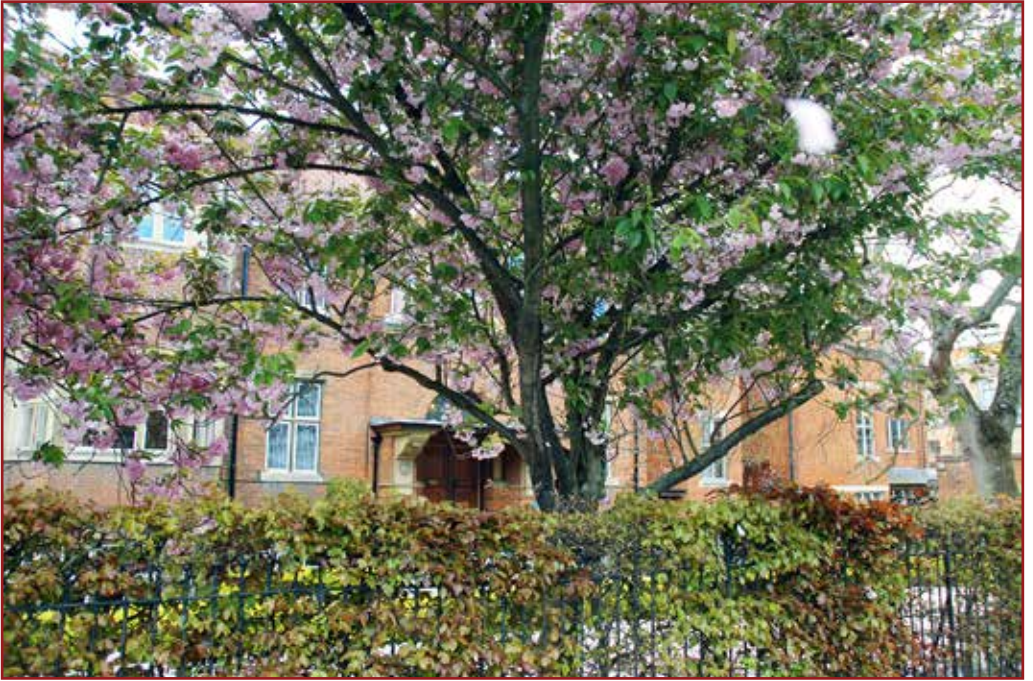




Hills Road
Sixth Form College
Cambridge

Welcome



Information for Visitors

Thank you for visiting Hills Road Sixth Form College. We hope that the information in this leaflet will help you to have an enjoyable and safe visit. Should you have any questions relating to your visit please talk to your host or our College Receptionist.

Arrival at the College

On arrival, please report to the College Reception to sign-in.



You will be given a visitors' badge to wear at all times during your visit. The College Receptionist will contact your host and you are welcome to sit in the waiting area until your host collects you.

Please remember to return to the College Reception to sign out and to return your badge before you leave.

Parking



Please park your car in the visitors' car park immediately off Hills Road. The disabled parking bays are for cars displaying a disabled parking badge.

Please take care when manoeuvring your car. College students and staff frequently walk across this area of the College site.

A cycle rack is also available adjacent to the main College entrance. Please lock your bicycle to the rack in a safe position.

Can we help?



If you have not already informed us of any additional needs in advance of your visit, please do not hesitate to talk to our College Receptionist. The Receptionist will try to meet your needs so that your visit is successful.

Toilets



Toilet facilities are found in most buildings on the College site. They are indicated on the College Map (final page). Directions can be given by the College Receptionist or your host.



First Aid

Please contact the College Receptionist (internal tel. '0') or your host if you require first aid during your visit. One of our first aid trained staff will come to your aid.

If the College Reception is closed please call the Duty Caretaker (07500472100) for help. The Receptionist or Caretaker will call for an ambulance, if necessary.

Fire evacuation

The College does not ring bells throughout the teaching day. Unless you have been informed that a fire drill is planned, you must assume that, on hearing a continuous bell ring, an emergency evacuation is taking place.



Our staff and students have participated in fire drills and will be familiar with emergency exit routes and assembly points. Your host will ensure that you leave the College site safely.

Do not stop to collect your personal belongings or re-enter a building, unless instructed otherwise by a fire warden or senior member of College staff.

If you discover a fire, please raise the alarm by breaking the glass in one of the Manual Call Points located within our buildings and report the fire to College Reception (tel. '0').

Safeguarding young people and adults

The College works to provide a safe environment for our students, staff and visitors. We have designated safeguarding officers who are trained and will respond to any relevant concerns you may have during your visit.



