	<p style="text-align: center;">Vanguard Learning Trust</p> <p><i>As a group of local primary and secondary schools, Vanguard Learning Trust’s mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust’s vision and values, and the common aspiration that all students can achieve their potential.</i></p>
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Health, safety and welfare policy (DRAFT)

Part B: School-specific (Ryefield Primary School)

Autumn 2024

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Part B: Ryefield Primary School: Local arrangements and procedures for health, safety and welfare

Summary

This document sets out the local arrangements and procedures for health, safety and welfare for Ryefield Primary School. The policy principles, including roles and responsibilities, are outlined in Part A of the policy.

This document outlines the specific contextual information for procedures.

Appendix A outlines the required number of trained staff to administer first aid and carry out the duty of a fire marshal safely within Ryefield Primary School as outlined in Part A, Sections 4.9 and 4.10 of the policy.

Appendix B specifies the locations of medical equipment on the premises and staff who are trained to use and administer such equipment is outlined in Appendix A as outlined in Part A, Section 4.10 of the policy

Appendix C outlines the roles, responsibilities and contact details for the persons responsible for each area of health and safety that has a significant risk.

Appendix D outlines the curriculum Leaders and areas of responsibility associated with risk and fire egress as outlined in Part A, Section 4.5 of the policy.

Appendix A: First aiders and fire marshalls 2024-25

First aiders 2024-2025

Name	Department	Certificate Date Expiry
Christine Clements	Welfare Room	15.12.2025
Siobhan Dobson	Office	07.11.2025
Jackie Perry	Year 3 corridor/Breakfast & After school "Rascals"	15.12.2025
Sue Ryan	Year 4 corridor	15.12.2025
Lisa McClatchey	SMSA/Breakfast & After school "Rascals"	15.12.2025
Gemma Metcalfe	Teacher	25.11.2024
Sarah McGee	Teacher	25.11.2024
Clare Hayward	SENCO	25.11.2024
Emma Thornhill	Teacher	25.11.2024
Dawn Wenham	SMSA	25.11.2024
Roya Kharoti	SMSA/Breakfast & After school "Rascals"	25.11.2024
Wayne Murray	Assistant Head	25.11.2024

Fire Marshalls 2024-2025

Staff Name	Area
Kevin Smith	Reception Area
Adriano Oliviera	Reception Area
Angela Sheppard	EYFS (Nursery)
Mary Lount	EYFS (Reception)
Jenny Peake-Stolberg	Year 1 Corridor
Sonia Simmonds	Year 2 Corridor
Jackie Perry	Year 3 Corridor
Sue Ryan	Year 4 Corridor
Christine Khan	Year 5 Corridor
Lynette Johnson	Year 6 Corridor
Christine Clements	KS1 Coordinator
Danielle Perry	KS2 Coordinator
Siobhan Dobson	Front Gate

Appendix B: Locations of Medical Equipment

First Aid Boxes

Medical Room, Kitchen, Site Managers Office, Main Office, Breakfast and After School “Rascals”

Spacers

Spacers are kept with all children’s inhalers in the classroom and spares in the medical room. Emergency Asthma Inhaler Kits are located in EYFS Block, Welfare room, Main Office and KS2 Building.

Defibrillators

Main office and the Medical Room

Staircase Evacuation Chairs

Year 5 and Year 6 corridors

Appendix C: Health and safety-related specific duties and location

Role	Responsibility	Location (telephone number)
First Aid box locations	See Appendix B	
First Aiders	See Appendix A	
Senior Leader for Health and Safety (SLHS)	VLT Executive Headteacher: Primary	01895 547036 - EXT 2027
Accidents notification	School Office Manager	01895 547036 - EXT 2026
Accidents record logbook	Welfare Officer	01895 547036 - EXT 2031
RIDDOR notification	School Office Manager	01895 547036 - EXT 2026
Fire Marshalls	See Appendix D	
Assembly points	See maps	
Emergency Evacuation Procedures	Head of School	01895 547036 - EXT 2028
Risk Assessments	School Office Manager	01895 547036 - EXT 2026
Safety Representative	School Office Manager	01895 547036 - EXT 2026
Occupational Health	School Office Manager	01895 547036 - Ext 2026
<i>H&S Assessments</i> COSHH Manual Handling Lone Working Working at Height Noise Workstation & DSE Electrical Safety	School Office Manager and Site Manager	01895 547036 - EXT 2026 and 2037
Site Buildings/Facilities	Site Manager	01895 547036 - EXT 2037
Catering	Cucina	0204 501 5000
Caretaking & Cleaning	Haywards	01753 533335

