



## Visitor Policy

<b>Written By</b>	<b>Senior Staff, Site manager, School Office team</b>
<b>Frequency of Review</b>	<b>4 years</b>
<b>Date reviewed and approved by Governing Body</b>	<b>October 2020</b>
<b>Date of next review</b>	<b>October 2024</b>
<b>Display on Website</b>	✓
<b>Purpose</b>	The School ensures that there are clear protocols and procedures to keep staff, children, visitors and all other stakeholders safe.
<b>Consultation</b>	<b>Governors</b> ✓
	<b>Parents</b> x
	<b>Pupils</b> x
	<b>Staff</b> ✓
<b>Links with other policies</b>	See section 1.2 for list of linked policies

### Important coronavirus (COVID-19) update

We have added [Appendix 1](#) to this policy, which provides details on managing visitors to the school premises during the coronavirus (COVID-19) pandemic.

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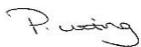
## Statement of intent

This policy is designed to outline Burlington Junior School's procedures regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Signed by:



Headteacher

October 2020

Date:

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## **1. Legal framework**

- 1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:
  - The Health and Safety at Work etc. Act 1974
  - DfE (2020) 'Keeping children safe in education'
  - The Childcare Act 2006
  - Education Act 1996
- 1.2. This policy operates in conjunction with the following school policies:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - DBS Policy
  - Contractors Policy
  - Volunteer Policy
  - First Aid Policy

## **2. Authorisation**

- 2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 0208 9422687.
- 2.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to, where applicable, on the school diary once confirmed.
- 2.3. The school office will be contacted about a proposed visitation at least two days in advance. Confirmation will be given once the relevant staff member has confirmed they are available at that date and time.
- 2.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office so they can prepare for the visit and put the visit in the diary.
- 2.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff.
- 2.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 4.

## **3. Safeguarding**

- 3.1. The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
  - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
  - Regularly driving a vehicle only for children.
  - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
  - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
  - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 3.3. DBS checks will be undertaken in accordance with the DBS Policy.
- 3.4. The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 3.6. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## **4. Visiting procedures**

- 4.1. All visitors to the school, including parents, will comply with the following procedure:
- Immediately report to the school reception area on arrival
  - Provide their details to the school office staff on the Inventory system, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
  - Display ID sticker provided at all times while on school property
  - Sign-out using Inventory
- 4.2. Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.
- 4.3. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **5. Exceptions**

- 5.1. Visits to the school by contractors are governed by our Contractors Code of Conduct (appendix 5).
- 5.2. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.
- 5.3. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **6. Unidentified individuals**

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the school office where they can sign-in.
- 6.3. If a visitor cannot be identified, the Senior Leadership Team will be informed immediately.
- 6.4. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **7. Visitor conduct**

- 7.1. Visitors to the school will be required to act in accordance with the school's expectations regarding professionalism (see appendix 2) and other relevant school policies at all times.
- 7.2. The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 7.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **8. Monitoring and review**

- 8.1. This policy will be monitored and reviewed every 4 years basis by the headteacher.
- 8.2. The next scheduled review date for this policy is October 2024.
- 8.3. Amendments to the policy will be communicated to all relevant stakeholders.

# **Appendix 1 Visitors to the School Site During the Coronavirus (COVID-19) Pandemic**

## **Statement of intent**

Burlington Junior School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the school, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

## **1. Legal framework**

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
  - DfE (2020) 'Keeping children safe in education'
- 1.2. This appendix operates in conjunction with the following school policies:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - Coronavirus (COVID-19): Visitors in School on our Risk Assessment
  - Contractors Policy

## **2. Before visiting the school**

- 2.1. Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.
- 2.2. To mitigate mixing and visitors spending longer periods on the school grounds, all deliveries will be left outside the main entrance to the school. Signs will be displayed on the route into the school grounds asking delivery drivers to use the school intercom to notify the office of any deliveries.
- 2.3. People will request visitation rights by contacting the school office.
- 2.4. When requesting a visit to the school, people must state when they want to visit the school, for how long, and their purpose for visiting.
- 2.5. For testing and tracing purposes, visitors will be required to give their names and a contact number before visiting the school site.
- 2.6. Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.
- 2.7. The headteacher will review all visitation requests and reserves the right to reject requests if there is no legitimate reason to visit the school.
- 2.8. Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.

