

PTA SAFETY CHECKLIST
JUNE 2016

Welcome to La Fontaine Academy, part of STEP Academy Trust. The Headteacher, Site Manager and Strategic Governing Body would like you to be safe when you visit/work on the premises and should be grateful if you would observe the following safety rules:

- Always inform the Site Manager before carrying out any work (John Shell at premisesofficer@lafontaineacademy.org or 0208 353 4160)
- Report to the Academy Office both upon arrival and when leaving the site each visit.
- Motor vehicles must not be brought onto site without the prior permission of the Site Manager.
- Ensure the Site Manager knows what and where the visit/work is to be carried out on site.
- Inform the Site Manager/Office of any deliveries of goods.
- Inform the Site Manager of any hazardous substances to be used on site.
- Inform the Site Manager of any hazardous equipment (e.g. noisy drills, etc.) to be used on site.
- Provide a safe working area and, where necessary, you must barricade the work area off if there is a potential risk of causing harm to pupils, staff and others.
- You must not leave any tools lying around unattended.
- All tools must be safely stored away in the PTA shed.
- You must act courteously to all staff, children and members of the public.
- The Academy operates a strict no smoking on site policy.
- Do not use portable radios when working on site during school hours.
- You must wear appropriate clothing.
- Do not obstruct any exit which is used for emergency evacuation.
- When working at height, do not throw any tools or objects to the ground.
- Permitted vehicular movement must be restricted during school hours.
- School equipment must not be used (e.g. ladders, portable scaffolding, etc.).
- Upon hearing the fire alarm, you must go to the nearest assembly point as directed.