

Bomb Warnings, Threats and Evacuation

In the event of a decision to evacuate the building as a result of a bomb threat, the school HAND BELL will be rung – *not the continuous sounding fire alarm.*

All people should proceed in a quiet, calm and orderly fashion via the emergency exits to the assembly point on the junior school playground. From here each class will make their way towards the school field in single file, And on to the recreation ground via the field gate if necessary.

Once all persons have been accounted for you will be advised what further action to take.

DO NOT re-enter the building unless you are advised to do so by the person in charge.

Lock Down

An AIR HORN will sound to signify the building is to go into 'lock down'. All people on site need to make sure that they get themselves safely into the building, into a room and close doors, windows and blinds/curtains.

Main School Office



Hiltingbury
Recreation
Ground

School Field

Fire Assembly
Point



Health & Safety and Evacuation Guide

for Visitors

Notes for guidance for all visitors

January 2025

Hiltingbury Infant School

Hiltingbury Road

Chandlers Ford

Eastleigh

Hampshire

SO53 5NP

Tel: 02380 265414

Email: [adminoffice@hiltingbury-
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Welcome to Hiltingbury Infant School

This leaflet is designed to help you understand the measures in place to help protect your Health, Safety and Security whilst visiting our site. Please contact the office if you have any further questions.

The office is located in the main entrance. On arrival you will be asked to sign in to the electronic entry system. When departing from the site you will need to sign out.

Health and Safety

Nothing is more important than safety. All 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. Always pay attention to your surroundings and ensure that you keep yourself safe, be vigilant regarding the safety of others. 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 the office. If you have an accident or feel unwell please make the office staff aware. Following an accident or illness to another person give the extent of the injury and location of the person or persons. One of our trained first aiders will be sent to the scene. All accidents or near misses must be reported.

Smoking

Hiltingbury Infant School does not permit smoking or vaping within the confines of the school or its grounds.

Security

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

Confidentiality

Anything you see or hear on the premises must be kept confidential. Please share any incidents or concerns you may have with the class teacher or another member of staff. It is the class teacher's responsibility to take any further action as she/he feels appropriate, or to speak to the children concerned and/or parents.

Child Protection

The needs and safety of the child always come first. The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. Everyone employed or volunteering at our school has a responsibility in relation to child protection. If you have any concerns about a child please refer these immediately to the class teacher.

Fire Safety

ON DISCOVERING A FIRE:

Proceed to the nearest fire alarm call point, and activate the alarm

Evacuate the building by the nearest fire exit

Only tackle a fire if you are trained and competent to do so. Do not use water on an electrical fire

DO NOT TAKE RISKS

ON HEARING THE FIRE ALARM:

Immediately the electric fire alarm sounds you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you

Walk quietly, do not run or panic

Go to the assembly point on the Junior school playground

Report to the office staff to be checked against registers

Do not return to the building until you are instructed to do so

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please press 'Yes' for assistance required, when prompted to do so when signing in, so that arrangements can be made to assist in your evacuation.