

Welcome to
Calmore Infant School



Information for Contractors to our School

Calmore Infant School is committed to providing, as far as possible, a safe working environment for everyone. We wish to share our risk assessments and general health and safety information in connection with the work you will or may be undertaking on our site.

Our full Health and Safety Policy is available for reading if required. If you need any further information or have any health and safety related concerns please contact the office.

Safeguarding Guidance for Visitors to the School

Report all concerns to:

- 1 Mrs Nicola Cowcher, Headteacher Designated Safeguarding Leader
- 2 Mrs Sarah Willes, Deputy Headteacher Designated Safeguarding Lead
- 3 Mrs Adele Weaver SENCo Deputy Safeguarding Lead

Safeguarding of children

Promoting safeguarding and welfare of our children is our prime responsibility. To protect children, contractors should not put themselves into a position where their actions could be misinterpreted. No contact with children should be made after visiting, including email or social networking sites. No photographs should be taken in school and mobile phones can only be used in the office.

Health and Safety

All staff and visitors have a statutory obligation to co-operate with the Health and Safety Policy and take care of their own health and safety and that of others affected by their activities by:

Supporting the schools Health and Safety arrangements

Ensuring own work area remains safe at all times

Not interfering with Health and Safety arrangements or misuse equipment

Complying with all safety procedures whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions

Report safety concerns to their staff representative or other appropriate person

Report any incident that led or could have led to damage or injury

Assisting investigations due to accidents, dangerous occurrences or near-misses

Not acting or omitting to act in any way that may cause harm or ill health to others

Hot Work (including welding, burning or their use of naked flames)

Before starting work you are required to advise of your intentions to carry out any hot work, and provide your own hot work permit to the school headteacher. It must include information about the type of hot work, location, duration and your control measures.

Segregation of work areas

Separating/segregating the work area from the children and adults in school is important. It is a safeguarding measure. The nature of the segregation will depend on the level of risk but may use physical barriers, warning signs and cones, bunting or secure fencing. Please ensure that your areas of work are designated and protected at all times. Please tell us about your arrangements for segregation.

Location of Hazards

Please see the office staff for a plan showing the areas of hazards for the boiler room, gas, water electric shut off and kitchen.

Waste Material

This must be removed from our site. If it is being stored temporarily in a tidy bin, it must be covered. Any hazardous waste materials should be stored off site.

Safe system of work

Please provide a copy of your safe system of work, method statement/risk assessment or other appropriate documentation which will ensure a safe working environment for everyone.

First Aid

Please contact the office or a member of staff if you need help. A trained first aider will be available. All accidents including near misses must be reported to the office.

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Security

Please report to the reception on arrival and departure, whenever you and your team arrive on site or leave. Please do not go into areas where you have no reason to be. Please sign the visitors book and a visitor badge will be given to you and it must be worn at all times. Visitors must be provided with this leaflet and signing in also confirms receipt of it. Please read the contents of this carefully so you are familiar with our health and safety and safeguarding arrangement. When you leave please sign out and return the badge.

Risk Assessment

Please refer to our hazardous identification plans and this information and relevant risk assessments which highlight the main hazards which may be relevant to you.

It is expected you will have regard to these and work safely and advise others if necessary.

Please remember the safety of children, staff and visitors is paramount at all times.

Equipment and Materials (including hazardous substances)

Please ensure machinery, materials and equipment are not left where others, including children, can access it. Please ensure you control and store your machinery and equipment at all times.

Fire Safety

On hearing the fire alarm (a continuous ringing) you must leave the building via the nearest exit and go to the assembly point on the playground/field depending on which side of the building you are working.

If you have a disability and feel you may need assistance during an evacuation of the building, please advise office staff on your arrival so we can make arrangements.

Should an incident (fire or otherwise) occur and children and adults need to evacuate the site, contractors will be given instructions by the Fire Safety Officer (headteacher).

Location of fire assembly points, fire extinguishers and exit routes

Please see the office staff for a plan showing the location of fire assembly points, fire extinguishers and exit routes.