

Keeping Who Safe?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building, or visiting as part of the school's wider community.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. This is whether you are directly employed by the school or working as a contractor or sub-contractor.

We must take steps to keep **ourselves** safe.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

To keep yourself safe from possible allegations, please follow this advice:

Don't...

- X** Instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit.

- X** Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then please report it immediately to your Line Manager or to someone in the School Office.

- X** Give any personal information to any pupil, for example your name, address, telephone or mobile number or email address,

X Accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone number, mobile number or email address.

X Accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to your Line Manager or someone in the School Office.

X Use student toilets. If you are unsure of the location of the Gents/Ladies toilets please ask a member of staff.

Do...

- ✓ Be aware that verbal interaction with pupils may be interpreted by them as offensive or harassment. Even if this was not your intention.

- ✓ Report any unacceptable behaviour from a pupil.

- ✓ Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

**PLEASE FOLLOW THE ADVICE IN THIS
LEAFLET AND KEEP YOURSELF AND
OTHERS SAFE!**

GREAT BADDOW HIGH SCHOOL

Headteacher: Mr P Farmer



Important Information on Safety, Security and Visitor Care

A guide for Visitors and
Contractors to
Great Baddow High School

Duffield Road
Chelmsford
Essex CM2 9RZ

Email: admin@gbhs.co.uk
Website: www.gbhs.co.uk

Arrival/Departure

Welcome to Great Baddow High School.

In the interests of security we ask all visitors and contactors to wear a security pass at all times whilst they are at the school. Please ensure you collect one of them from reception and display it clearly until you leave. Please return the pass to reception on departure.

Security

A member of staff or authorised guide must accompany you around the site. Should you become separated from your host please ask a member of staff to escort you to reception.

No Smoking

Please help us to maintain a healthy environment by refraining from smoking in the school buildings and grounds.

Health and Safety

All visitors and contractors on the school site must comply with our Health and Safety arrangements. You may view our policy and codes of practice on request.

- **Incidents/Accidents and near misses:**
 - * In an emergency situation, dial 0 giving details of incident and location.
 - * All accidents and near misses must be reported to the Site Manager or his Deputy.

First Aid:

If you become unwell during your visit, or need first aid, please report to Reception (dial 0).

Fire:

- **If you discover a fire:**
 - * Raise the alarm at the nearest call point.
 - * Do not attempt to tackle the fire.
 - * Ask a member of staff to direct you to the assembly point on the rear playground.
- **If you hear the alarm:**
 - * Evacuate the building by the **nearest available exit**, closing all doors and windows.
 - * Your host will direct you to the assembly point on the rear playground where you should report to the school receptionist.

Contractor Instructions

No work may be carried out on the school site without the permission of the Site Manager or his Deputy.

- All substances brought on site that are subject to the COSHH assessment must be accompanied by Safety Data sheets and up to date and appropriate assessments. All equipment brought on site must be safe to use and accompanied by appropriate and in date test certificates.
- All contractors must have £5million Public Liability Insurance.
- All contractors must comply with the Health and Safety Act 1974 and all relevant HSE regulations and guidance.
- Hot Work: if you use tools or equipment that create heat or sparks - welders, disk cutters, blowlamps, heaters and the like, you must inform and get permission from the Site Manager or Health and Safety Officer before starting work. You will be required to:
 - nominate a responsible worker;
 - have a fire extinguisher at point of use;
 - check the surrounding area for combustible material - remove or protect;
 - only use equipment in accordance with manufacturer's instructions in a competent manner;
 - keep bitumen heaters in the open and located on non-combustible material.

Asbestos:

Asbestos is present in the school in various forms.

Anyone who is likely to disturb or pierce the fabric of any building must check the area of the work against the Asbestos Register and sign it accordingly.

Anyone who damages the fabric of any building, or who discovers such damage, must report it immediately to the Site Manager or his Deputy.

The Site Office holds an Asbestos Register showing in detail all identified areas.