

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please let the office staff know when you are signing in.

Arrangements can be made to assist with your evacuation

First Aid

For all first aid requirements please contact the school office, where a first aid trained member of staff will be arranged to help. It is helpful if you are able to provide the extent of the injury or illness and the location of the individual whom is requiring assistance.

All accidents or near misses must be reported and forms are available in the school office.

Smoke Free

Smoking is not permitted in any part of the school premises and grounds including the entrance and the car park. This includes the use of e-cigarettes.

There are no designated smoking areas provided within the school building or within the school grounds.

Health and Safety

It is school policy to ensure that every reasonable step is taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes children, students, staff and visitors to the school whether it is with respect to their work or other activities.

This is approached by:

- ◇ Assessing and controlling risk as part of the day-to-day management of school activities.
- ◇ Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- ◇ Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- ◇ Carrying out periodic reviews of the safety policy as school activities and associated risks change. We would ask that you comply with safety procedures , whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.



**Holtsmere End
Junior School**



Health, safety and Security Information for Visitors

Holtsmere End Junior School
Shenley Road, Woodhall Farm,
Hemel Hempstead
Herts HP2 7JZ

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Email: admin@holtsmerejm.herts.sch.uk

Introduction

We hope that your visit to us will be enjoyable, informative and safe.

We would be grateful if you can take a few moments to familiarise yourself with the following guidance which is intended to ensure the health, safety and security of all visitors.

If you have suggestions that might help this process, please contact the school office.

Security

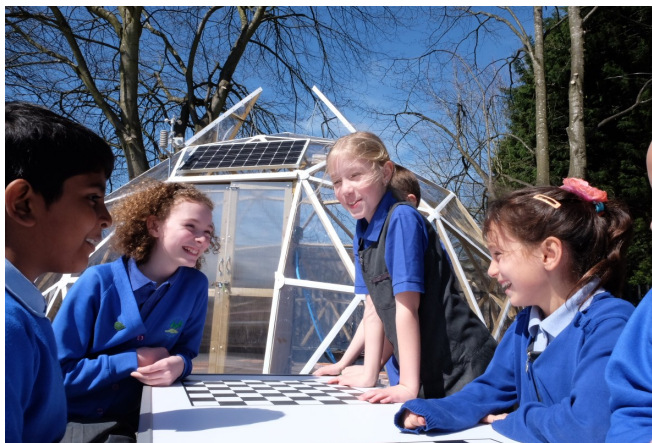
Upon arrival all visitors should report to the school office. All visitors will be asked to sign the visitor's book and be given a visitor's badge.

The badge should be worn prominently to enable staff and children to verify that you are an authorised visitor.

Please keep all handbags and valuables with you at all times, unless directed by a member of staff, to somewhere safe to keep them. If you leave the school building for a short time, please exit via the school office, informing staff as you go.

At the end of the visit you should return to the school office to sign out and return the visitors badge before leaving the school premises.

Please do not prop open any doors which could leave access to unauthorised individuals.



"This leaflet is designed to help you understand the measures in place in order to protect your health, safety and security whilst visiting our school"



Fire Safety and Evacuation

On discovering a fire:

Sound the fire alarm by breaking the glass at a call point.

Evacuate the building from the nearest fire exit and go to the Uppers playground. This is situated outside the Year 6 classroom.

Report to the office staff who will be responsible for checks against the visitors book and children's signing in book.

On hearing the fire alarm:

The alarm is signalled by a continuous ringing sound.

The member of staff should assume the safety of children as a priority, evacuating the building via the nearest exit, as quickly and calmly as possible.

Follow instructions given to you by the member of staff and do not take any personal risks.

The children will be taken on to the upper school playground.

No one may re enter the building once the alarm sounds until the all clear is given.