

3.19.1.1 THE ELIOT BANK AND GORDONBROCK SCHOOLS FEDERATION

CONTRACTORS ON SITE - CODE OF PRACTICE:

Procedures for the Safe Conduct of Building and Maintenance Works across the Federation

Contractors working on School premises have a legal duty to ensure that their activities, equipment, substances etc, do not cause risks to the health or safety of themselves or others. The schools Federation also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos).

Contractors, sub-contractors and specialists working on School premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this policy the term ‘contractor’ is deemed to include sub-contractors.)

- Contractors and contractor staff will wear approved ID at all times when on School premises, and will fill in a signing-in book when entering and leaving site, this is located at the main reception.
- The Federation Premises Manager is the Site Contact for all works. **The Site Contact must be contacted by the Contractor**, giving reasonable advance notice, regarding:
 - prior arrangements for parking on site (not always possible due to particular site)
 - prior notice of work commencement, scale and possible disruption
 - date & time of proposed visit, certain works will only be considered for holiday periods, works commencement
 - special arrangements to be agreed before work commences.
- The Federation Premises Manager will provide the Contractor with information on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; information on hot works permits and any other information about premises risks that may affect the Contractor – prior to work commencing.
- Only the Federation Premises Manager, Executive Headteacher, Federation Business Manager or his/her nominee has authority to require Contractors to stop work.
- The Contractor must report to the Federation Premises Manager in most cases
- any suspected asbestos area not indicated on the Asbestos Register (such asbestos is not to be disturbed or removed)
- any ‘Hot Works’ conducted on site must be in strict accordance to our policies at all times
- all accidents and near miss-incidents, no matter how minor must be reported and logged. Details must be provided to the Federation Premises Manager or his/her nominee,
- adequate prior notice of all planned changes to programme or location and any possible disruption of services

Contractors are responsible for:

- removing all forms of rubbish and debris at the end of each day to specified containers or off site completely (caterers may have alternative disposal arrangements)
- testing all works on completion as necessary and supplying the Federation Premises Manger with commissioning certificates and test data sheets
- the provision of all necessary protection of floors, wall, door surfaces against damage through works – including the provision of dust sheets etc
- the provision of their own First Aid facilities
- posting notices to inform staff, pupils and the public of works being undertaken, as an aid to their safety.

1. The following activities are banned on the school premises:-
 - smoking
 - alcohol brought on to, or consumed on the school premises
 - the playing of radios/cassettes/CDs etc unless permission giving by the Federation Premises Manager in advance for holiday works only
 - illegal substances being brought on to , or consumed on the school premises
 - shouting, swearing, over-familiarity with pupils or members of staff
 - Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the Schools Federation.

2. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing and use of correct personal protective clothing/ & equipment at all times.

3. Contractors will be required to:
 - provide a copy of their Health & Safety policy
 - Provide the Federation Business Manager or Federation Business Manager/ Senior Admin Officer with current DBS's for staff within their employment
 - comply with all relevant Health & Safety legislation
 - keep noise and dust to a minimum
 - ensure that no items of equipment or tools are left unattended under any circumstances connected with your activities
 - ensure that no products containing asbestos are used on school premises
 - be aware of and comply with the School's fire and emergency evacuation procedures
 - evacuate buildings at the sound of the fire alarm, report their safe evacuation to the Federation Premises Manager or the person in charge and go to nominated assembly points which will be in the KS1 and KS2 playgrounds
 - Provide written risk assessments/method statements before work commences.

4. Contractors will also be required to:
 - work in a safe manner and not to endanger staff, pupils, the public or themselves
 - work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Federation Premises Manager
 - adequately control physical & chemical hazards to prevent risks to School staff, pupils, visitors (trailing leads, solvent fumes, items of equipment or tools left unattended, hot works, absence of lighting or fire alarm, etc)
 - avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Federation Premises Manager
 - get prior agreement from the Federation Premises Manager to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Email: ggoode3.209@lgflmail.org

Signature.....
(Federation Premises Manager)

SchoolDate.....

Signature.....
(Contractor's representative)

Company name.....Date.....