



Contractors



Keeping children safe; keeping you safe

Thank you for the work you will be carrying out on site today. We are committed to keeping all children and adults safe on site. This is what you can do to help.

While you are on site:

- Maintenance work must be carried out before children arrive at 8am or after they have gone at 6pm. If this is not possible, you must agree your working hours with our Business Manager or be accompanied by a member of staff, which may not be possible.
- When you arrive on site, sanitise your hands.
- Show your DBS number to the office staff.
- Sign in, collect your badge and wear it. Wear your company lanyard while on site.
- If you need one, complete a Permit to Work form.
- Put away your mobile phone and take off any headphones. If you need to use a phone during nursery hours, go into the office or staff room.
- Take note of the fire exits and the fire assembly point as you go through the building.
- If you sneeze, use the tissues and bins provided to 'catch it, bin it, kill it'.
- Tell the office if you will need help to leave safely if an emergency happens while you are here.
- Move calmly through the school. Close gates and doors after yourself.
- Smoking is not permitted anywhere on or near the school site. Don't eat, drink or chew gum in school.
- Tell us if you have an accident, or if you see something about the site that concerns you.



What to do in an emergency:

Fire:

- Leave the building calmly and promptly by following the green FIRE EXIT signs.
 - Assemble in the garden by the gate into the Walthamstow School for Girls car park.
 - Answer clearly as the register is called.
 - Do not go back into the building until a member of staff tells you it is safe to do so.
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Accident or illness:

- If you have an accident or feel unwell, please ask a member of staff for First Aid. All nursery staff have basic First Aid training.
 - When you are well enough, please report to the school office. We may ask you to fill out a form.
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Critical incident:

- In the event of a sudden threat happening, staff will say calmly 'We are in Lockdown.'
- Go into the nursery building quickly and calmly.
- Help staff to close and lock windows and doors. Follow staff instructions and move to a position away from sightlines from external windows/doors.
- Staff will knock on the door of 'engaged' toilets if a critical incident happens. If you are inside you should come out and go to the main nursery.
- Help staff to keep the children calm.
- Do not use your mobile phone unless you are asked to by the senior member of staff present.
- Stay calm and quiet until the senior member of staff signals the 'all clear'.

Toilets:

- The adults' toilet and the accessible adults' toilet are both in the main lobby. There is a nappy change facility in the accessible adults' toilet.