

INDUCTION to SITE for any Visitors



The Danesgate Community School

We hope the following information is of use to visitors and 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.

Fire Alarm

If the fire alarm sounds please stop immediately, power down any tools, and leave by the nearest fire exit. The assembly point is across the main car park on the grass. Please assemble there with the staff and children so that you can be accounted for. Do not re-enter the building at all unless a member of staff tells you it is safe to do so.

Asbestos

This building may contain ASBESTOS. Please ensure before you have started any work that you have seen and signed the Asbestos Management Survey.

Legionella

Systems are in place for the management of legionella on these premises.

Toilet Facilities

Toilet facilities are located on all main corridors, please ask for directions. Under no circumstances must children's toilets be used.

First Aid

Basic First Aid facilities are available (plasters, plastic gloves etc.). If a serious first aid event occurs, please telephone for an ambulance then report your actions to a member of staff. We will endeavour to assist you were practically possible.

Traffic Management

Please ensure you have parked your vehicle in the car park without blocking any other vehicles and leave your vehicles details when signing in at main reception. If the car park is full, please park sensibly on the road outside avoiding the yellow lines.

If any reason you need to drive your vehicle closer to the 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 note there will be busy times when school mini buses and taxis are in and around the car park.

Supervision of Tools and Equipment

Completion of Authorisation to Work on Site (ATWS) Form is required before any work commences.

Please do not leave any tools/ materials lying about unsupervised at any time during the day. You will need to provide your own equipment including ladders.

Security

All visitors/contractors must sign in and out at main reception.

All visitors/contractors must at all times wear visitors' badges issued at reception.

No photography is allowed unless with the permission of the responsible person on site.

All tools/materials must be secured at all times.

Smoking

This is a non-smoking site and smoking is prohibited.

Environment

These premises are committed to protecting and preserving the environment. You are expected to remove all waste materials and debris generated from your work from our site.

Please ensure that there is no spillage of any material from any vehicles in your control. All spillages must be reported to main reception or caretaker.

Times

Where ever possible jobs and repairs should be carried out before or after learners are on site. Please liaise with office and caretaker for arranging work to be carried out.

Thank you for your co-operation in helping to maintain our site as a safe and secure environment for everyone. This information accompanies ATWS Form.