

**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](mailto: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.