- 2.9. Once visitation requests are authorised by the headteacher, visitors will be sent a copy of the school's of this policy to understand the measures in place to protect themselves, staff members and pupils.
- 2.10. When they come on to the school grounds, visitors will be asked to sign a form declaring they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the relevant documents.
- 2.11. If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.

### **3. Infection control**

- 3.1. Visitors will adhere to the school's Covid risk assessment at all times.
- 3.2. Posters will be displayed around the school to remind visitors to practice good hand and respiratory hygiene.
- 3.3. Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the headteacher of this as soon as possible via telephone.
- 3.4. Where required, visitors will be designated their own toilets, washing areas and rest areas to minimise social mixing – these areas will be disinfected before and after use.
- 3.5. All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- 3.6. In the event there are multiple groups of visitors on the school grounds at the same time, the headteacher and Senior Leadership Team will ensure all parties can remain separate and properly adhere to infection control measures.
- 3.7. Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- 3.8. In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school - outside, and will go home as soon as possible.
- 3.9. Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.
- 3.10. Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.
- 3.11. Once tested, the visitor will notify the school of their results for the purposes of testing and tracing procedures.

### **4. Social distancing**

- 4.1. Visitors will adhere to social distancing at all times.

- 4.2. Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.
- 4.3. Upon arrival at the school, and where necessary, visitors will be given appropriate PPE to wear, e.g. gloves and a face mask.
- 4.4. The headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- 4.5. Where possible, meetings will be undertaken remotely to minimise the number of visitors on the school site.

## **5. Monitoring and review**

- 5.1. This appendix will be reviewed by the headteacher in response to any new government advice.
- 5.2. Updates to this policy will be communicated to all staff members by the headteacher.
- 5.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.

## Appendix 2 – Visitor protocol

To be shared with professionals ( EP SaLT Drama therapist)

- The number of visitors in school will be kept to an absolute minimum.
- Parents to be made aware that a visitor is meeting their child.
- Visitors must enter by the main school door or be met in the car park and then sign in / Track and Trace check in
- Entry via appointment only
- Hand sanitise on entry
- Wait to be escorted to room by a member of staff around the outside of the building
- Should use a face visor or mask
- To bring their own resources eg laptop etc
- To wipe down surfaces after use
- To use the toilet by the office only
- We will not be offering refreshments
- We will attempt to hold meetings in open spaces e.g hall
- Visitors must not go into any other parts of the school unless invited to do so, and only accompanied by a member of staff
- To inform school if they have COVID -19 and to self isolate
- School to inform visitor if the child they have been in contact with has COVID -19

### **Appendix 3 Visitor Professionalism - a guide for helpers working in the school**

**Due to the rapid changes in computer software and social media this area is constantly changing. Please make sure you are protected.**

Staff must not knowingly enter into correspondence with pupils via internet social networking sites. When using such sites themselves, staff should remember that they can be identified as employees of the school, and must respect the school's ethos and avoid bringing it or any individual employee or student into disrepute. Staff who use sites such as Facebook, Instagram, Snapchat, WhatsApp, Twitter, Viber etc. should ensure that maximum privacy settings are activated and must not accept current pupils or parents as 'friends'. Staff should not make any reference to school or children in the school (or relatives) on any social media site.

Any social media issues raised by parents involving a staff member (or potentially involving) will be investigated.

Visitors should not buy any gifts or rewards for children.

Don't put yourself into a difficult situation (where allegations may be made) by taking a child into a room, out of sight from others, with a door shut – particularly the upstairs rooms.

Visitors need to ensure that their rewards and sanctions match those in the same year group to maintain consistency.

#### **MOBILE TELEPHONES**

During COVID mobile telephones can be kept with you but with the sound off and out of sight.

