

## **Contractors**

If you are carrying out any work activity

- You must be familiar with our Health and Safety Policy (please ask the Site Manager for a copy) and be sure to work in a safe manner.
- Please request the asbestos register and ensure that you sign this, if required.
- Please provide a copy of your safe system of work, method statement or any documentation which will help us ensure a safe and healthy working environment for everyone.
- It is important that equipment, materials or machinery are not left where others, particularly children, could access it. It should always be controlled/stored safely.
- Waste material must be removed from site. If temporarily stored in a tidy bin it should be covered. Any waste materials that are particularly hazardous that are temporarily kept on site should be held in locked containers.
- Mobile phones with recording or photographic devices should only be used for making and receiving calls.
- If you require further information on Health & Safety, including any risk assessments, or have any concerns please do not hesitate to speak to the Site Manager.
- Finally, please remember, the safety of children, staff and visitors is paramount at all times.



# **Mengham Junior School**

**Palmerston Road  
Hayling Island  
Hampshire, PO11 9ET  
023 9246 2162**

**Acting Co-Headteachers:  
Mr E Harrison & Mrs O Davies**

## **Health and Safety for Visitors**

Please read this information carefully,  
thank you

Whilst you are at our school, your Health and Safety are important to us and therefore we wish to ensure that your visit is as safe as possible. **Please be aware of the following:-**

### **On Arrival**

Please ensure you have signed the visitors' book and been issued with an appropriate visitor badge. Please wear it at all times. Please remember to sign out and return your badge when leaving the building.

### **Information - Disabled**

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



### **Accidents/Illness**

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

### **Confidentiality**

While you are in school you need to be aware that anything you may hear or see to do with the school, its children or staff remains confidential and should not be repeated outside the school or to other parents/carers. If you have concerns or difficulties with this policy you may discuss them with the Co-Headteachers, Odele Davies and Ed Harrison

### **Security**

Please keep briefcases, laptops and bags etc. with you at all times whilst in the building. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car.

### **Mobile Phones/Cameras etc.**

Be careful about recording images of children and do this only when it is an approved educational activity. This can only be done on a device owned by the school when parents have given their express permission.

### **Safeguarding**

Mengham Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. If you have any concerns please ensure these are recorded in writing and given to a member of staff. **The safeguarding leads are Odele Davies & Ed Harrison, Co-Headteachers and the deputy is Karen Lunnon**

**Mengham Junior School operates a non-smoking policy: this includes the grounds as well as the buildings.**



### **General Health and Safety**

Nothing is more important than safety and the school aims to provide a safe and healthy working environment. **Do not stand** on the furniture, tables and chairs are not load bearing and should never be used to gain height. **Please do not use** ladders or step stools unless you are trained to do so. If you need to reach something at height please ask a member of staff who is trained in the safe use of step stools. Always pay attention to your surroundings. Should you have any concerns regarding safety, please contact the school office staff who will pass them to the Health & Safety Officer.

### **Fire (see Fire Action notices around building)**

On discovering a fire:

- Sound the fire alarm at the nearest fire alarm call point.
- Evacuate the building by the nearest fire exit.
- Proceed to the Assembly Point on the large playground.
- Report the location of the fire to the Roll Call Manager.



On hearing the fire alarm:

- DO NOT put yourself or others at risk.
- Please follow the instructions given to you by the teacher or other staff member.
- If you are not in the classroom or with a member of staff please evacuate using the nearest exit taking any children you may be working with.
- Proceed to the Assembly Point and report to the Role Call Manager without delay and await further instructions.
- DO NOT return to the building until instructed to do so.

Please make sure that you are always aware of your nearest fire exit and the nearest fire alarm call point (next to most fire exits) should you need to raise the alarm. Please make sure you familiarise yourself with the Assembly Point (large playground) There are fire wardens throughout the building who will assist you during an evacuation.

### **Evacuation - Bomb Scare, Gas Leak, Flood etc.**

In the event of a decision to evacuate the building (for reasons other than a fire), follow instructions from staff members about how to evacuate the building and where to assemble.