



# STAFF INDUCTION

## Health & Safety and Emergencies

### Lockdown Procedures

On rare occasions, it may be necessary to seal off the school so it cannot be entered from the outside. Read our Lockdown Procedure here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/04/Lockdown-Procedure.docx.pdf>

### Where to Access all H&S Policies and Person Responsible?

Health and Safety is everybody's responsibility. You should ensure good housekeeping and supervision of pupils at all times and report any hazards to your Phase Leader or the School Office who can log a premises related issue on our Every Compliance system.

Our Health and Safety policy has all the information you need to know including your responsibilities:

<https://colehamprimary.co.uk/wp-content/uploads/2024/09/T3ET-HS-Summer-2024-TB-Chair-Approved.pdf>

### Accidents



member of the Senior Leadership Team.

All accidents and near misses should be reported to the school office and Senior Leadership Team immediately.

Accidents/injuries to adults should be logged in the Accident Book in the school office.

An online accident form should be completed by the school office for all accidents requiring hospital medical attention. These will be investigated by a



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## Risk Assessments

School Risk Assessments are saved on the School Sharepoint. Teachers are responsible for ensuring that the appropriate control measures are in place.

## First Aid policy

Our First Aid policy can be read here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/04/T3ET-First-Aid-Policy-Spring-2024-Approved.pdf>

We have a number of First Aid trained staff in school. A poster of First Aiders can be found at each FA box.

Our designated First Aid boxes are available at the following locations:

KS1 corridor, KS2 Corridor, Kitchen, Main office, EYFS, The Cabin.

First Aiders wear FA bags so that FA can be delivered anywhere in school and a FA cheque book slip is given to the child to be taken home.

For bumped heads a bumped head sticker must be worn and serious injuries must be reported home. All cuts/wounds must be covered to reduce the risk of infection.

All staff can help with minor grazes/cuts but First Aiders should assess injuries/illness/accidents.

## Medical Conditions

Our Supporting children with Medical Conditions can be read here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/04/Supporting-Children-with-Medical-Conditions-Spring-2024-Approved.pdf>

Pupils or adults in school with serious medical conditions all have a Pupil Medical Poster detailing their condition, symptoms, emergency action and contact details. These are displayed in the





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staffroom and uploaded to the child's medical record on Arbor. (Arbor is our Pupil Information System)

Please let us know if you have any medical conditions we should be aware of.

Pupils asthma, medical conditions and allergies are recorded on the pupil's medical record in Arbor.

## Medicines

Pupils with serious medical conditions or asthma have clear medical boxes labelled with the child's name. This contains the pupil's inhaler, medicines or EpiPen and care plan/poster and are kept in the child's classroom near the door.

Pupil medical boxes are accessible at all times and must be taken on trips.

Pupils in Year 5/6 may carry their own inhaler with parental consent.

All medicines prescribed for pupil's short-term use such as antibiotics and pain relief are stored in a locked medical cabinet in the main school office or a medical box on the top shelf of the staffroom fridge. A parental written agreement must be completed and the school office staff are responsible for administering medicines with a second person to witness the dose given.

The emergency inhaler is kept in the main office, EYFS and FA supplies cupboard.



## Food Policy

We are a nut and sesame free school. This means that the kitchen will not order any products containing traces of nuts or sesame to protect our pupils with allergies. We regularly remind the children not to share food and ensure that those with serious allergies do not sit next to packed lunches.

## Fire Evacuation procedure

### Fire drills

take place at least every term and are recorded on Every Compliance module with notes made of any action points. **The School Business Manager, Admin Manager, Headteacher, Deputy Headteacher and SENDCO Assistant are trained Fire Wardens.** Exits may be blocked or a child detained to replicate real life hazards. Staff should provide feedback to remedy/improve the process and any issues should be alerted to all staff via a reminder.



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- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all pupils from the building, from the nearest available exit to the assembly points. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so. Teachers should leave the children to the assembly point.
- Remaining staff should follow, after checking the classrooms are empty and closing the door.
- The office should announce the Evacuation on Radio to alert all staff working outside or in outbuildings.
- Vulnerable individuals/those with disabilities must be prioritised and assisted during the evacuation.
- **The assembly points are the KS1 playground for KS1 children and KS2 playground for EYFS and KS2 children.**
- DO NOT PANIC. Walk quickly and silently in line, DO NOT return to the building or cloakroom to pick up personal belongings.
- The Fire Wardens will sweep the building and report to the evacuation point.
- Fire Wardens will use radios to communicate with staff at the Assembly Point and announce that areas that are clear.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by a member of the Administration Team. A school mobile will be taken to the evacuation points and once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that a confirmation call is made to the fire service.
- All attendance registers will be properly marked for the morning and afternoon sessions and a paper copy printed and placed in the Fire Bag (stored in a plastic wallet on the Reception Office Notice Board) The office staff will take out registers and circulate to Teachers if they do not have their Arbor device to hand.
- A roll call will be taken by teachers at the assembly point and raise their hands to indicate all are present.
- A member of the office team will ensure that all staff & visitors are accounted for on the Visitor system EVAC app.
- The HT will give the instruction for staff and children to re-enter the building.
- All visitors/contractors report their presence on site to the school reception and sign in via the electronic signing in system and staff ensure they are familiar with the fire precautions, as listed on the Visitor Protocol which must be agreed as one of the signing in steps.
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.
- The school will ensure that anybody using the premises before or after the school day, knows the emergency procedures. Staff working at wraparound care are familiar with the fire procedures and non-staff running after school curricular clubs are given a H&S induction which includes Fire Safety.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions.

## *For Breakfast and After School Club*

The same procedures will apply but the assembly point will be the nearest playground and the clubs will use their own register/signing in records.



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## **Emergency Exits**

All emergency exits with the exception of the main front door lead to The Assembly Point.

The main front door is outside of the inner security line and so is not used for evacuations.

## **Security**

The school is secure via perimeter fencing and fobbed doors. The site is open from 8.30am -9:00am and 3:00-3:30pm at drop off and collection so staff must be extra vigilant at these times and report any concerns.

## **Lone Working**

The school site is open from early morning before 7:00am and a DSL on duty locks the school at 5.45pm or just afterwards.

Only the Senior Leadership Team have keys to the building.

Lone Working is to be avoided.

If Staff wish to work inside school during the holidays they should have the approval of a member of SLT and work alongside another person wherever possible.