

Site Safety Guidelines Westfield Primary School

All school employees are responsible for briefing their visitors on site safety and signing the accompanying form.

Supervision on Site

- All visitors should report to reception and be signed in on arrival. On departure they will need to sign out and return the identification badge and lanyard.
- Identification badges on lanyards will be worn at all times.
- A responsible school employee will supervise all visitors who are not employees, at all times.
- Visitors and Contractors are not permitted to carry out work on site unless it has been authorised beforehand.

Fire Precautions

- The school operates a no smoking policy. Smoking is not permitted anywhere on the site.
- No source of ignition should be brought into school where flammable materials are stored (boiler room, Site Manager's room).
- Visitors must notify the office if they have anything with them that could cause ignition of flammable materials.

Fire Evacuation Procedures

- If you discover a fire raise the alarm immediately by activating the nearest breakglass and follow the evacuation plans located around school.
- If the fire is small and you can tackle it without risk, fire extinguishers can be freely used.
- On hearing the fire alarm evacuate the building by the nearest exit. Do not collect belongings but do help anyone who may be delayed or injured.
- Wait in the playground near the wooded area. Do not reenter the building unless the all clear is given by a Fire Marshall.

Personal Protection

- Footwear with hard toecaps must be worn in all areas where building/maintenance work is being carried out.
- Contractors should provide their own safety equipment and footwear, particularly where eye or hearing protection is required.
- Ties or other loose clothing should not be worn where they could be caught in machinery.

Accidents

- All accidents occurring on school grounds must be reported immediately to the Headteacher, written on the Accident Pad in the Headteacher's Office and then logged on the Halton online system.
- Record all potential issues in the book in the Headteacher's Office and notify a member of the Senior Leadership Team. This way potential accidents/equipment failure can be avoided.

First Aid

- There are four First Aiders in school who are fully trained. All other staff have had emergency First Aid training.
- In the event of an accident, First Aid will be provided and Record Slips should be filled in and given to pupils to take home. Parents/Carers will be contacted where it is felt a pupil requires treatment from a Doctor or hospital.
- Medication prescribed by a Doctor will be locked in the secure cabinet in the Medical Room. Medication that requires keeping cold will be stored in the Blue Room fridge.

Environmental

- All chemicals and substances brought onto site must be declared.
- Chemicals and substances will not be tipped down drains or toilets unless authorisation has been given.
- Disposal of sanitary items, dressings and other similar substances will be through the bins provided.
- On discovering substances on site in the yard or field Environmental Health will be contacted and advice sought about the most suitable form of retrieval and disposal.

Alcohol and Drugs

- The use of either is not permitted on school premises. Where controlled drugs are found on site they will be locked in the secure box in the Medical Room and advice sought from the Local Authority on disposal.

I understand the above and agree to abide by the instructions/information given.

Name:

Signature:

Date and time:

Briefed by:

Westfield Primary School
Maintenance Work Form

Date:

Location of Repair:

Target Date for work completion:

Safety Issue:

Details of Work Requested:

Completion Details/Comments:

Date Completed:

Signed Off By:

