

**INFORMATION FOR ALL VISITORS AND CONTRACTORS WORKING ON
SITE**

Welcome to Fosse Valley School.

The school telephone number is 01225 412198.

For your own and other peoples safety please comply fully with the following safety procedures.

- On arrival, please report to the school office where you will be given a visitors badge and sign in/out in the visitor's book.
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.
- Staff toilets may be used by adults – **children's toilet facilities must not be used.**
- For First aid facilities please contact the school office.
- In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- Contractors must inform the Headteacher or other school manager prior to work commencing in any potentially dangerous machinery, materials or substances at the be used on the site.
- The use of radios is not permitted on the school site while children and staff are working.
- We expect that appropriate behaviour/language should be maintained at all times.
- You have a personal responsibility to comply with the Local Education Authority and school safety policies in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

Thank you for your kind co-operation – we hope you enjoy your visit to our School.

Signed [Signature] Headteacher

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