



## INDUCTION to SITE FORM

### Crakehall Primary 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.

#### Security and Safeguarding

All visitors and contractors must sign in and out at the school office using the visitors' book. All visitors and contractors must at all times wear visitors' badges issued by the office. We respectfully request that all visitors do not use mobile phones, smartphones, cameras, or any other recording devices unless with the permission of the responsible person on site to ensure that we safeguard our children. If you have any concerns whilst on site, please alert Mrs Marino head of School (DSL) or Miss Burnside (DDSL). Our Governor with responsibility for safeguarding is Alison Whittaker.

#### 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 on the playground, Top School or The Green if using the School House building. 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.

#### Lockdown

In the event of school needing to go into lockdown, you will hear a prolonged whistle, airhorn or a phone call. All children/staff/visitors to be brought into a classroom and kept safe until a Mrs Fryatt in the office or a member of the leadership team inform you that lockdown has ended. Please do not use the school telephone during this time to ensure the lines stay free.

#### First Aid

All accidents (including yourself) must be reported to a member of staff. Basic First Aid facilities are available in the disabled toilet, along with a sign naming our trained first aiders. These are located in the Top School and disabled toilet in the School House (plasters, plastic gloves etc.). If the toilets are in use, there are spare first aid kits in the staff room and reception. 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 where practically possible.

#### Toilet Facilities

Toilet facilities are located in the School House or the staff room in the Top School, please ask for directions. Under no circumstances must children's toilets be used.

#### 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.

## Traffic Management

Please ensure you have parked your vehicle sensibly around The Green without blocking any other vehicles or driveways. If the Green is full, please park sensibly on the road outside avoiding any 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 do not move your vehicle at all during the times listed at the end of this document.

Please note the school minibus is in and around school entrance between 8.40am and 9.00am and 15.10 and 15.30 daily, thus blocking access outside the school.

## 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. The times below are indications of when children and adults will be present outside the building and all tools/materials must be secured during these times. You will need to provide your own equipment including ladders and step ladders.

We respectfully request that you take your break times at the same time as children and staff.

## 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 the office.

## Times

Start	08.45am
Morning Break	10.30am - 10.45am
Lunch	12.00pm - 13.00pm
Ends	15:20pm

**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.**