTES



- Evacuation routes will be kept free from obstruction and adequately and 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 should be tested once a week by the school office/ premises team and records are kept.
- The emergency lighting will be tested monthly by the school office/ premises team and records are kept.
- Staff are responsible for reporting any defects to The Premises Manager who will ensure they are repaired.

## 11. FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- 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 Teacher 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.
- Fire Risk Assessments are undertaken by the Premises Manager and Headteacher 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

- Susan Hocking and Errin Allan are designated Fire Marshals. 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.

#### 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.

Review Date: April 2022

### Off site - Evacuation and Registration Procedures

Evacuation routes for each room / area of the building are displayed in all classrooms. The building evacuation procedures are displayed with the signing in book at the school reception/entrance.

## 7. List of Fire Wardens

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Errin Allan      | 20/09/2019                | 20/09/2019  | 09/2022     |
| Susan Hocking    | 20/09/2019                | 20/09/2019  | 09/2022     |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |

## 8. List of Team Teach trained staff

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Errin Allan      | 15/01/2019                | 15/01/2019  | 02/2021     |
|                  |                           |             |             |
|                  |                           |             |             |

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|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9. List of Working at Height trained staff

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|---------------------------|-------------|-------------|
| Gary Standing    | 26/04/2018                | 26/04/2018  | 26/04/2021  |
| Jason Gordon     | 26/04/2018                | 26/04/2018  | 26/04/2021  |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |
|                  |                           |             |             |