



Health and Safety Policy School Responsibilities and Arrangements Document

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|----------------------------|---|-------------------------|
| 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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| Function | Responsibility | Delegated to |
|--|----------------|-----------------|
| Health & Safety and Welfare Responsible Person | Rebekah Bailey | |
| Fire Safety Duty Holder | Rebekah Bailey | |
| Health & Safety and Welfare Champion | Rebekah Bailey | |
| Senior Mental Health & Wellbeing Lead | Rebekah Bailey | |
| First Aid Co-ordinator | Rebekah Bailey | Michelle Pascoe |
| First Aid Appointed Person | Rebekah Bailey | Michelle Pascoe |
| Responsible person for pupils with medical needs | Rebekah Bailey | |
| Accident reporting officers | Rebekah Bailey | |
| Risk Assessment manager | Rebekah Bailey | |
| COSHH coordinator | Rebekah Bailey | |
| DSE Assessor | Rebekah Bailey | |
| PPE coordinator | Rebekah Bailey | |
| School Security Company | Rebekah Bailey | Kestral |

2. Arrangements for the supervision of students

Opening times

The School will be open from:- am – 08:00 (Breakfast Club); 08:45 (start of school day)

And will close to students at:-

Pm – 3:15; 17:15 (End of day Wraparound care)

Supervision arrangements

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

If children are on-site between 8:00 and 08:45 and 15:15 and 17:15, they are supervised at Breakfast/After School Club, where a minimum ratio of 1 adult to 8 children is in place.

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

Supervision ratios and locations of supervisors at break and lunchtimes

At breaktimes and lunchtimes there is a ratio of: 1:60

Areas to be used by students outside lesson times:

Netted Court

Playground

Field (when suitably dry)

‘Year 6 area’

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

Children should be collected promptly by their parent / carer at 15:15. Children are 'handed over' to the parent/carer from either the external classroom door (EYFS and KS1) or from the front of the school (KS2). 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 15:15 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 8 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 16:30 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 | [1] |
| Emergency First Aid Qualified | [1] |
| Paediatric First Aid Qualified | [1] |
| Appointed Person | [1] |

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 are filed in the office. They are reviewed by the first aider and Head and the relevant ones are uploaded to AssessNet

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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, unless it is their reliever inhaler for asthma and it is deemed appropriate for them to have their inhaler on their person. [See Asthma Policy](#)

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 staffroom lockable cupboard.

All medicines must be signed in in the Medicines Log.

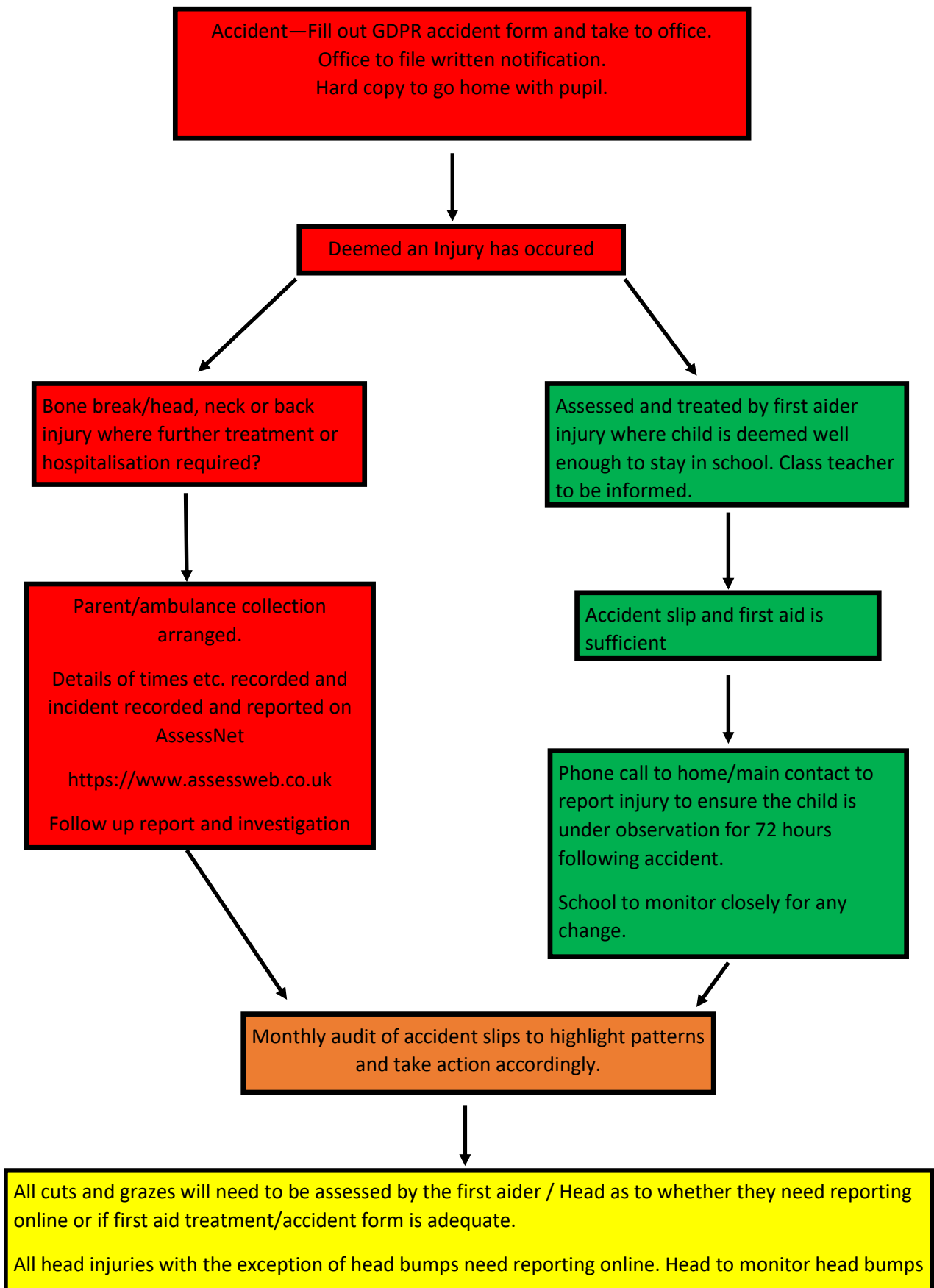
Any medicine given out or administered must be recorded in the Medicines Log.

