



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 at all times and report any hazards to the School Business Manager.

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

<https://colehamprimary.co.uk/wp-content/uploads/2023/05/Coleham-T3ET-Health-and-Safety-Policy-Approved-Summer-2023.pdf>

Accidents



All accidents and near misses should be reported to the school office and School Business Manager/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 medical attention.

These will be investigated by a member of the Senior Leadership Team.

Risk Assessments



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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.

Medical Conditions

Our Supporting children with Medical Conditions can be read here:

<https://colehamprimary.co.uk/wp-content/uploads/2023/05/T3ET-Supporting-Children-with-Medical-Conditions-Spring-2023.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 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.



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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 are completed at least termly.

- 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.
- Vulnerable individuals/those with disabilities must be prioritised and assisted during the evacuation.
- The fire assembly points are the KS1 playground for KS1 children and KS2 playground for EYFS and KS2 children.



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- Remaining adults should follow, after checking the classrooms are empty and closing the door.
- DO NOT PANIC. Walk quickly and silently in line, DO NOT return to the building or pick up personal belongings.
- The Fire Wardens will sweep the building and report to the evacuation point.
- Fire Wardens and SLT will use radios to communicate with each other.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by a member of the Office Team. A school mobile will be taken to the evacuation point.
- All attendance registers will be properly marked for the morning and afternoon sessions. The office staff will take out registers and circulate to Teachers.
- A roll call will be taken by teachers at the assembly point and their hands raised 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.

Emergency exits: All school doors lead to the fire assembly points with the exception of the main front door.

Fire extinguishers are available for use throughout school.

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.