

Great Smeaton Academy Primary School

**Thank you for visiting
Great Smeaton Academy
Primary School**



**Great Smeaton
Northallerton
North Yorkshire
DL6 2EQ**

Tel: 01609 881349

E-mail: office@greatsmeatonschool.co.uk

Please have a safe journey home



SAFETY AND SECURITY INFORMATION FOR ALL OUR VISITORS

This leaflet is designed to help you understand the measures in place to protect your Health, Safety and Security whilst visiting our school.

Welcome to Great Smeaton Academy Primary School

We hope that your visit with us will be enjoyable and informative. Please comply with the following information, which is intended to ensure your health and safety and our security whilst you are on our premises.

Arrival

Please ensure that any vehicles are parked in the designated visitor parking bays.

The school office and reception area is located by the main entrance. On arrival you will be asked to sign the visitors' book and will be given a visitors' badge. You will be required to wear your visitors' badge at all times. When departing from the site please sign out and return your visitors' badge.

All visitors must be accompanied or supervised by a member of staff unless you are authorised by the Head Teacher to work unsupervised in specific designated areas.

Under no circumstances allow anyone into the building, they could be unauthorised and you are not in a position to judge.

Health & Safety

Nothing is more important than safety. The school aims to provide a safe and healthy working environment. All accidents and injuries are preventable. Every task must be performed with safety in mind. If you have any suggestions that might help this process, please contact reception who will pass them to the Health & Safety Officer.

First Aid

For all first aid requirements please contact reception. Give the extent of the injury and the location of the person or persons. Our trained first aider will be sent to the scene. All accidents or near misses must be reported. Forms are available from reception.

Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at a call point, these are situated throughout the building.
- Evacuate the building from the nearest available exit and go to the meeting point (Playgrounds and front of school).
- Report to the duty officer (Head teacher or representative) stating the type of fire and its location.

On hearing the fire alarm:

- Immediately the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you.
- Do not run or panic.
- Go to the meeting point (Playgrounds and front of school).
- Report to the duty officer (Head teacher or representative) to be checked against the visitors' book or group register.
- Do not return to the building until you are instructed that you may do so.

Disabled visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the Office Manager on signing the visitors' book, so that arrangements can be made to assist with your evacuation.

Security

Please keep briefcases, laptops and bags etc with you at all times. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car. However if this is unavoidable, then please lock valuables out of sight.

Photographs must not be taken on site unless authorised by the head teacher.

Smoking

The School operates a no-smoking policy; this includes the grounds as well as the buildings.