

Action to take if you discover a fire at the school

- **RAISE THE ALARM** immediately by activating the nearest Fire Alarm "break glass" call point to start evacuation procedures
 - Leave the building by the nearest exit and report to the assembly point which is located on the **LARGE PLAYGROUND**
- Evacuation procedures
- Evacuation must start as soon as the Fire Alarm is heard.
 - **DO NOT** stop to collect personal belongings
 - Leave the building by the nearest and safest escape route
 - Teaching staff should sweep their immediate area and escape route as they evacuate the building
 - Ensure all doors are closed behind you as you leave.
 - Report to the Assembly Point, located on the **LARGE PLAYGROUND**
 - **DO NOT** re-enter the building until you are told it is safe to do so.

OTHER EMERGENCIES

Other Emergencies, including lockdown, may be necessary or practiced during your visit which will be notified by an alternative alarm. You must follow staff or emergency service direction and remain inside the building or evacuate in accordance with instruction provided.



Qualified Paediatric First Aiders

- Mrs Alice Gold (Rec)
- Mrs Sarah Hudspith (Rec)
- Mrs Catherine Foxall (Rec)
- Mrs Hayley Spence (KS1)
- Mrs Suzy Halliday (KS2)
- Mrs Kerry Lewis-Jordan (KS2)
- Miss Gemma Broom (KS2)
- Mrs Lucy Cooke (KS2)
- Mrs Heather Fletcher (Gov)

A list of all Care plans, medical conditions and allergies can be found on the medical board by the staff toilets.

First aid boxes are located in the **OUTSIDE THE STAFF ROOM SCHOOL OFFICE**

All minor / major accidents should be reported in the accident book by a **FIRST AIDER** and reported to **THE SCHOOL OFFICE IF A TEXT HOME IS REQUIRED.**

Pupil medication policy
The school's medication policy is within **THE HEALTH AND SAFETY POLICY** and can be found in **THE SCHOOL OFFICE.**

Health and Safety Information for Visitors and Contractors

ESSENTIAL HEALTH & SAFETY School Information Ettington Primary School

ALL MOBILE DEVICES MUST BE TURNED OFF AND KEPT IN A LOCKER IN THE STAFFROOM OR

SECURE BAG

All adults in school must be wearing an **ID lanyard.**

We wish to ensure your health, safety and well-being during your visit, so please take a few minutes to read this leaflet.

Please contact reception if you have any specific requirements during your visit.

Health and Safety information

A full copy of the School's Health and Safety Policy, risk assessments, Code of Conduct etc can be found in the School Office.

Personal Security

Every visitor is asked to sign the in and out visitor's book at the main entrance and to wear identification. Please keep your valuables with you at all times.

If you do leave the building for a short time, please exit through reception, informing the office as you go. Please do not prop open any doors which could allow access to unauthorised individuals.



Accident Reporting

All accidents, near misses or other incidents must be reported to the office staff as soon as possible.



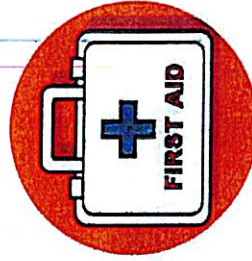
Smoking

In order to maintain a healthy and safe environment, smoking is not allowed within the school buildings or the grounds. Please respect our no smoking policy.



Fire Precaution

In the event of a continuous alarm sounding at any time, everyone must leave the building immediately using the nearest fire exit -all clearly marked. You will be directed to the relevant assembly point. Please wait to be accounted for.



First Aid

In the event of injury or ill-health, please contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition that you would like us to be aware of (so we can offer some help should it become necessary), please inform a member of staff on arrival.

Work Equipment

Contractors coming on the site must report to the office staff before commencing work.

Contractors must supply their own equipment.

All electrical equipment brought onto the site must comply with the current legislation, and have been tested in line with the Electricity at Work Regulations 1989.

If you require any assistance, please ask a member of staff who will be pleased to help.

Any portable hand held power tools must be used at 110V.



Asbestos

Contractors should sign to say they have received relevant asbestos information before commencing any work. This is located electronically on the WCC ATLAS system.

COSHH

If you are bringing materials on site that are covered by the COSHH Regulations you must have the relevant safety data.

