

BURNT TREE PRIMARY SCHOOL

Summary of Health and Safety Policy for Visitors to the School

We welcome you to Burnt Tree Primary School.

The Governors and staff of the school take Health and Safety seriously for all who come onto our premises. We have a detailed Health and Safety Policy which can be viewed in the School Office and is updated annually.

A summary of this policy as it affects visitors is:

- Please sign in and out when entering and leaving the premises.
- Warning signs and risk assessments displayed round school should be observed at all times.
- Staff have been trained in Health and Safety: visitors should follow instructions given at all times.
- If a visitor is unsure of anything in connection with Health and Safety, please ask in the office or a senior member of staff or the Site Manager.
- The school has a number of First Aiders. Please contact the School Administrator or a senior member of staff if First Aid is required. If you have a known health condition which may require treatment or affect emergency treatment while on site, please inform the administrator in confidence.
- Safety equipment is provided eg. step ladders for climbing. Please use equipment provided at all times.
- The School is a no-smoking site. If a visitor wishes to smoke, please do so well away from the grounds.
- Any incidents/injuries which occur on site, however minor, should be reported to the school office and an accident/incident form completed. Incidents of physical, racial or verbal abuse should also be reported.
- Any electrical equipment brought into school should be checked by the Site Manager prior to use.
- Any health and safety concerns observed during your visit should be reported to the office so they can be investigated.
- First Aid boxes and Fire Exits are clearly marked on the plan overleaf and marked by signs within the building. Please note their location in ease of emergency.
- The Fire Alarm is a continuous siren. Please follow instructions from staff who will direct you to the nearest exit leading you to the assembly point in the playground. Do not attempt to retrieve belongings including coats before exiting the building.
- In the event of any other emergency please follow the instructions of staff and remain calm.

Jo Evans
Head Teacher