

Bomb warnings, threats and evacuation

In the event of a decision to evacuate the building as a result of a bomb threat, the school fire alarm will sound and a member of staff will guide you on to the field.

All people should proceed in a quiet, calm and orderly fashion via the emergency exits to the playground where you will be guided to the field. From here, each class will make their way towards the recreation ground in single file.

The roll call (requiring registers and the print out from the signing-in system) will be taken by the class teacher and the School Business Manager.

The senior admin officer will ring the Infant School to advise them of the situation.

Once all persons have been accounted for you will be advised what further action to take.

DO NOT re-enter the building unless you are advised to do so by the person in charge.

On hearing continuous, urgent blowing of a whistle, the building will be in 'lock down' and therefore all people on site need to make sure that they get themselves safely into the building into a room with closed doors and windows.



Hiltingbury Junior School

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Health & Safety and Evacuation Guide for Visitors



HILTINGBURY JUNIOR SCHOOL



Welcome to Hiltingbury Junior School

This leaflet is designed to help you understand the measures in place to help protect your Health, Safety and Security whilst visiting our site. Please contact reception if you have any further questions.

The reception is located in the main entrance. On arrival you will be asked to sign in using the touch screen as you come in through the door. When departing from the site you will need to sign out using the same system. This is in the event of a fire so that all personnel can be accounted for.

Health and Safety

Nothing is more important than safety. Most accidents and injuries are preventable. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment. Always pay attention to your surroundings and ensure that you keep yourself safe, be vigilant regarding the safety of others. If you have any suggestions that might help this process, please contact reception who will pass them to the Health & Safety Responsible Manager. Health and Safety information is on display on the board in the photocopy room.

First Aid

For all First Aid requirements please contact Reception. If you have an accident or feel unwell please make the office staff aware. Following an accident or illness to another person, give the extent of the injury and location of the person or persons. One of our trained first aiders will be sent to the scene. All accidents or 'near misses' must be reported.

Smoking

Hiltingbury Junior School operates a no smoking policy, including E-cigarettes. This applies to the grounds as well as the buildings.

Security

Please keep your personal belongings with you at all times whilst on site and keep paperwork safe. Visitors are advised not to leave valuables in their car. However if this is unavoidable, then please lock valuables out of sight in the boot.

Confidentiality

Anything you see or hear on the premises must be kept confidential. Please share any incidents or concerns you may have with the class teacher or another member of staff. It is the class teacher's responsibility to take any further action in line with school policy.

Child Protection

The needs and safety of the child always come first. The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. Everyone employed or volunteering at our school has a responsibility in relation to child protection. I

f you have any concerns about a child please refer these immediately to the class teacher or one of the Designated Safeguard Leads (DSL) - Miss Zoe Loosemore or Mrs Vik Batten. If unavailable, please speak to our Deputy Safeguarding Lead: Mrs Charlotte Hartley

Please see the separate Child Protection leaflet available for more details.

Fire Safety

ON DISCOVERING A FIRE:

Proceed to the nearest fire alarm call point, and activate the alarm.

Evacuate the building by the nearest fire exit.

Only tackle a fire if you are confident to do so. Do not use water on an electrical fire.

DO NOT TAKE RISKS

ON HEARING THE FIRE ALARM:

Immediately after the electric fire alarm sounds you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you. Do not stop to collect personal belongings.

Walk quietly - do not run or panic.

Go to the assembly point (the blue/green wall) on the main school playground .

Report to the reception staff to be checked against the visitors' book or group register.

Do not return to the building until you are instructed to do so.

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff at reception, at the same time as signing in, so that arrangements can be made to assist in your evacuation if necessary.