

Visitor Health & Safety Policy

Approved by: The Rydal Academy LGB

Review frequency: 3 years

Date of last review: June 2025

Date of next review: June 2028

Welcome to The Rydal Academy

Please note the following information.

- Signing in and out ~ please remember to sign in on the VPass ipad.
- In the event of a fire ~ the fire bell will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go to the playground outside the school buildings or the main entrance of the school depending on where is closest. Please evacuate by the nearest safe exit. Exit via the front door or there are various push exit doors and outside doors situated in the corridors throughout the building.
- In the event of a lock down ~ the lock down signal will sound on all phones and you must remain inside until an all clear signal has been given, the evacuation alarm is sounded or you are told to do so by emergency services.
- Telephones ~ are situated in the offices, classrooms, PPA room and Halls.
- In the event of any injury ~ please inform a member of the office staff.
- Toilets ~ situated in the corridor near the main office
- Badge ~ you are required to wear a visitor badge while in school. Please obtain one from a member of staff in the office on arrival.

Thank you