

2025 - 2026

SAFETY INFORMATION FOR VISITORS

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

If you have any questions, please do not hesitate to ask a member of staff to help you.

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



Tytherington
SCHOOL

SECURITY

All visitors and contractors coming in to the school must report to Reception.

- Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen) or with the school receptionist.
- If you are working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, i.e. Passport or driving licence. Without this you may not be granted access.
- A green visitor lanyard will be issued if all checks are complete and you may walk around school unaccompanied. A red lanyard means you must be accompanied. Lanyards must be worn at all times.
- You must sign in on each occasion you visit the school.
- Please log out of our visitor system at the end of your visit and return your lanyard.

PHOTOGRAPHS

Visitors are strictly prohibited from taking photographs whilst on the school site.

HEALTH & SAFETY

Tytherington School's duties:

- Duty of care to all employees contractors, visitors and customers with whom we do business.
- Ensure that regular risk assessments are carried out and acted upon.

Your duties whilst at Tytherington School:

- Point out and help to manage risks.
- Work in a safe manner.
- Never carry out a task you believe may be dangerous.
- Use any safety equipment we provide you with, and follow the safety instructions.
- Know what to do in the event of a fire.
- Report accidents, even if they seem minor.

Contractors must ensure that they are fully conversant with the relevant safety rules and regulations for the works to be undertaken.

- Contractors will agree health and safety practices with the Site/Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The Site/Business Manager will make contractors aware of any hazards/risks when they meet them.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. Your host will advise you of any specific requirements / hazards/risks that will be relevant to you.

By following the above, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

SAFEGUARDING

You can play a part in keeping students safe whilst working at, or visiting the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide a professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- **If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead (Pam Shatwell) who can be contacted at the Safeguarding Office (ext.220).**
- Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead of your concerns immediately.

FIRST AID

If you need first aid or feel unwell please go to the Pastoral Office in the Sixth Form Block or telephone Reception (ext 200).

SMOKING

Tytherington School operates a 'No Smoking' policy. Please do not smoke or vape anywhere on the school site.

FIRE &

EVACUATION

Your host will explain what to do in the case of emergencies and fire alarms.

- Please refer to the 'Emergency Evacuation' guidelines and 'evacuation muster station' diagrams in each classroom / office.
- Evacuations: the alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the receptionist. The electronic visitor system is used as a register in the event of a fire.
- The assembly point is at the rear of the building next to the astro turf.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

STATEMENT ON SEXUAL HARASSMENT FOR VISITORS & CONTRACTORS

We are committed to maintaining a safe and respectful environment for everyone. Sexual harassment in any form will not be tolerated. This includes unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.

EXPECTATIONS:

- **Respect for Others:** Treat all individuals with respect and dignity. Harassment of any kind is not tolerated.
- **Professionalism:** Maintain professional behaviour at all times.
- **Reporting:** Report any incidents of harassment immediately to the member of staff you are with, who will direct the issue to the appropriate member of staff.

CONSEQUENCES:

- Any visitor or contractor found engaging in sexual harassment will face appropriate actions, which may include removal from the premises and termination of contracts.

We appreciate your cooperation in ensuring a safe and respectful environment for all.

For further guidance, Tytherington School's **Child Protection and Safeguarding policy** can be found on the school website under the 'Governance' tab.

tytheringtonschool.co.uk




TEL: 01625 610220 EMAIL: info@tytheringtonschool.co.uk

Tytherington School, Manchester Road, Macclesfield, Cheshire SK10 2EE

PLAN OF THE SCHOOL



2025 - 2026

KEY:
Entrance/Exit 

FIRE ASSEMBLY POINT
In the event of a fire, please assemble on the AstroTurf

ASTROTURF

M A N C H E S T E R
R O A D

PEDESTRIAN
ENTRANCE

MAIN
ENTRANCE

TURNING
CIRCLE

CAR PARK

CAR PARK

TENNIS COURTS

H BLOCK
History
Religious Studies
H1-H6

JUBILEE BLOCK
English
Classics
J1-J10

GEOGRAPHY
Geography
G1-G4

SF BLOCK
LS HUB & LINKS
Student Services
Business Studies
Sixth Form Centre
Staff Toilets
Student Toilets
SF2-SF5

LRC
Sixth Form Study
i-Cafe
Computing
LR1-LR4

TECHNOLOGY
Technology
Child Development
T1-T5

MATHEMATICS
Mathematics
M0-M9

LANGUAGES
Food Technology
Personal Development
Languages
Psychology & Sociology
L1-L12

ART
Art
A1-A3

BRIDGES

OFFICES & STAFFROOM
Staff Toilets

SCIENCE
Science
S1
S3-S12

WC

MAIN OFFICE
FINANCE OFFICE
REPROGRAPHICS

PERFORMING ARTS
Drama
Music
PA1-PA4

Changing Rooms

RECEPTION

MAIN HALL

REFECTORY
Innovate
Catering Services

Gymnasium

SPORTS HALL
Physical Education

WC

Mega Lab

IN
OUT