

2017

# CONTRACTORS WORKING ON SITE

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

'Following Jesus in all we do'

Headteacher: Mrs Louise Bury



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St Joseph's Catholic Primary School



## Index

Introduction

Vehicle Parking

General Information

Security

Health & safety and Safeguarding

Site Signage

No Hot Work

Tidy Site

Adjacent Properties

Signature (signature required)

Asbestos register (Signature required)

Site Map

## Contractors working on site

### INTRODUCTION

Welcome to St Joseph's Catholic Primary School.

'Following Jesus in all we do'

Headteacher: Louise Bury

Site Manager: Alan Price

Office Manager: Kim Hunt

All local authorities, schools, nursery's and children's centres in England have a responsibility to safeguard and promote the welfare of children and vulnerable adults in its care.

Throughout this policy, the term "contractor" refers to any party (company or individual) that the school hires to complete work but is not an employee.

## VEHICLE PARKING

The speed limit approaching the school and when within the school grounds is 5 mph

- If the school gates are closed, and you are required to drive through (entering or leaving the premises) you MUST close the gates behind you
- Contractors where possible are to park in the designated parking bays. Drivers are to reverse into the bay: this will eliminate reverse manoeuvres when leaving
- If parking in a bay is not practicable, the driver is to park so that the vehicle may still be driven forward and off the school premises
- Drivers are to remember that the school children are small, that they may not be seen, and that the children may not be aware of the dangers of a moving vehicle
- Owing to the movement of students, the movement of vehicles within the school site is strictly prohibited during the following times: 08.50am – 09.10am & 14.45 - 15.30. (07.30 for large lorries and must find alternative parking off site during the school day due to restricted parking during school term.)

## GENERAL INFORMATION

Contractors must report to the reception upon arrival to the school. The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures etc. that may affect the other party.

- Contractors MUST sign the visitors book upon arrival, read our school visitor information sheet and collect a visitors pass
- Contractors MUST abide by the school's Health and Safety Policy a copy of which will be at reception
- Contractors MUST sign the log in book before ANY work commences and sign out when the work is finished
- It is the contractors responsibility to ensure that all workers (including any sub- contractors) working for him/her are informed of the contents of this booklet

## SECURITY

All visitors, including contractors, must report to the main reception where the receptionist will allow access via the door entry system. All visitors must sign the visitors book and wear a visitors badge provided whilst in school or on school premises. Instructions on what to do in case of the fire evacuation being sounded or accident reporting procedures will be issued. You must sign the visitor's book again when you leave the site and also return the badges. Please be aware that you MUST not open the door or allow access for other visitors whilst visiting the school.

## Health and Safety and safeguarding

St Joseph's takes its responsibility to ensure the Health and Safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance.

In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

Contractors must hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

Contractors must:

- Provide a copy of their Health and Safety Policy.
- Comply with all relevant health and safety legislation.
- Keep noise and dust to a minimum.
- Ensure that no products containing asbestos or CFCs 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 fire alarm, report their safe evacuation to the Headteacher or site Manager and go to the nominated assembly area(s).

- Provide written risk assessments/method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, 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 with the consent of the Headteacher or Site Manager.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.
- Contractors are responsible for:
  - Removing all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
  - Testing all works on completion as necessary and supplying the Headteacher or Site Manager with commissioning/test data.
  - The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dustsheets etc.
  - The provision of their own First Aid.
  - Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
  - Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.



The following activities are prohibited on school grounds:

- Smoking within the school grounds or at the entrance of the school grounds
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.
- If any of these requirements are not met, the Headteacher or site manager has the authority to stop the work. If the Headteacher or site manager believes a danger is posed to contractors, staff or pupils, they may stop the work.

## **SITE SIGNAGE**

Contractors shall identify, by clear signage, any safety hazards such as weak roofs, walk ways and scaffolding which are out of use.

## NO 'HOT WORK

No hot work involving blow lamps, welding equipment, soldering irons etc may be carried out during the last two hours of the working day. The contractor shall inspect such locations immediately before leaving the site.

## TIDY SITE

Contractors shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.

## ADJACENT PROPERTY

Contractors shall take such steps as necessary to confine his staff, materials and plant to the designated work area and access ways and protect adjacent properties from damage and prevent personnel from trespassing on neighbouring land and buildings

I agree that I have read and understand what is set out in this policy. I have made all persons attending site aware of what is set out in this policy and will adhere to the rules set out within this policy.

Company.....

Signature..... Print name..... Date.....