



# **Education Learning Trust Multi Academy Trust**

## **Contractors at Work Safeguarding Policy**

Policy owner	Carole Cawley, Senior HR Advisor Mike Guest, Trust Facilities Manager
Last update	(NEW policy)
Date updated	September 2023
Approved by Trust Board	29/09/2023
Next review	September 2024

## Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
September 2023	1.0	New Policy Circulated to all schools 29/09/2023	Carole Cawley, Senior HR Advisor Mike Guest, Trust Facilities Manger	Trust Board 28/09/2023

## Contents:

1. SUMMARY.....	3
2. SCOPE.....	3
3. OBJECTIVE.....	3
4. INTRODUCTION.....	3
5. RESPONSIBILITIES.....	4
6. SAFEGUARDING MEASURES.....	4
7. SEGREGATE.....	5
8. SUPERVISE.....	5
9. 'CODE OF CONDUCT'.....	6
10. IDENTIFY.....	7
11. CHECKS.....	8
12. ALLEGATIONS.....	9
13. PLANNING.....	9
14. SUMMARY.....	9
APPENDIX 1 – DISCLOSURE AND BARRING SERVICE FLOW CHART (KCSIE).....	10
APPENDIX 2 – EXAMPLE SEGREGATION PLAN.....	11
APPENDIX 2 a – PHASE 1 – INTERNAL SEGREGATION PLAN.....	12
APPENDIX 3 - CONTRACTORS IN SCHOOLS CODE OF CONDUCT.....	13
APPENDIX 4 - CONTRACTOR CHECKS.....	14
APPENDIX 5 - CONTRACTOR LETTER OF ASSURANCE (SAFEGUARDING).....	15
APPENDIX 6 - TRUST DESIGNATED SAFEGUARDING LEAD/DEPUTY DESIGNATED LEAD CONTACT DETAILS.....	17
APPENDIX 7 - CONTRACTORS HEALTH AND SAFETY CODE OF CONDUCT.....	19

## 1. SUMMARY

- 1.1 Contractors are visitors who are likely to support, maintain, or improve Trust buildings, grounds, or the resources there within. This would include, though not a complete list, plumbing, electrical, roofing, servicing equipment such as photocopiers and grounds maintenance including site surveys. These visits are clearly crucial and many have legal, or H & S requirements such as inspection. Contractors will also include personnel from catering and cleaning companies who are providing under contract a daily service to the schools within the Trust.
- 1.2 Regardless of the type of contractor, or the purpose of their visit, within KCSIE 2023 part 3, para 290 states *'Schools and Colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school, or college, has been subject to the appropriate level of DBS check.'*
- 1.3 This guidance has been drawn up to ensure the effective safeguarding of all children where contractors are used in any of the Education Learning Trust schools.

## 2. SCOPE

- 2.1 This guidance is intended for use where Trust schools employ contractors to construct new accommodation, undertake routine maintenance, or emergency repairs. This guidance will also apply to consultants employed on a building, or maintenance project, and the term contractor shall mean contractor, or consultant.

## 3. OBJECTIVE

- 3.1 The objective of this guidance is to ensure that effective systems are put in place to safeguard children when building works, routine maintenance and emergency repairs are undertaken in each of the Education Learning Trust School Premises.

## 4. INTRODUCTION

- 4.1 All schools in England have a responsibility to safeguard and promote the welfare of children in their care.
- 4.2 The Department for Education (DfE) have issued guidance in its document 'Keeping Children Safe in Education 2023'.

The guidance is mainly concerned for those who are employed to work with children and vulnerable adults; it also advises on those who come into contact with children on an ad hoc, or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like.

It cites examples of good practice where contact is on an ad hoc, or irregular basis and indicates where Disclosure, Barring and Safeguarding checks are not required (**Appendix 1**).

- 4.3 This guidance considers what arrangements should be employed by the Headteacher, where

contractors are employed to work at their premises.

- 4.4 Any reference to a Headteacher in this guidance should be taken to include any person that the Headteacher has designated as the person responsible for safeguarding children at the school.

## 5. RESPONSIBILITIES

- 5.1 All people working with children and young people, including Headteachers and Operations/Facilities and Site Managers are responsible for the safeguarding of the children and vulnerable adults in their care and they shall be responsible for ensuring that adequate measures are in place on all occasions to safeguard children whilst contractors are on the premises.

