



## Safety information while at The Peak Academy

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at The Peak Academy.

### Security

All visitors and contractors coming in to the school must report to Reception. As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. If you are a regular visitor to the school, you will need to sign in on each occasion.

### Smoking

The Peak Academy operates a no smoking policy. Please do not smoke anywhere on the school site.

### Photographs

No photographs will be used outside of school without permission of the carers. Photographs will only be used on the school website with prior consent, and

names will not be displayed with the photograph.

### First Aid

Please notify Reception of any accidents or incidents. A First Aider will be called to perform any necessary checks or give treatment. If you yourself need first aid or feel unwell please go to Reception.

### Fire & Evacuation

Please familiarise yourself with the map which is displayed by the door in each room showing evacuation and assembly points.

- If you discover a fire, report it to the nearest member of staff so that they can sound the alarm.
- Do not take any personal risks.
- The alarm is a continuous bell.
- On hearing it you must leave the building by the nearest exit.
- Proceed to the assembly point and report to a member of the administration staff to record your presence.
- You must not re-enter the building until told it is safe to do so.

## Health and Safety

The Peak Academy School regards the promotion of Health and Safety to be of the utmost importance for all pupils, visitors and staff.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils and visitors to the school.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions; training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities
- Periodic review of the safety policy as school activities and the associated risks change
- We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.



**Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.**

**THE PEAK**  
ACADEMY  
UNLOCKING POTENTIAL

The Peak Academy  
Drake Lane  
Dursley  
Gloucestershire  
GL11 5HD

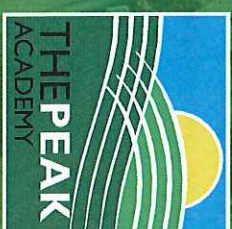
T: 01453 542130  
E: [lportland@thepeakacademy.org](mailto:lportland@thepeakacademy.org)  
[www.thepeakacademy.org](http://www.thepeakacademy.org)

### Peak Academy Safeguarding

For our safeguarding information please see The Peak Academy Safeguarding and Child Protection Procedures Leaflet which is available from reception.

Or for further information on safeguarding contact the Gloucestershire Safeguarding Children's Board

T: 01452 583638  
[www.gscsb.org.uk](http://www.gscsb.org.uk)



## INFORMATION FOR VISITORS



THE WHITE HORSE  
FEDERATION

Proud to be part of The White Horse Federation Multi-Academy Trust | [www.twhf.org.uk](http://www.twhf.org.uk)



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