St. Andrew's C.E. Primary School

Headteacher: Mrs. Annette Mashru

Station Road, Chinnor, Oxon. OX39 4PU

Tel: 01844 351353

Email : office.3182@st-andrews.oxon.sch.uk
www. st-andrews.oxon.sch.uk

Code of Conduct for contractors

The Governors of St Andrew's CE Primary School understand that professional contractors operate codes of practice to high standards, nevertheless where children are concerned, extra and/or special care and attention may be needed.

Please remember this is a school not a construction site.

It is a condition of this contract and the availability of any in the future that this Code of Conduct is observed in letter and spirit.

The buildings are occupied by pupils, staff and members of the public throughout the year.

The school operates a total ban on smoking everywhere on the site.

Contractors must not communicate with the pupils.

St. Andrew's CE Primary School has an ethos based on Christian values. Therefore, pupils are encouraged to respect each other and to take care of what they say to each other and how they say it. It is most important that all the adults on the site are careful about their choice of language and the ideas that they express. There must be no swearing, racist, sexist or homophobic comments, or any comments which may cause offence.

Irrespective of the weather or the work in hand, contractors are required to conform to an appropriate standard of dress. If in doubt, check with the Caretaker.

It is a condition of the contract that no contractor is on site intoxicated – by whatever means.

Do not leave tools, equipment, materials etc., lying unattended or not safely secured. Working areas should be left in the same condition as they found prior to the contractor commencing work so that there is no impact on the working day. Debris, waste or redundant materials should be removed from site as soon as reasonably practicable.

There is no vehicular access to areas other than the car parks and access roads. The express permission of the Headteacher/Caretaker must be obtained for specific vehicle movements and a banksman must be available at all times.

It is a policy of the school that all visitors to the school are identifiable. On each and every arrival on site, contractors are required to sign in, wear identity badges and sign out on leaving. A signing-in book is held in the School Reception Office.

Contractors will be made familiar with the Asbestos Management File and the Fire Folder on arrival.

In the interests of safeguarding, contractors will be accompanied by a member of staff when working on site during school hours. Therefore, to prevent disruption to the working life of the school, works should be planned preferably out of school hours. No contractors will be admitted to the school site without the prior knowledge and agreement of the school.

At the contract stage and at the start of each contract, the Headteacher/Caretaker will undertake a Job Review with the contractors to make sure that safe practices are observed and appropriate

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notification to the School has been made regarding work and potential disturbance. Radios or similar apparatus are not allowed during term time. During school holidays, radios etc may be used at the discretion of the Caretaker. The use of glues, solvents, chemicals etc, must be covered by COSHH regulations. Contractors must have data sheets on site or work may be stopped. Contractors are bound by the HSWA (Health and Safety at Work Act 1974). Officers of St. Andrew's CE Primary School will seek to enforce it, by stopping works if necessary.

Your contacts are as follows:-

Caretaker: _ **Mr. Kevin Cummins 07783 667952**

Bursar/Business Manager: – Mrs Jo Wootton

Administrator : **– Mrs Danielle Mann**

The Governing Body - St. Andrew's CE Primary School

Date: **March 2025**

Review Date: **March 2026**

Signed: ………………………………

(Chair of Governors)

Signed ………………………………..