

## 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**  
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