

- 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 Site Manager must be consulted where any of the following work is intended to be carried out:

- Hot Work. (Ensure authorised isolation of fire alarm system in the immediate area and that other suitable fire precautions are in place.)
- 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 or Head teacher for advice.

#### Accidents and First Aid

Report all incidents, accidents, near misses and hazards to the Site Manager or Head teacher. For First Aid, go to the school office and a First Aider will be notified.

#### General

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

#### Telephone

A telephone for emergency use can be found in the school office.

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### Orgill Primary School

Southey Avenue  
Orgill  
Egremont  
Cumbria  
CA22 2HH

Phone: 01946 820234

Email: [headteacher@orgill.cumbria.sch.uk](mailto:headteacher@orgill.cumbria.sch.uk)

Website: [www.orgill.cumbria.sch.uk](http://www.orgill.cumbria.sch.uk)

Headteacher: Mrs Julie Irving

Issue 1: May 2018

Circulation: All contractors/visitors

## Information and Guidance for Visitors and Contractors

All visitors are required to report their arrival and departure to a member of school staff.

If you have any physical/medical condition which may prevent you from safely leaving the building unassisted during an emergency evacuation, please inform a member of staff upon entry to the building.

## Welcome to Orgill Primary School

We aim to provide a safe, secure and healthy environment for everyone in our school and this includes visitors. By following these guidelines you will be helping to ensure your own health and safety and that of our staff, pupils and other visitors.

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

### General Site Restrictions

Contractors should be aware of the importance of ensuring that all work undertaken is executed with the minimum amount of disruption to the school. Safety and education of our pupils is paramount at all times.

**Signing in and out...** on arrival, report to the school office where you will be asked to sign in and given a visitor's sticker. By signing, you are confirming that you have received, read and understood this leaflet.

**NO smoking...** anywhere on the school site, including the carpark.

**NO alcohol...** to be brought onto any part of the school site.

**NO swearing...** do not use rude, foul or offensive language.

**Eating and drinking...** food and drink is not to be consumed within work areas. Please note that we are a nut free school.

**Toilets...** staff toilets may be used by visitors. Do not use children's toilets under any circumstances.

**NO mobile phones...** mobile phones should be handed into the office or left in your vehicle. If it is necessary for you to be contacted during your time in school, please use the school number and inform a member of staff.

**NO taking photographs...** under no circumstances should photos or videos be taken of staff, pupils, parents or other visitors to the school.

**Music...** please keep noise to a minimum. Music and other media-playing devices are prohibited during the school working day.

**Car parking...** we cannot guarantee the availability of parking facilities. Please do not park on the yellow road markings or where you will be blocking in a member of staff.

**Clothing...** dress appropriately at all times. Do not remove tops even in hot weather.

### 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:

- Wear your visitors' badge at all times.
- Remember your designated working area and the name of the contract you are working on.
- Provide adequate notice of out of hours work.
- Make yourself aware of all fire safety, site evacuation and First Aid procedures.

#### Please DO NOT:

- Be in contact with children without staff supervision.
- Leave the building for temporary periods without signing out.
- Wander outside your designated work area.
- Leave unattended packages in the building.
- Leave plant and/or materials insecure at the end of a working shift.

### Disclosure and Barring Service (DBS) Clearance

**If you are a contractor, you must have an up-to-date DBS clearance to work in school during the school day.** If you do not have DBS clearance, please inform the head teacher, Julie Irving, immediately. **Do NOT begin work.**

### Fire and Emergency Procedures

#### Fire alarm and firefighting equipment:

- In the event of a fire, the fire alarm will sound.
- Do not remove or obstruct fire exits, extinguishing equipment or other emergency equipment.

#### 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 unless you are qualified to do so.
- 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 school 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.

### Health and Safety

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.
- Do not allow rubbish to accumulate.
- Report any findings to the Site Manager or Head teacher.

#### 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.

