



**Hordle CE (VA) Primary School & Nursery** is committed to ensuring the health and safety and welfare of all its visitors. We ask for your cooperation in helping us maintain a safe environment throughout the school.

### **Access**

On arrival, please ensure you sign in at the school office and that you wear your visitor's badge at all times whilst on the premises. If you have reduced mobility or require special assistance, please inform reception staff.

### **Mobility and Wheelchair Access:**

We have a dedicated accessible parking space at the front of the school. Please phone the school office in advance of your visit so that we can ensure it is available for you. The school is on one level and has good access throughout the school buildings and grounds.

### **Fire Emergency**

The fire alarm is a continuous bell. On hearing it you must leave the building by the nearest and safest exit and report to the playground at the rear of the school. You should report to the fire marshal at the assembly point and obey any instructions issued.

Do not re-enter the building until you are told you may do so.

Do not try to go to your car and leave the premises as this may hamper the access of the emergency services.

If you require assistance in evacuating the building please talk to the school office when you arrive at the school to agree an evacuation plan.

### **First Aid**

First Aid cover is provided by trained staff and can be accessed via the school office. All accidents/dangerous occurrences must be reported to the school office.

### **Use of Mobile Phones whilst on School Site**

Visitors are not permitted to use their mobile phones in areas where children are present. If a visitor needs to use their phone, they must do so outside the school premises please. Under no circumstances must visitors take any photographs whilst on site.

**Please note that Hordle CE (VA) Primary School & Nursery operates a 'No Smoking or Vaping' policy in ALL areas.**

Thank you for your cooperation.