

Welcome to Holland Moor Primary School



*This leaflet is designed to help you understand the measures in place to protect your Health, Safety and Security whilst visiting our site. If you need to contact reception at any time dial: **20** on any internal phone.*

Health & Safety

Nothing is more important than safety. Most accidents and injuries are preventable. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment. If you have any suggestions that might help this process, please contact reception who will pass them to the Health & Safety Officer.

First Aid

For all first aid requirements please contact reception. Give the extent of the injury and location of the person or persons. Our trained first aider will be sent to the scene. All accidents or near misses must be reported. Forms are available from reception.

Holland Moor Primary School



Cornbrook
Skelmersdale
Lancashire
WN8 9AG

Tel:01695 725062

E-mail: head@hollandmoor.lancs.sch.uk
website: www.holland.lancsngfl.ac.uk



Health & Safety for Visitors



Guidance for all visitors

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 departing from the site, you will need to sign out and also return your visitors' badge.

Fire Safety

On discovering a fire

- Sound the fire alarm by breaking the glass at a call point, these are situated in corridors, cloakrooms and fire exits.
- Evacuate the building from the nearest available exit and go to the muster point. (Car Park)
 - Report to the duty officer (Headteacher or representative) stating type of fire and its location.

On hearing the fire alarm (siren)

- Immediately the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you.
 - Do not run or panic
- Go to the muster point (car park or school playground)
- Report to the duty officer (Headteacher or representative) to be checked against the visitors' book or group register.
- Do not return to the building until you are instructed that you may do so.

Disabled visitors

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

Smoking

Holland Moor operates a non-smoking policy, this includes the grounds as well as the building.

Bomb warnings and threats

- In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded as normal.
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you.
 - Go to the muster point.
 - Report to the duty officer (Headteacher or representative) to be checked against the visitors' book or group register.
- Do not return to the building until you are instructed that you may do so.

Security

Please keep briefcases, laptops and bags etc with you at all times whilst on site. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car. However if this is unavoidable, then please lock valuables out of sight in the boot.