

## Health and Safety

### Accidents and Illness

All accidents requiring first aid will be overseen by a first aider and recorded in accordance with our procedures. Report all accidents, illness and Health and Safety concerns to Reception staff / Facilities staff.

### Fire

In the event of a fire alarm, please use the nearest fire exit and report to the assembly point (see below). Please make yourself known to a Fire Marshall, who will be wearing a high visibility vest.

### Assembly Points

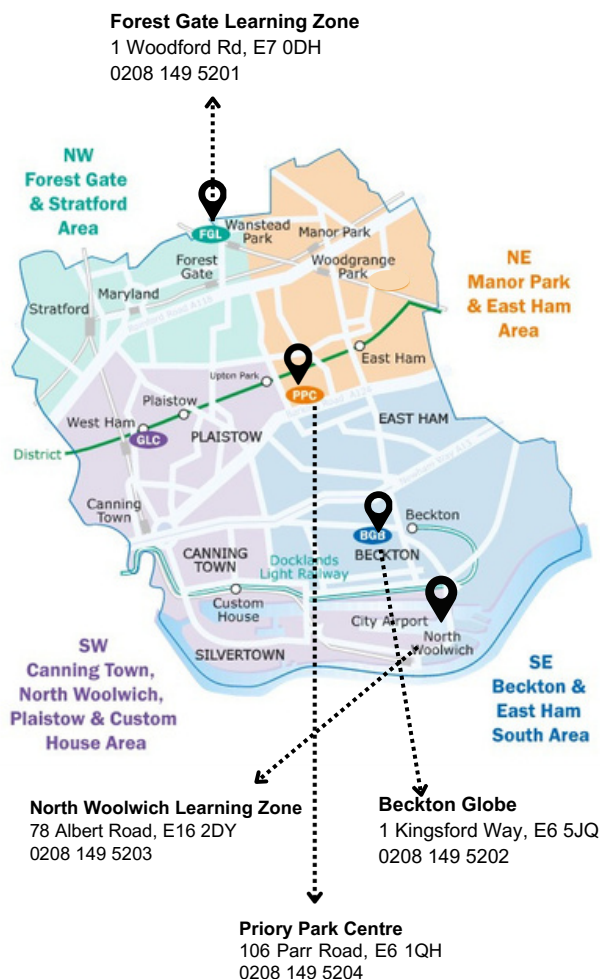
**Forest Gate Learning Zone:** Outside Youth Centre Entrance, Woodford Road. Outside Forest Gate Learning Zone Entrance Dames Road.

**Beckton Globe:** Front assembly point, middle of walkway between Kingsford School and Beckton Globe. Back assembly point, outside of Creche play area.

**North Woolwich Learning Zone:** Outside car park entrance.

**Priory Park Centre:** Outside Cleves Primary School entrance.

## Our locations



## Visitor Safeguarding Procedure

Welcome to Our Newham Learning & Skills

At Our Newham Learning & Skills we are committed to safeguarding and promoting the welfare of all our learners, staff and visitors.

We expect everyone to respect and engage with this commitment.

This leaflet will provide you with information on:

- ONLS Safeguarding team
- Visitor Safeguarding procedure
- Visitor code of conduct
- Health and Safety
- Our locations



## Visitor Procedure

All visitors must sign in at the main reception and must read and agree to the safeguarding guidelines, detailed in this leaflet.

Be prepared to show identification when you arrive.

You will be given a visitor lanyard, which must be worn at all times.

You are to return the visitor lanyard and sign out at reception when leaving the premises.

All visitors will be collected from reception by a member of staff and remain under the responsibility of the receiving staff member/s whilst on site.

No photographs are to be taken during the visit, unless previously agreed with the relevant staff member.

## Our Safeguarding team



**Maysie Brown**  
Inclusive Learning  
Manager



**Bunmi Otubushin**  
Head of  
Curriculum



**Denise Herman**  
Curriculum Manager



**Abdul Hasib**  
Operational Lead



**Jaspal Dhaliwal**  
Head of Service  
**Designated Safeguarding  
Lead**

## Visitor Code of Conduct

Respect all other users of the building.

Building users must behave with honesty and integrity at all times and refrain from pursuing personal matters or private business/voluntary sector interests.

Building users are expected to behave politely and reasonably to colleagues and learners and to conduct themselves in a manner that reflects well on the Council. Unreasonable language, acts of violence, threatening behaviour or verbal abuse to other building users will not be tolerated.

### **If you identify a safeguarding concern**

Report it to a member of staff and follow both the Service's and your own procedures.

Work with the Service to support any ongoing safeguarding actions.

## **CONTACT US**

**[onls.safeguarding@newham.gov.uk](mailto:onls.safeguarding@newham.gov.uk)**

**020 3373 4590**