

Arrival

- school reception is located in the main entrance to the school
- on arrival you will be asked to sign the visitor's App sign in screen
- you will be given a visitor's lanyard which you will be required to wear at all times whilst on the school premises
- when departing you need to sign out and return your visitor's lanyard

First Aid

- for first aid support please contact the school office or a member of staff
- give concise information about the injury and the location of the injured person
- a trained first-aider will be sent to the scene
- all accidents or 'near-misses' must be reported
- Emergency medical equipment such as inhalers or adrenaline pens are held in the pupils classrooms

Security

- please keep personal belongings and paperwork safe
- Do not leave paperwork with personal details unattended
- do not leave valuables in cars—if this is unavoidable, then please lock valuables out of sight in the boot

Fire Safety

On discovering a fire....

- proceed to the nearest call point and break glass— these are situated at all fire exits
- evacuate the building by the nearest available exit and go to the muster point on the top playground
- report to the duty officer (Head Teacher or representative) stating the type of fire and its location

On hearing the fire alarm

- immediately evacuate the building via the nearest exit
- listen to instructions from the fire wardens
- do not run or panic
- proceed directly to the muster point (located on the top playground)
- report to the duty officer who will check your name against the visitor's register
- DO NOT return to the building until you are instructed to do so

Disabled Visitors

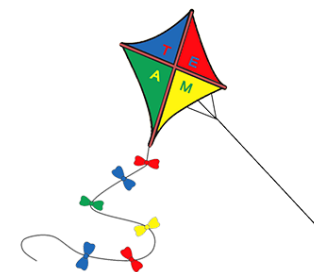
- if you have a disability and feel that you may require assistance during an evacuation of the building, please advise reception staff on signing the visitor's book
- arrangements can then be made to assist you with the evacuation

Smoking....

- we operate a no-smoking policy; this includes on all of the grounds as well as inside all buildings

Bomb Warnings & Threats

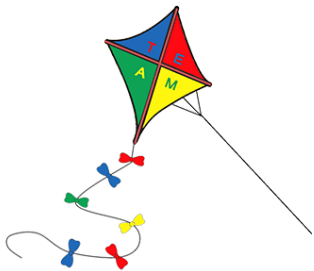
- if you see a suspicious object, DO NOT TOUCH IT;
inform reception or a member of the school staff
- please ensure you keep all packages, briefcases and laptop cases with you at all times
- in the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm may be sounded.
- please follow instructions regarding evacuating the building as directed by a member of staff
- go to a muster point (as directed by a member of staff)
- report to the duty officer to be checked against the visitor's book or group register
- do not return to the building until you are instructed that you may do so



Telephone Numbers:

- School—01962 713358
- Emergency—999 or 112

*This information
booklet is designed to
help you understand
the measures in place
to protect your health,
safety and security
whilst visiting Twyford
St Mary's CE Primary
School*



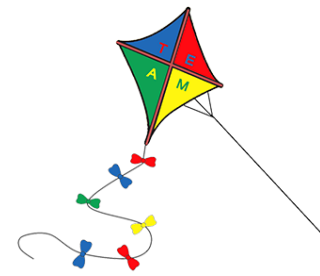
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*Nothing is more important than
the safety of our children, staff,
volunteers and visitors.*

*Twyford St Mary's CE Primary School
aims to provide a safe and secure working
environment for all.*

Twyford St Mary's CE Primary School Health & Safety



Guidance for Visitors, Volunteers and External Providers

Twyford St. Mary's C of E Primary
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Winchester. SO21 1QQ.

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