

Curdridge Primary School

Welcome to our school



Health and Safety Information for Visitors and Contractors

This information is designed to help you understand the procedures in place to protect your health, safety and security whilst visiting our school

Arriving on site

You are now in the main reception area. On arrival you will be asked to sign the visitors' book and you will be given a visitors' sticker; please wear the sticker at all times when on the school site.

Leaving the site

Please sign out when you leave the school site making sure you have all of your belongings.

Safeguarding and Child Protection Procedures

You will see our safeguarding noticeboard on the wall outside the school office.

- **Designated Safeguarding Lead (DSL): Mrs Sally Wood, Headteacher**
- **Deputy Designated Safeguarding Lead (DDSL): Mr Joe Cunningham, Deputy Headteacher**

If you see or hear something that causes you concern, please ask to speak to the Headteacher or Deputy Headteacher.

Our Safeguarding Policy and our Child Protection Policy are available on our website.

Fire safety for visitors and contractors

On hearing the fire alarm

We will always let you know when there is a fire alarm test. At all other times:

- As soon as you hear the alarm, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you
- Walk quietly; please do not panic or run
- Go to the assembly point on the middle playground
- Report to the office staff to be checked against the visitors' register
- Do not return to the building until you are instructed that it is safe

On discovering a fire

- Go to the nearest break glass unit and activate the alarm by breaking the glass cover
- Evacuate the building via the nearest fire exit and make your way to the assembly point on the middle playground
- Report to the office staff to be checked against the visitors' register

ONLY tackle a fire if you are competent and trained to do so

Health and Safety

Your safety is very important to us; the school aims to provide a safe and healthy working environment. The majority of accidents and injuries are preventable when the risk is minimised and when people take care in doing a task properly and carefully.

If you have any health and safety concerns during your visit, please speak to the Headteacher or office staff.

First aid

We have qualified first aiders on site. Should you require first aid treatment, please let a member of staff know as soon as possible.

The member of staff trained in 'Emergency First Aid in the Workplace' is Mr Matt Porter.

Visitors and contractors with disability needs

If you require assistance during your visit, please let a member of staff know either prior to your visit or when you arrive on site.