Appendix D: Curriculum Leaders and areas of responsibility

Curriculum areas

Faculty	Responsibilities	Member of Staff
Arts and Wellness	Music	Sarah Newton
Arts and Wellness	Art & Design	James White
Arts and Wellness	PE & Wellness	Emma Thornhill
Arts and Wellness	PSHE & RSE & School Travel Plan	Samin Toloue
Arts and Wellness	SEND	Clare Hayward
English	Literacy Coordinator / Phonics	Gemma Metcalfe
English	MfL and PiXL RSL	Julia Dearing
English	Opening Doors	Kerrie Hope
English	Oracy inc EAL / Let's Think	Morgan Casey
English	EYFS and Forest School	Sarah McGee
Humanities	EYFS Understanding of the World	Hannah Simmons
Humanities	History	Roma Joseph
Humanities	Geography	Katie Stagg
Humanities	RE	Chandi Karunaratne
STEM	Maths / STEM lead / Let's Think	Wayne Murray
STEM	Computing	Stephanie Harris
STEM	EYFS Maths	Anne-Marie Drinkwater
STEM	KS1 STEM	Marie-Claire L'Olive-Stafford

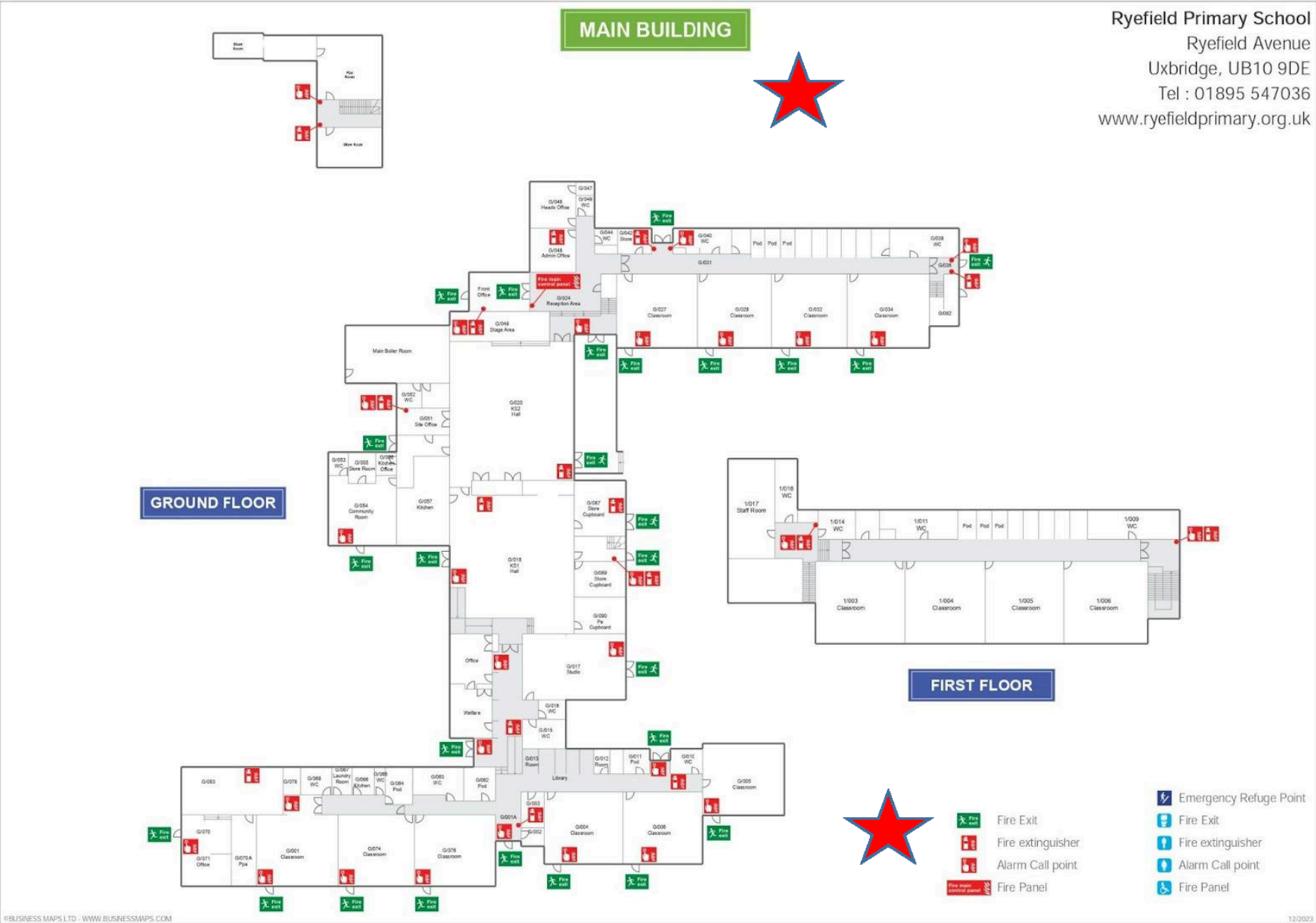
Coordinators play a vital role in ensuring health and safety within their subject area. Their primary responsibility is to facilitate effective coordination and promote a safe environment. Where appropriate, coordinators are tasked with developing comprehensive safety protocols, conducting risk assessments, and implementing preventive measures. They also play a key role in training and educating staff, disseminating safety guidelines, and ensuring compliance with regulations. Having a proactive approach and attention to detail is crucial for safeguarding the well-being of individuals and maintaining a secure environment.

