



# Hillside Community Primary School

## Health & Safety Guidance for Visitors

### ***Mission Statement***

***At Hillside, we strive for excellence in education by providing a safe, secure, caring family environment, where individuals are valued and respected, enabling them to reach their potential.***

*For all first aid requirements contact reception. Give the extent of the injury and location of the person or persons. All accidents or near misses must be reported*

## **FIRE**

### **On discovering a fire:**

- Sound the fire alarm by breaking glass at call point, these are in corridors, cloakrooms and fire exits.
- Evacuate the building from the nearest available exit and go to the muster point (Car Park).
- Report to the duty officer (Headteacher or representative) stating type of fire and location.

### **On hearing the fire alarm (siren)**

- Immediately, the fire alarm sounds, you must evacuate building via the nearest fire exit ensuring all doors are closed behind you.
- Do not run or panic.
- Go to the meeting point (car park or school playground). Report to duty officer (Headteacher or representative) to be checked against visitors book or group register.
- Do not return to 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 reception staff on signing the visitors' book, so arrangements can be made to assist with your evacuation.

## **SMOKING**

Hillside Community Primary School operates a non-smoking policy, this includes the grounds as well as the building.

## **BOMB WARNINGS AND THREATS**

In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded as normal. Immediately, evacuate the building by the nearest exit ensuring doors are closed behind you.

Go to meeting point.

Report to duty officer (Headteacher or representative) to be checked against visitors' book or group register.

Do not return to building until you are instructed that you may do so.

## **SECURITY**

Please keep briefcases, laptops and bags etc with you at all times whilst on site.  
Keep personal belongings and paperwork safe.

Visitors are advised not to leave valuables in their car.

If this is unavoidable, please lock valuables out of sight in the boot.