

HEALTH AND SAFETY RULES

Ensure that you follow the documented safe system of work. Pay particular attention to the following rules.

Working area

- Work only in your designated area and carry out operations related to your project/work.
- Ensure barriers and signs are placed around the working areas where appropriate and removed upon completion of works.
- Do not tamper with or obstruct any fire doors.
- Report any findings to the Caretaker/Business Manager or Headteacher.

Equipment

- Do not remove any guards, barriers or locks without permission.
- Do not use makeshift tools.
- Do not climb upon any structure unless authorised to do so.
- Transport equipment/materials in a safe manner.
- Do not enter machinery enclosures unless power has been isolated.
- Do not leave plant and or equipment unguarded and/or in a dangerous condition.
- Wear personal protective equipment where necessary.
- Provide suitable warning signs.

Electricity

- All electrical equipment is to be suitably tested and marked under the Electricity at Work Regs 1989.
- All electrical tools should be either DC voltage supplied or suitably protected through an RCD.
- Do not carry out any electrical isolation or reinstatement of electrical equipment.

Permit to work

Some work processes are potentially more hazardous than others and may need tighter control. The Caretaker/Business Manager or Headteacher must be

consulted where any of the following work is intended to be carried out:

- Hot Work. A permit is required. This type of work should not be undertaken without one. When authorised, ensure authorised isolation of fire alarm system in the immediate area and that other suitable fire precautions are in place i.e. Entry into Confined Spaces.
- Cutting into any pipework carrying hazardous substances.

Asbestos

Check the Asbestos Register before work commences. If asbestos is located, stop work and contact the Site Manager, School Business Manager or Headteacher for advice.

Accidents and First Aid

Report all incidents, accidents, near misses and hazards to the Caretaker, Business Manager or Headteacher. For First Aid, go to the school office and they will assist you.

SAFETY FIRST

Where any safety rules are disregarded or not implemented, then you are likely to be stopped from working until the matter is corrected. Continued or serious breaches of safety may result in you being instructed to leave the premises and you may be removed from the approved contractors list.

Housekeeping

- Keep aisles, corridors, access and exits clear.
- Do not block fire exits.
- Do not allow rubbish to accumulate. Rubbish is to be properly bagged prior to removal from the site.

General

- Ensure insurance cover is in place before work starts.
- Obey all safety signs. Do not work alone on potentially hazardous operations.
- Do not smoke anywhere on the school premises.
- Treat the school buildings, furniture and facilities with respect at all times.

Catering

- Catering facilities/kitchen areas/staffroom are not to be used by contractors unless prior agreement has been obtained. Even so, access will be denied to anyone wearing soiled clothing.

Toilets

- Adult toilets are located in both buildings – staff can provide directions. These facilities are to be kept clean and tidy. **Under no circumstances should children's toilets be used by adults.**

SITE SECURITY

Contractors must comply with all security procedures currently being operated within the school and any security procedure that may be notified to the contractor from time to time.

Contractors should submit a list of their workers before work commences on site, providing names of those working in the building outside normal working hours to the office receptionist 24 hours before work commences.

Please do not be in contact with children without staff supervision.

Use of powered tools and dusty/dirty work - Contractors are to minimise the effects of dirty, dusty or noisy working. All electric hand tools are to be suppressed to prevent electronic interference. Radios and iPods to play music, should not be used if children are on site.

No extended parking of lorries or large vans will be permitted without prior approval.

Information and Guidance for Contractors and Visitors



ON ARRIVAL / DEPARTURE

All visitors are required to report their arrival and departure to office staff. Please ensure that the person you are visiting is aware of your presence and the purpose of your visit.

If you have any physical/medical condition which may prevent you from safely leaving the building unassisted during an emergency evacuation, please alert a member of office staff before you enter the building.

WELCOME!

We aim to provide a secure, healthy, hazard-free environment for everyone working at and visiting our school. By following these guidelines, you will be helping to ensure your own health and safety and that of other people working at, or visiting, Ashgate Primary School.

Nothing in these guidelines absolves contractors from their duty to comply with all existing relevant Health & Safety legislation, including the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999.

Please ensure that you read and retain this leaflet for reference. If there is anything you do not understand, please do not hesitate to ask.

KEEPING CHILDREN SAFE

Report any concerns you may have if you see or hear anything relating to a child's welfare or safety. We all have a part to play in safeguarding children and young people. If you have any concerns, tell **Mr Peter Seargent** (Headteacher & Designated Safeguarding Lead) or **Mrs Wendy Forte** (Deputy Head & Deputy DSL) or **Mrs Laina Froom** (Learning Mentor/ DSL).

DISCLOSURE AND BARRING SERVICE (DBS) CLEARANCE

If you are a contractor working during the school day or working alone with children, you must have an up-to-date Enhanced DBS with Childrens' Barred List checks and suitable identification, to work in school unsupervised.

If you do not have DBS clearance, please inform Mr Peter Seargent (Headteacher/DSL) or Mrs Nicola Warburton.

GENERAL SITE RESTRICTIONS

The contractor/visitors attention is drawn to the importance of ensuring that all work that is undertaken is executed with the minimum amount of disruption to the school's normal operation. Please remember: the

safety and education of children is paramount at all times.

Signing in and out - On arrival, report to the school office, where you will be given a visitors' badge that should be worn at all times. You will be asked to sign in on the electronic sign in system. Should you need to leave the building, you must sign out. By signing in you confirm that you have received, read and understood this leaflet.

Please do not be in contact with children without staff supervision.

NO smoking ... anywhere on the school site.

NO alcohol ... to be brought onto the school site.

NO swearing - Don't use rude, foul or offensive language.

Eating and drinking - Food and drink is not to be consumed within work areas. You are welcome to use the staffroom instead, but please ask for permission first.

Toilets - Staff toilets may be used by adults. Do not use children's toilet facilities under any circumstances.

Mobile phones - Mobile phones are not to be used or seen whilst on the premises. Please keep them out of sight.

NO taking photographs - Under no circumstances should photos or videos be taken of staff, children, parents, governors or other visitors to school. You may be asked to show your camera, iPad, mobile phone, etc. to a member of office staff or the Headteacher to prove that no such images have been taken.

Parking and speed limit - Car parking facilities may not always be available during normal working hours.

FIRE AND EMERGENCY PROCEDURES

Fire alarm and firefighting equipment:

- In the event of a fire, the fire alarm will sound.
- Evacuate the building and report to the office staff on the side field.

Action on discovering a fire:

- Operate the nearest fire alarm call point or immediately notify a responsible person.
- Inform a member of staff of the location and extent of the fire.
- Do not attempt to tackle the fire yourself.
- Leave the building by the nearest available exit.

Action on hearing the fire alarm:

- Leave the building by the nearest available exit.
- Do not stop or return to collect tools or personal belongings.
- Report to the designated assembly point (the side field) and wait to be counted.
- Do not re-enter the school until it has been deemed safe and instructed to do so by the responsible person.