



Welcome to William Law Primary School

On arrival please sign in
Please have your badge visible at all times
No smoking on the school site
Please make yourself familiar with the emergency exits

If you discover a fire

Raise the alarm by using a red box.
Do not attempt to fight the fire
Evacuate the building by the nearest fire exit

If you hear the alarm (it is a continuous buzzer)

Do not stop to get personal belongings
Do not re-enter the building until told to do so
Use the nearest fire exit
Go to the assembly point which is before the gate through to the Play Park to be registered

If the lockdown sounds (5 short bursts of the buzzer)

Go to the nearest room and lock yourself in
If you are with children, stay with them
If the fire alarm sounds while in lockdown, leave the building, otherwise wait until you are told the lockdown is over

First Aid

If required, is available from the School Office

Reporting of an accident on site

Please go to the School Office to complete the necessary paperwork

Safeguarding

Please read the safeguarding leaflet
Report any concerns to a Designated Safeguarding Officer as per the safeguarding leaflet
If they are not available, any member of staff
No photographs are to be taken unless with prior permission from a senior leader