

Headteacher
Jo Richardson
Deputy Headteacher
Michael Kinmond



VISITOR PROCEDURE



- ❖ All visitors must sign in at Reception.
- ❖ All visitors must wear an appropriate pass whilst on site.
- ❖ Visitors will be supervised by a designated member of staff.
- ❖ All visitors must sign out when leaving.
- ❖ Under no circumstances must photographs be taken during your time in school.

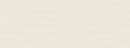
Mobile phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building.

ONCHAN PRIMARY SCHOOL
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A GUIDE TO FIRE SAFETY AT ONCHAN SCHOOL



Please take a few minutes to read this leaflet. We are fully committed to ensuring the safety all pupils staff and visitors who are inside our school building





FIRE SAFETY IN SCHOOL

IF YOU SPOT SMOKE OR FIRE RAISE THE ALARM IMMEDIATELY



If you are visiting our school you must:

- ❖ Take note of where your nearest fire exit is and your escape plan
- ❖ Ensure your mobile phone is not left unattended in case of battery faults causing fire
- ❖ Not use any naked flames eg candles or matches
- ❖ In the event of fire break the seal on the nearest fire activation box
- ❖ Take action and leave the building should the fire alarm sound
- ❖ **Not** use any electrical equipment that is not PAT tested and belong to the school

Should the alarm sound

Ensure the children line up quietly

Leave all belongings behind

Leave the building through the nearest exit

Assemble on the playground

DO NOT RE-ENTER THE BUILDING

DO's and DON'TS

Do remove all door wedges when you leave a room

Do ensure the class register is accurate

Do keep waste materials to a minimum

Do not block fire exits

Do not use laptops or iPads in the library

Fire extinguishers and fire blankets

Fire blankets are in all cooking areas of the school

We have different extinguishers- red (foam) and silver (paper and wood) at key points in the building but in the event of fire you must exit the building and not attempt to extinguish a fire.



TYPES OF FIRE EXTINGUISHERS THEIR USES AND COLOUR CODING ACCORDING TO EN 3: 1998

