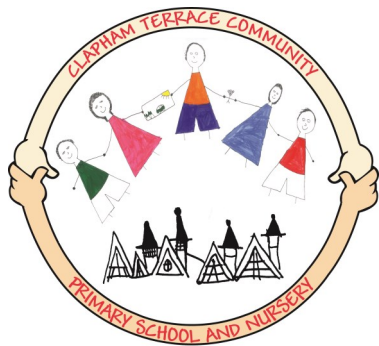


Thank you for co-operation to ensure your safety during your visit. Should you identify any shortcomings in our arrangements for health and safety, please bring this to the attention of our member of staff



School Information

For the safety of our pupils, parents and the staff, the school gates are open at 8:30am and locked at 9:10am

They will re-open at 3:03 and be locked at 3:30pm



Health and Safety Information for Visitors and Contractors.



*Clapham Terrace
Primary School*



Personal Security

Every visitor is asked to sign in and out using our visitors sheet which is located in the main entrance. A badge or a sticker will be given to you which you must wear at all times. Please keep valuables with you at all times.

If you do leave the building, please exit through the reception, informing reception as you go.

Accident reporting

All accidents, near misses or other incidents must be reported to the office staff as soon as possible.

Smoking

Clapham Terrace is a non-smoking site and therefore smoking is **NOT** allowed on site.

Fire Precautions

In the event of a continuous alarm sounding at any time, everyone must leave the building immediately using the nearest fire ext.

Please make your way to the large playground or outside the main entrance of the school. Please then wait to be accounted for.

First Aid

In the event of injury or ill-health, please contact a member of staff who will enlist a trained person to help you.

Could you please let us know of any medical conditions or allergies. Please note that the school is a NUT FREE zone.

Work Equipment

All contractors coming on site must report to the school office before commencing work.

Contractors must supply their own equipment. All electrical equipment brought onto site must comply with the current legislation, and have been tested in line with Electricity at Work Regulations 1989.

Asbestos

Contractors should sign to say they have received relevant asbestos information before commencing any work. This is located electronically on the WCC ATLAS system.

WARNING

The corridor going out to the KS1 playground is known to have asbestos. Therefore, DO NOT undertake any work which will pierce the fabric of the building.

COSHH

If you are bringing in materials or liquids onto site, make sure they have the relevant safety data.

**HEALTH AND
SAFETY**