

Disabled Visitors

Please let us know of any mobility or health issues which may enable us to provide assistance and support as required .

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, etc.) This includes use of e - cigarettes. There are no designated smoking areas provided within the school buildings or grounds.

Safeguarding Our Children

If you have any concerns regarding the safety and wellbeing of any child in our school, please speak to one of our School DSLs:

Heather Godding, Helen Evason, Rosanna Dyer or Claire Butler

Please remember the importance of confidentiality

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.

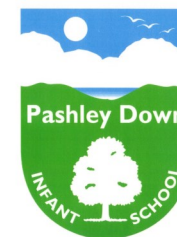
Please be aware of the following at all times when on the school premises:

- Safe Working Procedures: ensure that you are qualified to carry out any work undertaken.
- Ensure all equipment is safe to use.
- Ensure that you are aware of safe access points when working at height and that you have had appropriate training.
- Please report any concerns regarding safety or hazards to the school office.
- We regard tidiness, cleanliness and efficiency as essential factors in the promotion of health and safety.
- Permission for access to the school kitchen must be sought from the kitchen manager or Headteacher.
- At all times, the safety of children must come first.

Accidents

If you have an accident or feel unwell, please ensure that our office staff are made aware. We can arrange assistance from a first aider or seek further help if needed.

Health, Safety & Security Information for Visitors



Pashley Down Infant School

Beechy Avenue

Eastbourne

BN20 8NU

01323 730719

office@pashley.e-sussex.sch.uk

Welcome to our school.

This leaflet has been designed to help you understand the measures put in place in order to protect your health, safety and security whilst visiting our school.

www.pashley.e-sussex.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.

Covid 19: Currenty on arrival to the school, you will be asked for your details, including mobile number to sign you in the Visitors' book. You will then be asked to wear the face mask at all times and to gel your hands. When departing from the school, you will be signed out. Should we have a case of Covid 19, you will be contacted immediately.

Guide Dogs

Only guide or assistance dogs are permitted on the school site.

Lockdown Procedure

- FOUR " five - second" blasts of bell
- Go to classroom or nearest safe place
- Close windows and pull down blinds
- The nearest exit
- How to raise the alarm
- Switch off lights
- Lock classroom door
- Mobile phone on silent
- Children go under the tables
- Teachers take register
- Text HG (or head of school on the day) to confirm all there or who is missing
 - e.g. Owls - safe
 - e.g. Owls - Sean missing



Fire Safety and 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 bottom playground.

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

Please ensure you are aware of:

- The nearest exit
- How to raise the alarm
- The location of the assembly area (the school bottom playground).

On hearing the fire alarm:

On hearing the fire alarm, do not put yourself or others at risk.

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 bottom playground. 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.