

Brookhill Leys Primary School

Welcome to our building, it is important that you and other building users stay safe during your visit. To help us ensure everyone stays safe, can you please read and familiarise yourself with the contents of this form and complete all relevant sections.

Your name:		
Company name, address and telephone number		
Name of site contact:	Miss Deborah Willis – Site Manager	
Area and nature of work:		
Date:	Time:	Duration of work:
Hazards associated with this work:		
<p>Work at heights <input type="checkbox"/> Work near fragile surfaces <input type="checkbox"/> Falling objects <input type="checkbox"/> Asbestos <input type="checkbox"/> Work on electrical or gas systems <input type="checkbox"/> Mobile plant / large vehicles <input type="checkbox"/> Lifting equipment <input type="checkbox"/> Access to confined spaces <input type="checkbox"/> Hot work (e.g. welding) <input type="checkbox"/> Toxic, harmful or corrosive substances <input type="checkbox"/> Significant amounts of dust <input type="checkbox"/> Significant noise levels <input type="checkbox"/> None of the above <input type="checkbox"/> Other (specify)</p>		

Exchange of Information		
I have read the Contractors Notice:	Yes / No	Date
I have read the evacuation procedures:	Yes / No	Date
For your safety we will advise you of any site specific hazards – please speak to the Site Manager		
All contractors or persons carrying out works within the building are obliged to produce suitable and sufficient risk assessments and method statements for the work they are to carry out, these must be checked and authorisation to proceed must be given prior to any work commencing. Do not commence any works until the section below is completed and signed by the <u>Responsible Person</u>		

In the Event of an Accident/Incident		
In the case of an accident/Incident on site please report to the School Office and complete necessary incident report form (SR3/5).		
Asbestos on Site		
I have seen the asbestos register	Yes / No	Date
Name of Responsible Person:		
Contractor risk assessments:	Received / Not received / Not applicable	(delete as appropriate)
Contractor method statement:	Received / Not received / Not applicable	(delete as appropriate)
Permits to work required:	Yes / No / Not applicable	(delete as appropriate)
Signature of Contractor:	Date:	
Authorisation Signature for work to proceed:	Date:	
Work Completed Signature:	Date:	

