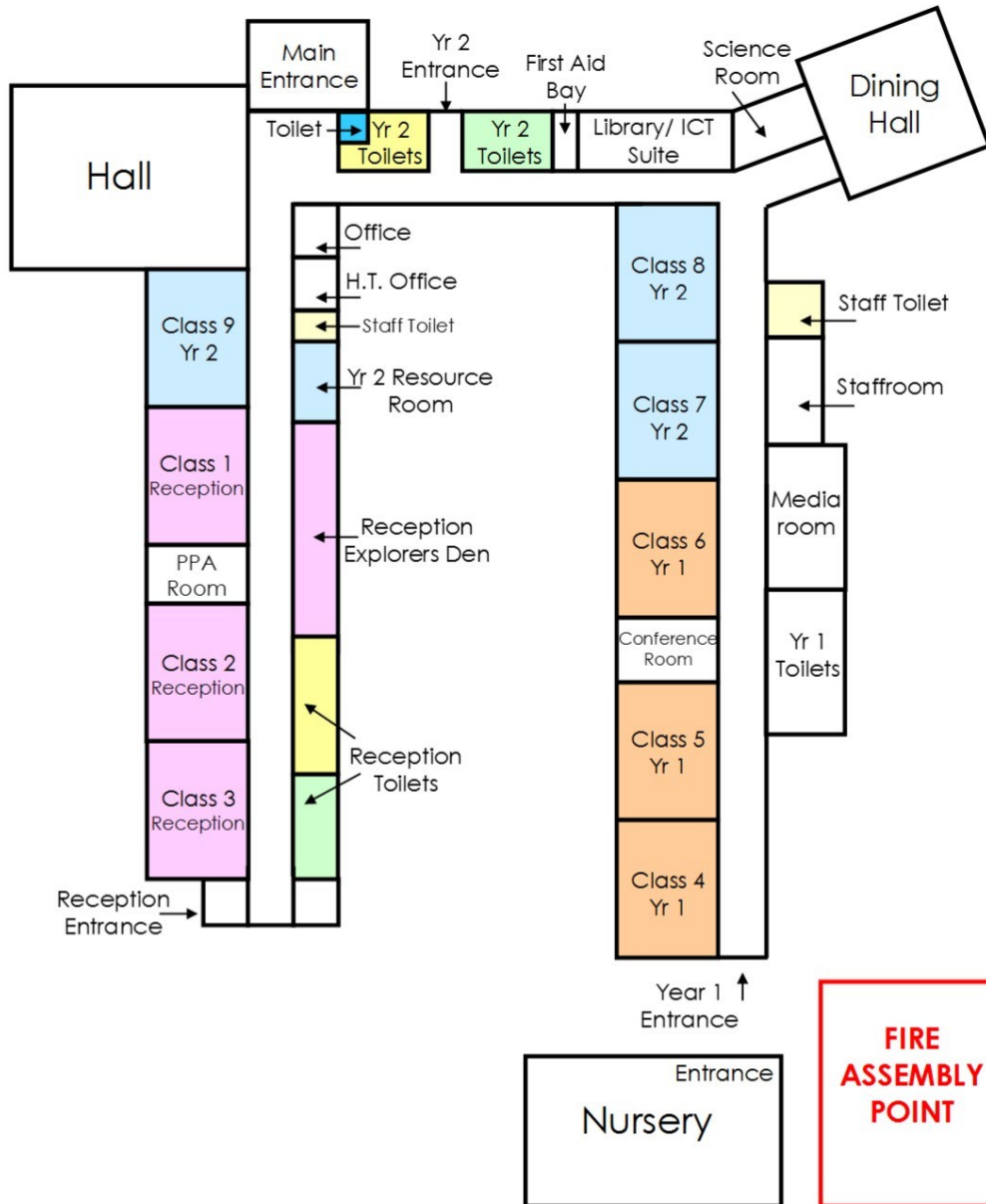


Banks Lane Infant & Nursery School



Banks Lane Infant and Nursery School

Health and Safety Information for Visitors



www.bankslane-inf.stockport.sch.uk

headteacher@bankslane-inf.stockport.sch.uk

Arrival on site

The reception is located in the main entrance. On arrival you will be asked to sign the visitors' book and given a visitors' badge.

You will be required to wear your visitors' badge at all times when on site. When departing from the site, you will be asked to sign out and hand back your visitors badge.

First Aid

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 necessary.

All accidents and 'near misses' must be reported to the office.

Security

Please keep valuables with you at all times. Do not leave valuables on display in your car.

Banks Lane Infant School will not be held responsible for a loss of personal goods if not secured in a suitable way.

CCTV

The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff, vandalism and theft. External cameras are clearly marked and are used to monitor the security of the site. A Policy is available should you require more information.

Smoking

Banks Lane Infant and Nursery School operates a strict no-smoking policy. This includes the main building, Nursery and the grounds.

Fire Safety

A 'Fire Notice' is displayed in each room.

On hearing the fire alarm:

- Leave the building IMMEDIATELY via the nearest fire exit.
- Go to the **Assembly Point** on the **REAR FIELD** as shown on the map on the back of this booklet.
- Report to the Fire Marshall
- Do not return to the building until you are instructed by a senior member of the school team that it is safe to do so.

On discovering a fire:

- Proceed to the nearest break glass unit and activate the fire alarm by breaking the glass cover.
- Evacuate the building via the nearest available exit.
- Fire alarms, fire extinguishers and fire blankets are placed around the building.

ONLY TACKLE A FIRE IF IT IS IMPEDING YOUR ONLY EXIT ROUTE

- DO NOT TAKE RISKS.

THE SILENCING OF THE ALARM IS NOT A SIGNAL TO RE-ENTER THE BUILDING

Disabled Visitors

If you are disabled in any way and feel you may require assistance during an evacuation of the building, please advise the office staff on signing the visitors' book so that arrangements can be made to assist with your evacuation.