



# Visitors Notice - Please Read



Please provide the office with your current CRB information when you sign in - Thank you

1. Fire/Evacuation Procedures (please see attached red card)
2. Your Fire Assembly Point is: **The School Field** - please follow site staff instructions
3. First Aider on Site is : **Liz Eyre** - please contact any member of staff for immediate help
4. This is a NO SMOKING Site
5. All visitors must sign in and out
6. Visitor badges must be worn at all times
7. Visitors issued with a **RED** visitors badge must be accompanied in school at all times
8. Any accidents must be reported to the School Office
9. Designated Child Protection Office for Brookhill Leys Primary School is Jacquie Sainsbury (Head Teacher)

## Health & Safety Notice

A member of our school community has an acute Latex Allergy. No Latex products are to be bought into school, erasers, balloons, elastic bands, etc. If you are unsure then please speak to the school office.

## Contractors Notice

All Contractors must complete a Site Induction Form and read the Contractors Notice.