

## **Welcome to Mark Rutherford School**

Your Health and Safety is important to us so please take some time to read through the information provided in this leaflet.

On your arrival you will be informed of the fire evacuation and Health and Safety procedures at Mark Rutherford School.

Always take note of the Fire escape routes and emergency exits for the area where you are located.

## **Security**

### **Visitors Badges**

All visitors are issued with a visitors badge, please ensure this is visible at all times.

### **Personal**

Please ensure that you have taken appropriate actions to secure your valuable or personal items. Mark Rutherford School cannot accept responsibility for loss or damage of personal property belonging to our visitors.

### **CCTV**

Mark Rutherford School operates a CCTV system around the site for the safety of children, staff and visitors.

**The use of the camera on mobile phones to take photographs is strictly prohibited.**

## **Safety**

### **COVID19**

Do not enter the school if you are displaying any symptoms of COVID.

Please wash or sanitise your hands before entering and leaving the building and regularly throughout your visit.



Follow all social distancing measures in place and any one-way system.

Please wear a face covering along all corridors.

### **Electrical Equipment**

Please make sure that any electrical equipment brought onto school site is in a safe and suitable condition.

Site staff need to conduct an inspection of all equipment before use.

Ensure power cables are correctly positioned to prevent trailing cables causing a trip hazard.

### **Smoking**

Mark Rutherford School has a no smoking policy. Please do not smoke or use e-cigarettes anywhere within the school grounds.

### **Mobiles phones**

Mobile phones for personal use are restricted to break and lunch times and should not be visible around school.

### **Reducing Risks and Reporting**

We are committed to providing a safe environment please report any hazards, accidents or near misses to Reception.

## **Safeguarding**

Mark Rutherford School takes responsibility for safeguarding in school very seriously and will protect and safeguard the welfare of children and young people in it's care at all times. Mrs Brown is Assistant Headteacher and Designated Officer for child protection.

Please refer to the 'Safeguarding advice for Volunteers and Visitor's leaflet for further detail.

## **Speed Limit**

The speed limit on site is 5 mph.

This is to ensure the safety of pedestrians and cyclists moving around the site. Please keep to this speed limit.

## **Parking**

Please park within marked bays only and ensure you have your registration number when you sign in at Reception.

## **Emergency**

### **First Aid**

If you require first aid, contact reception by dialling 01234 290200.

1. Call reception who will send a first aider in the first instance.
2. Phone **999** if an ambulance is required.
3. First-aid kits can be located in Student Reception

If you have a medical condition that you think we should know about, please inform reception on arrival.

## **Emergency**

### **Fire Safety**

If you discover or suspect a fire:

✓ Sound the alarm by activating the nearest call point.

If you hear a **continuous bell**

✓ Evacuate the building by the nearest fire exit route.

✓ Report to the Fire Assembly point **at the front of the school as advised by a member of staff**

Do not stop to collect personal belongings.

Do not re-enter the building until authorised to do so.

### **Lockdown**

If you hear the Lockdown **intermittent sound**

Keep within the room that you in and secure the door and await further instruction from a member of staff.



**Mark Rutherford School**

## **Visitor Information**

The following information is provided to enable you to join our commitment and legal responsibility to ensure a safe and healthy working environment is enjoyed by all.