



Visitors must...

- Follow the fire procedure which is displayed throughout the school site located near all fire alarms.
- Adhere to the schools 'No Smoking' Policy.
- Park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles. The visitor car park is operational between 9.30am until 2.30pm. Additional visitors' spaces are bookable outside of these hours by contacting reception.
- Sign-in and -out of the building at reception.
- Wear an identification badge and lanyard.
- Remain accompanied by an authorised member of staff.
- Remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
- Not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
- Report all accidents, incidents and near misses to the host or reception.
- Wear protective clothing that is supplied, when necessary.



Cann Bridge School
Eden Valley Gardens
Plymouth
PL6 8EE

01752 207909



Visitors Health & Safety Leaflet



We Cann...



Welcome to Cann Bridge School

Your safety whilst on our site is very important to us.

All visitors should read and be aware of the information contained within this leaflet.

Responsible Officer

The member of staff responsible for Health and Safety at Cann Bridge School is Shane Baker, Headteacher. If you have any queries or concerns please contact Shane via Reception.

Signing-In and -Out

For health and safety reasons, all visitors should report to Reception and sign-in when they arrive and sign-out again when they leave. They will be given an Authorised Visitors Badge and lanyard to wear.

Smoking

Cann Bridge School operates a No Smoking Policy anywhere on our site which we ask you to respect.

Mobile Phones

To protect yourselves and our pupils the use of mobile phones on site is restricted to offices, the staffroom and meeting rooms. Please do not use your mobile in classrooms, corridors or in any other areas. A landline is available for you to use in Reception if necessary.

Car Parking

Car parking on site is very limited so please use public transport or share cars if at all possible. 9.00 to 9.30 and 3.15 to 3.45 are particularly busy times when movement around the site is restricted. You may wish to time your visit to avoid this period if at all possible.



Accidents, Illness and First Aid

If you have an accident whilst on site you must report it. Please let your host know and report the matter as soon as possible to Reception. You will be asked to complete an accident form.

Illness

If you feel ill and need medical attention or first aid the school has a number of first aiders as well as a trained nurse on site between 9.00am until 3.30pm.

If you are based in a classroom you should alert the classroom staff in the first instance. The classroom first aider will decide whether to deal with you themselves or take you to the medical room for treatment. If you are not classroom based, please contact reception or the nurses (medical) room directly.

The Nurses Room B231 can be found next to the reception seating area.



Fire Safety

The fire alarm can be identified by a loud continuous ringing noise. If you hear this, proceed to the nearest assembly point as indicated on the blue 'Fire Action' signs in your immediate area. Do not stop to collect your belongings and do not return to the building until told it is safe to do so by a Fire Warden.

Your host will help you to find the Fire Exit and escort you to the nearest Assembly Point. Should you become separated for any reason follow the Fire Escape Route signs — white lettering on a green background which indicate the direction of the nearest Fire Exit.

The Fire Assembly Points are located in the Upper School Playground and Lower School Playground. Please make yourself known to a member of staff at one of these points. Alternatively, if you are on the Tor Bridge Partnership site, please follow signs to the nearest Fire Assembly Point.

Fire Alarm Testing

This takes place at 7am on a Friday. If you hear a fire alarm at this time there is no need to evacuate.

If you discover a fire

Sound the alarm immediately by breaking the glass of the nearest fire alarm point.

There are no fire extinguishers on this site. The school has a sprinkler system. There are fire blankets in kitchen areas where there are cooking equipment. Do not attempt to fight a fire yourself unless you are confident that you will be able to put it out. If you are in any doubt at all, leave it and evacuate immediately. In all cases raise the alarm first.

Fire safety common sense

Please obey the following Fire Safety Rules

- Do not obstruct fire doors and fire exits
- Do not cover or remove or damage fire safety equipment and signs
- Do not smoke anywhere on site
- Do not overload electrical sockets
- Examine electrical equipment for damage before use

Fire drills

Fire drills are held once per term. They can take place at any time of day.