## 6. SAFEGUARDING MEASURES

- 6.1 The aim of the safeguarding measures will be to manage the risk of harm to children and vulnerable adults. **The measures adopted shall be proportionate to the risk.**
- 6.2 Safeguarding measures to be considered will include any or all of the following depending on the outcomes identified by the school in their security risk assessment:

### ❖ Segregate

To avoid contact\* between contractors and children as far as possible

### ❖ Supervise

To supervise any contact\* that does take place with a member of staff, or a suitably vetted volunteer.

### ❖ Code of Conduct

To require all contractors on Trust School sites to observe a 'Code of Conduct'

### ❖ Regulate Access

To regulate access to the premises

### ❖ Checks

To undertake all appropriate checks where appropriate.

\*'Contact' in this context shall be taken to mean any opportunity for contractor's staff to converse with children or to communicate with them in any other way, e.g. by passing messages, without a member of staff, or suitably vetted volunteer being able to monitor the contact and intervene where necessary.

## 7. SEGREGATE

- 7.1 The risk of harm to children, can be managed if contact between contractors,' staff and

children can be avoided altogether.

- 7.2 Segregation can be achieved by physical means, or by time, or by a combination of both.
- 7.3 For larger building projects lasting a number of weeks' physical separation would normally be achieved by the contractor's staff working within secure areas behind fencing, hoardings, barriers and the like where children would normally be excluded for routine health and safety concerns.
- 7.4 Outside such secure areas, separation can be maintained by confining the movements of the contractor's staff to specific areas and to specific times so as to avoid contact at break times and at the beginning and at the end of the school day. In this context, a marked up plan agreed with the contractor to show where and at what times during the day access will be permitted, would be useful (**Appendix 2**).
- 7.5 For routine maintenance visits, or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times, using the principles illustrated in **Appendix 2**. Should any contact between the contractor's staff and children occur then it should be supervised by a member of staff, or suitably vetted volunteer.
- 7.6 Where works are to be undertaken outside of school hours then safeguarding measures should be implemented for any child attendance in school outside normal school hours.
8. SUPERVISE
- 8.1 Measures should always be instigated to segregate non-vetted contractor's staff from children as much as is possible, not just in the context of this document but also for H&S reasons. However, where such measures to segregate are in place but some contact may occur between non-vetted contractor's staff and children then any such contact should always be supervised by a member of staff, or suitably vetted volunteer.

- 8.2 As noted above, '*contact*' shall be taken to mean any opportunity for contractor's staff to converse with children or to communicate with them in any other way, e.g. by passing messages without a member of staff, or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.
- 8.3 '*Supervise*' will be taken to mean the ability for a member of staff, or suitably vetted volunteer to monitor conversation, or communication of any kind between contractor's staff and children and to intervene where necessary.
- 8.4 The requirement to '*supervise*' vetted contractors can be limited to the times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning and at the end of the school day. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractor's staff and children. Non-vetted contractors will always be '*supervised*' without exception.

## 9. 'CODE OF CONDUCT'

- 9.1 The code of conduct should be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

### **The 'Code of Conduct for Contractor's is:**

- 9.2 Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- i. Avoid contact with children. **Never** give your personal contact details to children or young people, including mobile telephone number
  - ii. Work and be seen to work, in an open and transparent way.
  - iii. Never be in contact with children without school supervision
  - iv. Stay within the agreed work area and access routes
  - v. Obtain permission if you need to go outside the agreed work area, or access routes.
  - vi. Keep staff informed of where you are and what you are doing
  - vii. Do not use profane or inappropriate language
  - viii. Dress appropriately i.e. dress in a way that is unlikely to be viewed as offensive, revealing, or sexually provocative, does not distract, cause embarrassment, or give rise to misunderstanding, is absent of any political,

or otherwise contentious slogans, is not considered to be discriminatory and is culturally sensitive and observes the code at all times

