RISHWORTH
SCHOOL

SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS

We hope that your visit will be enjoyable, informative and safe.
Please help us by reading and complying with the guidance contained below, which is intended to ensure your health and safety whilst at Rishworth School. If you have any questions, please ask a member of staff.
Rishworth School operates a strict No Smoking Policy across the entire site.

SECURITY

- All visitors and contractors coming into the School must immediately report to the designated reception area appropriate to either site and sign in.
- You will be issued with a colour coded visitor's badge that must be visibly worn at all times.
- You may be expected to produce photographic identification and a copy of your DBS certificate (where appropriate).
- Your host will indicate which bathroom facilities are suitable for visitor use.
- Please assist in maintaining security by staying with your host at all times.
- All visitors should sign out at the designated reception area appropriate to either site and return their visitor badge. On signing out please immediately move to exit the School site.
- Regular visitors to the School will need to sign in and out on each visit.
- Vehicles are brought onto site at the owner's risk. You may be asked to provide your vehicle registration.

SAFEGUARDING

- Rishworth School is committed to the welfare and safeguarding of all our students. If you have any concerns, please ask to speak to Mrs Sheldrick, Mr Baker, Mrs de Ferrer, Mrs Allison, Mr Whitlam or Mrs Robinson. Alternatively, please email safeguarding@rishworth-school.co.uk. These details can be found on the back of your visitor badge.

FIRE & EVACUATION

- Your host will explain what to do in the event of emergencies and fire alarms.
- The fire alarm is a continuous loud sound indicating that you must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point which is located in the main car park. Your host will ensure that you are recorded present by staff.
- Do not take personal risks and re-enter the building until told it is safe to do so.

FIRST AID

- If you need first aid or feel unwell, please let your host know, go to the designated reception area appropriate to either site or telephone the receptionist (ext. 201 or 01422 822217).

HEALTH & SAFETY

- Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.
- As a visitor to our school, it is essential that you follow any health and safety guidelines that may apply. By doing so you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

INFECTIOUS DESEASES

- Rishworth School value the personal wellness and safety of all our stakeholders.
- Please be mindful of infectious diseases and do not enter the School premises if you or anyone in your household is symptomatic of any known infectious disease.
- We encourage initiatives such as the 'catch-it, bin-it, kill-it' campaign. Please be mindful of general cleanliness with a view to personal safety and wash your hands regularly.
- If any visitor wishes to wear a face covering, they are supported in doing so.

Updated August 2025