Mobile phones should not be used (unless it is a break time) for shopping, checking personal e-mails or reading or checking social media.

Please do not take or make calls in the staffroom.

Children are not allowed to have mobile telephones in school – those who bring them to school need to place them into their class tray. They should not wander round the playground phoning, texting, taking photos or looking at their phone's content. The phone must be clearly named.

#### **ON ARRIVAL AT SCHOOL**

Please sign in and out at the school office. You will be given a printed sticker to wear. Helpers are requested not to use the staff car park.

Please put your phones away, they are not allowed in school when you are working with children. No photos must be taken at any time.

#### **IN THE CLASSROOM**

Please report to the class teacher and liaise closely with your link member of staff at all times. To avoid any possible embarrassment please remember the following:-

1. respect confidentiality and divulge nothing regarding pupils' progress to anyone other than the class teacher

2. children respond well to praise
3. try to arrive at the beginning of a teaching session so there is a minimum of disturbance to children's learning.
4. be careful with the language you use – what is acceptable in some homes may not be in others
5. be aware that no physical contact with children is allowed
6. maintain a professional approach at all times and do not allow children to be over-familiar (e.g. not allowing children to use your first name)
7. be very vigilant with regard to safety at all times and inform a member of staff if you have any concerns
8. if you require any special resources for your activity please ask the class teacher / teaching assistant who will arrange this
9. any cause for concern must be shared with the class teacher and if necessary any of the Designated Safeguarding Officers ( Head/Deputy/Asst Head teacher) .

### **DURING BREAKTIMES**

Parents will be offered tea/coffee etc. in the foyer. Please do not take hot drinks through the sliding double doors. Please do not go into the playground or use children's toilets.

### **SUPERVISION**

A basic requirement of anyone working in the school is the willingness to support the staff in their work with the children, therefore volunteers will be asked to help across the school where their assistance will be most valuable.

If difficulties should arise with an adult volunteer working in a particular class, the Senior Leadership team reserve the right to decide that her/his help would be more valuable in another class or area.

**Thank you very much for giving your time – your help really does make a difference to our children**

## **Appendix 4 Safeguarding and safety information for all visitors**

### **Keeping yourself safe**

- Whilst on site, you should always remain professional, especially if you are a volunteer, trainee or on work experience. Use of mobile phones is prohibited.
- Always be aware of how you speak to a pupil – they may interpret things like jokes or compliments differently. Avoid any physical contact and do not make racist, homophobic or sexualised comments around pupils.
- If your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open or you can be seen through windows so that you are visible to others.
- If a pupil touches or speaks to you inappropriately, you must tell the Head teacher and ensure you record the date and time of the incident.
- Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to the DSL immediately. Only trained staff should question a pupil.
- You must never share contact details with a pupil or arrange to meet them outside of school hours.
- Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.
- Taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.

### **Useful contacts**

The DSL is Mrs P Utting. If you have any questions or comments about the safeguarding of pupils, please contact her through the school office.

Burlington Junior School is committed to safeguarding and ensuring the welfare of all pupils and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information regarding our expectations of you whilst visiting us. If you have any further questions, please speak to any of the named contacts included on the reverse side of this leaflet.

### **Visitor procedures**

Here at Burlington Junior School, this policy details the procedures that must be adhered to.

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:

- Immediately report to the school reception area on arrival.

- Provide their details to the reception staff, including their name, purpose of the visit, name of the pupil the visit affects/staff member who arranged the visit.
- Sign in at the office.
- Display the ID badges provided at all times whilst on school property.
- Return ID badges to the school office before departure.
- Sign out upon departure.

All visitors can view the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures on our school website.

## **Types of harm**

The following is a list of possible forms of harm that young people can face:

Physical abuse – a child suffers physical harm or injury, e.g. bruises and cuts.

Emotional abuse – a child receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent for, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone.

Neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) – a child is subject to a form of sexual abuse where an individual or group takes advantage of, or manipulates, a child into sexual activity, in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents.

Peer-on-peer abuse – peer-on-peer abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour.

