**WHOLE SCHOOL HEALTH AND SAFETY ACCESS TO SCHOOL**

**In order to improve the safety of everyone in the school, access to school using the main door is restricted. Children should enter the school using the playground entrances. These doors are closed at 9.10am and thereafter parents should bring children to the main door.**

**All visitors (excluding parents bringing children to school) should wait in the waiting area for assistance. They will then be asked to sign the visitor’s book and given a visitor’s badge.**

**Everyone must speak to a member of staff and sign in on entry.**

**The main entrance is locked allowing access to the school via the intercom system. We must ensure all children know they should not answer the door but inform a staff member. This is so ground floor staff know who is in our building at any time.**

**The school playground doors are opened at lunchtime from 12.15pm until 1.15pm.**

**Our gate entrances should be shut during school hours.**

**Please remember to close them behind you.**

**Both gates are opened for home time at 2.50pm. All children must be taken outside to ensure someone the child knows is there to collect them at both lunch and home time. Some children from P6 & P7 may go home alone but we need to know who these children are and ensure the others are collected.**

**CONTRACTORS All contractors are expected to complete the ‘Establishment Contractor Sign In/Induction Log Book. The janitor is responsible for this being completed and it informs contractors of our health and safety procedures within the school premises and their responsibilities. Contractors are also made aware of the location of asbestos within the school prior to starting work and are asked to sign this on completion of any work.**

**RESPONSIBILITY**

**It is everyone’s responsibility to report any fault they see or concern they have so that we keep pupils, staff and visitors safe.**

**Thank you**

**Clare Harker**