



Ladock C of E School  
H & S Responsibilities  
and Arrangements  
Document

November 2021



celtic cross  
education

## 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: 

Date: 30.11.21

Chair of the SMC



Date: 30.11.21

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

Function	Responsibility	Delegated to
First Aid Co-ordinator	Chris Stoyles	Elaine Milling
First Aid Appointed Person	Elaine Milling	N/A
Responsible person for pupils with medical needs	Chris Stoyles	Elaine Milling
Accident reporting officers	Chris Stoyles Gary Standing	Jane Batchelor Elaine Milling
Risk Assessment manager	Chris Stoyles	N/A
COSHH coordinator	Gary Standing	Jane Batchelor
DSE Assessor	Chris Stoyles	Rebecca Drew
PPE coordinator	Chris Stoyles Jason Gordon Gary Standing	Jane Batchelor
School Security Company	PJI Security Ltd	N/A

## 2 Arrangements for the supervision of students

### Opening Times

The School will be open from:

8:00am – Breakfast Club

8:40am – All other pupils

And will close to students at:

3:10pm – Normal school day ends

5:30pm – After school club finishes

Supervision arrangements

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

- If children are on-site between 8.00 and 8:40, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 10 children is in place.
- Any children arriving before 8:35 should be supervised by their parent/carer until 8:40 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 – 2:60
  - KS1 playground – 2:53

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 3:10pm. 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 (Y5/6 only).
- If children are on-site between after 3:10 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 2 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 HOS. This will be done at 4.15pm or 30 mins after the 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	[ 2 ]
Paediatric First Aid Qualified	[ 2 ]
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

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 disabled toilet lockable cupboard.

Any medicine given out or administered must be recorded through the medical folder through the Ladock School Network SharePoint page. Parent must complete the 'Request to Administer Prescribed Medications' electronic form before any medicine is administered.

### **Facilities for Medical Procedures**

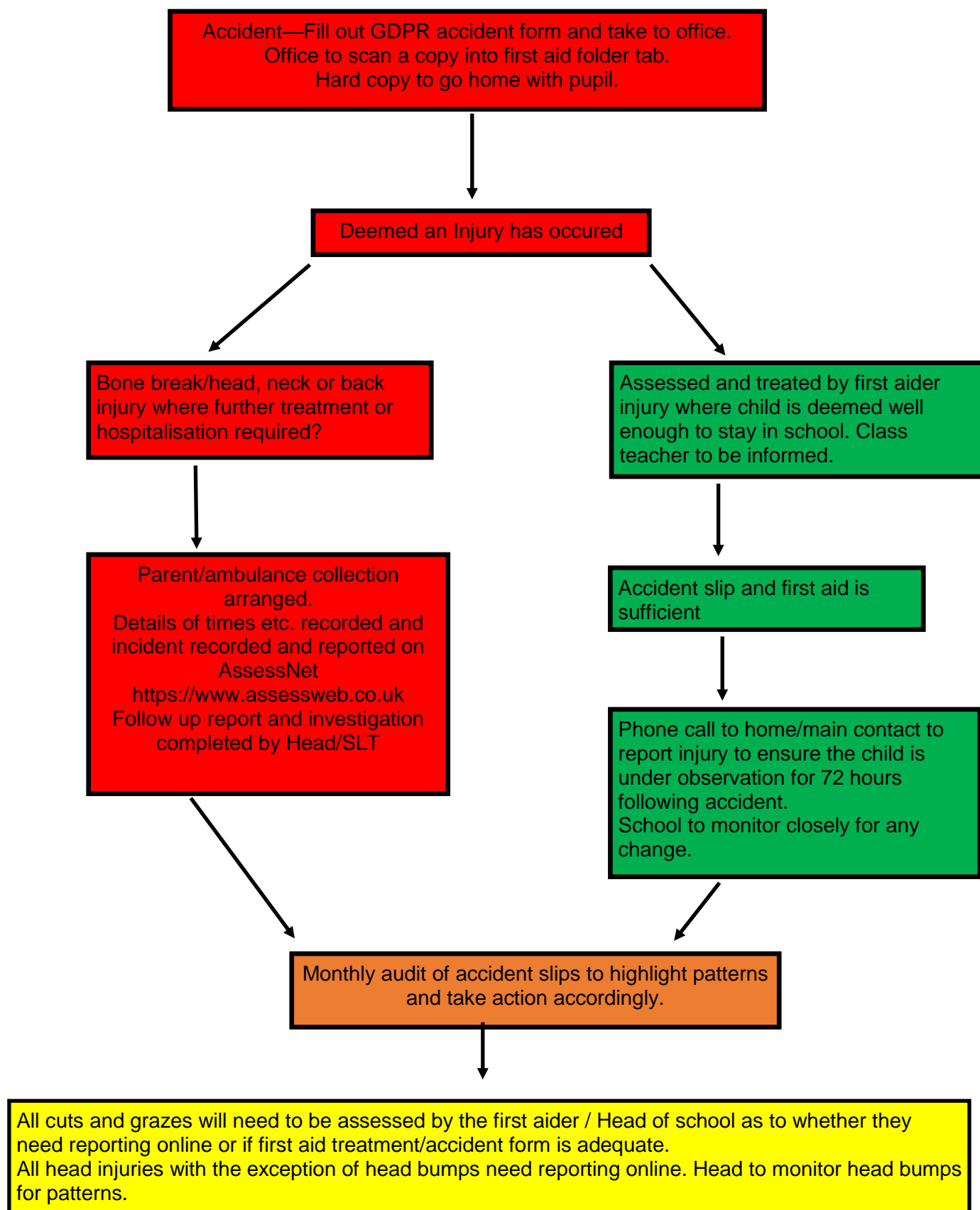
The secretary's office/disabled toilet/school corridor is used for medications and medical treatments are also administered in these locations.

