

# Health, Safety & Security Information for Visitors

## Lanyards



**Green -Staff**

**Orange – Associates, People who visit the school regularly and hold an up to date CRB Check**

**Red –Visitors, should be accompanied at all times**

Please challenge anyone without a lanyard

## First Aid



First aid is available onsite, if possible pupils should be sent to student reception.

Where first aid is needed in situ this should be requested via main reception.

## Fire Procedures

If you discover a fire, operate the nearest call point by lifting the clear cover and push in the perspex where indicated, on hearing the fire alarm:

- Take your students and visitors and leave the building immediately
- Use the nearest available exit to evacuate the Academy, this won't always be your normal fire exit
  - Walk quickly but don't run, try to keep the students quiet
  - Do not delay your exit by collecting your belongings
- Make your way to the fire assembly point on the MUGA at the front of the school
  - Do not return to the Academy until told to do so.



## Child Protection Team

**Sarah Doyle – DSL**

**Laura Pethers – Student Welfare Officer**

Please report any child protection issues to one of the above face to face. Please ensure that if you are unclear of child protection procedures that you ask for and read a copy of our child protection policy.

## Reporting Faults

Please report any faults/problems to [helpdesk@futureschoolstrust.com](mailto:helpdesk@futureschoolstrust.com) where either the ICT or the Site team will pick these up on a regular basis.

Should you not have access to email please report these to reception who will be happy to inform the helpdesk.

## Accident Reporting

Please report any accidents to Reception who will issue you with a form to complete for our records