- ix. Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- x. Any order for works, or building contracts should be let with a clear condition that failure to observe the code will entitle the school to exclude a member of a contractor's staff from the premises.
- xi. To ensure the effectiveness of the Code it shall either be:
  - a) Issued to contractors when quotations, or tenders are invited
  - b) Stated as a condition on any order for works, or building contract no matter how, or by whom the contractor is appointed
  - c) Issued to all contractors direct by the Trust and school when they first attend and before any work has commenced.
- xii. Additionally, where appropriate, the Code should be:
  - d) Highlighted and discussed in any pre-start meetings for larger building contracts
  - e) Posted on the building site
  - f) Posted on the school staff notice board
  - g) Included as part of any contractors site safety briefings
  - h) Issued to contractor's staff

## 10. IDENTIFY

- 10.1 To ensure that as far as possible only '*bona fide*' personnel are afforded access, a suitable means of identification shall be provided by all contractors and be agreed and produced for checking by the school in advance of any works taking place. If a contractor fails to produce such ID, they shall be refused entry to the site.
- 10.2 The means by which any contractor's staff are to be identified will be determined in each case to suit the location and nature of the work being undertaken.

**In the case of school issued ID badges or contractors own photo ID, these shall be worn and be visible at all times when the contractor is on the site.**

Typical methods may include:

- ❖ ID badges
- ❖ Photo ID
- ❖ Photo book of all staff
- ❖ Branded work-wear
- ❖ Signing in book

**Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.**

## 11. CHECKS

- 11.1 All contractor staff should undergo an enhanced DBS check and any other relevant checks required by the Trust. Advice in this respect may be sought from the Strategic Support Team at the Trust.
- 11.2 On occasion when a risk assessment is required it must be agreed and authorized by the Headteacher. In turn, they should review these arrangements with the CEO. Each risk assessment should take account of the likely amount of contact that the contractor's staff might have with children, and detail the measures that should be put in place to minimize all risk.
- 11.3 Similarly, DBS checks would not normally be required for contractor's staff working on site building an extension or undertaking repairs where they are segregated from children and that any contact that did take place was supervised by the school. However, where a member of the contractor's staff is likely to have either frequent or prolonged contact with children then it would be appropriate to obtain a check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractor's representative (e.g. foreman, site manager, etc.) needs to liaise with school staff on a day to day basis.
- 11.4 A DBS check may also be considered appropriate in the case of a contractor's representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.
- 11.5 Similarly, where contractor's staff regularly visit schools to undertake routine maintenance (boilers, electrical tests and the like) then a check may be deemed appropriate in addition to measures to supervise any contact.



- 11.6 **Appendix 4** gives guidance as to when such checks may be deemed appropriate but is in no way comprehensive.

*(Where checks are necessary then the contractor must confirm in writing on a Letter of Assurance to the school that these are in place and the nature of these checks – **Appendix 5**).*

**However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with children, even those who have undergone a DBS check.**

- 11.7 The School Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead should be contacted whenever specific guidance around checks via the Disclosure and Barring Service (DBS), or other bodies are needed. – **Appendix 6**

## 12. ALLEGATIONS

- 12.1 KCSIE 2023 includes guidance on dealing with allegations against staff who are not directly employed by the school. This guidance is included in the Trust Safeguarding & Child Protection Policy and separately the ELT Safeguarding Concerns & Allegations made about staff, supply staff, contractors and volunteers Policy.

