



HEALTH & SAFETY

Information for Visitors

PLEASE TAKE THIS LEAFLET

R. A. Noyland, Health & Safety Co-ordinator
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www.lutterworthhigh.co.uk



Welcome to Lutterworth High School

Notice to Visitors – The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Health & Safety – As a visitor you have a legal responsibility to care for the Health & Safety of yourself and others.

Coronavirus (COVID-19) – Visitors are requested to wear a face covering and maintain social distancing at all times. Hand sanitiser is readily available.

Visitor Recognition – Visitors are requested to wear their Visitor Badge or Official Company I.D., if deemed appropriate by the School, in a prominent position.

Staff Recognition – All our permanent staff have Photo-ID Staff Security Badges.

Disability – Should you have a disability and require help please do not hesitate to ask any member of staff.

Parking – Please ensure that your car is not causing an obstruction. The School drive becomes inaccessible between 14:30 and 15:30 due to the arrival of Home-School Transport vehicles. Neither the School nor Local Authority accepts any liability for damage to, loss or theft of property or vehicles.

Accidents – Any illness, injury or accident must be reported to Reception.

Emergency Evacuation – If the Emergency Evacuation alarm sounds (a continuous sound of a klaxon horn), please exit the building by the nearest safe route and assemble on the tennis courts at the rear of the School. The out-of-hours assembly point is on the grassed area at the front of the School. Please do not re-enter the building until you are told it is safe to do so.

First Aid - Should you require first aid please report to Reception where you will be directed to an Appointed First Aider/Appointed Person.

Leaving the School Site – We request that all visitors sign out at Reception and return their Visitor Badge prior to departure. If you leave after Reception closure please return your Visitor Badge to any member of the School staff.

Smoking – Smoking is not permitted on any part of the School site.

Violence & Abusive Behaviour – Violence and abusive behaviour of any kind will not be tolerated on this site.

Safeguarding Children – If you have any concern that a child has been harmed, is at risk of harm or you receive a disclosure of abuse, please contact Reception as quickly as possible and ask to speak to the Headteacher about a Child Protection concern.