



Grampound with Creed C of E School  
Health and Safety Policy  
School Responsibilities  
and Arrangements Document

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

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Headteacher	Rebecca Jane
Health & Safety and Welfare Champion	Headteacher	Rebecca Jane
Senior Mental Health & Wellbeing Lead	Headteacher	Rebecca Jane
First Aid Co-ordinator	Lead teacher	Donna Fryer
First Aid Appointed Person	Lead teacher	Donna Fryer
Responsible person for pupils with medical needs	Lead teacher	Donna Fryer
Accident reporting officers	School Secretary	Emma Wells
Risk Assessment manager	Lead teacher	Rebecca Jane/Tor Bandara
COSHH coordinator	Lead teacher	Rebecca Jane
DSE Assessor	School Secretary	Emma Wells
PPE coordinator	School Secretary	Emma Wells
School Security Company	Security company	Waldons

## 2. Arrangements for the supervision of students

### Opening times

The School will be open from:-

8:00am (breakfast club provision)

8:30am (start of the school day)

And will close to students at:-

3pm (end of the school day)

5pm (end of after-school club provision)

### Supervision arrangements

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

If children are on-site between time and time, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 10 children is in place.

Any children arriving before 8:30am should be supervised by their parent / carer until 8:30am when the school doors open.

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

At breaktimes and lunchtimes there is a ratio of:

Playground - 1:10 pupils minimum

Hall - 1:10 pupils minimum

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

Playground

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

Children should be collected promptly by their parent / carer at 3pm. 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 3pm and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adults 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 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 Headteacher. This will be done at 4.30pm 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	[0]
Emergency First Aid Qualified	[3] (Kerri Rockall, Angela Coombe and Lindsey Mercer)
Paediatric First Aid Qualified	[2] (Elaine Pryer and Sophie Snell, Donna Fryer & Victoria Bandara)
Appointed Person	[1] (Donna Fryer)
Basic First Aid (via FLICK)	[10]

### 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). Copies of these reports are stored securely on the school's computer system.

They are reviewed by the first aider and Head and the relevant ones are uploaded to AssessNet

### 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/ medical box/ first aid room.

All medicines must be signed in in the Medicines Log.

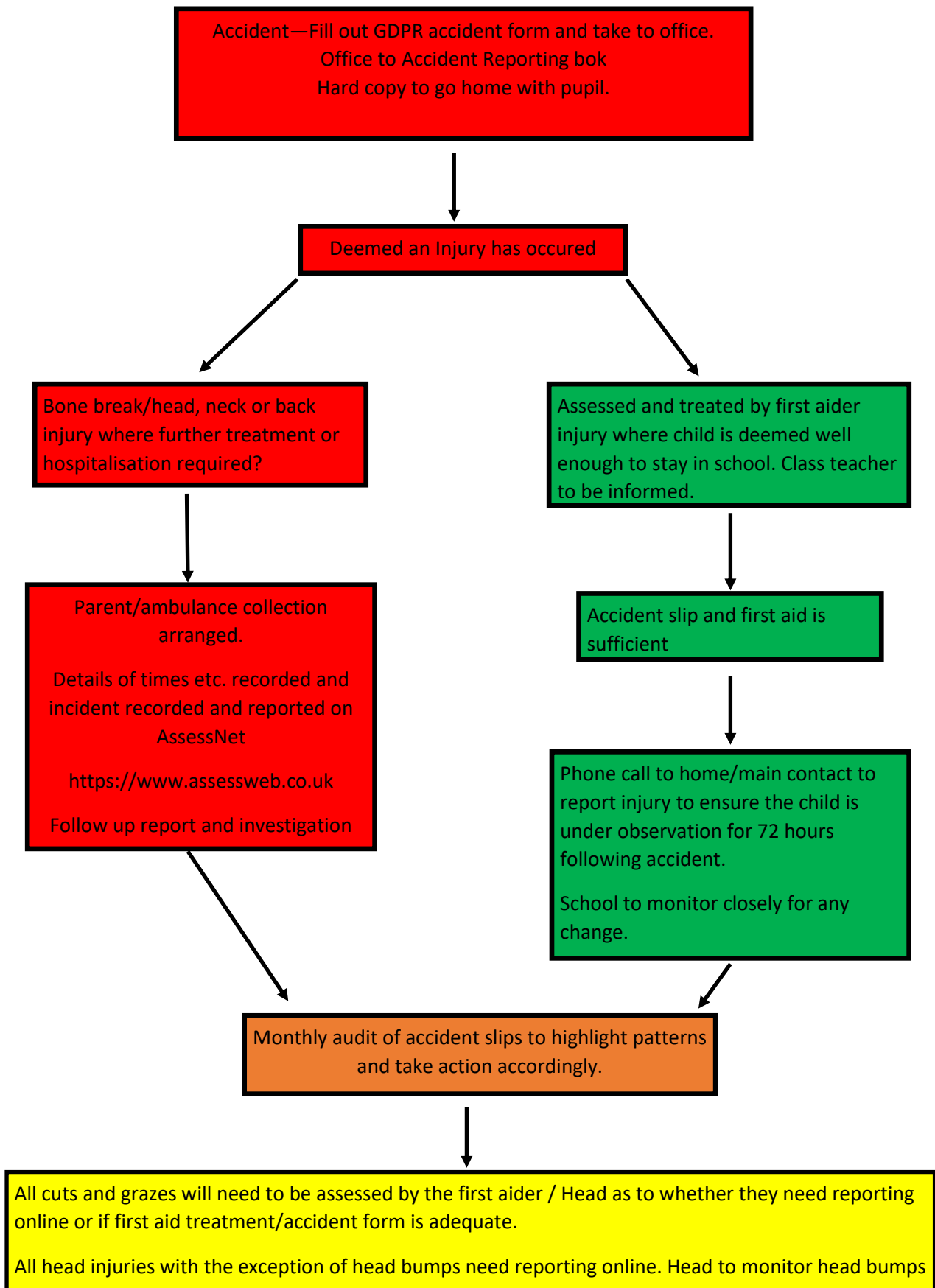
Any medicine given out or administered must be recorded in the Medicines Log.

