Health and Safety Policy

School Responsibilities

and Arrangements Document

Approved by:	Finance & Resource Committee	**Date:** 11/02/2026
Last reviewed:	February 2026	
Reviewed by:	Ransi Bandara (CFOO), Daniel Knuckey (Health & Safety Lead)	
Next review due by:	February 2027	

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1. Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Health & Safety and Welfare Responsible Person	Sarah Wilkins	Sarah Wilkins
Fire Safety Duty Holder	Sarah Wilkins	Rebecca Kirkbride Matthew Goad
Health & Safety and Welfare Champion	Sarah Wilkins	Sarah Wilkins Matthew Goad
Senior Mental Health & Wellbeing Lead	Sarah Wilkins	Rebecca Kirkbride Rachel Clemo
First Aid Co-ordinator	Sarah Wilkins	Rebecca Kirkbride Sue Jenkin
First Aid Appointed Person	Sarah Wilkins	Sam Lamb Rebecca Kirkbride Sue Jenkin
Responsible person for pupils with medical needs	Sarah Wilkins	Tanya Nisbet Natasha Stephens
Accident reporting officers	Sarah Wilkins	Sam Lamb Rebecca Kirkbride Matthew Goad Emma White
Risk Assessment manager	Sarah Wilkins	Sarah Wilkins
COSHH coordinator	Sarah Wilkins	Andy Roberts
DSE Assessor	Sarah Wilkins	Sarah Wilkins
PPE coordinator	Sarah Wilkins	Sarah Wilkins Emma White
School Security Company	Sarah Wilkins	Alarm: Southern Monitoring Alarm Engineer: GFS (Golant) On site response: Kestrel

2. Arrangements for the supervision of students
Opening times

Infant School

The School will be open from:-
8:45am
And will close to students at:-
3:15pm

Junior School

The School will be open from:-
8:30am
And will close to students at:-
3:00pm

Supervision arrangements

Infant School

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

If children are on-site between 8:00am and 8:30am 8:45am (Infants), they are supervised at Breakfast Club where a minimum ratio of 1 adult to 8 children is in place (unless 2 year olds are present in which case a 1:5 ratio will be used).

Any children arriving before 8:45am should be supervised by their parent / carer until 8:45 am when the school doors open.

Junior School

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

If children are on-site between 8:00am and 8:30am, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 13 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:

KS2 playground – 1:30

KS1 playground – 1:30

Reception play area (when used)- 1:20

Areas to be used by students outside lesson times:

Infant school

Playground (hard standing)

Playground (equipment area)

Field & sensory garden (when suitably dry)

Reception outdoor area & nursery small playground

Junior School

Playground (hard standing)

Playground (equipment area)

Field (when suitably dry)

Back Playground (hard standing)

Bike Track (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 3:00pm (Juniors) and 3:15pm (Infants). 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 3:00pm (Juniors) and 3:15pm (Infants) and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio 1 adult to 8 children is in place (unless 2 year olds are present when a ratio of 1:5 will be used).

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:-

Infants

First Aid at Work Qualified	[1]
Emergency First Aid Qualified	[1]
Paediatric First Aid Qualified	[13]
Appointed Person	[1]

Juniors

First Aid at Work Qualified	[2]
Emergency First Aid Qualified	[2]
Paediatric First Aid Qualified	[13]
Appointed Person	[1]

<u>Notifying parents</u>

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). First Aid log book – paper copy recorded in folder – second paper copy to go home with pupil.

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.

