



Working on site

Contractors must

- Take care not to endanger yourself, your colleagues or others affected by your work.
- Comply with the Health and Safety at Work act and other Health and safety obligations.
- Report all accidents, incidents or dangerous occurrences.
- Ensure good housekeeping and maintain a clean and safe working environment.
- Be aware of and act in accordance with Stanground St Johns emergency procedures.

Risk Assessment

Section 2 of the Health and Safety at Work Act 1974 requires a 'suitable and sufficient' risk assessment to be prepared for all work activities. Stanground St Johns expects all contractors to have risk assessments and method statements for all activities on Stanground St Johns premises



**Stanground St
Johns CE
Primary**

**Stanground St
Johns is
committed to
providing a safe
environment
for all of our
staff, students,
contractors and
visitors**

Aspire, Empower, Excel



**Health and Safety
Equality
Safeguarding and
child protection**

**Guidance for
Visitors
September 2016**



The academy's responsibilities

We have a duty of care to ensure the health, safety and wellbeing of;

Our staff and students
Other people working on our site including contractors
Visitors to our site

Fire evacuation procedures

All visitors and contractors must familiarize themselves with the Stanground St Johns evacuation procedures. You should ensure you know the evacuation routes and emergency exits in the area you will be using. Fire notifications are displayed in every room and work area.

Reporting of accidents and first aid.

All accidents and injuries that occur on Stanground St Johns premises must be reported to the Office and referred to our First aider who will complete an accident report form on behalf of the injured person. This will ensure the appropriate treatment can be provided and actions can be taken to prevent similar incidents re-occurring. Stanground St Johns is committed to preventing accidents. All visitors/contractors are encouraged to report near misses as soon as they are identified.



Child Protection

Stanground St Johns is committed to safeguarding and promoting the welfare of the children in our school. We expect all staff, visitors and contractors to share the same commitment.

Irrespective of your association with the academy, we request that you abide by our policies and procedures which are in place to keep everybody safe.

If any time during your visit to the academy you have any concern about the safety of a student you encounter, you should report this to the designated Child Protection officer immediately.

Please report anything that causes you concern no matter how minor it may seem

Designated Child Protection Officers are:

Mrs. Sally Williams—Head teacher

Mrs. Leila Nightingale—Wellbeing

Prevent Lead

Mrs. Sally Williams



Child Protection Continued

Visitors and contractors should report in to reception and will be asked to sign in. You will be issued with a visitors badge which must be displayed at all times. You will then be collected from reception by a member of the academy staff. For your information Stanground St Johns is protected by CCTV.

Equality

It is important that all visitors and contractors understand that the academy will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, race, nationality, religious belief, ethnicity or disability, or extremism. If at any time during your visit to Stanground St Johns you have concerns about an issue regarding prejudice or discrimination, please report this to a member of the senior leadership team immediately