## 13. PLANNING

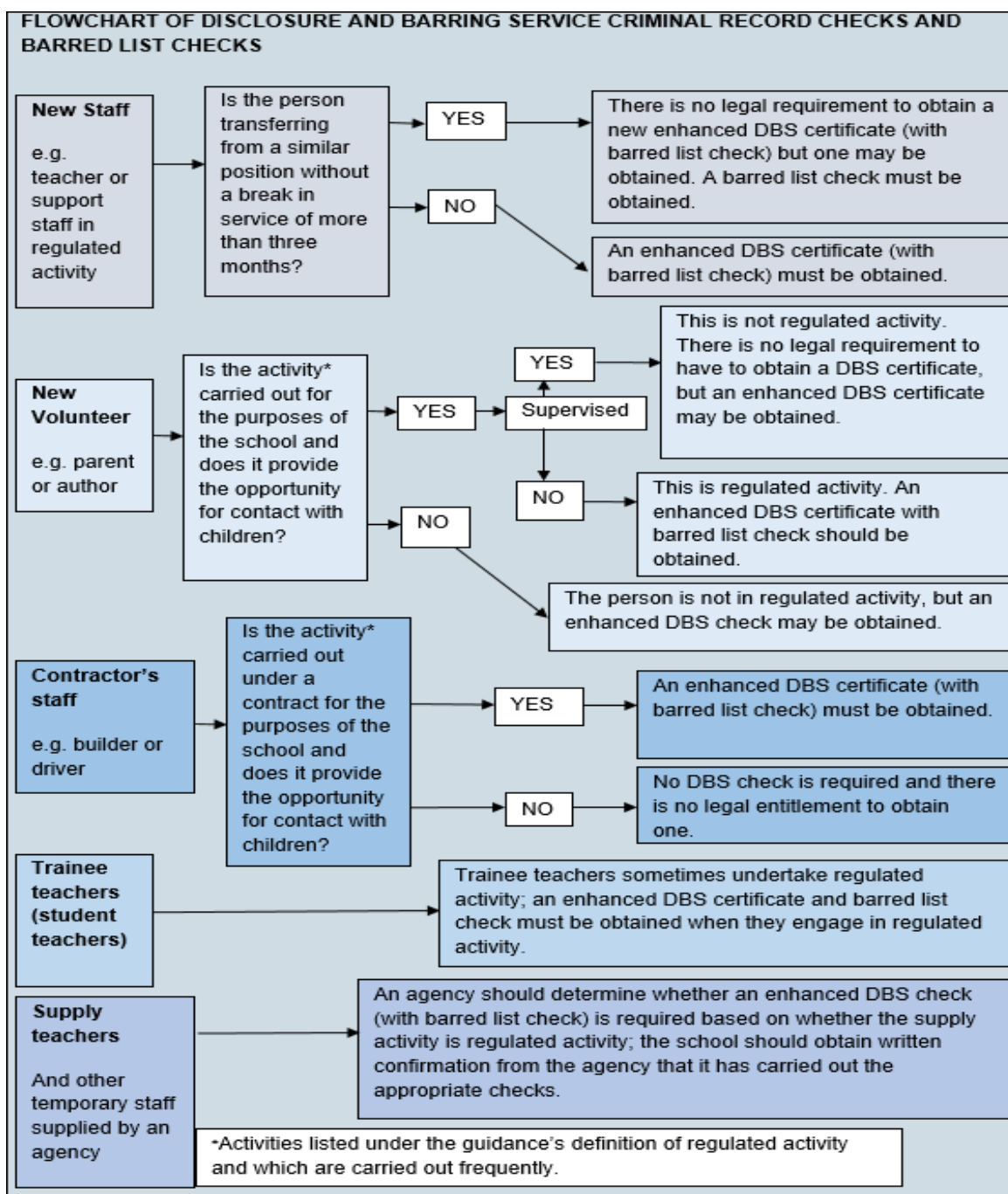
- 13.1 The safeguarding measures should be determined and agreed with any contractor well in advance of any planned works e.g. building contracts, starting on site. This will enable sufficient time for school staff to be briefed on the supervision required and on the access arrangements agreed with contractor and also **enable all safeguarding checks where necessary to be completed and in place before works start.**
- 13.2 Where the works are being arranged through one of the Trust's School's appointed contractors, the Headteacher, Operations Manager and Facilities Manager shall determine what measures should be implemented in conjunction with the Trust. This should be done well in advance of any works starting on site to **ensure** that they can be included in the building contract.

## 14. SUMMARY

- 14.1 Wherever any type of building related work is undertaken of any duration, safeguarding measures shall always be implemented and include arrangements to segregate children from contractor's staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff, or suitably vetted volunteer.

## APPENDIX 1 – DISCLOSURE AND BARRING SERVICE FLOW CHART (KCSIE)

Copy extracted from 'Keeping Children Safe in Education 2023'