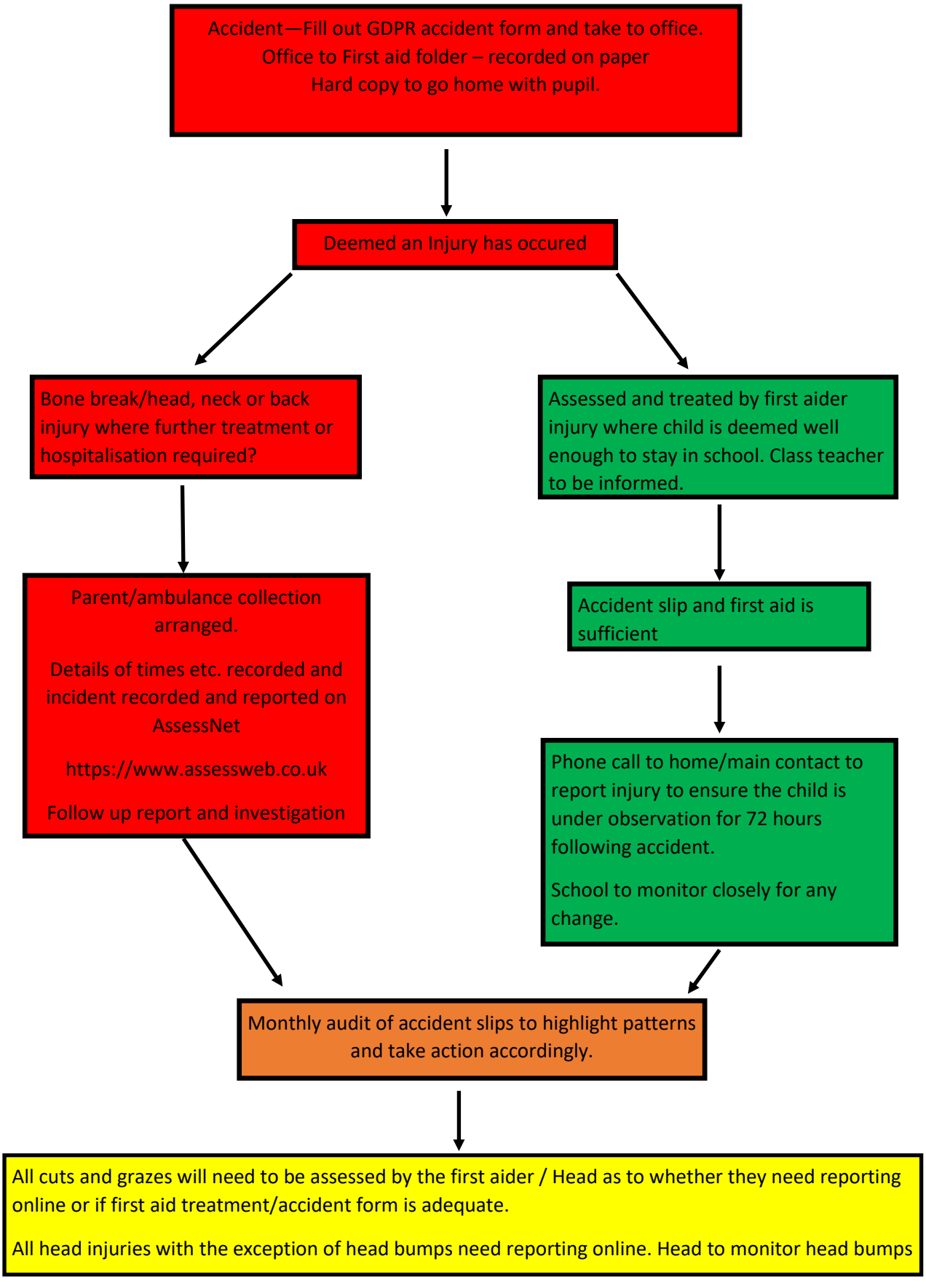
All medicines must be signed in in the Medicines Log.

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).

