

First Aid

The school has a number of trained first aiders on site during school hours. Should you require their assistance, please contact the Office 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 Office and complete the appropriate paperwork.



Health and Safety

St. Anne's 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. A copy of the full policy is available from the Office. This includes the students and visitors to the school whether they are employed or attending site for other activities. 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 of the safety policy as school activities and the associated risks change.

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 office who will inform a senior member of staff

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 parks on this site do so at their own risk. St. Anne's School will not accept liability for damage or accident to any vehicles or contents whilst on site.



Welcome to St. Anne's CEVA
School @West Wick

Health & Safety Information for visitors

Head teacher: Mrs Lisa Dadds

Telephone Number: 01934 520461 (West Wick)

Please take time to read this information leaflet. This leaflet provides the following information:

- Visitors and Contractors
- Emergency Evacuation Procedures
- First Aid
- Health and Safety
- Adult Toilet Facilities
- Security and Car Parking
- Smoking
- Asbestos

Please wear your identification ID or visitor sticker clearly at all times and return it to our school office when you sign out.

Please see our separate Safeguarding information leaflet.

Stay safe and enjoy your visit to us!

Visitors and Contractors

All visitors and contractors must:

- report to the appropriate member of staff, sign in on arrival and out before leaving the premises
- must wear a visitor's sticker when on site. If you are not wearing a visitor's sticker you will be challenged by staff
- Hosts must, in the event of an emergency evacuation be responsible for escorting the visitor to the designated evacuation assembly point
- Contractors shall be informed of the 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 the person in charge of evacuation procedures
 - the location of fire fighting equipment and fire alarm call points in relation to the area of their work
 - contractor's/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 (Hot Permits allocated).

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 with the people attending their Club, Event, Party or gathering. i.e. risk assessments, verbal instructions.

Adult Toilet Facilities

Adult toilets are located off the learning street and by the Office. Disabled toilets are located by the Office and off the learning street. Should you identify a problem with any of our toilet facilities, please inform the Office.

Smoking or vaping

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

Mobile Phones

We ask that mobile phones are not to be used on the school premises in any area apart from the staffroom when no children are present.

Personal Emergency Egress Plans

If you feel that you would require any additional assistance in an emergency evacuation of the building please declare this upon signing in at the Office so that we can provide you with a suitable evacuation strategy.

Emergency Evacuation Procedures

Fire notices are displayed in every room, indicating the actions to be taken on hearing the fire alarm or discovering a



fire. You must read them 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. Inform a senior member of staff.
- leave the area of the building that you are in by following the exit signs or by using the nearest exit
- make your way to the visitor's fire assembly point. This is located at the front of the School in the turning bay
- 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 any of the buildings until the all clear is given.