### **List of first aiders**

Name of employee	Training course completed	Expiry date
Carly Denning	Paediatric First Aid	15.01.22
Tracy Eldridge	Paediatric First Aid	07.02.22
Elaine Milling	Paediatric First Aid First Aid at Work L3	12.09.21 23.11.23
Bethany Harris	Emergency First Aid	13.03.23

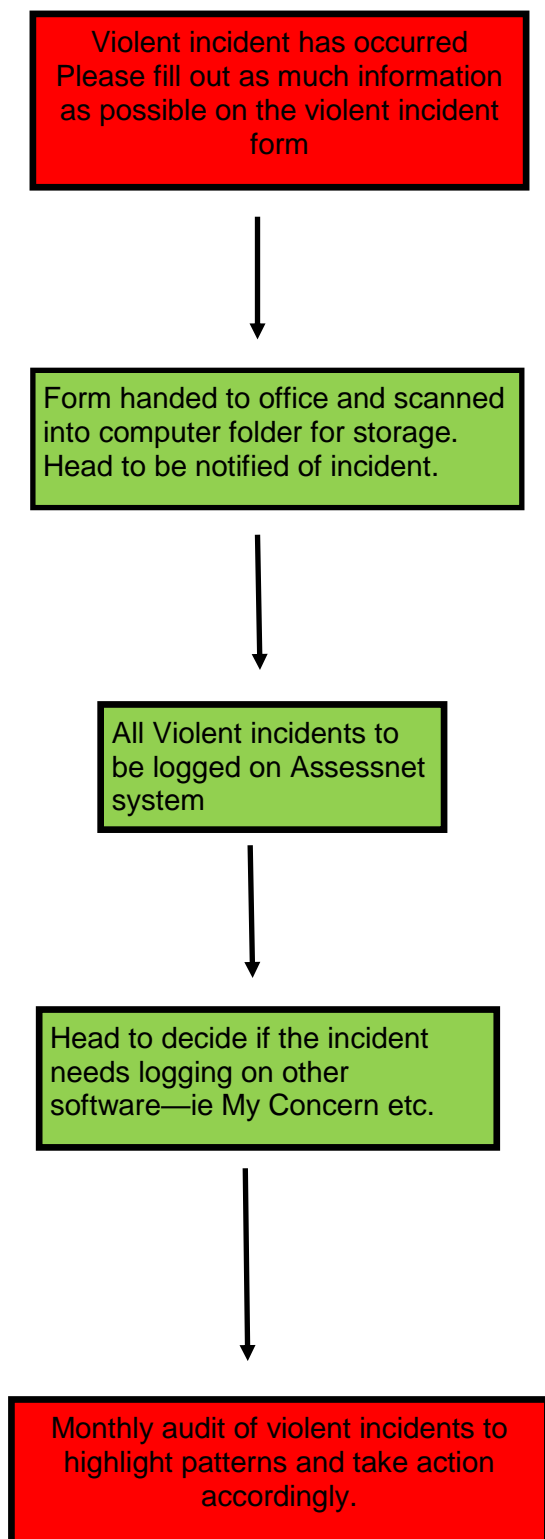
#### 4. Accident reporting

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.



## 6. Evacuation and Registration Procedures



**FIRE DRILL PROCEDURE FOR LADOCK C. of E. SCHOOL.**

Upon hearing the alarm:

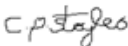
- Doors and Windows are to be shut.
- Class teacher to direct adults and children to vacate the premises, ensuring they walk in a quiet and orderly manner.
- Alert any adults working in close proximity to classrooms.
- The secretary will bring paper copies of the electronic register for each class as well as the signing in books to the fire assembly points.
- Class TAs are to check cloakrooms and classrooms.
- Assemble in class lines, very quietly in school car park. If access to the school car park is not safe, assemble outside the Church.
- Call register and ensure all are accounted for.
- The Emergency Contact list is to be taken by the School Secretary.
- Secretary to check visitors on premises.
- Wait until instructed to return into the school.
- Termly fire drills will be carried out to ensure above procedures are adhered to.

Following the Fire Drill the information will be logged in the Fire Precautions Log Book that is retained in the secretary's office

*This policy was reviewed in February 2021 and will be reviewed annually or as needs dictate.*

Date: 02/02/2021..

Head of school: Mr C Stoyles

Signed: 

## 7. List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Jane Batchelor	Fire Warden Duties	May 2021	May 2024

## 8. List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Elaine Milling	Team Teach – positive handling strategies	September 2020	September 2022
Chris Stoyles	Team Teach – positive handling strategies	February 2020	February 2022

## 9. List of Working at Height trained staff

Name of employee	Training course completed	Course date
Chris Stoyles	Flick Training – working at height	Academic Year 2020
Jane Batchelor	Flick Training – working at height	Academic Year 2020
Carly Denning	Flick Training – working at height	Academic Year 2020
Jessica Norgard	Flick Training – working at height	Academic Year 2020
Bethany Harris	Flick Training – working at height	Academic Year 2020
Janine Tringham	Flick Training – working at height	Academic Year 2020
Caroline Burley	Flick Training – working at height	Academic Year 2020
Elaine Milling	Flick Training – working at height	Academic Year 2020