



School/ college safety briefing guidance

This document is to give site management, apprentice masters and Group HS&E Advisors guidance on the points that should be covered when preparing a safety brief for school or college visits.

The brief should be given to children and staff and the staff should be reminded that they are ultimately responsible for the behaviour and discipline of the children when on our construction site.

The number of teachers/ children allowed on the visit should be set and agreed in advance so there is sufficient levels of supervision for the visit. As a guide there should be a ratio of 1 adult to 5 children.

Below is a basic list of the safety points that must be covered, additional point may be added:

1. Introduction/identification of personalities – construction and schools/college.
2. Discuss the format of the period.
3. Check fit of PPE, suitable footwear and clothing.
4. No headphones, hoods etc.
5. Phones on silent.
6. Don't walk around using your phone, if you need to take a call, stop in a safe place and call/ receive.
7. Identify welfare/ toilets.
8. Identify assembly point in case of fire & run through fire procedure.
 - a. In the event of a fire alarm, we will move as one group back to the compound and assembly area. Account for everyone and wait for further direction.
9. In the event of incident/injury assess situation, administer first aid / call emergency services if required. Identify First Aiders and first aid points:
 - Site Manager
 - Assistant Site Manager
 - Contract Manager
 - First Aid Kit in site office (with eye wash), also in telehandlers.
10. No horseplay or running.
11. Vehicles/ plant and machinery – do not approach, construction team will marshal all traffic/
12. Concentrate on surroundings, look where you put your feet, stick to the roads, footpaths, walkways indicated/
13. Do not lean on barriers surrounding excavations/
14. Do not climb any ladders or attempt to gain access to scaffold/
15. Do not smoke or vape when walking round, SM to identify smoking area in/ near compound/
16. If unsure of anything - ask.

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| Authorised by: HS&E Director | Version date: 13.04.2013 | Version: 1 | STD: Young persons Guidance: Template school/ college safety brief |
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