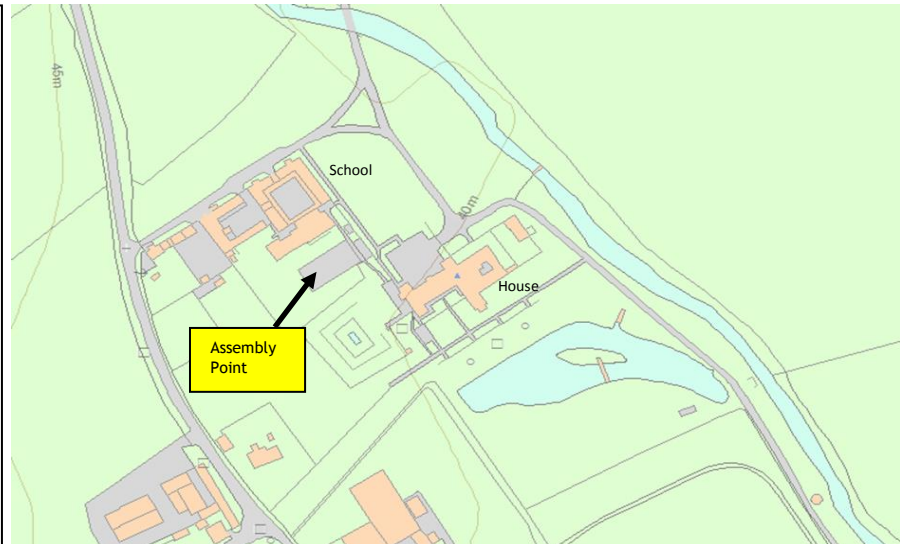


## Induction to site information leaflet

Welcome to Welburn Hall School. We hope the following information is of use to contractors, and if you have any suggestions as to how we can improve these details please let us know before you leave.

### Fire Alarm

If the fire alarm sounds (continuous ringing) please stop immediately, power down any tools, and leave by the nearest fire exit. The assembly point is on the tennis court between the School and the House. Please assemble there with the staff and students so that you can be accounted for. Do not re-enter any building until the designated person tells you it is safe to do so.



### Asbestos

This building contains ASBESTOS. Before you start any work you must ensure that you have seen the Asbestos Register and signed the Authorisation to Work on Site form.

### Legionella

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

### Safeguarding

It is essential that keep everyone safe on our site and we promote safe working practices. You must read and follow the guidance in our leaflet "Safeguarding Children and Young People: Guidance for adults visiting or working at our school".

### Toilet Facilities

Please ask staff for directions to toilets that you may use. Under no circumstances must you use toilets when students are present.

### First Aid

Basic First Aid kits (plasters, plastic gloves etc) are available across the site. Please ask the Site Manager or Reception to contact a First Aider.

If a serious first aid need occurs, please go straight to Reception and ask for an ambulance to be called and a First Aider. Then report your actions to the Site Manager and, if available, the Headteacher. We will endeavour to assist you wherever practically possible.

## Traffic Management

Please ensure you have parked your vehicle in a school car park without blocking any other vehicles.

If you need to park your vehicle closer to any school building, please check with the Site Manager before doing so and ensure that you drive slowly and with due care and attention for everyone on the property.

Please do not move your vehicle at all during 08:45-09:10 or 15:20-15:45 whilst taxis and school buses are unloading and loading students.

## Supervision of tools and equipment

You must complete an Authorisation To Work On Site (ATWS) Form before commencing any work.

Please do not leave any tools/materials lying around unsupervised at any time. This is a residential school and children, young people and adults will be present on site from 08:00 Monday morning to 17:00 Friday evening. You will need to provide your own equipment including ladders.

## Security

All contractors must sign in and out at the school office. All contractors must wear a visitor badge and red lanyard issued by Reception whilst walking around the site. The red lanyard maybe removed if it presents a health & safety hazard whilst physically carrying out work.

Photographs may only be taken for work purposes in the presence of Site Management staff. Care must be taken to ensure that no students or staff appear in any photograph.

## Smoking

This is a non-smoking site and smoking anywhere within the buildings or grounds is prohibited.

## Environment

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

Please ensure that there is no spillage of any material from any vehicles in your control. However, if a spillage occurs, it must be reported immediately to the Site Manager.

## School Day

Start 08.50am

Morning Break 10.15 - 10.30

Lunch 12.00 - 13.00

Afternoon Break 14.10 - 14.30

School Ends 15.30

Thank you for your co-operation in helping to maintain Welburn Hall School as a safe and secure environment for everyone

This information leaflet accompanies ATWS Form

Date adopted by School Governing Body: (based on NYCC model leaflet)	24 <sup>th</sup> May 2017
Signed: Chair of Governors	M Garrod