



REDRUTH SCHOOL

Visitors Induction Policy

This policy was adopted July 2017

The policy is to be reviewed in July 2020

The name of the designated individual is Debbie Roberts

VISITORS INDUCTION POLICY

Visitors Induction Pack

To comply with Health & Safety Regulations please take time to read the following information, which will alert you to the school's requirements whilst you are operating on our site.

Signing in

All persons are required to sign in at Reception when arriving where you will be issued with a pass, which should be returned when you leave. Whilst on school site the pass and orange lanyard is to be worn at all times, to easily identify visitors.

Traffic on site

All drivers need to be aware that pupils may be in or near to the car parking area and great care must be taken particularly when reversing vehicles.

The site speed limit is 5mph and this must be strictly observed.

Where possible you should reverse into a parking space and drive out of it.

You must not park any vehicle in, or so as to obstruct any area designated for Emergency Services or across emergency / fire exits from the school.

You must ensure that deliveries do not take place between

8.00-8.40

10.05-10.15

11.30-11.40

12.55-13.35

14.40-15.05

You also need to be very careful on the roads surrounding the school between 8.00-8.40 and 14.40-15.05 when children are arriving or departing from school.

Fire

The fire alarm can be raised by pressing/breaking the glass at one of the call points.

The fire alarm is a continuous ringing.

The assembly points are located on the hard court area behind the Sports Hall.

In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the role call.

All areas have notices, which indicate where the nearest assembly point is located.

If there is a need to evacuate for any other types of emergency, the same procedure as for fire will be followed.

You must not obstruct any fire exit route without the express permission of the Head Teacher / Site Manager.

The school also carries a no-smoking policy and therefore smoking is not permitted on the school site.

First aid

In the event that you should require first aid assistance you should contact the main reception office who will in turn contact the School Appointed Person to help you.

Reporting Accidents

All accidents on the school site must be reported to main reception before leaving the school site, unless you are unable to do so.

Security & Child Protection

All visitors without DBS Clearance should be escorted at all times by a member of the school staff.

Risk Assessment

A risk assessment for the work to be carried out must have been completed by the school and you must be familiar with the content. You must also have seen a Safe Working Procedure for the activity to be carried out.

Material Hazards

Before disturbing any existing structures you must ensure that you have ascertained if they contain any hazardous materials e.g. Asbestos. This must be checked prior to any work taking place. If you have any queries regarding such matters you must contact Craig Salamone before any work takes place.

Control of Substances Hazardous to Health

An assessment of the materials and/or processes to be used must have been completed by the school. You must be familiar with the content before you use them.

Safe Working Procedures

Where a safe working procedure is required for an activity, you must ensure that you have seen it and understood the content.

Working at Heights

You must be familiar with the school's risk assessments and safe working procedures for working at heights. Suitable access equipment must be provided by the school and must be used correctly.

Use of school equipment

You must not use any items of equipment, which belongs to the school unless you have received the correct training and information to enable you to do so.

Use of own equipment

If you intend to bring your own equipment / materials into school for use by yourself or others, you must ensure that they are safe and suitable for use in a school. If you are not sure you need to contact Craig Salamone.

In particular you must ensure that any mains electrical equipment brought onto site is either covered by the Manufacturer's warranty or has been portable appliance tested.

Thank you for taking the time to read this information, which is provided for your safety.