



HEALTH & SAFETY

Advice for visitors and volunteers

Welcome to SEVA School

We hope that this leaflet provides all the information you need to make your visit enjoyable and safe. If you do require further information, please do not hesitate to ask a member of staff

February 2018

Health and Safety Advice

Personal Security

Please sign the visitor's book/computerized system at the main entrance to obtain a visitor's badge which should be worn at all times. Please keep all handbags and valuables with you at all times or left in an area designated by a member of staff

If you leave the building for a short time, please exit through the main entrance and inform staff as you go. Please do not leave any door open which could give access to unauthorised individuals

Fire Precautions

In the event of a fire alarm that sounds continuously at any time, everyone must leave the building immediately, using the nearest fire exit, which is clearly marked. You will be directed to the assembly point, which is the playground area

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

Housekeeping

If you notice any damaged or faulty equipment please inform a member of staff immediately. If you are bringing materials for use in a classroom or around the site you are to inform a member of staff in advance so they can be checked to ensure they meet the relevant regulations.

Hot drinks are only permitted in the staff room and offices.

Work Equipment

Contractors coming onto site must report to the school office before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested in line with the Electricity at Work Regulations

First Aid Advice

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. If you have a medical condition which you would like us to be aware of (i.e. diabetes, asthma, etc) please inform a member of staff on arrival

Aggressive Behaviour

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal and a ban from site and possible prosecution