

Disabled Visitors

If you are disabled and feel you may require assistance during an evacuation of the building, please advise office staff on signing the visitors' book.

Arrangements can then be made to assist with your evacuation.

First Aid

For all first aid requirements please contact the school office, where a member of the office team will dispatch a qualified first aider. 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 from the reception office.

Smoke Free

Smoking is not permitted in any part of the school's premises and grounds including the entrance, area to the school, on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing patrol areas. This includes use of e-cigarettes.

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

Health & Safety

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils, 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-today 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
- Carrying out periodic reviews of the safety policy as school activities and the 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.

Health, Safety & Security Information for Visitors



The Reddings Primary & Nursery School

Bennetts End Road
Hemel Hempstead
HP3 8DX

01442 406500
admin@reddings.herts.sch.uk

www.reddings.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 our visitors.

If you have any 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 visitors' book and be given a visitors' badge with a red lanyard.

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

Please keep all handbags and valuables with you at all times. If you leave the building for a short time, please exit via the school office, informing the staff as you go.

At the end of your visit, you should return to the school office to sign out and return the badge before leaving 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 & 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 muster point (school playing field).

Report to the office team who will be responsible for checks against the visitor book.

On hearing the fire alarm:

The alarm is signalled by a continuous ringing sound.

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

Follow any instructions given to you by your host and do not take any personal risks.

The assembly must point in the event of an evacuation is on the school field.

Report to the office team who will be responsible for checks against the visitor book.

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