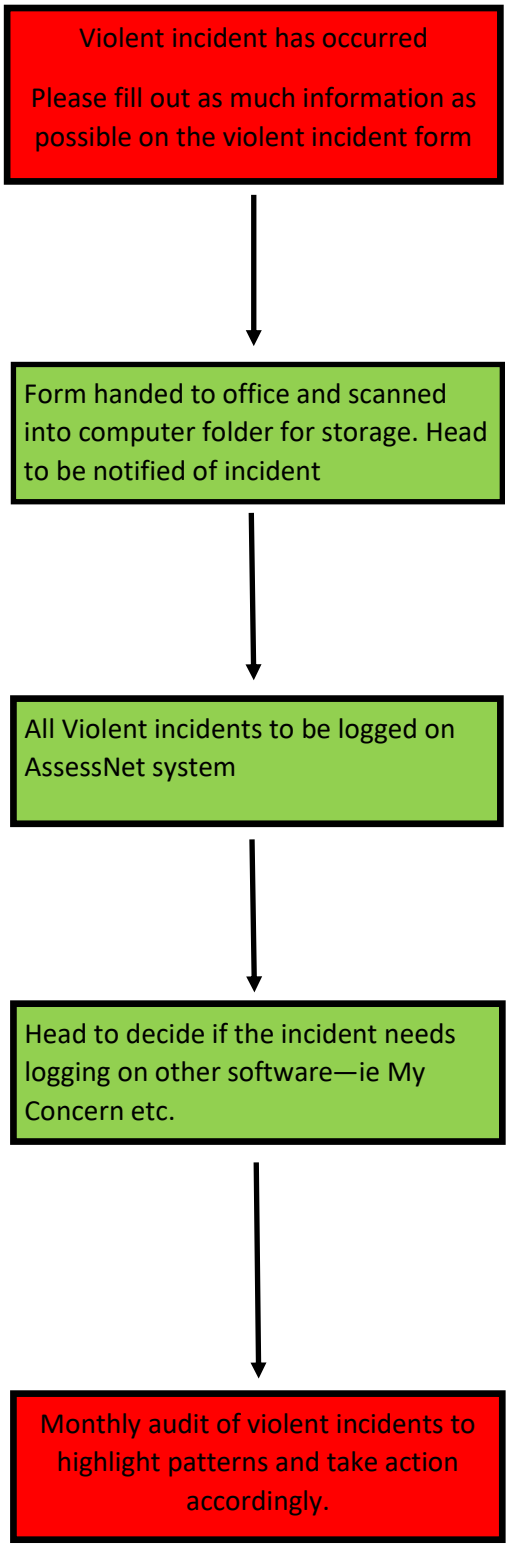
4. Accident Reporting

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 hearing the fire bell:

During Lessons

1 Children must line up quickly and quietly by the classroom fire door. Teacher or responsible adult must check toilets and cloakroom areas and turn off any lights that are not operated by sensors. Children to exit via their fire door and proceed to the assembly point on the school playground
2 Children to line up on the playground, facing the field in their designated, socially distanced class area and the class teacher will perform a headcount.
3 All staff and visitors not in a class to leave by the nearest fire exit.
4 The fire warden will check the alarm panel to ascertain in which zone the alarm was activated.
5 The secretary will leave the building via the nearest exit taking with her the class registers and the mobile phone. She will proceed to the main assembly point.
6 The secretary will pass the absence sheets to the class teacher so they can undertake the roll call.
7 The Headteacher or most senior member of staff will then check that all children and adults are present.
8 The Headteacher will then leave a senior staff member in charge of the people on the playground and will proceed to the front of the school to check the arrival of the fire brigade.

During playtime / lunchtime

1 The persons on duty outside will blow the whistle, line the children up as for the end of playtime and when other staff arrive children will be escorted to the main assembly point.
2 All other staff will check toilets and cloakrooms of rooms they are in and then exit via the nearest fire door and join the rest of the school at the main assembly point.
3 Proceed as from 2 above.

Lockdown Evacuation Procedure:

1. Sound Alert - Activate lock-down procedures immediately
2. Dial 999
3. Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
4. Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
5. Close windows / blinds
6. Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)

7. Hide, sit on the floor under desks, and away from windows
8. Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)
9. Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
10. If possible, check for missing / injured students, staff and visitors
11. Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services

7. List of Fire Wardens:

Name of employee	Training course completed	Course date	Expiry date
Tracey Whitaker	In Safe Hands – Fire Marshal	06.5.26	06.5.29
Rebecca Kirkbride	In Safe Hands – Fire Marshal	06.5.26	06.5.29
Matthew Goad	In Safe Hands – Fire Marshal	06.5.26	06.5.29
Emma White	In Safe Hands – Fire Marshal	06.5.26	06.5.29

8. List of PRICE trained staff:

Name of employee	Training course completed	Course date	Expiry date
Rebecca Kirkbride	PRICE Training	14.10.26	14.10.27
Matthew Goad	PRICE Training	14.10.26	14.10.27
Chantelle Hargreaves	PRICE Training	14.10.26	14.10.27
Stacey Mackown	PRICE Training	14.10.26	14.10.27
Rachel Clemo	PRICE Training	14.10.26	14.10.27
Tanya Nisbet	PRICE Training	14.10.26	14.10.27
Natasha Stephens	PRICE Training	14.10.26	14.10.27
Annie Osborne	PRICE Training	14.10.26	14.10.27
Lindsey Dennis	PRICE Training	14.10.26	14.10.27

9. List of Working at Height trained staff:

Name of employee	Training course completed	Course date	Expiry date
Rachel Clemo	Flick – Working at Height	13.11.25	13.11.27
Tracey Whitaker		06.06.25	06.06.27
Michelle Williams		05.09.25	05.09.27
Angela Woodland		04.09.25	04.09.27
Sarah Barham		13.11.25	13.11.27
Linda Benney		5.10.25	5.10.27
Tom Brokenshire		5.6.25	5.6.27
Stacey Callaway		15.1.26	15.1.28
Lindsey Dennis		15.1.26	15.1.28
Sharon Eyre		6.10.25	6.10.27
Steph Hodson		5.10.25	5.10.27
Cara Meyers		15.1.26	15.1.28
Charmaine Sheers		27.9.25	27.9.27
Vicky Shirlow		6.11.25	6.11.27
Tash Stephens		30.10.25	30.10.27
Emma White		21.10.25	21.10.27
Michelle Williams		19.10.25	19.10.27
Michelle Woods		4.10.25	4.10.27
Rachel Clemo		8.09.25	8.09.27

10. School Security

Churchills 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 – Site maintenance] 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- Kestrel security.