



VOLUNTEER AND VISITOR HEALTH AND SAFETY BRIEF - West Moors Middle School

Name of School	West Moors Middle School
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Introduction
West Moors Middle School is committed to providing, as far as is reasonably practicable, a safe working environment for everyone. We wish to share our risk assessments and general health & safety information in connection with the work you will be doing on our premises. If you require further information or have any safety related concerns, please inform a member of our staff. Our Health & Safety policy is available for reading on the Health and Safety noticeboard in the staffroom if required.

Overall risk assessment
Schools are generally regarded as being low risk environments and that is our assessment of our school. We expect you to have regard for hazards, plan your work safely and advise others as necessary. Please remember, the safety of children, staff & visitors is paramount at all times.

Security
Please report to the reception/office on arrival and departure and sign in and out on the IPad, whenever you or your team arrive on site or leave the site. Please do not wander into areas where you have no authority to do so.

Fire safety
Upon hearing the fire alarm, do not put yourself or others at risk. Please leave the building/site at the nearest exit and report to a member of staff at the assembly point area (tennis courts). If you are unsure about the location of the assembly point or evacuation arrangements, please ask a member of staff.

Accidents and individual requirements
If you or anyone that you are working with has an accident or feel unwell, please inform a member of our staff at the earliest opportunity. A first aider will help or seek assistance as required. If you have any medical or special requirements, please let us know in confidence as appropriate. This will help us to meet their requirements or take appropriate action should the need arise.

Equipment and materials (including hazardous substances)
It is important that equipment, materials or machinery are not left where others, particularly children, could access it. Please ensure you control and store any materials and equipment that you use safely at all times.

Smoking
The school is a non-smoking environment. Smoking on the site is not permitted.