## **What should I do if I am concerned about a pupil?**

If you are worried about any of the following:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a pupil's behaviour

You must inform the school's designated safeguarding lead (DSL) which is the Head teacher, Deputy or Assistant Head teacher.

If a pupil discloses that they are being harmed you must:

- React calmly.

- Listen carefully.
- Not promise confidentiality; explain that you will need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.

Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you must immediately inform the Head teacher or, in their absence or if the concern regards them, the Deputy Head teacher.

# Contractor Management - Code of Conduct for Contractors on School Site(s)

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## 1.1 Introduction:

The code of conduct outlined in this document applies to all contractors and their employees working on school premises. This code is in place to protect you and those who might be affected by your work, such as our visitors, staff and pupils.

We expect all contractors to work safely and not put themselves, or anyone else at risk. You must always work in a safe manner, whether or not what you are doing is covered by the code of conduct below.

The school reserves the right to require the removal from the premises of any contractor who does not comply with the school requirements, or who put themselves, or others, at risk. The school similarly reserves the right to require the removal of any plant, equipment, or material, which, in the opinion of the school representative, is dangerous when used in the way intended by the contractor.

### **Guidance for the school:**

#### **Application of this Code of Conduct:**

This Code of Conduct covers the general safety standards you would expect from any contractors carrying out work on school site(s).

The code refers to the minimum safety standards that must be in place for some more high risk activities, but it is not intended as instructions for contractors on school site(s) and does not replace the requirement for the provision of risk assessments and method statements.

A copy of the code must be provided to the contractor company, to be read, signed & returned to the school prior to the commencement of any work.

## **6. Code of Conduct**

### 1.2 Site Information:

On arrival at our site you must report to the school office/ reception and sign in. You must also sign out when you leave.

If you are working on the site for the first time a school representative will explain any local requirements, this will include, the location of toilets & washing facilities, any site hazards you should be aware of, (such as the location of asbestos) and the site emergency arrangements.

### 1.3 Safety Signs:

All of our sites have clear safety signs, for example warning of hazardous materials, prohibited areas or no smoking. We expect you to follow any instructions on these signs.

### 1.4 Tidiness and Housekeeping:

We expect you to keep our site tidy and not to leave rubbish. You must not obstruct any fire exit routes or form a trip hazard.

### 1.5 Fire:

The local fire safety arrangements will have been explained to you on arrival/ at the commencement of the contract. You must ensure that you are aware of the nearest escape route from your work area, the location of the nearest call point and the outside assembly area.

If you start/discover a fire you must immediately raise the alarm at the nearest fire alarm call point. If the fire alarm sounds when you are working, you must stop work, leave the building if you are working inside, and go to the assembly point. You must not return to work unless you have been told it is safe to do so.

### 1.6 Asbestos:

The location of any asbestos in the area where you will be working will have been explained to you on arrival/ at the commencement of the contract. This will include giving you access to the school's Asbestos Management Plan. If you have any concerns regarding asbestos work cannot begin until your questions/concerns have been suitably answered.

You must not undertake any work which will disturb asbestos unless you work for a licensed asbestos contractor and this work has been agreed, in writing, prior to the commencement of work. If you come across any material which you think is asbestos, you must stop work and immediately inform the school office/ school representative, (whichever is quicker).

### 1.7 Smoking:

There is no smoking anywhere on the school site. This includes vaping or similar devices.

### 1.8 Electrical Equipment:

Any electrical equipment you bring with you must be in good working order and subject to regular inspection & maintenance. All portable electrical hand tools used on school premises, and any electrical equipment used out of doors by contractors, must be supplied

at a voltage of 110 volts CTE or lower. The contractor must provide the necessary transformers for supplying this equipment. Extension leads required for the work must be used on the reduced voltage side of the supply.

Where there are any concerns regarding the condition or safety of any electrical equipment brought onto site the school reserves the right to stop work and request evidence of, when the item was last tested and confirmation that it is in full working order.

## 1.9 Electrical Installation:

Only NICEIC qualified contractors are allowed to undertake any work to the fixed electrical system.