### Facilities for Medical Procedures

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

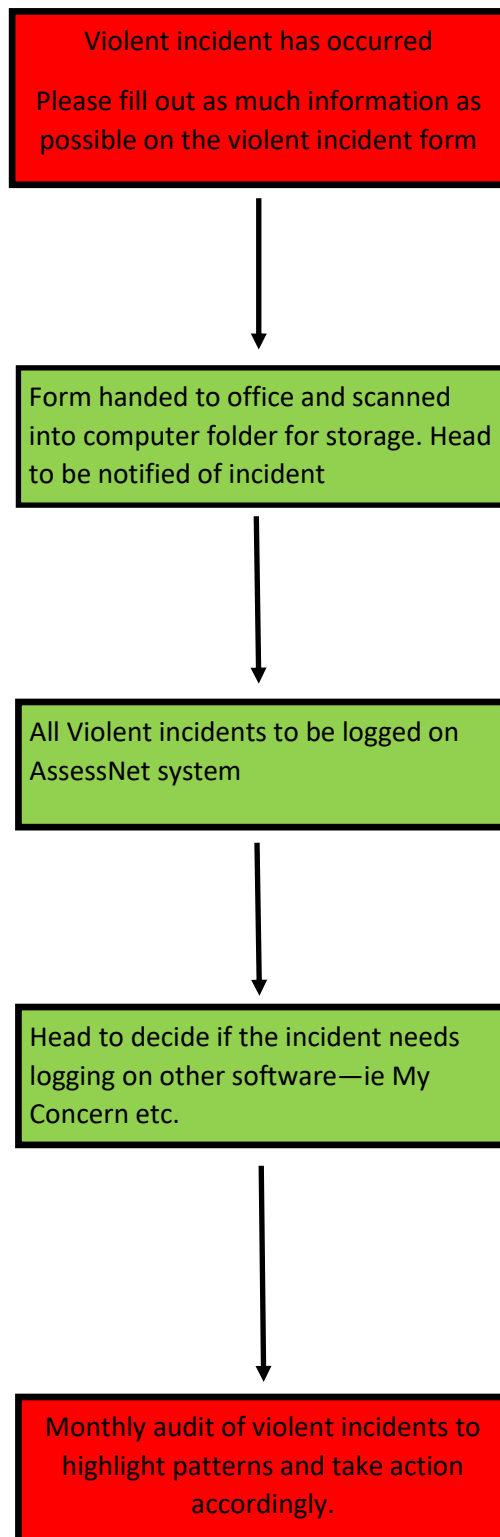
#### 4. Accident Reporting

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

On discovering a fire, raise the alarm at the nearest break glass call point.

### 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.

### 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.
- Teacher/support staff for each year group to take out the fire register in each class, check the toilets & collect signing in register in the staff room.
- 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 facing away from the building in the designated class lines. The fire register is called out by a member of staff from each class.
- Office staff carry out: the iPad, grab bag including telephone number contact sheets and the do not enter fire poster (to be displayed on the main school gate on exit of the building).
- In the event/confirmation of a fire, after the roll call, children will be led in their class lines out of the playground exit gate onto the grass area by the village hall 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 Governors, Central Office and the Local Authority.

### 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.



- Headteacher/Lead teacher to 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 using the iPad 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.

### 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.

### 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.

### 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.

### 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.

### 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.

## 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.
- 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.



## 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.



## FIRE ALARM TEST

- The fire alarms should be tested once a week by the Headteacher/ premises team and records are kept.
- The emergency lighting will be tested monthly by the premises team and records are kept.
- Staff are responsible for reporting any defects to The Premises Manager who will ensure they are repaired.

## FIRE FIGHTING EQUIPMENT

- Firefighting 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.

In the event of a major emergency the school will evacuate to either the village hall or outside the public conveniences opposite the school entrance, using the safest route possible. In the event of a suspected bomb/gas explosion the evacuation point will be St Nuns Church.

## 7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Donna Fryer	Level 2 Award in Fire Safety	07/11/2023	07/11/2026
Emma Wells	Level 2 Award Fire Safety	07/11/2023	07/11/2026
Rebecca Jane	Level 2 Award Fire Safety	14/10/2022	14/10/2025

## 8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Sophie Snell	Positive Approaches to Challenging Behaviour 2 Day Schools Instructor Refresher Course (PRICE)	28/02/2025	28/02/2026

## 9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Angela Coombe	Level 1 Working at Height training	26/06/2023	25/06/2026
Donna Fryer	Level 1 Working at Height training	26/06/2023	25/06/2026
Lindsey Mercer	Level 1 Working at Height training	25/06/2023	24/06/2026
Elaine Pryer	Level 1 Working at Height training	29/06/2023	28/06/2026
Elliott Wells	Level 1 Working at Height training	27/06/2023	26/06/2026
Emma Wells	Level 1 Working at Height training	25/06/2023	24/06/2026
Rebecca Jane	Level 1 Working at Height training	16/10/2023	15/10/2026
Tor Bandara	Level 1 Working at Height training	10/06/2024	10/06/2027
Sophie Snell	Level 1 Working at Height training	08/05/2024	08/05/2027

## 10. School Security

Rebecca Jane 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.

Mike Harris 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.