



Health and Safety Policy School Responsibilities and Arrangements Document

Approved by:	Finance & Resource Committee	Date: 11/02/2026
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Reviewed by:	Ransi Bandara (CFOO), Daniel Knuckey (Health & Safety Lead)	
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1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Stewart Gynn (Headteacher)	Amy Deadman / Bethany Horwell (Assistant Head)
Fire Safety Duty Holder	Stewart Gynn (Headteacher)	Samantha Clifford (School Secretary)
Health & Safety and Welfare Champion	Stewart Gynn (Headteacher)	Amy Deadman / Bethany Horwell (Assistant Head)
Senior Mental Health & Wellbeing Lead	Stewart Gynn (Headteacher)	Samantha Clifford (School Secretary)
First Aid Co-ordinator	Stewart Gynn (Headteacher)	Joanna Warne
First Aid Appointed Person	Stewart Gynn (Headteacher)	Joanna Warne
Responsible person for pupils with medical needs	Stewart Gynn (Headteacher)	Amy Deadman / Bethany Horwell (Assistant Head)
Accident reporting officers	Stewart Gynn (Headteacher)	Samantha Clifford (School Secretary)
Risk Assessment manager	Stewart Gynn (Headteacher)	N/A
COSHH coordinator	Stewart Gynn (Headteacher)	Samantha Clifford (School Secretary)
DSE Assessor	Stewart Gynn (Headteacher)	Louise Munson (School Secretary)
PPE coordinator	Stewart Gynn (Headteacher)	Samantha Clifford (School Secretary)
School Security Company	Kestrel Guards	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:-

5.00pm

Supervision arrangements

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

If children are on-site between 7:45am and 8:45am, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 20 children is in place.

Any children arriving before 8:45am should be supervised by their parent / carer until 8:45am 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 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 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 half an hour after the school club/ event has 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	[2]
Emergency First Aid Qualified	[5]
Paediatric First Aid Qualified	[7]
Appointed Person	Joanna Warne

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). These will be scanned into a First Aid folder and stored on the school's server. They are reviewed by the First Aider and Headteacher and the relevant ones are uploaded to AssessNet for Rainbow staff and CC staff to view.

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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 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.

All medicines must be signed in in the Medicines Log.

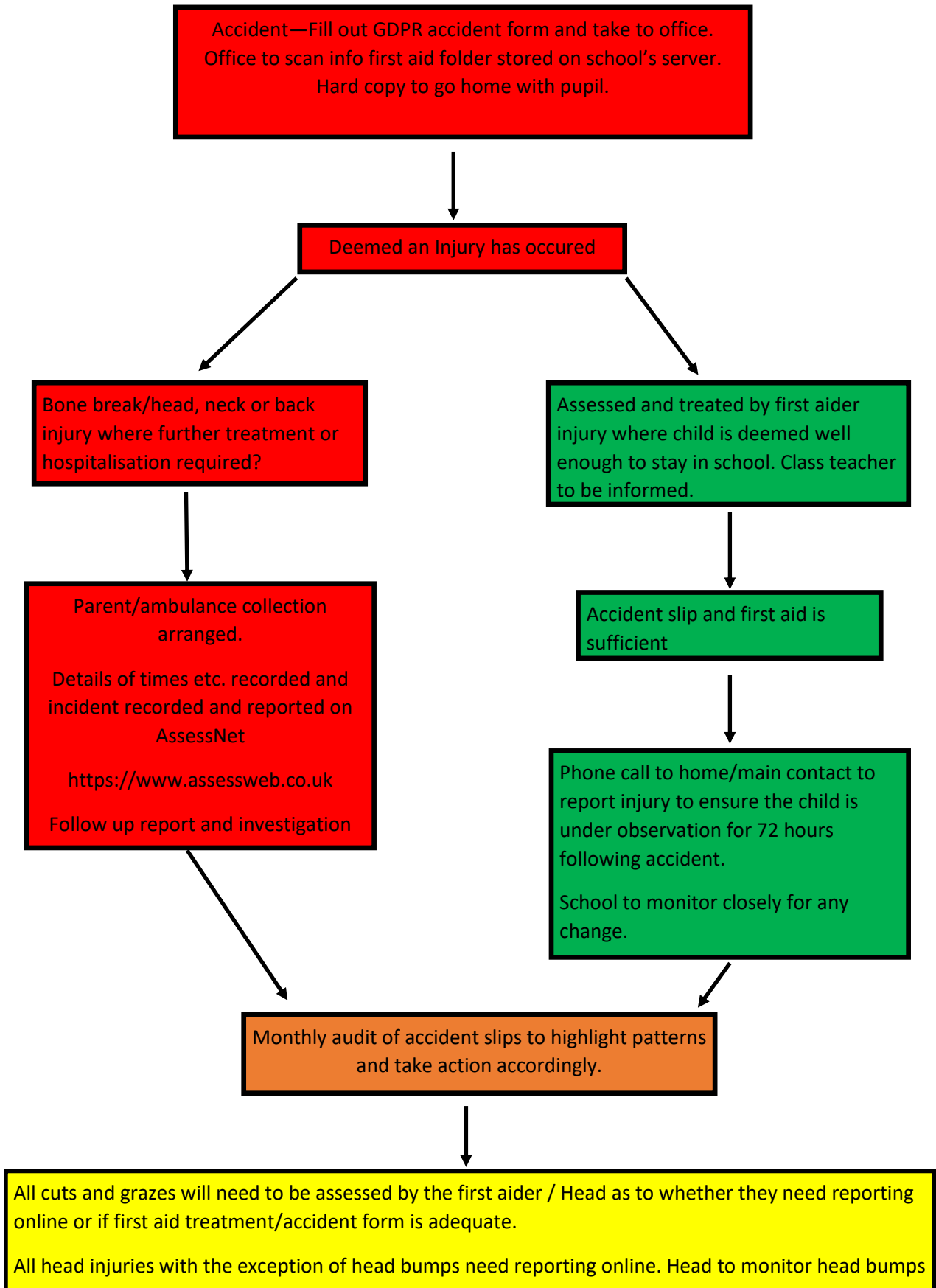
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

