



Bishop Bronescombe C  
of E School H & S  
Responsibilities and  
Arrangements  
Document



## Celtic Cross Education

### Health and Safety Policy and Index


#### Table of Contents

1. Health, Safety & Welfare functions and responsibilities.....	4
2. Arrangements for the supervision of students .....	5
3. First Aid needs/procedures .....	6
4. Accident Reporting.....	<b>Error! Bookmark not defined.</b>
5. Violent Incident Reporting.....	<b>Error! Bookmark not defined.</b>
6. Evacuation and Registration Procedures .....	10
7. List of Fire Wardens.....	10
8. List of Team Teach trained staff.....	11
9. List of Working at Height trained staff.....	11

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 06/01/22

 \_\_\_\_\_  
Chair of the SMC \_\_\_\_\_ Date 06/01/22

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

Function	Responsibility	Delegated to
First Aid Co-ordinator	Tom Hobbs (Co Acting Head of School)	Joanne Warne
First Aid Appointed Person	Tom Hobbs (Co Acting Head of School)	Joanne Warne
Responsible person for pupils with medical needs	Tom Hobbs (Co Acting Head of School)	Joanne Warne
Accident reporting officers	Tom Hobbs (Co Acting Head of School)	Samantha Clifford (School Secretary)
Risk Assessment manager	Tom Hobbs (Co Acting Head of School)	N/A
COSHH coordinator	Tom Hobbs (Co Acting Head of School)	Andrew Roberts (Site Supervisor)
DSE Assessor	Tom Hobbs (Co Acting Head of School)	Louise Munson
PPE coordinator	Tom Hobbs (Co Acting Head of School)	Andrew Roberts (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](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

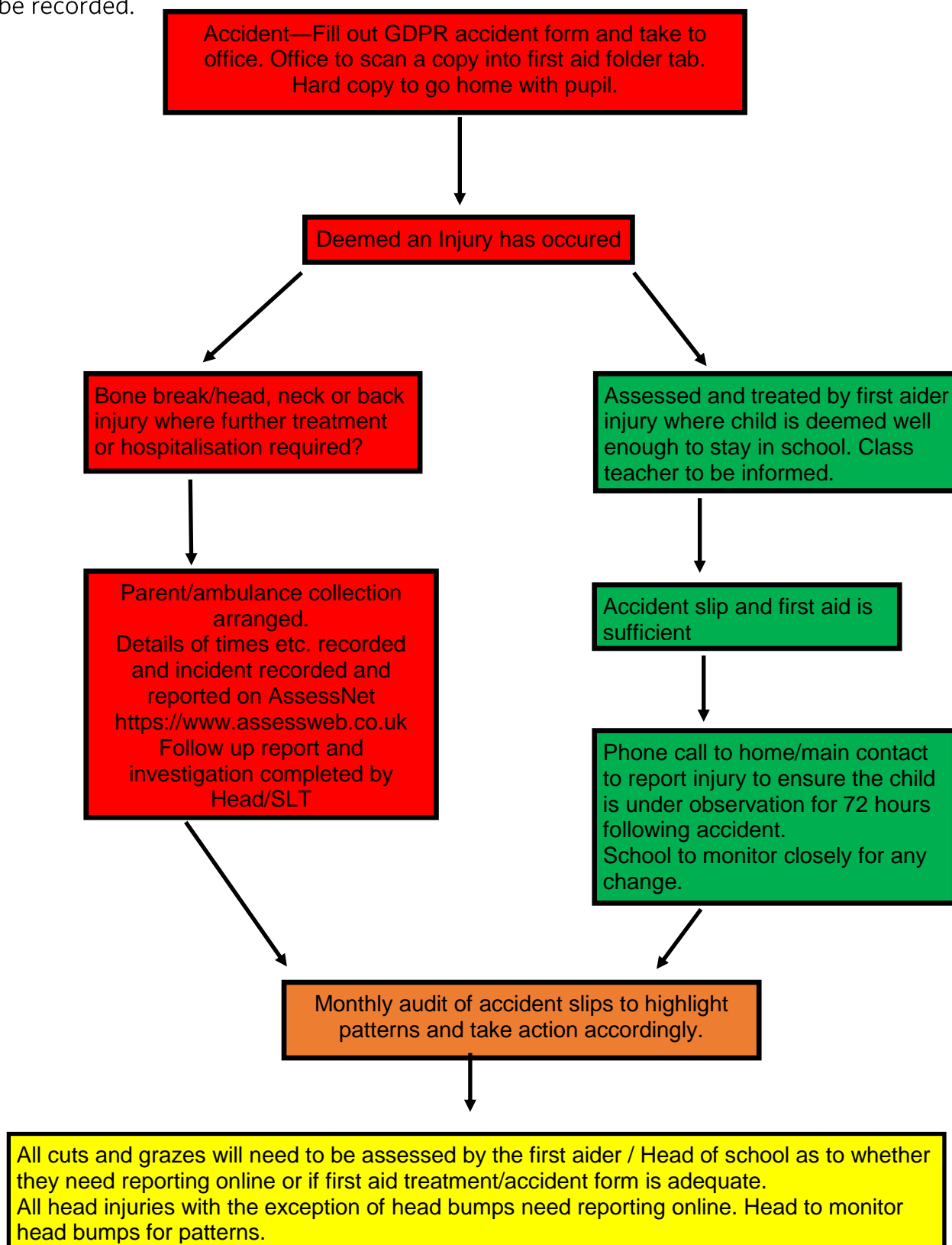
A room has been provided for medications and medical treatments to be administered if necessary (staff room).