Facilities for Medical Procedures

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

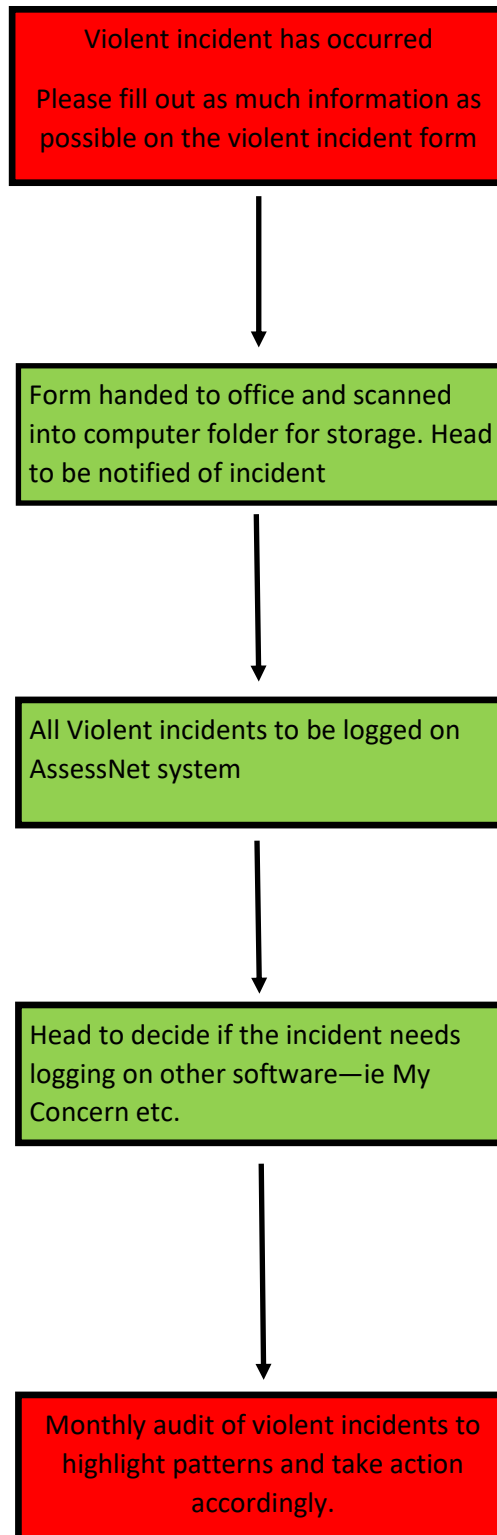
4. Accident Reporting

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

- Fire wardens will be identified by a fluorescent tabard and will wear these garments up to the point that either:
 - the alarm has been confirmed as a false alarm, all areas are safe and the alarm bells have been silenced.
 - in the case of a fire where the site has been handed to the senior fire brigade officer and all employees / visitors / students have been safely evacuated from the premises.
- No person must re-enter the building whilst the alarms are still sounding – until they are silenced it must be assumed that it is unsafe to re-enter the building. Disciplinary action will be undertaken if persons are found re-entering the building whilst the alarms are sounding.
- Fire wardens are responsible for the premises and safety of all persons whilst the fire alarm is sounding.
- Alerting the emergency services via 999 or 112 is the responsibility of:
 - Fire wardens
 - Anyone locating the fire (after exiting from the building)
- Fire wardens are the only staff permitted to introduce the “stand down procedures”

Stand down procedures:

- Fire warden, after ensuring the school is safe and the alarms have been silenced, contacts the emergency abort line 0800 716 460 to explain the situation.

Fire warden duties:

- 1 Organise a fire drill termly.
- 2 Assigned fire wardens will undertake the school sweep to ensure all areas are clear and ascertain the exact location of the fire or false alarm (see table 1.1)
- 3 On locating the fire the fire warden will dial 999 and alert the emergency services.
- 4 Once complete fire wardens will report to the headteacher and inform findings and then await fire brigade by the school gate.

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 netball court in their designated, 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 them the Evacuation Clipboard containing - class registers (printed daily from BromCom) and staff and visitor list (printed daily from Sign In app from the Sign In iPad). If children or adults leave during the day these are updated. And 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.

Table 1.1

| | Office - Secretary | School Sweep Fire Warden | Notes |
|-----------|---|--|--|
| Monday | Lynn Stevenson – roll call registers for students and staff/visitors | Rebekah Bailey | |
| Tuesday | Lynn Stevenson - roll call registers for students and staff/visitors | Rebekah Bailey | |
