

FIRST AID

The school has a number of trained first aiders on site during school hours. Should you require their assistance, please contact the main reception or refer to the first aid information posters located around the building. If you have an accident whilst at the school you must report it to a member of staff or the main reception and complete the appropriate paperwork.

HEALTH AND SAFETY

St Thomas More Catholic Primary School regards the promotion of health and safety to be of the utmost importance for everyone who attends and visits the site. It is school policy to ensure that every reasonable step is taken to prevent injury and ill health from hazards at work. This includes the students and visitors to the school whether they are employed or attending site for other activities. A copy of the full policy is available from the office. This is achieved by:

- Assessing and controlling risk as part of the day to day management of school activity
- 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
- Periodic review and associated risk changes

Please comply with our 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. Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the School Administrator, who will inform a senior member of staff.

EMERGENCIES - LOCKDOWN

Lockdown procedures are in place. The procedures could be implemented when, for example, an unauthorised/unidentified person(s) has been seen on the premises. Teachers and pupils will return to their classes and doors locked until the situation has been investigated and the all clear given. If a lockdown is activated authorised visitors should follow the advice from your supervising member of staff.

ADULT TOILET FACILITIES

Male/Disabled toilets are located opposite the library and female toilets opposite the Staff Room. Should you identify a problem with any of our toilet facilities, please inform the School Administrator.

SECURITY AND CAR PARKING

Visitors are advised not to leave valuables in their cars. Briefcases, laptops and bags should be kept with you at all times. If this is unavoidable lock all valuables out of sight in the boot. Personal belongings and paperwork should also be kept safe. Users of the car park on this site do so at their own risk. St Thomas More Catholic Primary School will not accept liability for damage or accident to any vehicles or contents whilst on site.

SMOKING

The school operates a non-smoking policy; this includes the school grounds as well as the buildings.

LETTINGS

All persons hiring the premises, or part of, will ensure that they have received the lettings policy, are aware of emergency procedures and there has been a two way share of information i.e. risk assessments.

INFORMATION FOR VISITORS

Welcome to

**St Thomas More Catholic Primary
School**



**Executive Principal: Mrs B Bowles
Telephone Number: 01865 373674
Safeguarding Officer: Mrs B Bowles**

**This leaflet provides the following
information:**

- **Safeguarding**
- **Visitors & Contractors**
- **Fire & Emergency Evacuation Procedures**
- **First Aid**
- **Health & Safety**
- **Adult Toilet Facilities**
- **Security & Car Parking**
- **Smoking**
- **PEEPs**
- **Reporting and Recording Accidents/Incidents/Near Misses**

**Please take time to read this
information leaflet and for personal
safety, please wear your**

SAFEGUARDING

The school is committed to the highest possible standards in protecting and safeguarding the children in our care. During the school day visitors will be accompanied by a member of staff. Our aim is to promote a culture of being a safe environment for young people and the adults who work with them. This is achieved by:-

- Ensuring that Disclosure and Barring Service (DBS) checks are carried out on all who regularly deal directly with students or have access to their personal information
- Safer Recruitment
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations
- Providing staff with the necessary training to recognise concerns about children and take responsibility for acting quickly on those concerns
- Communicating child protection procedures to all staff, parents and visitors

If you have a concern that a student is being harmed, is at risk of harm or you receive a disclosure (i.e. a student talks to you intentionally or unintentionally and tells you confidential information) whilst you are at the school, you **must** contact the following staff member as soon as possible via the main school office

Designated Child Protection Officer (DCP) – Mrs B Bowles

If this person is not available, please contact one of the following – Mrs H Skertchly/Miss L Coleman

Please report any worries or concerns immediately

VISITORS AND CONTRACTORS

- All visitors and contractors must report to the appropriate member of staff, sign the Visitors Book on arrival and before leaving the premises
- All visitors and contractors must wear an ID badge when on site. If you are not wearing ID you will be challenged by staff
- In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the designated fire assembly point
- Contractors shall be informed of the fire and emergency procedures that apply. This includes:
 - Action to be taken on hearing the fire alarm or discovering a fire
 - Fire evacuation procedures including means of escape, location of the fire assembly points and name of person in charge of evacuation procedures
 - The location of firefighting equipment and fire alarm call points in relation to the area of their work
 - Contractors/sub-contractors working on site when school staff are absent i.e. at night or at weekends, shall have adequate arrangements in place and know how to call the fire and emergency services
 - The risk of fire arising out of work undertaken any contractor will be assessed and appropriate precautionary measures put in place

PERSONAL EMERGENCY EVACUATION PLANS - PEEPS

If you feel that you would require any additional assistance in an emergency evacuation of the building please declare this when you sign in, so that we can provide a suitable evacuation strategy

FIRE AND EMERGENCY EVACUATION PROCEDURES

Fire notices are displayed in every room, indicating the action to be taken on hearing the fire alarm or discovering a fire. Please read and familiarise yourself with the nearest emergency exit. You have a duty of care to protect yourself in the event of a fire. You should:

- Sound the alarm by operating the nearest break glass point
- Leave the area of the building that you are in by following the exit signs, using the nearest exit
- Make your way to the fire assembly point, on the playground at the rear of the school
- Do not attempt to collect belongings from within the building
- Fire Wardens will be evident by the wearing of hi-visibility jackets
- Upon arrival at the fire assembly point please report to the member of staff taking visitors registration
- Do not re-enter the building until the all clear is given

REPORTING AND REDCORDING ACCIDENTS/INCIDENTS/NEAR MISSES ON SITE

Events need to be investigated and reported promptly, so that facts can be established before memories fade

Dealing with accidents/incidents/near misses should be given a high priority and must be proportional to the event

Please contact the school office for further guidance