

### **Security**

All visitors and contractors should report to the main reception on arrival and sign in using the electronic sign in system. Visitors will be issued with a badge and an appropriate coloured Lanyard. Badges should be worn and visible at all times. If you are issued with a perimeter gate key or an electronic access fob, this must be returned to the school office before you leave the site. Any loss of a key or fob must be reported immediately. All gates must be secured / locked when not in use. Contractors are responsible for the security of their own tools and equipment brought onto the school site.

### **Vehicles**

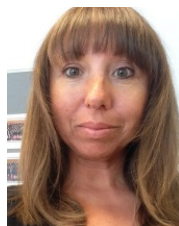
Vehicles may only be brought onto the school site with the permission of the SLT site Lead or in his absence the Site and Building Safety Lead. Vehicles should not be moved during student social time.

### **Code of Behaviour**

Do treat everyone with respect  
Do not photograph whilst on site  
Follow our 'Don't walk on by' Health and Safety Policy  
Report any accidents, issues or concerns immediately

### **CONTACTS**

**Principal:  
Miss T Ellis**



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**SLT Site Lead  
Mr M Buzzing**



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**Site and Building Safety Lead  
Mr P Senesse**



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**Chair of Academy Committee:  
Ian Middleton**

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**Telephone Number:  
01902 558250**

## **Information and Safety Advice for Contractors Working on the School 2017-2018**



Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. The purpose of this leaflet is to provide advice and guidance and outline safe working practices that must be followed when working at Our Lady and St Chad Catholic Academy

### **Personal Protective Equipment (PPE)**

You (or your employer) are responsible for providing and using appropriate PPE for the work you will undertake. You are also required to follow any instructions from school staff relating to the use of PPE on the school site.

### **Working at Heights**

All contractors who need to work at heights are responsible for providing appropriate access equipment (eg steps, ladders, towers/platforms) They must be properly maintained and checked for safety /damage before use. All personnel must have received appropriate training for the use of the relevant equipment and employ suitable safety measures when using the access equipment. Chairs, tables and other furniture must not be used.

### **Access to Classrooms or Teaching Areas**

Contractors should not enter any classrooms or teaching area (when in use for teaching) without the permission of the SLT Site Lead.

### **Safety – General**

All tools must be safely stored when not in use and not left in areas accessible to students. Corded power tools must be unplugged when not in use.

Contractors should follow all relevant safety regulations, working practices and Approved Codes of Practice relevant to the task or work being undertaken.

Any spillages of hazardous chemicals must be reported to the school and cleaned up in accordance with the contractors' COSHH risk assessment(s) and Material Data Safety information.

**Hot works** – permission must be sought from the school before undertaking any 'hot works'. A hot works permit form must be completed.

**Electrical Works** – The contractor must ensure that the supply is suitably isolated before undertaking any electrical work on either equipment or the electrical installation. Arrangements must be in place to ensure that the supply cannot be re-instated whilst work is in progress

### **Asbestos**

There are asbestos-containing materials in some areas of the school. A copy of the school asbestos survey will be made available to you before the start of any works. Contractors and / or their employees are required to supply certificates to show that they have undertaken asbestos awareness training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012 and ACoP L143.

### **Health and Safety**

#### **Fire**

If you hear the firm alarm sounding please make your way out of the building immediately and head to the Main Assembly point on the front field. Do not enter the building unless you are informed by the Lead Fire Marshall that it is safe to do so.

#### **First Aid**

The school has a number of trained first aiders and there will always be one on duty during the school day.