You must not carry out any work on our electrical installation unless this has been agreed as part of the work you are to undertake.

Work on live electrical equipment/ installation requires a Permit to Work, (see Permit to Work Section on page 4) and you will not undertake any work unless the correct permit has been issued.

## 1.10 Gas Safety:

You must not undertake any work on gas equipment unless you are a Gas Safe registered contractor for the type of work involved and have your Gas Safe Register identity card with you.

## 1.11 Work with Chemicals or Hazardous Materials:

Only chemicals and/ or hazardous materials that have been agreed beforehand can be brought onto site and must be accompanied by suitable Control of Substances Hazardous to Health assessments. They must not be left unsecured in areas accessible to students at any time.

## 1.12 Gas Cylinders:

You are only permitted to bring gas cylinders onto site if their use has been previously agreed and a safe place for storage has been identified. They must not be left unsecured in areas accessible to students at any time.

## 1.13 General Equipment:

It is expected that any equipment you bring with you onto site is in full working order. Should there be any concerns, the school reserves the right to stop work and request evidence of inspection & maintenance. This could include, records of regular servicing or, in the case of lifting equipment records of load testing and Thorough Examinations, (in line with the requirements of LOLER).

Where a licence is required to operate a piece of equipment, you/ your staff may be required to show this prior to the commencement of work.

No hazardous equipment can be left in areas accessible by students, unless suitably secured.

## 1.14

### Personal Protective Equipment:

You are expected to arrive on site with all required personal protective equipment, (PPE). Where you or your staff are found to be working without the correct PPE, work will be stopped and you/ your staff will be asked to leave site until you obtain/ provide the correct equipment.

Unless agreed previously, in writing, the school is not responsible for providing any personal protective equipment.

## 1.15

### Permit to Work:

The following work is prohibited unless a suitable permit has been issued:

- ❖ Hot work such as welding, flame cutting, the use of bitumen boilers blow lamps. or of hot air paint strippers.
- ❖ The use of cartridge operated tools.
- ❖ Work in confined spaces such as entering tanks, drains, manholes, sumps, chimneys, ducting, boilers, or compressed air receivers.
- ❖ Work in lift shafts or under the lift cage.
- ❖ Work on steam plant or pipework.
- ❖ Work with high pressure water jetting equipment.
- ❖ Digging trenches and excavations or drilling boreholes.
- ❖ Work on roofs or involving scaffolding, or mobile, or suspended access equipment (except where the roof has permanent access arrangements and fixed guard railing).
- ❖ Work near overhead cables.
- ❖ The use of mobile cranes.
- ❖ Work on live electrical equipment.
- ❖ Work on remotely isolated electrical equipment.
- ❖ The use of radioactive materials, explosives, lasers or radiation generators such as X ray machines.

If you are given a permit to work for any of the above, you must follow the instructions on it and return it to the permit issuer when you have finished. If the job is continuing you must return the permit at the end of the working day.

## 1.16

### Waste Disposal:

Waste must be disposed of following current legislation. You must not pour any waste down our site drains, or the public drains and you must ensure that any waste taken away is dealt with in a safe and proper way.

## 1.17

### Waste Skips:

You must ensure that any skips containing waste that can burn are not placed within five metres of any our buildings. If this is not possible the skip must have a lid which is locked at the end of the working day.

## 1.18

### Accidents and/ or Injury:

Should you be involved in an accident or sustain an injury whilst on site, as well as following your organisations accident reporting procedure, you must also ensure that this is reported

to the school office/ representative, (whichever is quicker).

Should there be any further investigation, (by the school's Health & Safety provider, the Governing Body, the Local Authority or an enforcing authority, such as the Health & Safety Executive) the school may request copies of incident report form(s) and/ or reports of any internal investigation undertaken by your organisation.

## 7. Declaration:

I *insert name*, on behalf of *insert name of organisation* can confirm that I have read and understood this Code of Conduct and agree that all staff will abide by these conditions.

Job Title:	Print Name:	Signature:	Date: