

We thank you for co-operating with us in caring for your safety and health during your visit. **Should you identify any shortcomings in our arrangements for health and safety we would be pleased if you would draw it to the attention of the Headteacher.**

Full details of our Health and Safety arrangements are available from our Headteacher, who along with the Governing Body and Local Authority takes the responsibility for the fulfillment of our obligations under the Management of Health and Safety at Work Regulations 1999.

Remember your manners

Encourage everybody

Share with each other

Play sensibly and happily

Everyone is important

Care for each other and our school

Trust one another and be truthful



Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. The Headteacher is the designated member of staff for safeguarding and child protection and should be contacted immediately with any concerns.

School Information

Address

Shipston on Stour Primary School
Station Road
Shipston on Stour
Warwickshire
CV36 4BT

Contact details

Tel: 01608 661266

Fax: 01608 662780

Web: <http://www.shipston.warwickshire.sch.uk>

Email: primary@shipston.warwickshire.sch.uk



Health and Safety Information for Visitors and Contractors



We wish to ensure your health, safety and well-being during your visit, so please take a few minutes to read this leaflet.

Please contact reception if you have any specific requirements during your visit.



Personal Security

Every visitor is asked to sign the visitor's book at the main entrance and to wear a visitor's badge. Please return the badge to reception or a member of staff as you leave the premises and remember to sign out. Please keep your valuables with you at all times.

If you do leave the building for a short time, please exit through the reception, informing the office as you go. Please do **not** prop open any doors which could allow access to unauthorised individuals.

Accident Reporting

All accidents, any near misses or other incidents must be reported to the office staff as soon as is practical.



Smoking

In order to maintain a healthy and safe environment, smoking is **not** allowed within the school buildings or the grounds. Please respect our no smoking policy.



Fire Precautions

In the event of a continuous alarm sounding at any time, everyone must leave the building immediately using the nearest fire exit- all clearly marked. You will be directed to the relevant assembly point on the Junior (Key Stage 2) playground where you will be directed to the nearest assembly point. Please wait to be accounted for



First Aid

In the event of an accident, please contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition that you would like us to be aware of (so we can offer some help should it become necessary), please inform a member of staff on arrival.



Work Equipment

Contractors coming on the site must report to the office staff before commencing work.

Contractors must supply their own equipment.

All electrical equipment bought onto the site must comply with the current legislation, and have been tested in line with the Electricity at Work Regulations 1989.

If you require any assistance, please ask a member of staff who will be pleased to help.



Asbestos

Contractors should sign to say they have seen the school's asbestos register before commencing any work. This is located electronically on the ATLAS system.

COSHH

If you are bringing materials on site that are covered by COSHH Regulations please leave a copy of the relevant data sheet and risk assessment with our office staff or caretaker.

