

# **POLICY ON VISITORS' ENTRY AND SAFETY AT SCHOOL - INFORMATION FOR SCHOOL VISITORS**

## **CONDITIONS of ENTRY to HUNTERS HILL HIGH SCHOOL**

Prior to entry onto the Hunters Hill High School site, it is requested that all visitors read and agree to abide by the listed conditions of entry. By signing in with the Visitor QR Code, each visitor is indicating his/her acceptance of these conditions of entry.

1. Agreement to follow the directives of the Principal or delegate.
2. All visitors must register with the QR code at the Main Reception Office in the Administration Block to record their details.
3. School visitors must wear their Visitor's Lanyard at all times whilst on the school grounds.
4. Agreement to follow all Emergency Procedures as outlined on the back of this sheet. All visitors are provided with a copy of this sheet & must keep this 'on their person' at all times whilst on the school site.
5. Visitors must confine their presence in our school to the locations for which they have specific business.
6. Smoking is prohibited in all school buildings and on school grounds.
7. Please report all emergencies, injuries and safety concerns to the Reception Desk in the Administration Office.
8. Any contact with students will be organised by a member of the school staff and be consistent with the principles of child protection. Any arising concerns will be immediately referred to the Principal.
9. School Lockout - All external gates to the school will be temporarily secured in the interests of safety. Normal school activities will occur as per the scheduled timetable.
10. School Lockdown - In the interests of safety, on hearing the PA Lockdown Announcement all visitors are required to report immediately to the Reception Office as an emergency has occurred within our school. Visitors are asked to remain indoors until the all clear is sounded - three short rings of the school bell.
11. Emergency Evacuation - In the interests of safety, on hearing the PA Evacuation Announcement, all visitors are required (by law) to follow the directions and the map provided on the back of this sheet to safely travel to the Emergency Muster Point on the school oval.

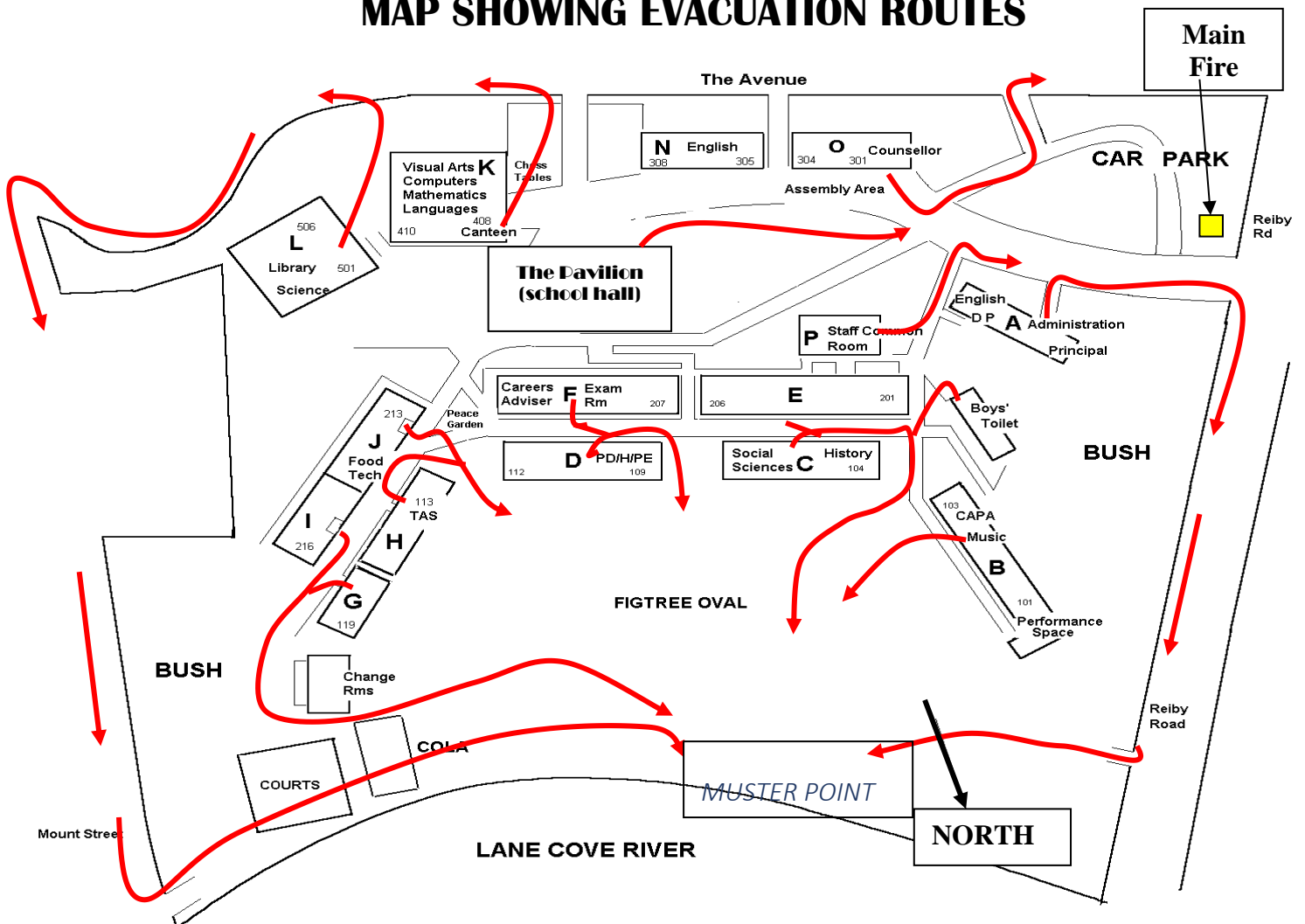
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# POLICY ON VISITORS' ENTRY OF SCHOOL – VISITORS SAFETY

