

Welcome to Salusbury Primary School

This leaflet is designed to help you understand the measures in place to protect your Health, Safety and Security whilst visiting our site.

Health and Safety

Nothing is more important than health and safety. Accidents and injuries are often preventable. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment. If you have any suggestions that might help this process, please contact reception who will pass them to the Health & Safety Officer.

First Aid

For all first aid requirements please contact our Welfare Team (located on the ground floor) or speak to reception. Give the extent of the injury and the location of the person or persons. Our welfare officer or a trained first aider will be sent to the scene. All accidents or near misses must be reported. Forms are available from reception.

Security

- Please keep briefcases, laptops, phones and bags etc with you at all times whilst on site
- Keep personal belongings and paperwork safe
- Please ensure that your phone is switched to either vibrate or silent
- You are not permitted to take photos of pupils or displays/work with pupils' photos on it.

Health & Safety Officer: Call 203
Kat Moulton (School Business Manager)

Site and Facilities Team: Call 216
Jonathan Sanchez (Facilities Manager)
Jorge Gallardo

Welfare Team: Call 215
Debbie Grant (Welfare Officer)
Masooma Mohamedali



Health and Safety Guide for School Visitors and Volunteers

www.salusbury.brent.sch.uk
020 7624 0311

November 2018

Arrival on site

The reception is located at the main entrance. On arrival you will be asked to sign in using our Inventory system and given a visitors' sticker. You will be required to wear your visitors' sticker at all times. When departing from the site you will need to sign out.

Emergency Procedures

In the event of an emergency you should join the staff outside and register with the Receptionist as soon as you can. This includes Bomb Alerts and Fire Drills.

Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at a call point, these are situated by escape routes and exit points in the school building
- Evacuate the building from the nearest available exit and go to the muster point. (Playground in front of school)
- Report to a school fire warden stating type of fire and its location.

Fire Evacuation Procedures

- Immediately as the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you
- Do not run or panic
- Go to the muster point (Playground in front of School). If you are in the Greenspace, remain there.
- Report to the Receptionist to be checked against the visitors' log or group register
- Do not return to the building until you are instructed that you may do so.

Disabled visitors

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

Smoking

Salisbury Primary School operates a non-smoking policy, this includes the grounds, as well as the buildings.

Bomb warnings and threats

In the event of a decision to evacuate the building as a result of a bomb warning or threat, the fire alarm will be sounded as normal. Visitors and volunteers to follow fire evacuation procedures.

Lock Down

The emergency lockdown is used when it is necessary to restrict movement around the school site.

- On hearing the alarm — six long rings of the bell —visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible.
- School staff will be given further information and instructions via the intercom and their e-mail.
- Visitors and volunteers are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.
- When it is safe to do so, the 'all clear' signal will be sounded. This will be three rings of the bell. An e-mail will then be sent to staff with further instructions.