



Please refer to the following policies and procedures which are available on our website:

- Health & Safety Policy
- Mobile Phone Policy
- Child Protection & Safeguarding Policy
- Compliments, Comments, and Complaints Policy
- First Aid Policy
- Fire Policy
- School Travel Plan
- Health & Safety Visitor Leaflet
- Safeguarding Visitor Leaflet
- Online Safety
- ICT and Internet Acceptable Use Policy
- Visitors & Contractors Privacy Notice



Cann Bridge School
Eden Valley Gardens
Plymouth
PL6 8EE

01752 207909



Visitors Health & Safety Leaflet



We Cann...

www.cannbridgeschool.co.uk/about-us/visitor-information



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.

- **Fire Safety:** Follow the fire procedures displayed throughout the school near all fire alarms.
- **No Smoking or Vaping:** Smoking and vaping is strictly prohibited on school grounds.
- **Parking:**
 - ⇒ Visitors must park in a way that does not obstruct fire escape routes, roads, access points, or other vehicles.
 - ⇒ The visitor car park operates between 9:30 AM and 2:30 PM. Additional visitor spaces outside these hours must be booked in advance by contacting reception.
- **Sign-In & Identification:**
 - ⇒ All visitors must sign in and out at reception.
 - ⇒ Visitors must wear a visitor pass and lanyard at all times while on site.
 - ⇒ Please return your pass and lanyard before leaving.
 - ⇒ Please wait in reception until a staff member escorts you.

- **Supervision & Access:**
 - ⇒ Visitors must be accompanied by an authorised staff member at all times.
 - ⇒ Access is restricted to authorised areas only. Do not enter restricted areas without permission and supervision.
 - ⇒ Only staff, learners, and authorised visitors may go beyond reception.
- **Mobile Phones & Electronic Devices:**
 - ⇒ The use of mobile phones and similar devices is restricted to offices, the staff room, or meeting rooms.
 - ⇒ Visitors must store their mobile phones in the lockers provided at reception unless authorised by a Senior Leadership Team member.
 - ⇒ At large events, visitors will be given a slip confirming the mobile phone protocol.
- **Visitors WiFi and Online Safety:** Visitors WiFi is available, and details will be shared by staff if required during your visit. Filtering and monitoring systems are in place, breeches will be managed in line with policy.
- **Accessibility:** The school is fully accessible, including a lift. If you require any adjustments, please let us know.
- **After-Hours Visits:** The approving staff member will manage access and ensure compliance with school rules.
- **Personal Belongings:** The school is not responsible for any loss or damage to personal belongings.
- **Regular Visiting Professionals & Agency Staff:**
 - ⇒ A valid ID and a letter of assurance from your employer must be emailed to the school before your visit.

- **Health & Safety:**
 - ⇒ **Reporting Incidents:** If you feel unwell, are injured, or experience an accident, report it to a staff member or reception immediately.
- **Protective Clothing:**
 - ⇒ Wear any required protective clothing provided by the school.
 - ⇒ Visitors should ensure their attire is appropriate for a special school environment.
 - ⇒ Agency staff must adhere to the dress code outlined in the Staff Code of Conduct.
 - ⇒ Clothing and visible tattoos must not display offensive slogans.
- **Hazardous Items:** Do not bring unauthorised hazardous materials onto the premises or remove anything from the school without authorisation.
- **Fire Procedure:** In the event of a fire alarm, exit the building via the nearest safe route and proceed to the designated fire assembly point.
- **Fire Alarm Test:** Fire alarm testing occurs at 7:00am on Fridays and does not require evacuation.

Important Notice:

- ⇒ Please read the Health & Safety Leaflet and Safeguarding Leaflet to familiarise yourself with visitor expectations.
- ⇒ We welcome feedback from visitors—whether compliments, comments, or complaints. We strive for excellence. Please share feedback with reception or refer to our policy on the school website.