## HUNTERS HILL HIGH SCHOOL EMERGENCY EVACUATION PROCEDURES

1. If you hear a PA Evacuation Announcement or siren or other notification – please respond immediately.
2. Leave building (do not lock doors) via nearest passable exit.
3. Use the map provided at the bottom of this page to travel and assemble on bottom oval to the VISITORS' MUSTER STATION via a perimeter pathway.
4. Do NOT leave the school premises as the school must be accounted for all persons.
5. Assemble on the bottom oval at the sign VISITORS' MUSTER STATION (on fence near the water).
6. Report to the SAM who will do a roll call of visitors using QR register.
7. Advise the SAM if you are aware of any other visitors present in the school who have not arrived at the Visitors' Muster Point.

### MAP SHOWING EVACUATION ROUTES



Prior to entry onto the Hunters Hill High School site, it is requested that all visitors read and agree to abide by the listed conditions of entry. By signing in to using the QR Code, each visitor is indicating his/her acceptance of these conditions of entry.

1. Agreement to follow the directives of the Principal or delegate.
2. All visitors must record their details by using the QR Code in School Reception Office in the Administration Block.
3. School visitors must wear their visitor's sticker at all times whilst on the school grounds.
4. **AGREEMENT TO FOLLOW all Emergency Procedures** as outlined on the back of this sheet. All visitors are provided with a copy of this sheet & must keep this 'on their person' at all times whilst on the school site.
5. Visitors must confine their presence in our school to places where they have specific business.
6. **SMOKING, ILLEGAL SUBSTANCES and ALCOHOL** and the taking of **PHOTOGRAPHS** are prohibited in all school buildings and on the school grounds.
7. Please report all emergencies, injuries and safety concerns to Reception in Block A.
8. **SCHOOL LOCK-OUT** – All external gates to the school will be temporarily secured in the interests of safety. Normal school activities will occur as per the scheduled timetable.
9. **SCHOOL LOCKDOWN** – In the interests of safety, on hearing the PA Lockdown Announcement, all visitors are required to report immediately to the Reception Office as an emergency has occurred within out school. Visitors are asked to remain indoors until the all-clear is sounded – three short rings of the school bell.
10. **EMERGENCY EVACUATION** – In the interests of safety, on hearing the PA Evacuation Announcement, all visitors are required (by law) to follow the directions and the map provided on the back of this sheet to safely travel to the Emergency Muster Point on the school oval.

## **SPECIFIC CONDITIONS FOR CONTRACTORS**

1. Agreement to wear your COMPANY IDENTIFICATION at all times on the site.
2. Identify the nature, location, estimated time for completion of your task.
3. Agree to follow safe working practices and provide a copy of your SAFETY MANAGEMENT PLAN for the job detailing PPE (Personal Protection Equipment) and hazard controls.
4. Provide proof of your compliance with CHILD PROTECTION legislation.
5. Provide proof of your PUBLIC LIABILITY INSURANCE policy.
6. Notify Main Reception if you are bringing DANGEROUS GOODS or HARZARDOUS SUBSTANCES onto the site.
7. Agree to leave no EQUIPMENT, HAZARDOUS MATERIALS or WASTE on the completion of the job.
8. All HAZARDS, INCIDENTS and INJURIES are to immediately be reported to the Main Reception in Block A of the school. FIRST AID treatment is available to you, at Student Reception in Block A. All INJURIES are recorded in the HHHS Injury Register.
9. Contractors are required to sign BOTH in and out of the Hunters Hill High school site. Signing in HHHS CONFIRMS acceptance of the conditions detailed in this CONTRACTORS' INDUCTION sheet.
10. Representatives of Maintenance and Cleaning Contractors e.g. Facilities First, need to additionally complete the relevant Company Logbooks – both in and out as well as the HHHS procedures.

Please See Over

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## MAP SHOWING EVACUATION ROUTES