## 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
Miss R Burr	Paediatric	31/01/2019	31/01/2022
Mr O Deadman	Paediatric	25/06/2021	25/06/2024
Mrs M Dey	Emergency	27/01/2020	27/01/2023
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
Mrs T Hawk-Vango	Emergency	06/02/2020	06/02/2023
Ms E Herring	Paediatric	12/05/2021	12/05/2024
Mrs Lucy Hayes	Paediatric	15/01/2019	15/01/2022
Mrs T Manton	Paediatric	15/09/2020	15/09/2023
Miss A Mewton	Emergency	31/01/2019	31/01/2022
Miss D Middleton	Paediatric	18/11/2019	18/11/2022
Miss V Prince	Emergency	13/3/2020	13/3/2023
Mrs V Pascoe	Paediatric	07/02/2019	07/02/2022
Mrs J Provis	Paediatric	30/06/2020	30/06/2023
Mrs J Warne/Appointed person	Paediatric First Aid at work	12/05/2021 31/03/2019	12/05/2024 31/03/2022

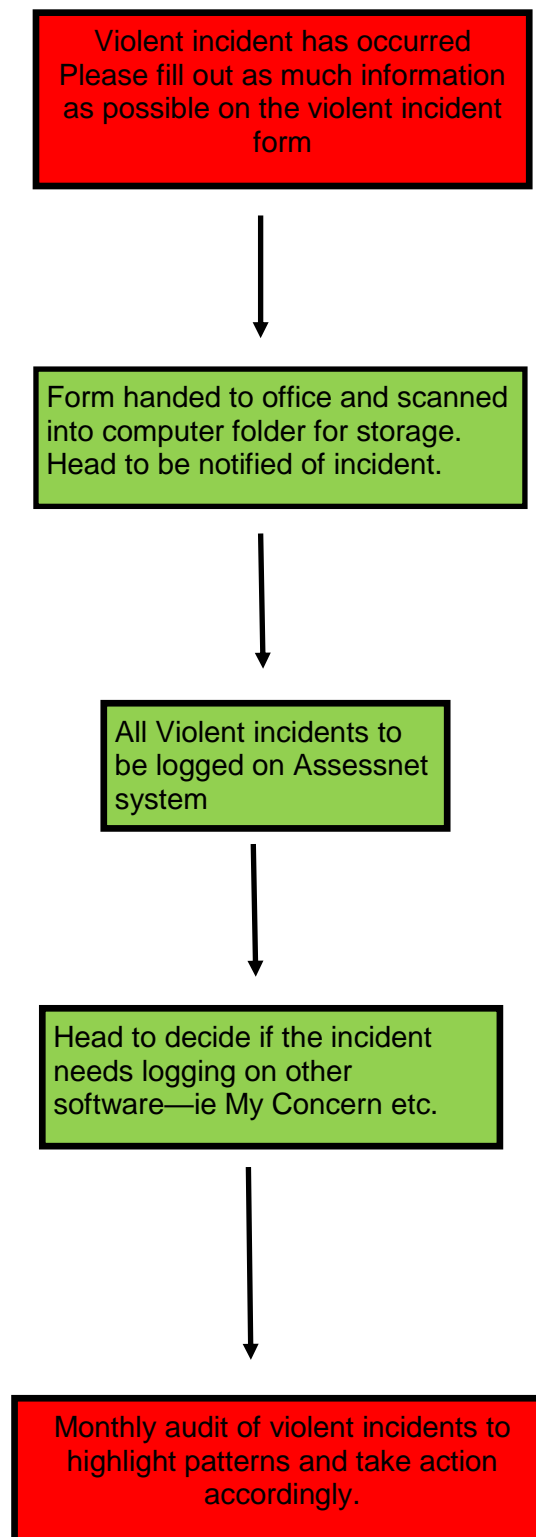
#### 4. Accident Reporting

The following flowchart will be used within schools to determine how accidents/incidents need to be recorded.





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 (Covid-19 addendum – lined up 2m apart, indicated by class signs)
- 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.

Covid-19 addendum: Transfer to Bethel Park.

**Overview of fire management for CCE – Estate Manager – Jason Gordon**

**Responsible person for fire – Acting HoS – Tom Hobbs**

**Fire Marshalls**

Andy Roberts

Jo Warne – Key Stage 2

Kim Slade – Key Stage 1

Beth Herring – Foundation/BBeebies

Louise Munson – Admin area, staff room and corridor

**Deputy**

Tracey Manton

Vicky Pascoe

Vicky Prince

## 7. List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Kim Slade	Fire Marshall	01/05/2018	01/05/2021
Jo Warne	Fire Marshall		Jul-22
Beth Herring	Fire Marshall		Jul-22
Louise Munson	Fire Marshall		Jul-22
Andy Roberts	Fire Marshall		Jul-22
Kim Slade	Fire Marshall	01/05/2018	01/05/2021

## 8. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Oliver Deadman	Team Teach	17/09/2020	17/09/2022
Gemma Allen	Team Teach	04/11/2020	04/11/2022
Sam Jackson	Team Teach	17/11/2020	17/11/2022
Toby Nicholas	Team Teach	Oct 21	Oct 2023

## 9. List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Andrew Roberts	Working at Height	11/08/2020	11/08/2023