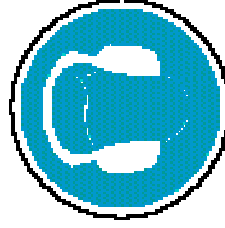




# HEALTH AND SAFETY INFORMATION FOR VISITORS

We wish to ensure your health, safety and wellbeing during your visit, so please take a few minutes to read this leaflet.

***Kirby Muxloe Primary School***



*Kirby Muxloe Primary School  
Barwell Road,  
Kirby Muxloe,  
Leicester.  
LE9 2AA  
TFI.FPHONE No:*

We thank you for co-operating with us in caring for your safety and health during your visit.

Should you identify any shortcomings in our arrangements for health and safety we would be pleased if you would draw it to the attention of the Headteacher.

Full details of the schools Health and Safety arrangements are available from our Headteacher, who along with the Governing body takes the responsibility for the fulfilment of our obligations under the Management of Health and Safety at Work Regulations 1999.

## FIRE PRECAUTIONS



In the event of the alarm sounding (*continuous bell*), everyone must leave the building immediately using the nearest exit - all clearly marked. You will be directed to the assembly point which the by the fence on the Junior Playground (netball court).

## FIRST AID



In the event of an accident, please contact a member of staff who will assist and enlist the help of a trained person.

If you have a medical condition that you would like us to be aware of, (so we can offer some help should it become necessary), please inform a member of staff on arrival.

## PERSONAL SECURITY

Every visitor is asked to sign the visitor's book at the main entrance and to wear a visitor's badge. Please return the badge to reception or a member of staff as you leave the premises.

Please keep your valuables with you at all times.

If you do leave the building for a short time, please exit through the reception, informing the office as you go. Please do not prop open any doors which could allow access to unauthorised individuals.



## SMOKING

In order to maintain a healthy and safe environment, smoking is not allowed within the school building and the grounds.

**PLEASE RESPECT OUR NO  
SMOKING POLICY**



## COSH

If you are bringing materials on site that are covered by the COSHH Regulations 2002, please leave a copy of the relevant data sheet and risk assessment with our admin staff.



## WORK EQUIPMENT

Contractors coming onto the site must report to the *Premises Officer or Admin. Staff* before commencing work.

All electrical equipment bought onto the site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations 1989.

Kick-a-long stools and stepladders are available to assist with reaching high places. If you require any assistance, please ask a member of staff who will be pleased to help.