

Health & Safety Information for Visiting Teams to New Hall School

The School is committed to providing a safe and healthy working environment for its staff, students and visitors. Any behaviour deemed inappropriate will result in a visitor being asked to leave the school premises. This leaflet provides you with the basic safety information needed to keep you informed of essential procedures. The School expects all visitors to:

- Take care of themselves and those who may be affected by their actions.
- Co-operate with the School on all health and safety matters.
- Not interfere with any item which has been provided in the interest of safety.
- Report any hazards or suspicious activities.
- Report ALL accidents and incidents.

Fire Safety

If you discover a fire you must leave the building activating a break glass on the way out. If possible inform reception on Ext 0.



On hearing the fire alarm you should:

- Evacuate the building quickly but calmly.
- Make your way to the nearest assembly point which can be found on the Action in the Event of Fire Alarm Activating notice.
- Stay at the assembly point, do not enter the building until you are told to do so.

- If you are on an outside pitch and there is an emergency on site you should follow the instructions from the hosting staff.

The fire alarms are tested every Tuesday morning between 8.00am and 8.30am. The alarm should sound for no more than 30 seconds, any longer and it should be taken as a genuine fire alarm.

First Aid

First Aid arrangements should be discussed with your host staff. If you have any medical condition which you think we should be aware of please advise the person you are meeting.



Incident Reporting

You must report **ALL** incidents even if you do not sustain personal injury. Accident Report forms can be obtained from the responsible person hosting your visit or from Reception. These forms must be completed in full with all relevant contact details.

Safety Signs and Signals

It is important that you are aware of the different types of safety signs used around the site.

PROHIBITION – Red and white circles represent something you must NOT do



WARNING – Yellow and black triangles warn of danger



MANDATORY – Blue and white circles represent something you MUST do



EMERGENCY – Green and white rectangles provide emergency information and usually lead to a place of safety.



Smoking

The School operates a strict **NO SMOKING** policy.



Movement and Car Parking on Site

Please take care when moving around campus. There are several areas where vehicles and pedestrians cross over. Visitors are asked to ensure the following:

- Stay within the 10 mph speed limit.
- Drive at walking pace when students are around.
- Park behind the Preparatory School.
- As a pedestrian always use the paths and be aware of moving vehicles.



Further Information

Please contact: Shaun Winsor, Director of Sport
s.winsor@newhallschool.co.uk
 Switchboard: 01245 467 588/Direct Tel: 01245 236 119
 or
 Maria Johnson, Head of Girls' Games & PE
m.johnson@newhallschool.co.uk
 Switchboard: 01245 467 588/Direct Tel: 01245 236 093