| Wednesday | Rebekah Bailey – am Lauren Berry – pm roll call registers for students and staff/visitors | Victoria Murphy | Michelle Pascoe lead out Tregonning Class to enable Victoria Murphy to conduct the sweep while Rebekah (am) or Lauren (pm) take roll call. Rebekah teaching in Trencrom or Tregonning pm. No other TA. |
| Thursday | Tracey Whitaker - roll call registers for students and staff/visitors | Rebekah Bailey to handover Godolphin Class to Emma Pearson to enable Rebekah to conduct sweep. | Rebekah teaching all day in Godolphin Class. Emma Pearson to lead Godolphin Class to fire evacuation point to enable Rebekah to conduct the sweep. |
| Friday | Tracey Whitaker - roll call registers for students and staff/visitors | Rebekah Bailey to handover Godolphin Class to Emma Pearson to enable Rebekah to conduct sweep. | Rebekah teaching all day in Godolphin Class. Emma Pearson to lead Godolphin Class to fire evacuation point to enable Rebekah to conduct the sweep. |

During playtime / lunchtime

- 1 The persons on duty outside will ring the school hand bell, 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.

Fire bell tests

- 1 Fire bell tests are undertaken weekly by Mrs Rebekah Bailey and recorded on AssessNet by Andrew Roberts.
- 2 Emergency lighting tests are carried out monthly by Andrew Roberts.
- 3 To ensure staff are aware that it is a bell test, staff are told by Rebekah Bailey.
- 4 If a continuous bell rings without warning, treat this as a non-test situation and evacuate the building.

Evacuation from school site

- 1 Should it be necessary for the whole school to evacuate from school site, classes will be walked to Barrripper Chapel. The key is held on the office keyboard which will be collected by the Headteacher, secretary or Senior teacher.
- 2 We are not an external evacuation location for any other site.

Little Acorns:

Will receive a copy of this policy. Should a fire break out in Little Acorns, Penponds School will be notified and Little Acorns children will come to the hall of Penponds School.

Should a fire break out at Penponds School, the headteacher will phone Little Acorns. If both buildings need to be evacuated, both schools to walk to Barrripper Chapel.

Panic Alarms:

The school is fitted with 2 panic alarms located outside the main office and in Carn Brea class. **The purpose of the panic alarms is to notify staff that there is an intruder on school grounds.** On hearing the alarm, staff will lock all external doors, close all windows and move children into the main corridor. In the case of Carn Brea class, staff will move children near to the back wall of the class and close the blinds. The Headteacher (or senior teacher in her absence) will contact the police and liaise with outside agencies until the danger is passed.

