



# Contractors Notice - Please Read

Please provide the office with your current CRB information when you sign in -  
Thank you

1. Fire/Evacuation Procedures (please see attached red card)
2. Your Fire Assembly Point is: **The School Field** - please follow site staff instructions
3. First Aider on Site is : **Liz Eyre** - please contact any member of staff for immediate help
4. All visitors must sign in and out
5. Visitor badges must be worn at all times
6. Visitors issued with a **RED** visitors badge must be accompanied in school at all times
7. Any accidents must be reported to the School Office
8. We DO have asbestos in school. A report to verify the location of asbestos is available from the Site Manager.
9. Please complete Site Induction Form
10. Please could you leave your Risk Assessment, for the work to be undertaken, with the Office Staff or Site Manager.
11. Site Rules:
  - Children's toilets must not be used by visiting adults - Adult facilities will be shown to you
  - Vehicle Parking - No Vehicle movement on site when children are outside
  - All tools must be kept securely and never left where they can be accessed by the children
  - Waste must be disposed of in accordance with the school/Notts CC regulations (please ask the Site Manager for advice)
  - If appropriate please complete the 'hot-working' permit

## Health & Safety Notice

A member of our school community has an acute Latex Allergy. No Latex products are to be bought into school, erasers, balloons, elastic bands, etc. If you are unsure then please speak to the school office.