

Filey Junior School



3.07 CONTRACTORS ON SITE POLICY

Date this version of policy adopted by Governing Body: January 2019

Signed Headteacher:

Signed Chair of Governors:

Notes to Contractors

Welcome to Filey Junior School we hope the following information is of use to contractors, if you have any suggestions as to how we can improve these details please let us know before you leave and we will endeavour to accommodate.

<u>Registration</u>	Upon arrival, please sign the visitors book and ask for a visitor / contractor badge. Please ensure this is clearly displayed at all times when on the school grounds. When leaving the building, please ensure you sign out and return badges to the reception. If you do not have a current DBS / CRB certificate with you, you must not work in the vicinity of children unless supervised by a member of staff.
<u>Fire Alarm</u>	If the fire alarm sounds please stop immediately , power down any tools, and leave by the nearest fire exit. Make your way to the Fire Assembly Point (playground nearest the field). Please assemble there with the staff and children so that you can be accounted for. <u>Do not</u> re enter the building at all unless the Headteacher tells you it is safe to do so.
<u>Asbestos</u>	<u>This building contains ASBESTOS.</u> Please ensure before you have started any work that you have seen and signed the Asbestos Register and the relevant Contractors Registration and Permit to Work.
<u>Toilet Facilities</u>	Toilet facilities are located along the main corridor. Please DO NOT use the pupil toilets. Ask a member of staff if you need directions.

<u>First Aid</u>	Basic First Aid facilities are available from the office or the main building corridor sick bay (plasters, plastic gloves etc). If a serious accident occurs, please contact the nearest member of staff to telephone for an ambulance (press 9 for an outside line). Report your actions to a member of staff and, if available, the Headteacher. We will endeavour to assist you where practically possible.
<u>Traffic Management</u>	Please ensure you have parked your vehicle in the school car park without blocking any other vehicles. If the car park is full, please park sensibly on the road outside the school avoiding the yellow lines. If for any reason you need to drive your vehicle closer to the school building, please check with a member of staff before doing so and ensure that you drive slowly and with due care and attention for anyone on the property. Please do not move your vehicle at all during the following times: 8.35 – 9am 10.40 – 11am 11.55 – 1pm 2.15 – 2.30pm 3.15 – 3.45pm School buses park outside school between 8.40am and 9am and 3.05pm and 3.30pm daily.
<u>Supervision of Tools and Materials</u>	Please do not leave any tools/materials lying about unsupervised at all at any time during the day. The times below are indications of when children and adults will be present outside the school building and all tools/materials must be secured during these times. We respectfully request that you take your break times at the same time as children and staff as this will help to alleviate the problem.
<u>Smoking</u>	Smoking is NOT permitted anywhere within the school building or site, including the playground, field and car park.

Thank you for your cooperation in helping to keep our school as a safe and secure environment for everyone.

I confirm that I have read, understood and agree to uphold the above requests.

Signed.....

Date.....