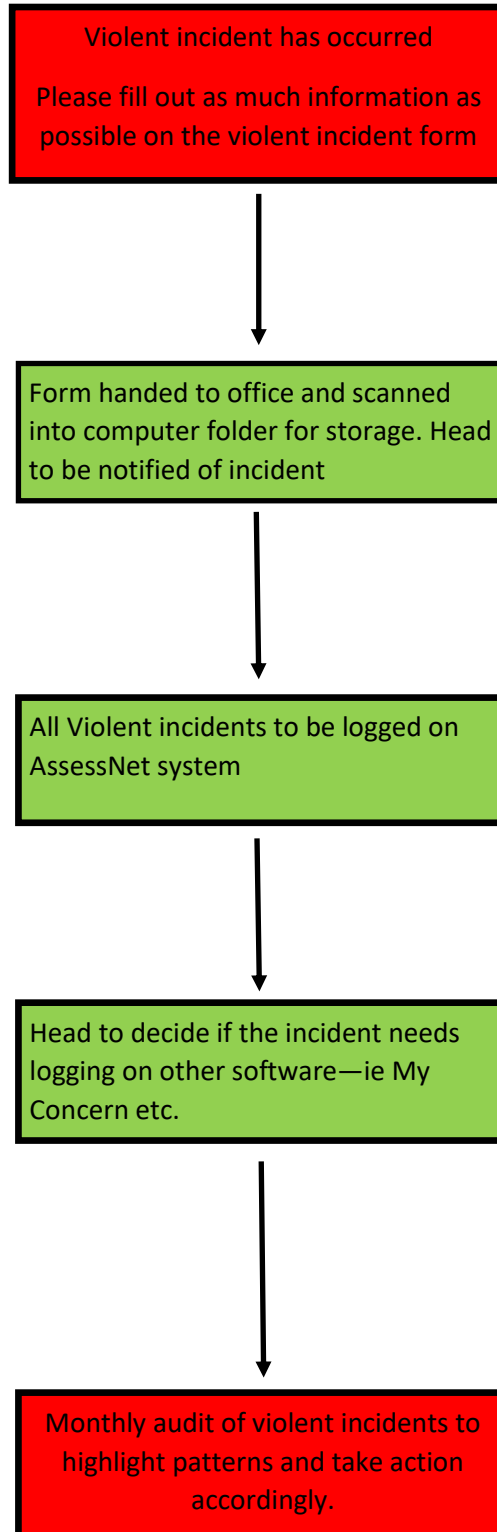
4. Accident Reporting

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

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.

7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Anna Freight	Fire Marshall training	28.1.26	28.1.29
Joanna Warne	Fire Marshall training	23.1.26	23.1.29
Lou Munson	Fire Marshall training	23.1.26	23.1.29
Tracey Manton	Fire Marshall training	21.1.26	21.1.26
Stewart Gynn	Fire Marshall training	5.6.24	5.6.27
Beth Herring	Fire Marshall training	22.6.25	22.6.28
Oliver Deadman	Fire Marshall training	12.6.25	12.6.28

8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Adam Scott	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Amy Giles	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Anna Curnow	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Bethany Horwell	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Cameron Trigell	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Erin Caff	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Gail Lowe	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Julia Provis	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Kerri Moore	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Oliver Deadman	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26

Rachael Cunningham	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26
Tracey Hawk-Vango	Positive Approaches to Challenging Behaviour	Mar-25	Mar-26

9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Adam Scott	Working at height	21.11.25	21.11.28
Amy Giles	Working at height	24.11.25	24.11.28
Amy Deadman	Working at height	21.11.25	21.11.28
Anna Curnow	Working at height	23.10.25	23.10.28
Anna Freight	Working at height	27.10.25	27.10.28
Beth Horwell	Working at height	3.10.25	3.10.28
Erin Caff	Working at height	30.9.25	30.9.28
Gail Lowe	Working at height	11.9.25	11.9.28
Jade Routeledge	Working at height	25.11.25	25.11.28
Joanna Warne	Working at height	29.9.25	29.9.28
Julia Provis	Working at height	7.11.25	7.11.28
Kerri Moore	Working at height	22.10.25	22.10.28
Kim Ceshi	Working at height	29.9.25	29.9.28
Kim Slade	Working at height	4.10.25	4.10.28
Lisa Begen	Working at height	18.9.25	18.9.28
Louise Munson	Working at height	27.10.25	27.10.28
Lucy Hayes	Working at height	16.11.25,	16.11.28
Oliver Deadman	Working at height	31.12.25	31.12.28
Rachael Cunningham	Working at height	25.11.25	25.11.28
Samantha Jackson	Working at height	4.10.25	4.10.28
Tara Bennallack	Working at height	3.11.25.	3.11.28
Tracey Manton	Working at height	23.9.25	23.9.28

10. School Security

Churchills (cleaners) 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.

Andy Roberts 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.