Liphook Infant School and Liphook CofE Junior School

Health and Safety for Visitors

LIPHOOK FEDERATION

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.

Safeguarding Our Children

If you have any concerns regarding the safety and wellbeing of any child in our school, please speak to our designated safeguarding leader, Jacky Taylor, or one of our deputy safeguarding leaders: Greg Braham, Philippa Garforth, Nicky Parrott, Jo Beverley, James Woodhouse and Jo Raeyen.

Please remember the importance of confidentiality.

Dogs on site

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

Smoking

Smoking or vaping is not permitted anywhere on the school site, indoors or outdoors.

Health and Safety

Always pay attention to your surroundings. Should you have any concerns regarding safety, please inform the school office.

On Site

The reception is located in the main entrance. On arrival you will be asked to sign in and you will be given a visitors' badge. You will be required to wear your visitors' badge at all times. When departing from the school, you will need to sign out and return your visitors' badge.

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.

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

Fire

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

Please evacuate at the nearest exit and report to the Duty Officer on the school playground.

Please ensure you are aware of:

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