

Health and Safety Induction - Contractors

To comply with Health & Safety Regulations, please take time to read the following information which will alert you to the school's requirements whilst you are operating on our site.

Signing in

All persons are required to sign in and out when arriving at and departing from the school. By signing in, you confirm that you have read this leaflet and will abide by the instructions.

If working alone, please inform your site contact of the location and estimated duration of working time. If you need access to secure areas, you may need to be accompanied by a staff member (**Site Manager**) or the keys can be obtained by **contacting reception**.

Traffic on site

All drivers need to be aware that pupils may be in or near the car parking area and great care must be taken particularly when reversing vehicles. The site speed limit is **10 mph** and this must be strictly observed. Parking/unloading areas for use by contractors will be designated by your own supervisor and these must be used. Where possible you should reverse into a parking space and drive out of it. You must not park any vehicle in, or obstruct, any area designated for emergency services or across emergency/fire exits from the school.

You must ensure that deliveries do not take place between **08.30 and 09.00, 10.35 and 11.05, 12.45 and 13.15 and 15.00 – 15.30**. You also need to be very careful on the roads surrounding the school between **08.00 and 09.00 and 15.00 – 15.40** when children are arriving at or departing from school.

Fire

The fire alarm can be raised by **pressing the nearest fire alarm call point or by alerting a member of staff**. The fire alarm is a **continuous ringing sound**. The assembly points are located **in the school playground**. In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the roll call. All areas have notices which indicate where the nearest assembly point is located, as well as having emergency procedures displayed. If there is a need for any other type of emergency evacuation the same procedure as for fire will be followed. If you are carrying out hot work which may trigger automatic fire sensors, you must notify the Site Manager first.

You must not obstruct any fire exit route without the express permission of the Principal / Site Manager.

First aid

In the event that you should require first aid assistance you should contact **your site contact** who will in turn contact the School Appointed Person to help you.

Reporting Accidents

All accidents on the school site must be reported to **the reception** before leaving the school site, unless you are unable to do so. You are also required to inform your employer about the accident and enter it into your employer's accident reporting system.

Security & Child Protection

All visitors without Disclosure and Barring Service (DBS) clearance should not speak or approach children unless there is a member of the school staff in attendance. Many areas of the school are protected by the locking of internal/external doors. Access to such areas for work purposes must be by arrangement with the school.

Risk Assessment

A risk assessment for the work to be carried out must have been completed by your employer and you must be familiar with the content. You must have a Safe Working Procedure for the activity to be carried out. Suitable control measures must be put in place before the work commences.

Material Hazards

Before disturbing any existing structures you must ensure that you have ascertained if they contain any hazardous materials. The Asbestos Register is kept in the site office – this must be signed prior to commencing work. If you have any queries regarding such matters you must contact the **Site Manager** before any work takes place.

Control of Substances Hazardous to Health

Assessment of the materials and processes to be used must have been completed by your employer. You must be familiar with the content. Suitable control measures must be put in place before the work commences.

Control of Works Site

You must ensure that your work area is secure and that pupils etc. are prevented from access. If you have taken part of the premises as your work site, this area must be securely fenced and access must be restricted to your personnel and authorised visitors only. No work equipment must be left unsecured at the end of the day. The work area must be adequately cleaned upon completion of works; cleaning equipment must be supplied by your employer (see Use of School Equipment overleaf).

Working at Heights

You must be familiar with your employer's risk assessments and safe working procedures for working at heights. Suitable access equipment must be provided by your employer and must be used correctly.

Use of School Equipment

You must not use any items of equipment which belong to the school as the school is unable to guarantee that such equipment meets all the required certification and checks before use. This includes cleaning equipment – all equipment must be provided by yourself/your employer.

Thank you for taking the time to read this information which is provided for your safety.