



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:

<C:\Users\clare.ellis\OneDrive - 318 Education\Staff Share\AY 2023-2024\Staff Handbook\policies\St Martins Lockdown Procedure.docx>

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:

<C:\Users\clare.ellis\OneDrive - 318 Education\Staff Share\AY 2023-2024\Staff Handbook\policies\T3ET HS Summer 2024 TB Chair Approved.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.

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

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:

<C:\Users\clare.ellis\OneDrive - 318 Education\Staff Share\AY 2023-2024\Staff Handbook\policies\First Aid Policy.docx>

We have a number of First Aid trained staff in school. A list of current first aiders is in the office

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

When first aid is administered the student will be given a slip to take home. Occasionally a phone call home is required and the parent can decide if they are to be collected and require further treatment.

For bumped heads a bumped head sticker must be worn and more 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://www.stmartins3-16.org/media/4777/t3et-supporting-children-with-medical-conditions-spring-2023.pdf>

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

Pupil's 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 are kept in the child's classroom if primary or carried with the child in secondary.

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. 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 and primary department.

Food Policy

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 primary field and secondary field.
- 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 SLT if required.
- 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 8.20am -8:45am and 3:00-3:30pm at drop off and collection so staff must be extra vigilant at these times and report any concerns.