All staff are responsible for escorting students from the school building to: Children in KS2 to the Junior playground and Children in EYFS and KS1 to the Infants playground. If Forest School is running the teachers will assemble in the MUGA.

Firedoors and location of extinguishers, including fire assembly points.

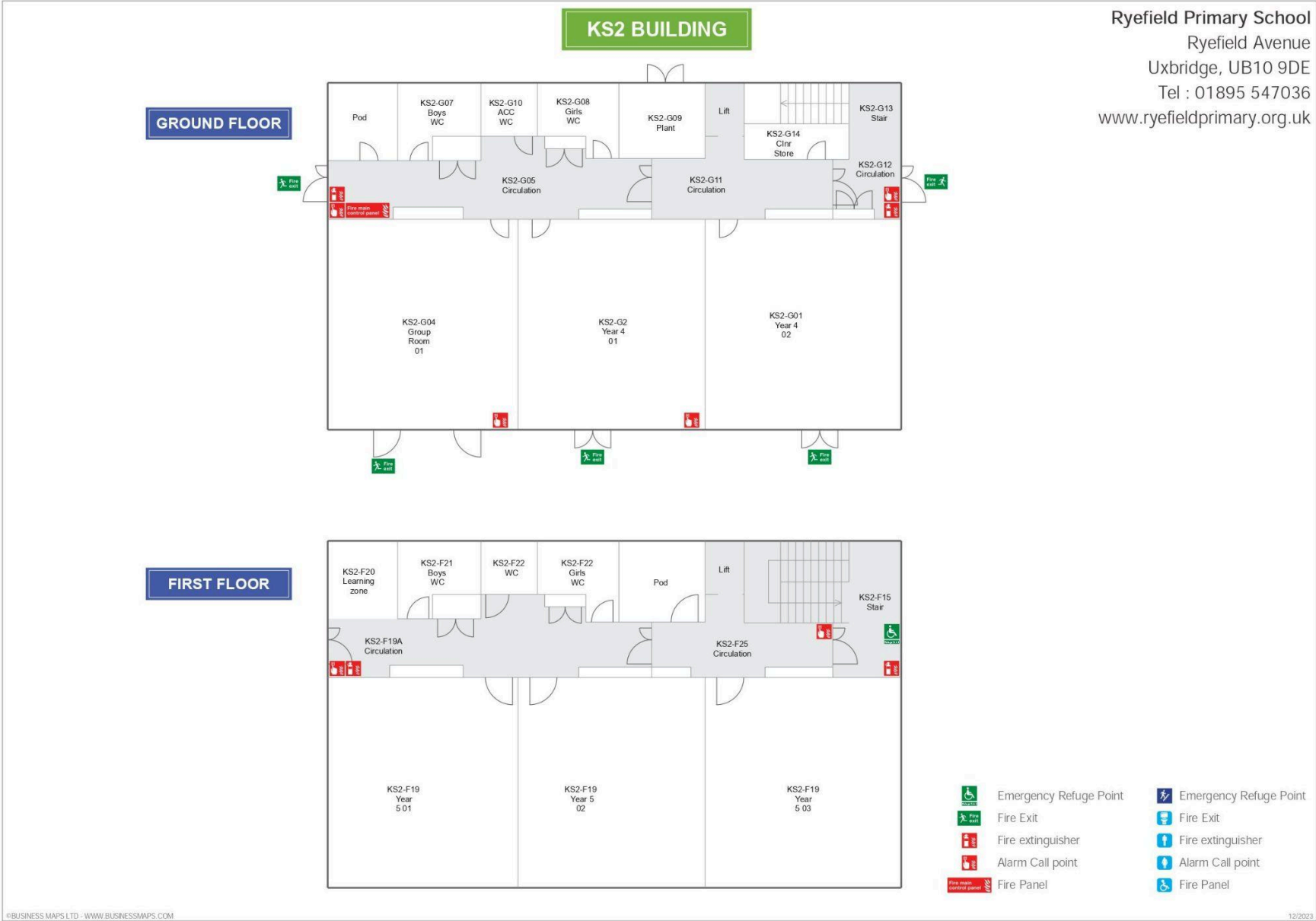
The red stars indicate the assembly points for the EYFS, KS1 and KS2.

Ryefield Primary School
 Ryefield Avenue
 Uxbridge, UB10 9DE
 Tel : 01895 547036
 www.ryefieldprimary.org.uk



KS2 Firedoors and location of extinguishers

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EYFS Firedoors and location of extinguishers

