HEALTH & SAFETY INFORMATION FOR VISITORS

St Benedict's
Catholic Academy

WELCOME

We would we like to ensure your health, safety and wellbeing during your visit, so please take a few minutes to read this leaflet.

WIFI CODES

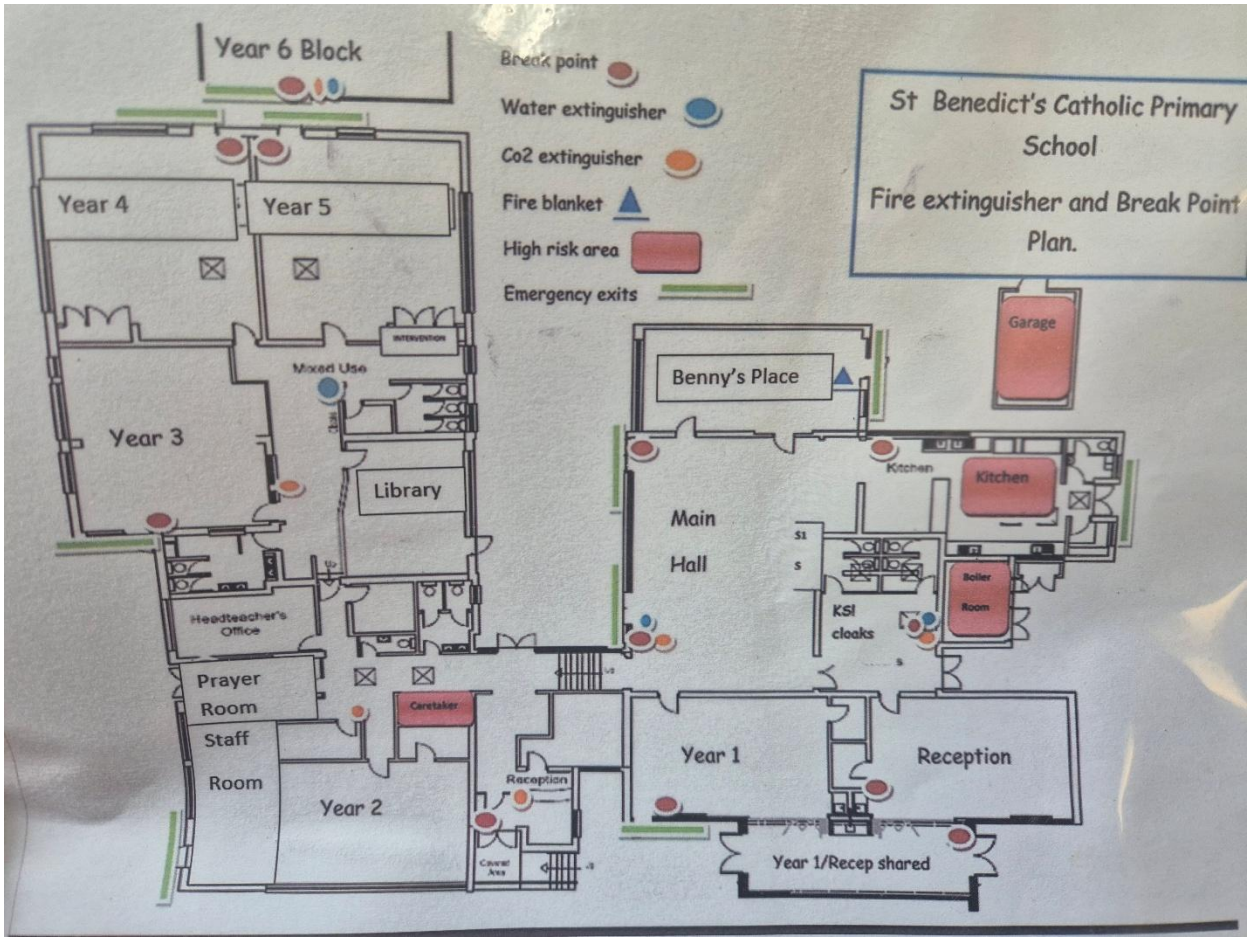
St Benedict's Wi-Fi - SBP3501

Password: brightoN865

MOBILE PHONES

All visitors, including parents, carers, and contractors should be respectfully advised that mobile phones/cameras are not to be used whilst on the school site unless prior consent has been given by a member of SLT. Should it be considered necessary for mobile phone calls

Map of School



EMERGENCIES

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.

