



Fire Procedures

All rooms have emergency evacuation procedures displayed with a map of the school showing fire exits and equipment. Please familiarise yourself with these and follow the instructions.

The Fire Alarm is signalled by the continuous ringing of the school bell. If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff should assume the safety of pupils as a priority and, if practical, attempt to extinguish the fire using an appropriate fire extinguisher.

Fire Assembly Point - Front playground

Please report to the Fire Marshall/Office Staff at the Assembly Point who will have the visitor log for checking off.

No-one may re-enter the building once the alarm sounds until the all clear is given.

A weekly fire alarm test is carried out on Tuesdays at 8.30am.

Smoking is prohibited on the school site and grounds.

Key School Contacts

Headteacher & DSL for Child Protection

Mrs Louise Minter

Deputy Headteacher & Deputy DSL for Child Protection

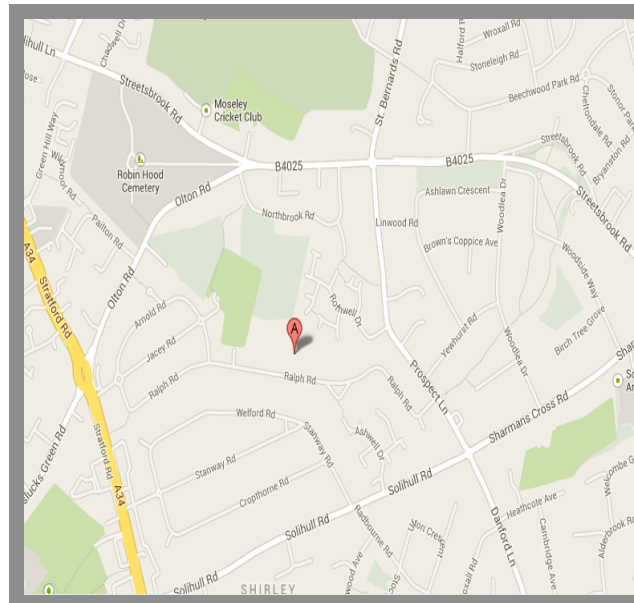
Mrs Elspeth Miller

Miss Jade Taylor

Miss Lauren Wood

Business Manager

Mrs Felicity Miles



B90 3LB

Health & Safety Information for Visitors and Contractors



***Streetsbrook Infant & Early Years
Academy***

***Ralph Road, Shirley, Solihull
B90 3LB***

Tel: 0121 744 5245

Email: office@streetsbrook.solihull.sch.uk

Website: www.streetsbrook.co.uk

Welcome

Welcome to Streetsbrook Infant & Early Years Academy. Your safety and well being during your visit are important to us. As a visitor you have a legal duty to care for the health and safety of yourself and others. We hope that your visit is a safe, comfortable and enjoyable experience.

Arrival on Site

The Reception Office is located in the main entrance. On arrival you will be asked to sign in on the electronic signing in system and given a visitors' badge. You will be required to wear your visitors' badge at all times. When departing from the site you will need to sign out and also return your visitors' badge. Please keep all valuables with you.

Work Equipment

Contractors coming on site must register with the school office staff before commencing work. The Asbestos register must be signed. All equipment & materials brought on site must comply with current legislation. Please ensure all doors and gates are secure before leaving.

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the office staff on signing the visitors' book, so that arrangements can be made to assist with your Evacuation. Streetsbrook has disabled toilets and access to all parts of the school.

Child Protection

Safeguarding and promoting the welfare of children is everyone's responsibility. The school and our Childcare service is committed to safeguarding. We ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to the Child Protection Designated Safeguarding Lead (DSL) Mrs Louise Minter or Deputy DSLs Mrs Elspeth Miller, Miss Jade Taylor or Miss Lauren Wood.

Classrooms

Visitors are not permitted in classrooms unless accompanied by a member of staff or by prior arrangement.

Swimming Pool

Unless with private lessons, no-one is permitted in the pool area unless by prior arrangement or accompanied by school staff.

First Aid

Qualified First Aiders on site are

- Rachel Lazar
- Jade Taylor (Childcare)
- Lauren Wood (Childcare)
- Jason Oliver (Site Manager)

In the event of an accident please notify a member of staff who will contact the appropriate person. Accident forms require completion for all accidents on site. When signing in, please notify the office of any medical conditions that we need to be aware of.

Mobile Phones/Cameras

The use of cameras and mobile phones is not permitted without prior arrangement. No photographs should be taken of children. A designated area - the staff room – is permitted for mobile phone use with permission from school staff.

Health & Safety

Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school's office staff who will inform a senior member of staff. Please also report any faulty equipment.