## APPENDIX 2 – EXAMPLE SEGREGATION PLAN

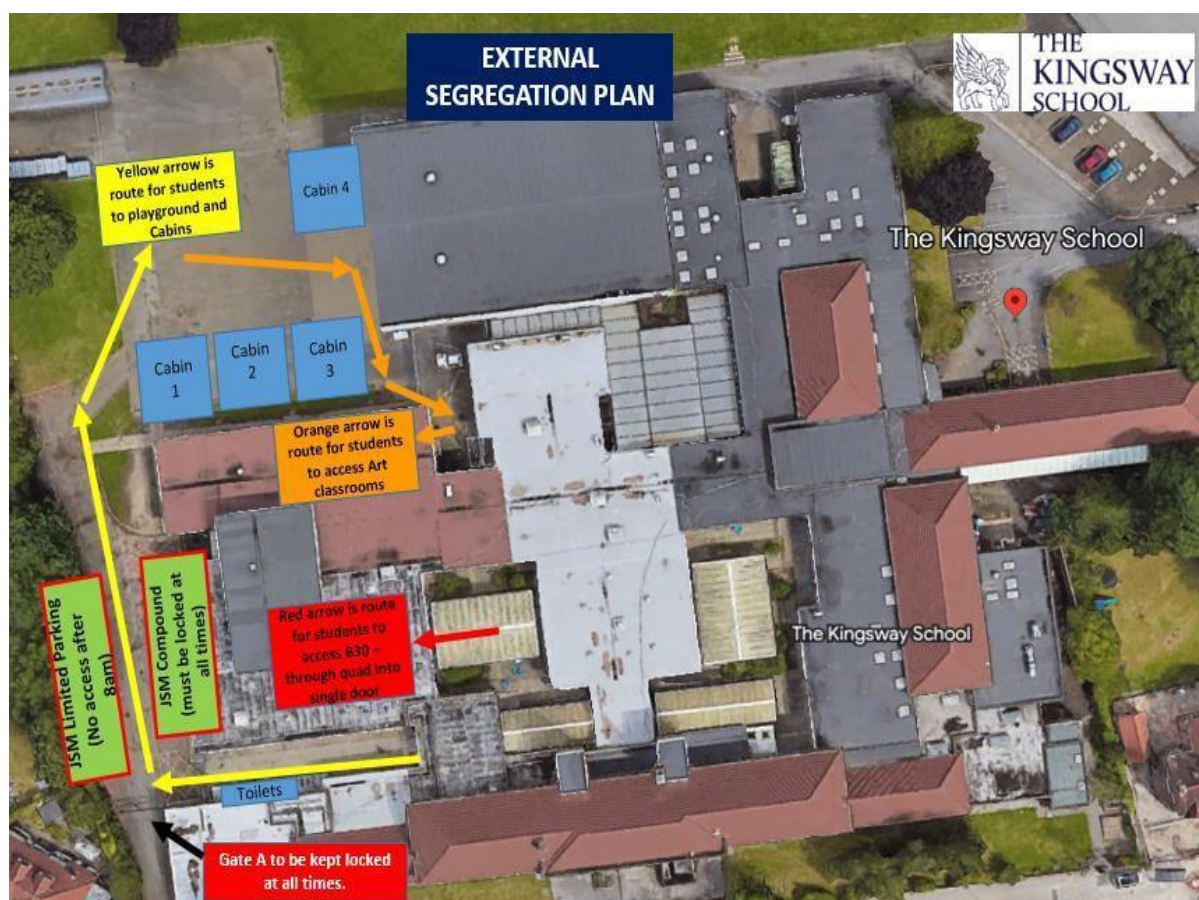


For the next few months there will be several changes to the School in terms of building works. To enable the work to be undertaken it is important all H & S and Safeguarding measures are identified, applied and closely monitored to ensure full compliances with all legal and best practice standards, thereby ensuring all teaching and learning is seamlessly delivered.

During each phase of works, the School in partnership with wider internal/external parties will update the building work plans and communicate any proposed changes to staff in advance.

Below are the current plans regarding segregation of the Broadway site:

### Phase One – External Segregation Plan – BROADWAY CAMPUS



APPENDIX 2 a – PHASE 1 – INTERNAL SEGREGATION PLAN

## Phase 1 – DT internal Segregation Plan



### CONTRACTORS IN SCHOOLS CODE OF CONDUCT

- Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number
- Work and be seen to work, in an open and transparent way.

