



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:

WIP

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

The health and safety officer is Mr C. Litchfield. Should any issues arise pertinent to health or safety please report it to him immediately. It is the responsibility of all the members of the school to act in a safe manner and report any potential hazards.

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

WIP

Accidents

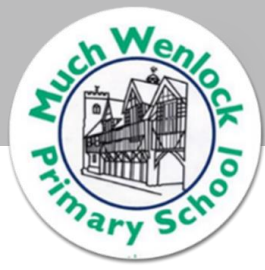
All accidents and near misses should be reported to the school office and School Business Manager/Senior Leadership Team immediately.

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

An 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

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



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First Aid

We have a number of First Aid trained staff in school. A poster of First Aiders can be found in the Staff Room, School Office and in the First Aid Cupboard.

First Aid boxes are available in the First Aid Cupboard, and in each classroom.

An entry in the FA book must be made at each instance and a slip is given to the child to be taken home.

For bumped heads a Head Bump slip must be completed and a copy sent home with the child. All Head bumps require a courtesy call home regardless of whether the child is to be sent home or not. All cuts/wounds must be covered to reduce the risk of infection.

Medical Conditions

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.

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.

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

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.

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. A list of children with food allergies/intolerances is displayed in the Office and the Staff Room.



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Fire Evacuation procedure

Fire drills are completed at least termly.

Fire Procedure

On hearing the fire alarm: (a continuous ringing of the fire bells)

1. Assembly Point is on the far end of the playground. The class medicine box MUST be taken out with a member of staff. Leave everything and exit the building in an orderly manner by the safest route:

- from classrooms: by the external door.
- from dining room/main hall: by the push bar door at the rear of the hall, then anti-clockwise round school. When the hall is full, people should be directed to use both the main entrance and fire door.
- from offices, staffroom, stockroom, main entrance: leave by the main entrance.
- from disabled toilet: use the side entrance door.
- from children's toilets: use the external doors in the toilets.
- from cloakroom/corridor areas: by the nearest door.
- from courtyard: through lower door or upper door, whichever is quickest, then use the safest choice of route from the above.

If children are in the middle of changing clothes, they may pick up their shoes and trousers and carry them outside to put on in the playground.

Teaching assistants should briefly check the communal areas, cloakrooms and toilets immediately adjacent to their workplace, then leave by the nearest fire exit

The administrator should collect the fire bag with registers and emergency contact details, the signing in/out book for children and signing in/ out book for visitors, and the medication box and leave by the nearest fire exit.

2. All staff to consider children with special needs eg blindness, deafness, mobility limitations, known emotional and behavioural propensities – and to ensure their safety.

3. Fire Extinguishers: To clear a safe exit rather than tackle fire, so sited by exits.

Red extinguisher is for use on WOOD, PAPER, FABRIC (**not** on electric)

Black extinguisher is for **all** fire types.

If tackling a fire, **aim at base of fire**. All use of fire extinguishers (in fire or "accidental") to be recorded in fire log book in office, and extinguisher to be refilled.

4. Phoning 999: Mobile phone to be taken outside by administrator. Administrator, or Headteacher in her absence, will dial 999 and request Fire Service. **If unable to dial 999**, senior member of staff



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at Assembly Point will delegate a member of staff to call from an adjoining property. School postcode is TF13 6JG, Tel: 01952 727634

- 5. At Assembly Point:** classes will line up in silence. Staff will conduct a quick headcount. Administrator will bring out register and signing-in book for staff to check if children are missing. Any missing children must be reported immediately to the headteacher. **If safe to do so** staff may re-enter the building to attempt to locate missing persons.
- 6. Break/Lunchtimes:** children to go straight to Assembly Point by quickest, safest route. Any staff on site to assist with register checks.
- 7. Alternative Accommodation:** contact William Brookes School on 01952 728900 who will if possible provide temporary accommodation until the situation is resolved.
Fire exits should be kept clear at all times and should be unlocked.

Evacuation of Classrooms

It is the responsibility of each member of staff to familiarise themselves with the evacuation procedure that is displayed in each classroom. Location maps and green signs show nearest exits, fire alarms and fire extinguishers. Details of fire procedures are to be found on the red notices on walls near fire exits. Remind children at the start of each year. Teachers should acquire the habit of knowing how many of their class are present each session, adjusting this number if a child arrives or leaves mid-way through a session.

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.