



**Ysgol Uwchradd y Rhyll**

**Rhyl High School**

**Grange Road**

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**Denbighshire**

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## **Management Responsibilities for Health & Safety:**

### **Mrs Claire Armitstead – Headteacher**

To Governors for the overall Health & Safety of the school.



### **Mrs Lindsey Owen – Business Manager**

All Daily & Routine Health & Safety, security, fire risk matters on site.

### **Mr Eddie Waggett – Site Manager**

All Daily & Routine site management, security, fire risk matters on site. Fire drills & Emergency Evacuation co-ordinator

### **Mrs Raye Phillips – Amenities Manager**

All Daily & Routine Health & Safety, security, fire risk matters on site. Fire drills & Emergency Evacuation co-ordinator

### **Mr James Wright – Caretaker**

All Daily & Routine site management, security, fire risk matters on site. Fire drills & Emergency Evacuation co-ordinator



# **Ysgol Uwchradd y Rhyll Rhyl High School**



## **Health & Safety Leaflet**



**For your own health & safety and that of others, whilst on the school premises, please read and comply with the following guidelines:**

## Health & Safety

Whilst on the school premises, you are legally responsible for taking reasonable care of your own health & safety and the health and safety of others, affected by your actions.



## Signing in

All visitors, contractors and supply staff must sign in at reception. Please record the time of your arrival, your vehicle registration number and the purpose of your visit. You will be provided with an Identification Badge, if you do not already have one. Before you leave the premises, please sign out at reception and return your ID badge.

## Reporting of Accidents/Incidents

All accidents, incidents or near misses must be reported via the relevant form located at reception. There are appropriate signs informing visitors of the nearest first aider and first aid boxes. If unsure, please contact reception who will contact a first aider and/or the emergency services.

## Smoking

You are reminded that it is against the law to smoke anywhere on the school premises.



## Vehicles and Personal Effects

The school cannot accept responsibility for the loss of or damage to vehicles or personal effects. Vehicles and personal belongings are brought onto the school site at your own risk.



## Parking

Please ensure that your vehicle is parked in one of the designated parking spaces and not on any double yellow lines or yellow line grids outside fire exits. The disabled parking bays are for those visitors who have disabled parking badges.

**Please keep this leaflet for future reference.**

## Fire Actions

On discovering a fire:

- Raise the alarm by breaking glass at the nearest fire point

On hearing the Alarm:

- Immediately evacuate all persons by the nearest exit, in an orderly manner
- Close doors behind you
- Assemble at the Fire Assembly Area in the **MUGA**

DO NOT

- Stop to collect personal belongings
- Re-enter the building until told to do so by the Site Manager and/or the Fire Service
- Take risks



**FIRE CAN KILL, SO ALWAYS TREAT AN ALARM SERIOUSLY**