7. List of Fire Wardens:

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|--|--|--------------------------------|
| Rebekah Bailey | FAA Level 2 Award in Fire Safety | 09.01.2020 | 08/01/2023 (original training) |
| | | Updated via Flick Learning: 30.01.2023 | 29/01/2026 |
| | Fire Safety for Managers | Updated via Flick Learning: 27.01.2026 | 27.01.2029 |
| | Fire safety for the responsible person | Updated via Flick Learning: 18.11.2025 | 18.11.2028 |
| | Fire Safety for Wardens | Updated via Flick Learning: 18.11.2025 | 18.11.2028 |
| Victoria Murphy | In Safe Hands Fire Warden | 14.06.2023 | 13.06.2026 |
| Emma Pearson | In Safe Hands Fire Warden | 17.04.2023 | 16.04.2026 |
| Tracey Whitaker | In Safe Hands Fire Warden | 17.04.2023 | 16.04.2026 |
| Lynn Stevenson | Flick Fire Warden | 14.10.2025 | 14.10.2028 |

8. List of PRICE trained staff:

| Name of employee | Training course completed | Course date | Expiry date |
|------------------|-------------------------------------|--|---|
| Lauren Berry | PRICE Trainer (able to train staff) | 17/01/2023 20/01/2023 22/02/2024 27.02.2025 | 27.02.2026 (to be renewed Spring 2026) |
| Rebekah Bailey | PRICE | 03.06.2024 | 02.06.2025 |
| Victoria Murphy | PRICE | 03.06.2024 | 02.06.2025 |
| Hannah Richards | PRICE | 03.06.2024 | 02.06.2025 |
| Taylor King | PRICE | 03.06.2024 | 02.06.2025 |
| Oliver Hawkey | PRICE | 03.06.2024 | 02.06.2025 |
| Emma Pearson | PRICE | 03.06.2024 | 02.06.2025 |
| Mel O'Connell | PRICE | 03.06.2024 | 02.06.2025 |
| Leanne Rule | PRICE | 03.06.2024 | 02.06.2025 |
| Michelle Pascoe | PRICE | 03.06.2024 | 02.06.2025 |

All PRICE trained staff to receive renewal training April 2026.

9. List of Working at Height trained staff:

| Name of employee | Training course completed | Course date | Expiry date |
|-------------------------|---|--------------------|--------------------|
| Rebekah Bailey | Flick Working at Heights | 17.05.2024 | 17.05.2027 |
| | Flick Health and Safety and Healthy and safety for Managers (Working at heights unit part of these courses) | 26.02.2025 | 26.02.2028 |
| | | 17.11.2025 | 17.11.2028 |
| Victoria Murphy | Flick Working at Heights | 31.10.2025 | 31.10.2028 |
| | Flick Health and Safety | 18/03/2025 | 18/03/2028 |
| Lauren Berry | Flick Health and Safety (Working at heights unit part of this course) | 04.10.2023 | 04.10.2026 |
| | | 22.10.2025 | 22.10.2028 |
| Hannah Richards | Flick Working at Heights | 31.10.2025 | 31.10.2028 |
| | Flick Health and Safety | 19.12.2025 | 19.12.2028 |
| Mel O'Connell | Flick Working at Heights | 19.10.2025 | 19.10.2028 |
| | Flick Health and Safety | 19.10.2025 | 19.10.2028 |
| Emma Pearson | Working at Heights | 21/09/2025 | 21/09/2028 |
| | Flick Health and Safety (Working at heights unit part of this course) | 21/10/2025 | 21/10/2028 |
| Leanne Rule | Flick Health and Safety (Working at heights unit part of this course) | 30/10/2025 | 30/10/2028 |
| Michelle Pascoe | Flick Health and Safety (Working at heights unit part of this course) | 18/12/2025 | 18/12/2028 |
| Oliver Hawkey | Flick Working at Heights | 01/12/2025 | 01/12/2028 |
| Tracey Whitaker | Flick Working at Heights | 16/12/2025 | 16/12/2028 |
| | Flick Healthy and Safety | 23/11/2025 | 23/11/2028 |

10. School Security

If last in the building, Churchill Cleaning Company are the appointed persons responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured. If Churchill cleaners have already left the site, the last member of staff on site is responsible for ensuring the school is secured before leaving.

Andy Roberts is responsible for carrying out checks of the premises during holiday periods.

The school has a contract with Kestral (security firm) who will respond to alarm activations.