





**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

 3.2.21

Head of School Date

Tracey George 4.2.21

Chair of the SMC Date

# Health, Safety & Welfare functions and responsibilities

|  |  |  |
| --- | --- | --- |
| Function | Responsibility | Delegated to |
| First Aid Co-ordinator | Caroline Jarrett (Head of School) | Elaine Pryer |
| First Aid Appointed Person | Caroline Jarrett (Head of School) | Elaine Pryer |
| Responsible person for pupils with medical needs | Caroline Jarrett (Head of School) | Lizzie Molden |
| Accident reporting officers | Caroline Jarrett (Head of School) | Emma Wells (School Secretary) |
| Risk Assessment manager | Caroline Jarrett (Head of School) | Lizzie Molden |
| COSHH coordinator | Caroline Jarrett (Head of School) | Emma Wells (School Secretary) |
| DSE Assessor | Caroline Jarrett (Head of School) | Rebecca Bishop |
| PPE coordinator | Caroline Jarrett (Head of School) | Emma Wells (School Secretary) |
| School Security Company | PJI Security | N/A |

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# 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

Breakfast Club Supervision from 7.45am – 2 members of staff to 16 pupils. Children to be dropped off in the Breakfast Club room.

Morning Supervision from 8.30 am – 2 members of staff on playground. Children to be left in the playground (for wet morning play the children will lead into their classrooms where they will be supervised).

Morning break time supervision – 2 members of staff on playground.

Lunchtime supervision – 4 members of staff in lunch hall until 12.30pm & 2 members of staff on duty in each playground from 12.30 pm.

After School Club supervision – 2 members of staff per group of children collection point agreed at point of club sign up. School based clubs finish at 4 pm, After school club finishes at 6 pm.

If a child is not collected from school at the agreed time 2 members of staff should remain in the school with the child and contact should be made with all parent/emergency contacts on list. Both staff to remain in school until the child is collected. If emergency contacts cannot be reached and the child remains uncollected by 6 pm, the Head of School should be notified (if not present) who will inform the CEO. Police will then be informed.

# 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 [ 3 ]

Paediatric First Aid Qualified [ 9 ]

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)] unless extreme circumstances require it and then only by prior arrangement with parents.

Self-Management of Medication

This School does not allow students to carry or manage their own medication.

Emergency Asthma Kits

This [School/Academy]’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>

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 First Aid 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 [staff room].

**List of first aiders**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee | Training course completed | Course date | Expiry date |
|  |  |  |  |
| |  | | --- | | Angela Coombe | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| |  | | --- | | Katrina Evens | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| |  | | --- | | Donna Fryer | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| Clare  Hayes | Paediatric First Aid | 01/05/2018 | 01/05/2021 |
| |  | | --- | | Catherine Humpage | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| |  | | --- | | Lizzie Molden | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| |  | | --- | | Elaine Pryer | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| |  | | --- | | Rory Webb | | Paediatric First Aid | |  | | --- | | 12/06/2018 | | 12/06/2021 |
| Caroline  Jarrett | Emergency First Aid | January 2019 | 01/01/2022 |
| Clare  Hayes | Mountain Medicine | 22/01/20 | 22/01/23 |
| Rory  Webb | Mountain Medicine | 07/10/2020 | 07/10/2023 |

# Accident Reporting

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

# 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.

All Violent incidents to be logged on Assessnet system

Head to decide if the incident needs logging on other software—ie My Concern etc.

Violent incident has occurred

Please fill out as much information as possible on the violent incident form

Monthly audit of violent incidents to highlight patterns and take action accordingly.

Form handed to office and scanned into computer folder for storage. Head to be notified of incident.

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# Evacuation and Registration Procedures

This details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

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

1. ACTION WHEN THE FIRE ALARM SOUNDS

* The office staff will call the emergency services.
* Head of School/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.

1. 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 and windows should be closed.
* Teaching Assistants for each class to check the toilets.
* Follow the ‘Green Exit’ signs or use the nearest available exit.
* Pupils to line up in silence at the far end of the playground. The fire register is called out by a member of staff from each class.
* Office staff to carry out the visitors book, grab bag including telephone number contact sheets and office signing in book.
* After the roll call staff and children will await further instructions. Do not re-enter the building until you are told by the Head of School or the Fire Brigade that it is safe to do so.
* The Head of School will then inform the Chair of SMC, Central Office and the Local Authority.

1. ROLL CALL

* Pupils line up and teachers check the register and report to the Head of School as correct, or the names of missing pupils. This is cross referenced with the other registers before a search is organised.
* Teachers also check that all adults assigned to their class that day are present eg students, volunteers and TAs.
* Office staff check visitor attendance and report to Head of School/Lead Teacher as correct or the names of any missing people.
* The Head of School must inform the Fire Brigade personnel that the roll call is complete.

Breakfast and After School Club

* 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 an emergency evacuation.
* Club/activity leaders to ensure that all adult helpers are accounted for.
* Evacuation points as above.

1. 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.

1. 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.

1. 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 Marshall will meet the emergency services and share the building fire plan.
* 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.

1. 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 systems.
* 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 procedures.
* Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

1. 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 the firefighting 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 (eg 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.

1. EVACULATION 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.

1. FIRE ALARM TEST

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

1. 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.

1. FIRE RISK ASSESSMENTS

* The Head of School 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 building.
* The findings from any fire risk assessments undertaken by external consultants will be presented to the Directors’ Premises, Health & Safety Committee.
* Fire Risk Assessments are undertaken by the Premises Manager and Head of School as required for lettings and events such as school discos, Fetes, Parents Evenings. These risk assessment will be discussed with staff as necessary so they are aware of their responsibilities.

1. STAFF TRAINING

* Elaine Pryer is the designated Fire Marshal. All new staff, volunteers and students will, as part of their induction, be made aware of and given a copy of this plan.

1. EVENTS

Parents Evenings – Teachers are responsible for escorting parents in their classrooms to the nearest fire exit and to the assembly point.

Performance in the hall – The Head of School (or Senior Teacher) will remind the audience of evacuation procedures and exit routes prior to the start of the performance.

Off site – Evacuation and Registration Procedures

Evacuation routes for each room / area of the building are displayed in all classrooms.

A further off-site evacuation point in case of emergency requiring greater distance from the building (eg bomb threat, gas explosion) is St Nuns Church.

Emergency contact details are kept in the emergency grab bag sorted in the school office. Children must line up in their classes and the teacher will take the Fire Register with them.

# 7. List of Fire Wardens

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee | Training course completed | Course date | Expiry date |
|  |  |  |  |
| Elaine Pryer | Fire Warden | May 2018 | May 2021 |
| Catherine Humpage | Fire Warden | March 2018 | March 2021 |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

# 8. List of Team Teach trained staff

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| --- | --- | --- | --- |
| Name of employee | Training course completed | Course date | Expiry date |
|  |  |  |  |
| Donna Fryer | June 2018 | June 2018 | June 2020 |
| Katrina Evens | Feb 2020 | Feb 2020 | Feb 2022 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 9. List of Working at Height trained staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee | Training course completed | Course date | Expiry date |
|  |  |  |  |
| Gary Standing | 26/4/18 | 26/4/18 | 26/4/20 |
| Jason Gordon | 26/4/18 | 26/4/18 | 26/4/20 |
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**10. Working under Covid 19**

As restrictions and guidelines are continually changing, please refer to current Risk Assessment and School Plan for details.