Accident Reporting

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

Fire Precautions

In the event of a fire alarm sounding, everyone must leave the building immediately using the nearest exit – all clearly marked. You will be directed to the relevant assembly points. If you require assistance with your evacuation, please make staff aware of this. Please then wait to be accounted for.

Lockdown

In the event of a lockdown, you will hear an intermittent ringing of the school bell. If you are with a member of staff please follow their instructions. In the event that you are not with a member of staff, please follow these steps:

1. If you are not already in a classroom please go to the nearest classroom if safe to do so.
2. Close classroom door. Lock if possible. Barricade calmly if possible.
3. Close windows and blinds.
4. Sit quietly out of sight (hide under desk). Switch off mobile phone (your location can be tracked via Bluetooth).
5. You will be notified when lockdown is lifted.
6. If a member of the emergency services gives you instructions, please follow them exactly.

OTHER INFORMATION

Smoking/Vaping

To comply with legislation and in order to maintain a healthy and safe environment, smoking or vaping is not allowed within the school buildings or the school grounds. Please respect our no smoking/ vaping policy.

Security (personal and buildings)

Every visitor is asked to sign in with 'Inventory' at the main entrance and to wear identification badge while in school. Please keep your valuables with you at all times. If you do leave the building for a short time, please exit through the main entrance informing the office as you go. Please do not prop open any doors which could allow access to unauthorised individuals.

CONTRACTORS

COSHH

If you are bringing materials on site that are covered by the COSHH Regulations, please leave a copy of the relevant safety data sheet and risk assessment with the school admin office before commencing work.

Work equipment

Contractors coming onto the site must report to the school office before commencing work. Contractors must supply their own equipment and not use the schools.

All electrical equipment bought onto the site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations 1989. Any portable hand-held power tools must be used at 110V.

Asbestos

Contractors should sign to say they have seen the school's relevant asbestos information before commencing any work. The information can be found on the WCC Atlas Web system which can be found in the school admin office.

SAFEGUARDING

Our St Benedict's Catholic Academy is committed to safeguarding and promoting the welfare of children. We recognise that this is everyone's responsibility, including visitors.

We do this by:

- Ensuring that safeguarding and promoting the welfare of children is everyone's responsibility
- Ensuring children in our school can share their concerns and that they have a 'voice'.
- Ensuring our staff are trained, regularly and rigorously.
- Ensuring children in our school are educated through a broad and balanced curriculum offering advice and guidance which allows them to make decision to help keep themselves safe.
- Ensuring we work collaborative, knowing that no one agency can have the full picture, sharing information in a timely and accurate way and also ensuring that when required, we are not afraid to challenge professionals to ensure the best outcomes for children and young people.

If you have a concern that any student is being harmed, is at risk of harm, or you receive information (intentionally or unintentionally) you must contact school reception as soon as possible and ask to speak to a Designated Safeguarding Lead (DSL) – Mrs Parker or Mrs Burdett.

OUR CONTACT DETAILS

- https://www.stbenedictsonline.co.uk
- admin@st-benedicts-nuneaton@straphaelcmat.co.uk
- 01827712320
- Church Walk, Atherstone

  CV9 1PS

Please contact a member of the admin team if you have any specific requirements or questions during your visit.

We hope you enjoy your time with us!

Live Simply Award

CAFOD The Catholic Agency for Overseas Development