#### **Never be in contact with children without school supervision**

- Stay within the agreed work area and access routes
- Obtain permission if you need to go outside the agreed work area or access routes.
- Keep staff informed of where you are and what you are doing
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress in a way such that:
  - It is not likely to be viewed as offensive, revealing, or sexually provocative
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious slogans
  - Is not considered to be discriminatory and is culturally sensitive
- Observe the code at all times
- Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

**Attendance on a Trust site is deemed to be an acceptance that the contractee has read and understood the Education Learning Trusts Contractors Code of Conduct and will personally comply on all occasions with its contents.**

Contractee Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Company representative: \_\_\_\_\_ Date: \_\_\_\_\_



#### APPENDIX 4 - CONTRACTOR CHECKS

CONTACT WITH CHILDREN	RECOMMENDED MEASURES	HEADTEACHER /DESIGNATED PERSON RESPONSIBILITIES
<b>Nil</b> (e.g. works undertaken on a separate site,)	<ul style="list-style-type: none"> <li>contractor's staff to comply with the Trust 'Contracts in Schools Code of Conduct'</li> <li>contractor's staff to sign in and out of the premises</li> <li>contractor's staff to wear School ID at all times</li> </ul>	<ul style="list-style-type: none"> <li>undertakes a risk assessment</li> <li>requires the contractor to adopt the Trust 'Contractors in Schools Code of Conduct'</li> <li>requires contractor to sign in and out of school premises</li> <li>requires contractor to wear visual ID on site on all occasions</li> </ul>
<b>Minimal</b> [where contractor's staff are segregated from children and any contact that does occur is supervised e.g. new build and major repair projects, out of hours, or in school holiday periods]	<ul style="list-style-type: none"> <li>segregate</li> <li>supervise any contact</li> <li>contractor's staff to comply with the Trust 'Contractors in Schools Code of Conduct'</li> <li>contractor's staff must sign in and out of premises on all occasions</li> <li>contractor's staff must wear School ID at all times</li> <li>Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>ensures any required Enhanced DBS checks completed before any contract works start</li> <li>undertakes a risk assessment</li> <li>ensures segregation arrangements are in place</li> <li>ensures arrangements for any contact to be supervised</li> <li>requires contractor to adopt the Trust 'Contractors in School Code of Conduct'</li> <li>requires the contractor to sign in and out of premises</li> <li>requires the contractor to wear visual ID on site on all occasions</li> <li>reviews and amends arrangements to accommodate any change</li> </ul>
<b>Regular</b> [e.g., where contractor's staff are segregated from children but there is likely to be regular supervised contact, e.g. foremen liaising with schools on new build or major repair projects, service engineers making routine maintenance visits, out of hours, or in school holiday periods]	<ul style="list-style-type: none"> <li>segregate</li> <li>supervise any contact</li> <li>contractor's staff to comply with 'Contractors in School Code of Conduct'</li> <li>contractor's staff to sign in and out of premises on all occasions</li> <li>contractor's staff to wear School ID at all times</li> <li>Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>undertakes a risk assessment</li> <li>ensures segregation arrangements in place</li> <li>ensures arrangements for any contact to be supervised</li> <li>requires contractor to adopt code of conduct</li> <li>requires contractor to sign in and out of premises at all times</li> <li>requires contractor to wear ID on site on all occasions</li> <li>ensures any required Enhanced DBS checks completed before any contract works start</li> <li>reviews and amends arrangements to accommodate any change</li> </ul>

## APPENDIX 5 - CONTRACTOR LETTER OF ASSURANCE (SAFEGUARDING)

### CONTRACTOR LETTER OF ASSURANCE (SAFEGUARDING)

To ensure that Education Learning Trust (ELT) are compliant with current Legislation it is a requirement that we receive written confirmation from you that you have obtained certain information from all of your employees who visit our Trust schools.

**Please complete the form below:**

Company Name	Company Address	Print Name & Position	Email Address

Employee Name	Position	DBS Number ( <i>must be enhanced</i> )	DBS Issue Date	DBS Status (please tick) – if anything is disclosed a discussion will be required	
				Clean	Disclosure

Employee Name	Position	DBS Number ( <i>must be enhanced</i> )	DBS Issue Date	DBS Status (please tick) – if anything is disclosed a discussion will be required	
				Clean	Disclosure


