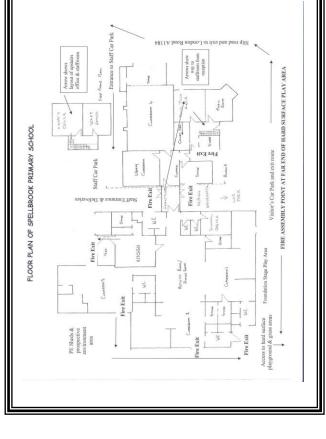
Emergency Evacuation Procedures

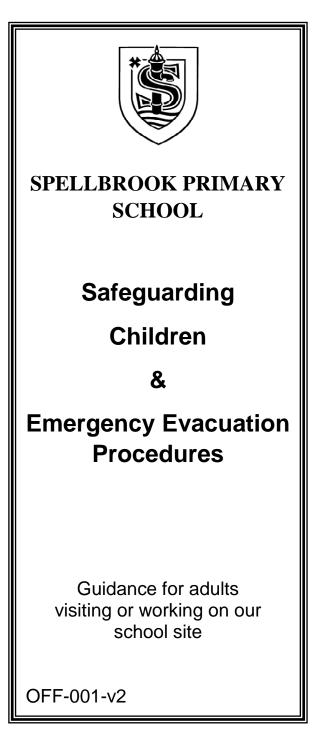
- 1. All visitors are required to sign in and out at Reception so that in the event of a fire or other emergency we can ensure that all those on the premises are evacuated safely and are accounted for.
- 2. It is the responsibility of staff and tenants to accompany their visitors at all times in the building and to escort them to the assembly point in an emergency situation.
- 3. Anyone detecting a fire should activate the alarm immediately by breaking the glass on the nearest red fire alarm box (call point).
- 4. The fire alarm is a continuous ringing bell.
- 5. In the event of a fire or emergency leave the buildings promptly and calmly, look for the green running man exit signs.
- 6. The assembly point is on the school field at the rear of the building. Remain at the assembly to await further instruction. It is imperative that you remain at the assembly point so a check can be made of all those signed in have left the building and are accounted for.
- 7. **Do not re-enter the building** until advised to do so by the Headteacher of member of the emergency services

- 8. Fight the fire with the appropriate fire extinguisher only if you know how and only if it is safe to do so with no risk to your personal safety and that of others.
- 9. Emergency First Aid is available. Please ask to be directed to a qualified first aider.
- 10. All accidents must be reported immediately to the Headteacher or nominated deputy.

Do not re-enter the building Unless you have been instructed that it is

safe to do so.





Keeping Who Safe?

Adults visiting or working on a school site, play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. This is whether you are directly employed by the school, or working as a contractor or subcontractor.



Keeping children safe in Education is covered by latest Government Guidance (KCSiE).

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

We must also take steps to keep **ourselves** safe.

To keep yourself safe from possible allegations, please follow this advice......

<u>Don't....</u>

Solution Instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit.

Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to your Foreman or to someone in the school office ;

Sive any personal information to any pupil, for example your name, address, telephone or mobile number or email address ;

On not accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address;

Accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to your Foreman or to someone in the school office ;

Sive out personal social network site information, or respond to any pupil requests on your own personal social network site account.

<u>Do....</u>

 Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention;

 Report any unacceptable behaviour from a pupil ;

- Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment ;
- Please, follow the advice in this leaflet, and keep yourself and our children safe!

Guidance produced by: Herts HR Safe Staffing Team, Hertfordshire County Council, County Hall Tel No: 01992 555895