Liability Insurance

Please provide the school with copies of your liability insurance prior to commencing the specified work.

Vehicles

Please do not access, bring or move vehicles on the site between 8.25am—9am and 3pm—3.30pm.

No Smoking

The school is a no smoking site and this includes all grounds and the area immediately outside the school gates.

Radios

Please do not play any radios during the school day as this will disturb the children's learning.

Lunchbreaks

If you take coffee or lunch breaks whilst working on our site, please do not leave your equipment unsupervised as this might present a hazard to children or other adults.

If you leave the area of your work to have coffee or lunch break, please ensure the area you are working in is secure and does not present a hazard to others.

Principal

Ms Fiona Perkins

Assistant Principal Ms Sarah Powell

Assistant Principal Mr Roger Lyon

THANK YOU FOR TAKING THE TIME TO READ THIS LEAFLET.

St Blasius Shanklin C of E Primary Academy

Albert Road, Shanklin, IOW PO37 7LY

Phone: 01983 862444

Email: admin@stblasiusacademy.iow.sch.uk

Parent Pamphlet

Portsmouth and Winchester Diocesan Academies Trust

Contractors on the Academy Site

St Blasius Shanklin C of E Primary Academy

2017 - 2019

WELCOME TO

ST BLASIUS SHANKLIN CHURCH of ENGLAND PRIMARY ACADEMY

We welcome all contractors to our school and thank you for the work you will carry out on our school premises and grounds.

Health and Safety

Throughout your visit to our site, we wish to maintain your safe use and access to our site and on arrival, we ask you to report immediately to the school office.

The school office staff will ensure that a nominated member of staff such as the Caretaker or Vice Principal, will clarify the required work and escort you to the area you will based.

On every occasion you access our site you will be required to 'sign in' and wear a Visitors Badge which we ask you to return to the school office and to sign out when you leave the site.

Personal Comfort

All visitors and contractors are asked to use the toilets opposite the school office If you become unwell or have an accident on the school site, please go to the school office where a qualified first aider will assist you.

Emergency Evacuation

If you discover a fire:

- Proceed to the nearest fire call point and activate the fire alarm.
- Evacuate the building by the nearest fire exit.
- Wait on the school field and the fire officers will advise and support you.

If you hear the alarm:

- Please leave the building immediately.
- Proceed to the assembly point on the school playing field where the fire officer will advise you.

Asbestos Register

Before completing any building related work, please ensure that your senior line manager has checked the schools' Asbestos Register as your health and safety is important to us.

Child Protection

All visitors and contractors are required to have the appropriate police checks (CRB's) in place before commencing work on our site during term time.

Please show your relevant documentation to the office staff at your first visit to the school site. Failure to do so will halt any planned work.

Risk Assessments

Please ensure that, prior to any commencement of work on the school site, you have submitted detailed copies of the Risk Assessment relevant to the specified work.

A member of the Senior Management Team will meet you to discuss the control measures you will put in place in order to maintain the safety of all children and adults on the school site.