**Please confirm the following by signing the form below:**

- All appropriate vetting procedures (including appropriate ID checks, confirmation of address and proof of right to work in the United Kingdom) have been carried out and each employee has an DBS Enhanced Certificate (including a Barred List Check if they are to be engaged in a regulated activity) and qualifications required for the role.
- Relevant references have been obtained and verified in order to undertake the above job role.
- Compliance with the DBS Code of Practice:  
<https://www.gov.uk/government/publications/dbs-code-of-practice>.
- All enhanced DBS checks have been completed within a three-year period from the current date.
- Education Learning Trust (ELT) will be advised of any concerns about the employee(s) and any information disclosed on any of the vetting checks.
- Where there is a disclosure made on an employee's enhanced DBS check, ELT will be provided with a copy of the DBS certificate so the Trust can carry out a fair assessment to determine if the employee will be allowed access to the Trust school sites.
- All named employee(s) will adhere to the (ELT) safeguarding policies.

Copies of the ELT Safeguarding and Child Protection Policy and other related code of conducts will be made available for approval.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*ELT reserves the right to terminate the existing contract/arrangements if the above organisation has not completed any relevant vetting checks as detailed above.*



APPENDIX 6 - TRUST DESIGNATED SAFEGUARDING LEAD/DEPUTY DESIGNATED LEAD CONTACT DETAILS

Location	Member of staff	Contact details
Bredbury Primary School	<p>Helen Moorcroft Headteacher/DSL</p> <p>Ellis Cuttress Deputy Headteacher/ Deputy DSL</p> <p>Stephanie Goodall Deputy DSL/Safeguarding and Pastoral Manager</p>	<p><a href="mailto:headteacher@bredburygreenprimary.com">headteacher@bredburygreenprimary.com</a></p> <p><a href="mailto:ecuttress@bredburygreenprimary.com">ecuttress@bredburygreenprimary.com</a></p> <p><a href="mailto:sgoodall@bredburygreenprimary.com">sgoodall@bredburygreenprimary.com</a></p>
Strategic Support Team	<p>Michelle Murray Trust CEO</p> <p>Vanessa McManus DSL/Director of Learning and Innovation</p>	<p><a href="mailto:mmurray@educationlearningtrust.com">mmurray@educationlearningtrust.com</a></p> <p><a href="mailto:vmcmanus@educationlearningtrust.com">vmcmanus@educationlearningtrust.com</a></p>
Gatley Primary School	<p>Gemma Norman Headteacher/DSL</p> <p>Jo Marchi, Associate Headteacher/DSL</p> <p>Rachel Clair, Deputy Headteacher/DSL</p> <p>Claire Coleman, Assistant Headteacher/DSL</p> <p>Rebekah Lyall, Teacher/DSL</p> <p>Melissa Milward, HLTA/DSL</p>	<p><a href="mailto:gnorman@gatleyprimary.com">gnorman@gatleyprimary.com</a></p> <p><a href="mailto:jmarchi@gatleyprimary.com">jmarchi@gatleyprimary.com</a></p> <p><a href="mailto:rclair@gatleyprimary.com">rclair@gatleyprimary.com</a></p> <p><a href="mailto:ccoleman@gatleyprimary.com">ccoleman@gatleyprimary.com</a></p> <p><a href="mailto:rllyall@gatleyprimary.com">rllyall@gatleyprimary.com</a></p> <p><a href="mailto:mmilward@gatleyprimary.com">mmilward@gatleyprimary.com</a></p>

Meadowbank Primary School	<p>Janine Appleton Headteacher/DSL</p> <p>Katherine Jenkins Assistant Headteacher/DSL</p>	<p><a href="mailto:jappleton@meadowbankprimary.com">jappleton@meadowbankprimary.com</a></p> <p><a href="mailto:kjenkins@meadowbankprimary.com">kjenkins@meadowbankprimary.com</a></p>
the Kingsway School	<p>Emma Hulance Assistant Headteacher/DSL</p> <p>Andra Slann Operational Safeguarding and Wellbeing Lead/DSL</p>	<p><a href="mailto:e.hulance@kingsway.stockport.sch.uk">e.hulance@kingsway.stockport.sch.uk</a></p> <p><a href="mailto:a.slann@kingsway.stockport.sch.uk">a.slann@kingsway.stockport.sch.uk</a></p>
Werneth High School	<p>Joanne Dee Assistant Headteacher/DSL</p> <p>Tracy Taylor Deputy DSL/Learning Mentor</p>	<p><a href="mailto:Joanne.dee@wernethschool.com">Joanne.dee@wernethschool.com</a></p> <p><a href="mailto:tracy.taylor@wernethschool.com">tracy.taylor@wernethschool.com</a></p>

## APPENDIX 7 - CONTRACTORS HEALTH AND SAFETY CODE OF CONDUCT

### **CONTRACTORS HEALTH AND SAFETY CODE OF CONDUCT**

The following list provides an indication of controls and the areas for which detailed risk assessments and method statements may be required, however this is by no means exhaustive and method statements / controls which are unique to the site or the nature of the work, will be requested as necessary either before work commences or during the contract.

