



# Visitor Health and Safety Briefing

All visitors must carry out their activities in a manner that is aligned to the health and safety policy for the Romero Trust. All activities must comply with the Health and Safety at work Act 1974.

All Visitors must:

- Ensure that controls are in place to protect trust employees, pupils, students and other people from their activities.
- Comply with instructions from Trust staff in the interest of health and safety
- Provide copies of the risk assessments for their activities where appropriate
- Provide any other information that is reasonably requested.
- Wear the badge identifying them as a visitor
- Treat the site with respect.

Visitors must not:

- Introduce equipment to the premises without agreement
- Alter fixed installations or alter any fire related equipment.
- Remove notices
- Take any action which creates hazards for others.

## **Safeguarding and Security**

All Romero teaching sites are secure sites. Therefore during working hours visitors must sign in and out at reception.

If their activities are taking place in school hours then they must be accompanied or undergo a valid disclosure and disbarring process which must be recorded by the relevant premises.

The Romero trust operates CCTV. For further information on this please speak to reception in the first instance.

## **Fire and Emergency procedures**

Fire alarms are tested weekly and announced before they sound.

If you should discover a fire, please sound the alarm by breaking the glass at the nearest point.

If you should hear the alarm please leave the building by the nearest exit point without stopping to collect any belongings and proceed to the fire assembly point which is the astro turf towards the back of the building. Fire marshalls will be at each key point. They are identifiable by the high vis jackets. Please report your presence at the assembly point. Do not re-enter the building until informed to do so by a member of Romero staff.

## **Accidents and First Aid**



Any accident on site must be recorded. Please contact reception in the first instance.

First aid is available. The names of first aiders are displayed in each building. Reception can direct a first aider to you if required.

### **Smoking**

All sites are non smoking.

### **General behaviour**

The premises is used for the education of young people. Therefore there is zero tolerance towards abusive behaviour or language.