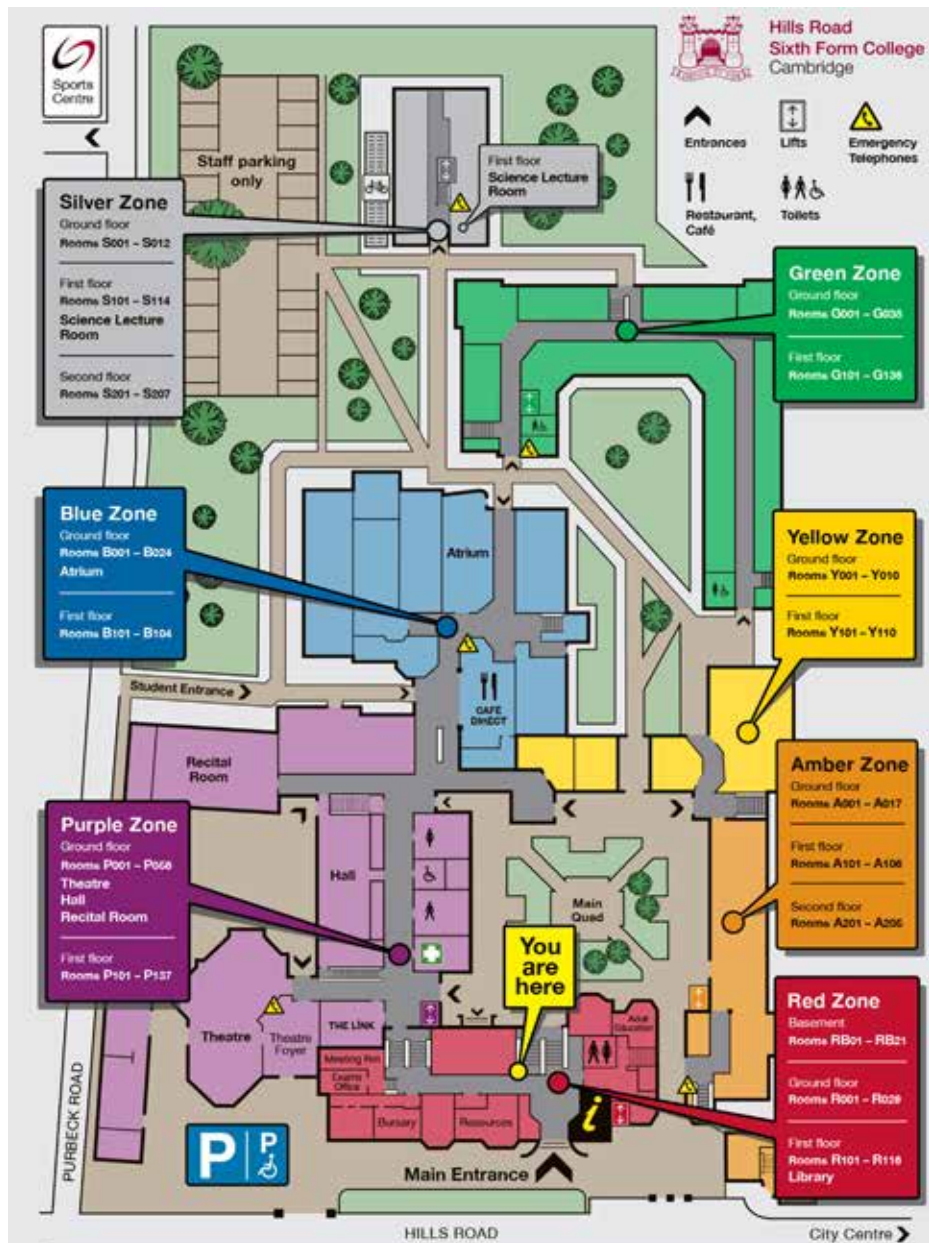
Please inform your host and we will put you in contact with one of the officers. You are asked to wear a visitors' badge, issued by the College Receptionist, throughout the duration of your visit.

Smoke free College

The College has a strict Smoke Free Policy. We are keen to ensure that our students, staff and visitors are protected from the damaging effects of exposure to second-hand smoke.



If you wish to smoke outside of the College site, we have a designated area on Purbeck Road. Visitors must be accompanied by their host if this facility is required.



Normal College Reception opening hours

Monday – Thursday

8.15am – 8.30pm

Friday

8.15am – 5.00pm

If you have an urgent request please contact our Duty Caretaker on 07500 472100

Hills Road Sixth Form College

Hills Road

Cambridge

CB2 8PE

Telephone: 01223 247251

Fax: 01223 416979

www.hillsroad.ac.uk