



HEALTH & SAFETY BOOKLET

Head Teacher: Mrs Denise Hughes-Mulhall

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Welcome to Parkhill Junior School.

Please take the time to read the following information which sets out important elements of our Health and Safety Policy.

If you need to contact reception at any time, dial 206 or 230 on any internal phone.

School Hours

The school day for children is 8.55 am to 3.30 pm, Monday to Friday. The office is open from 8.00 am to 4.00 pm, Monday to Friday.

DBS CERTIFICATE/PHOTO ID

All visitors and volunteers are subject to Disclosure and Barring Service (DBS) checking and required to show a recent form of photo ID.

IDENTITY BADGES

On arrival you will be asked to sign the visitors' book and given a visitor's badge. Please wear your visitor's badge so it is visible at all times. *Any adult without a badge will be challenged.* When departing from the site, you will need to sign out and also return your visitor's badge.

HEALTH & SAFETY

Parkhill Junior School provides a safe and healthy working and learning environment for staff, pupils and visitors. As a visitor, you have a legal duty of care for the Health and Safety of yourself and others. Our Health and Safety Policy can be viewed on our website or upon request at the main office. Refer any concerns or suggestions for improvement to our Health and Safety Officer (Mrs Danielle Masters) in the main office.

FIRST AID

For all first aid requirements, contact either the office or reception where first aid will be administered or an ambulance called, if necessary. All accidents must be reported. Forms are available at reception.

Every non-teaching member of staff is First Aid trained. The Headteacher or a senior member of staff must be alerted if an injury is deemed serious or there is a concern.

CONFIDENTIALITY

Confidentiality, care and safety of the individual is paramount at Parkhill Junior School. Please ensure you have signed our Confidentiality Policy to confirm you understand and agree to the terms of our procedures.

Article 3: The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

EMERGENCY EVACUATION

The fire alarm will sound (continuous loud ringing) if an emergency arises.

- If you discover a fire, raise the alarm immediately by striking the nearest 'Call Point' which are situated throughout the school in each room.
- Leave the building by the nearest 'Fire Exit' and assemble at the allocated 'Assembly Points'.
- Do not stop to collect your personal belongings.
- Do not re-enter the building until instructed to do so by the Headteacher.

Please study the 'Evacuation Procedure' map located on the back page.

INVACUATION PROCEDURE

Lockdown procedures may have to be activated in response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in our school.

Signal for lockdown – 3 short rings of school bell and voice announcement – Code Parkhill, I repeat Code Parkhill

Signal for all-clear – 2 long rings of school bell and voice announcement – Parkhill All clear, I repeat Parkhill All clear

SAFEGUARDING

At Parkhill Junior School, we all have a responsibility to safeguard and promote the welfare of our children.

We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. Please report these concerns immediately to the Designated Safeguarding Lead, Mrs Denise Hughes-Mulhall.

By signing in you agree to comply with Child Protection Procedures at Parkhill Junior School. Copies of the Child Protection and Safeguarding policy can be obtained from the main office or from our school website.

SECURITY

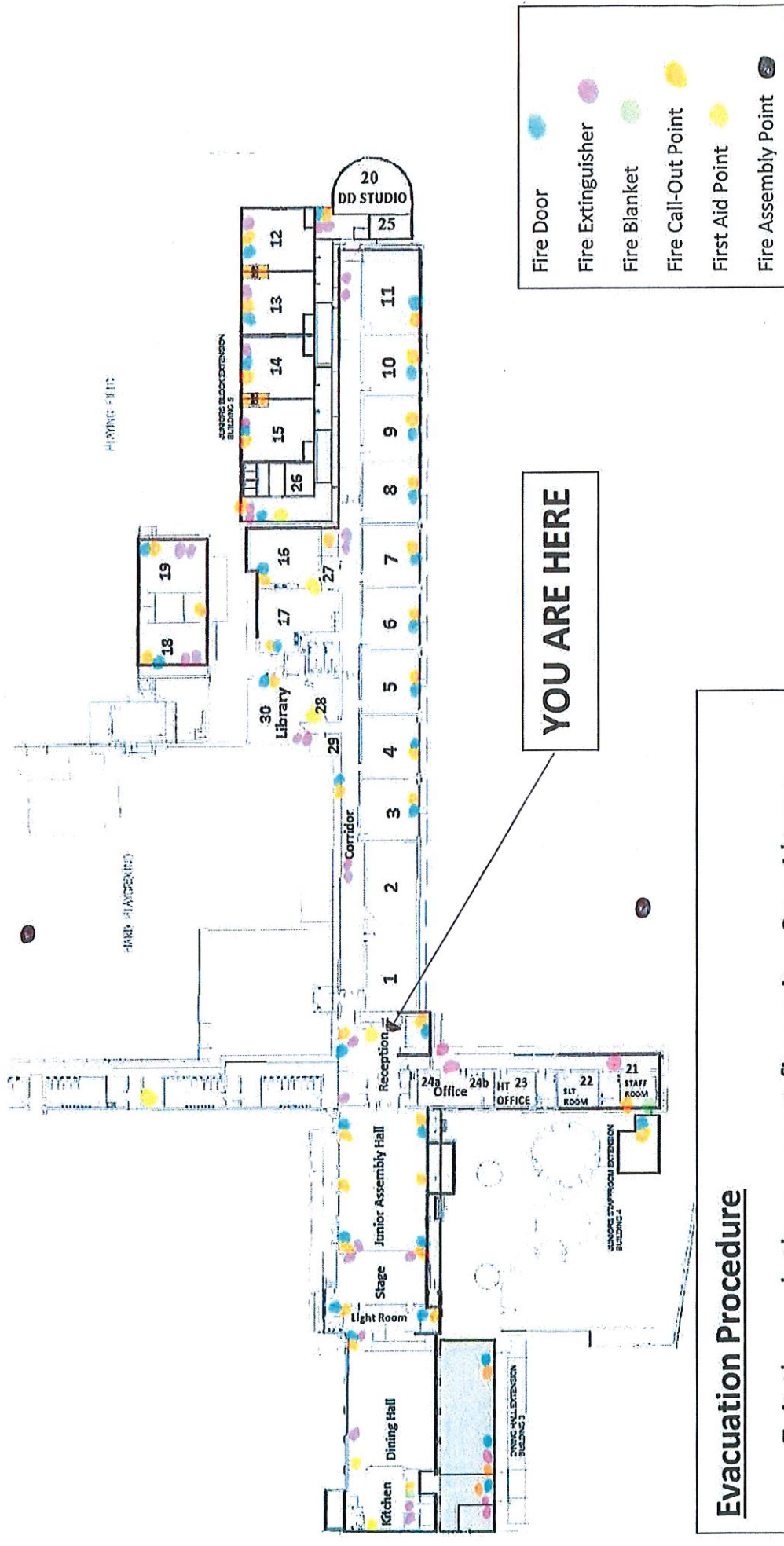
Parkhill Junior School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment.

Please keep personal belongings and valuables with you at all times. Personal equipment including mobile phones, laptops and tablets are not to be used at any time, unless agreed by the Headteacher. In the event of needing to use a mobile phone, visitors are required to do so by stepping off the school premises.

Article 29: Children's education should develop each child's personality, talents and abilities to the fullest. It should also help them learn to live peacefully, protect the environment and respect other people

PARKHILL JUNIOR SCHOOL

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Evacuation Procedure

- Exit through the nearest fire exit – See Above
- Move away from the building to Fire Assembly Points - See Above