

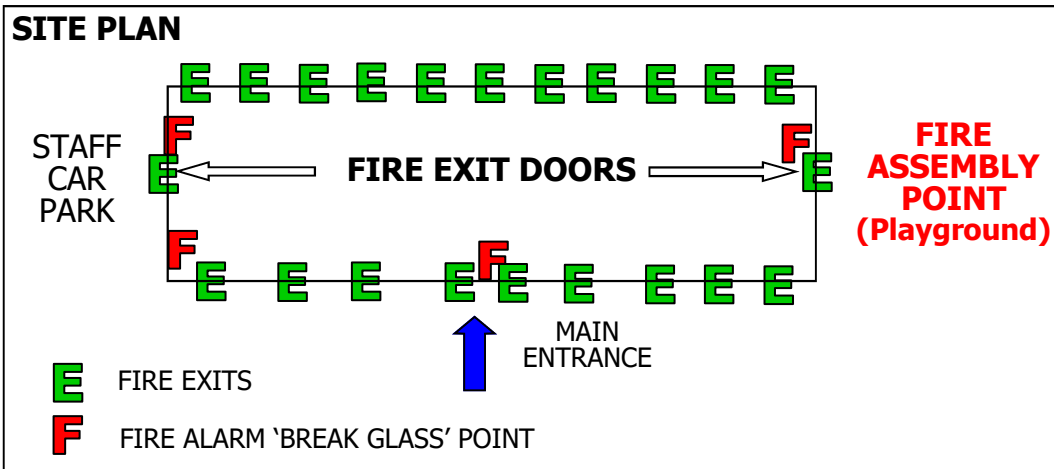
## Fire

- On discovering a fire, sound the fire alarm from one of the 'break glass' points and evacuate the building immediately.
- The fire alarm is a continuous bell (or a hand bell). If this should sound, leave the building via the nearest exit and proceed to the Assembly Point on the lower playground. Please follow the instructions given to you by the teacher or supervising staff member.
- If you are not in the classroom or with a member of staff, please evacuate the building immediately using the nearest exit, taking any children you may be working with.
- **DO NOT** return to the building until instructed to do so.

Please make sure you familiarise yourself with the location of the Assembly Point (lower playground).

## Lock-down

A repeated SOS whistle (...- - - ...) will be sounded to indicate an external threat requiring immediate lock-down. Visitors should proceed directly to the central ICT Suite and await further instruction.



# Queen's Inclosure Primary School

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Waterlooville  
Hampshire PO7 8NT

☎ 023 9226 8067

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[www.queensinclosure.hants.sch.uk](http://www.queensinclosure.hants.sch.uk)

**Headteacher: Mrs J Allen**

**Site Manager: Mr S Murray**  
(In an emergency, please dial 07935 699854)

## Health and Safety for Visitors

*Please read these instructions carefully  
and have a safe visit.*

## Welcome to Queen's Inclosure Primary School

Your health and safety is important to us. While you are visiting our school, we would like to ensure that you remain as safe as possible. In the case of an emergency you have a duty, not only to look after your own safety and welfare, but also that of anyone else your actions could affect.

**Please be aware of the following:-**

### **Arrival and Departure**

Please ensure that you have signed the visitors' book and been issued with an appropriate visitor badge. This must be worn at all times while you are on site. On departure, please remember to sign out and return your visitor badge. Anyone attending a club run by an external provider must sign in and out with the club organiser.

### **Hygiene Measures**

In order to reduce the transmission of viruses, please use hand sanitiser when you sign in. We clean and disinfect frequently touched objects and surfaces and adopt a 'catch it, bin it, kill it' approach to reduce the spread of germs.

### **Confidentiality**

While you are in our school, please be aware that anything you may hear or see concerning the school, its children or staff remains confidential and should not be repeated, including to other parents. Should you have any concerns regarding this policy, which is to ensure the safety of individuals, you may discuss them with the Headteacher.

### **Security**

Please keep your belongings with you throughout your visit, including any paperwork. Visitors are advised not to leave valuables in their car.

Staff, parents, visitors and contractors are not permitted to use their mobile phone in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to comply with safeguarding practices and avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office.

### **Accidents/Illness**

If you have an accident or feel unwell, please ensure our office staff are made aware. We can arrange for assistance from a first aider or seek further help if needed.

Please let us know of any mobility or health issues to enable us to provide appropriate support and assistance if required.

Please inform the school of any hazards, accidents or near misses so that we can keep our site as safe as possible.

### **General Safety Information**

If you need to move a heavy object, please speak with our Site Manager.

Cycles and scooters must be dismantled at the entrance to the school site.

Dogs are not permitted on site at any time.

Smoking and vaping are not permitted onsite; this includes the grounds as well as all school buildings.

Hot drinks are not permitted in classrooms or on the playground when school is in session. You are welcome to use our staff room when taking refreshments.

### **Contractors**

If you are carrying out a work activity:

- You must be familiar with our Health and Safety Policy and ensure that you work in a safe manner.
- The asbestos register is kept on the reception desk if you are required to sign it.
- Please provide a copy of your safe system of work, method statement or any documentation, which will help us to ensure a safe and healthy working environment for everyone.
- Please ensure that access to your work area is restricted to authorised personnel and that there are no trip hazards.
- It is important that items of equipment, materials or machinery are not left where others, particularly children, could access them. Equipment, materials and machinery should always be controlled/stored safely.
- Waste material must be removed from site. If temporarily stored in a tidy bin, it must be covered. Any hazardous waste materials that are temporarily kept on site must be held in locked containers.
- If you require further information on H & S (including risk assessments) or have any concerns, please do not hesitate to speak to a member of the office staff or the Site Manager.
- Any electrical equipment used on site must have been PAT tested and in date.
- Finally, please remember that the safety of children, staff and visitors is paramount at all times.