

WOODBIDGE HIGH SCHOOL

EMERGENCY EVACUATION PROCEDURES (Visitors)

2026-2027

**St Barnabas Road,
Woodford Green,
Essex IG8 7DQ**

Tel No.: 020-8504-9618

**General Caretaking: Tel. No. 020-8506-5587
School Business & Finance Manager: 020-8506-5563**

Please take time to read and then keep handy

Health and Safety at Work

This leaflet provides basic safety rules in the event of an emergency. It applies to all visitors, including parents, contractors and outside-of-school-hours users of the site, all of whom are required to co-operate in maintaining a safe working environment.

All visitors must comply with the school's health and safety procedures.

Emergency Procedure:

Fire Instructions: If you discover a fire please raise the alarm at the nearest fire point, which is located close to an exit route (by breaking the glass) and then evacuate to the appropriate meeting area (see 'evacuation areas').

Evacuation Safety:

- Do not stop to collect personal belongings.
- Do not re-enter the building until it is declared safe to do so.
- Do not enter a building which has an alarm sounding
- When you have reached the evacuation area, you should report to the evacuation co-ordinator.
- Do not put yourself at risk

Evacuation Areas:

This is applicable to all visitors, including temporary contractors and outside-of-school-hours users of the school site.

You should be led by the person who has given you authorisation to be on the site (e.g. member of teaching/support staff, site services team).

Visitors in the Mallards Building/Sports Hall/Business Centre/Fitness Block and Roding Arts Centre: should assemble on the sports court (adjacent to the business centre).

Visitors in the Mallards Reception: should assemble in the main car park.

Visitors to the Wynndale Building/Food Technology Block and Health & Social Care Block: should assemble on the playground at the rear of the Wynndale building.

First Aid:

In the event of injury or illness, please contact reception (Tel. No. 020-8504-9618) or the telephone numbers on the front cover.