



Grampound Road
CofESchool H & S
Responsibilities and
Arrangements
Document



celtic cross
education

Celtic Cross Education

Health and Safety Policy and Index

Table of Contents

1.	4	
2.	Error! Bookmark not defined.	
3.	Error! Bookmark not defined.	
4.	Error! Bookmark not defined.	
5.	Error! Bookmark not defined.	
6.	Evacuation and Registration Procedures	10
7.	List of Fire Wardens	10
8.	List of Team Teach trained staff	10
9.	List of Working at Height trained staff	11

School Statement of Intent

1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
First Aid Co-ordinator	Sarah Kennedy	Emma Wright
First Aid Appointed Person	Sarah Kennedy	Heather Warne
Responsible person for pupils with medical needs	Sarah Kennedy	Emma Wright
Accident reporting officers	Sarah Kennedy	Sarah Kennedy
Risk Assessment manager	Sarah Kennedy	Sarah Kennedy
COSHH coordinator	Sarah Kennedy	Gary Standing
DSE Assessor	Sarah Kennedy	Rebecca Daw
PPE coordinator	Sarah Kennedy	Emma Wright, Gary Standing
School Security Company	PJI Security	

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 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
 - EYFS outside area-1:30

Areas to be used by students outside lesson times

- KS2 playground
- KS1 playground
- EYFS outside area
- 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 at the pedestrian gate. 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	[5]
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

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 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

Storage of Medicine: Locked in the medicine cabinet in the school office.

Facilities for Medical Procedures: Lavender room

List of first aiders

name	Completed training on	Expires on
Heather Warne (Level 3)	First Aid At Work Level 3 13/03/2019 Paediatric First Aid 12/05/2021	13/03/2022 12/05/2024
Milena Fajer	Emergency First Aid 12/11/21 Paediatric First Aid 11/09/2019	12/11/2024 11/09/2022
David Salway	Emergency First Aid 31/01/2019	31/01/2022
Gemma Warne	Emergency First Aid 19/11/2021	19/11/2024
Rachael Wilton	Emergency First Aid 04/10/2021 Paediatric First Aid 04/10/2021	04/10/2024 04/10/2024
Megan Colclough	Emergency First Aid 25/11/2020	25/11/2023
Abigail Bulley	Paediatric First Aid 7/12/2021	7/12/2024
Sarah Theobald	Paediatric First Aid 17/07/2021	17/07/2024

4. accident reporting

As detailed in the H&S policy

5. violent incident reporting

As detailed in the H&S policy

6. Evacuation and Registration Procedures

1. ACTION WHEN THE FIRE ALARM SOUNDS

- The office staff will call the emergency services.
- Head Teacher/Fire Warden 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 a senior teacher or trained fire warden.

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 should be closed.
- Follow the 'Green Exit' signs, or use the nearest available exit.
- Pupils assemble in the KS2 playground. Pupils line up in silence 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 visitors book, telephone number contact sheets and the signing out book.
- After the roll call, 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.
- Should one of the school buildings remain closed, the children will be escorted from the playground to an alternative location and parents will be contacted from there. The Head Teacher will then inform Central Office, Board of Directors and the Local Authority.

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 books 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 and report to Head 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 CLUB 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.
- Breakfast club: evacuate the school via the hall exit.
- Muster point is the KS2 playground.

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 and give them the Emergency Pack containing relevant site information (a member of the office staff will do this in the absence of the School Fire Marshal).
- 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 are carried out once each half term.
- The office staff and Gary Standing (site maintenance) has responsibility for keeping records of the drills and detailing any further action required.
- 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 is 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 are tested once a week by Gary Standing and records are kept.
- The emergency lighting will be tested weekly by Gary Standing and records are kept.
- Staff are responsible for reporting any defects to The Premises Manager who will ensure they are repaired.
- The fire alarm and emergency lighting systems are to be checked quarterly by the contractor, Waldons Fire Security.

11. FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- Fire fighting equipment is located as indicated on the attached plan.

- 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.
- The risk assessments will be kept in the Fire Log which is maintained by the Premises Manager.
- 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

- Mrs Warne is the fire warden, Mrs Warne, Mrs Mills, Mr Salway, Mrs Wilton have first aid training. 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. The Head teacher or senior teacher will sweep the building.

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.

15. MONITORING and REVIEW

The Directors' Premises, Health & Safety Committee will review this plan annually, or sooner, if changes occur that affect this plan.

7. List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Sarah Kennedy	Fire Marshall	04/11/2019	04/11/2022
Heather Warne	Fire Marshall	02/07/2019	02/07/2022

8. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Milena Fajer	Level 2 Reaccreditation	11/10/2021	11/10/2023
Heather Warne	Level 2 Reaccreditation	11/10/2021	11/10/2023
Gemma Warne	Level 2	03-05/11/2021	05/11/2023
Abigail Bulley	Level 2	Tbc	tbc

9. List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date