

Thank you for complying with these instructions, which are essential to meet the requirements of the Health & Safety at Work Act 1974 and other attaching regulations.

If you have any questions regarding matters raised in this leaflet, please do not hesitate to ask your host who will be pleased to explain further.



Highfield School, Gawthorpe Lane, Ossett, Wakefield, WF5 9BS

☎ 01924 264240 | ✉ [admin@highfield.wakefield.sch.uk](mailto:admin@highfield.wakefield.sch.uk)



## Health & Safety Information for Visitors

# The following information is given to ensure your health, safety and welfare whilst on School premises.

## **On Arrival:**

Please report to Reception and obtain a Visitors badge, which must be worn at all times during your visit. Please return your badge to Reception when you leave the School.

## **Security:**

Visitors are not permitted to walk around the site unaccompanied.

## **Behaviour:**

We pride ourselves on being a well-organised school with high expectations of behaviour.

If you need to access our behaviour policy, and how it impacts on the day-to-day management of pupils, it can be located on the school website. Please take note of the school rules around the school.

## **Car Parking:**

All vehicles and their contents are left at the owner's risk.

## **Smoking:**

No smoking is permitted in any part of the School or its grounds.

## **On hearing the Emergency Alarm:**

Please leave the building immediately and calmly by the nearest exit. Remain with your host who will show you to the designated Assembly Point. Should you become separated from the group please make your way to Evacuation Point 19 in front of the Post 16 building.

## **For First Aid Emergencies:**

Please dial 01924 264240 for Reception.

## **If you feel unwell or have an accident:**

Inform your host who will arrange for first aid, if necessary.

## **Conduct:**

We expect all adults to follow the Code of Conduct for staff behaviour and maintain professional boundaries at all times including not using mobile phones in the building at all or when in the company of students and never sharing personal contact details, including social media.

## **Safeguarding:**

If you have any concerns please contact the School's Designated Senior Safeguarding Officer, Miss Joanne Kiernan, Mr David Dixon, the Deputy Safeguarding Officer.