The main contractor has a duty to ensure any sub-contractors who may be employed by them also provide suitable and sufficient method statements.

### **ACCESS**

The Contractor shall continuously maintain existing access or, if necessary, provide alternative access facilities to lifts, staircases, lobbies, hallways, corridors, refuse facilities, etc. and shall ensure that work within those areas proceeds in an orderly and safe manner.

### **VEHICULAR ACCESS**

Site speed limits and other warning notices must be adhered to at all times. The Contractor shall take all precautions to eliminate, as far as is reasonably practicable, the danger to the students, staff, visitors or the public, arising from the entry and exit of all delivery vehicles to and from the site.

### **ACCIDENTS AND DANGEROUS OCCURRENCES**

The Contractor shall notify the school of any accidents, incidents and dangerous occurrences directly associated with his workforce or undertakings.

Where incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, evidence of notification to the HSE must be supplied.

### **ASBESTOS**

Prior to commencement of work, the school will inform the Contractor, as to the location of all known asbestos. This is based upon a non-invasive survey thus contractor must not assume that the absence of an entry in the register means ACM's may not be present.

If during the course of a contract, material suspected of containing asbestos is found, work in the area should cease immediately. Under no circumstances should the suspect material be disturbed.

After asbestos removal, a clearance certificate must be produced before re- occupation of any part of the building takes place.

For all work which will involve asbestos materials, a risk assessment will have been carried out and a suitable method of work proposed by the contractor. The work supervisor will be responsible for informing staff of any appropriate instructions or information. If asbestos is present, it is important contractors sign the asbestos register.

### **DISRUPTION TO OCCUPIERS AND THE PUBLIC**

All works shall be carried out to cause the minimum amount of interference and disturbance to the school and general public.

To achieve this, the works shall be carried out in the sequence and indicative timing agreed with the school at the site meeting.

Working times to certain areas may be restricted to avoid disruption to staff and occupants. Detailed site limitations to be provided prior to the commencement of works.

The area around the works shall be adequately segregated from other users of the site.

Any specific aspects of segregation and screening shall be confirmed at the pre- contract meeting.

### **ELECTRICITY AT WORK**

All portable appliances and electrically powered plant must be appropriately inspected and tested. The Contractor will provide documentary evidence to this effect.

The Contractor shall take all necessary steps to ensure the safety of employees and others who may be affected by users of electrical equipment and power tools, by providing warning notices of trailing cables, overhead works, etc., as well as not to expose the building to the risk of fire or explosion.

It is expected that all portable, electrically powered equipment shall be of 110v rating.

### **EMERGENCY EVACUATION PROCEDURES**

The school will provide the Contractor with details of the emergency plan and evacuation procedures. The Contractor and their employees will comply with all such site-specific procedures.

### **FIRE PRECAUTIONS**

The Contractor shall ensure that all routes and means of escape in case of fire or emergency to the premises are kept clear at all times. Combustible materials are to be stored in agreed areas, unless they are required for immediate use.

Unnecessary build-up of combustible materials must be avoided. Flammable liquids or compressed gases must not be kept within the building but taken off-site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work.

Specific fire risks shall be identified during the risk assessment process and in such cases the Contractor shall provide appropriate adequately maintained, fire extinguishers, suitable for use.

### **FIRST AID**

The Contractor must ensure that there is adequate first aid provision in accordance with statutory regulations.

### **HAZARDOUS WORKS**

When any hazardous works, e.g., hot works are to be conducted, a "permit to work" must first be obtained from the school.

No such work shall be commenced unless a permit is in place.

A hot works permit is required for all operations involving flames or producing heat and/or sparks. Including but not limited to brazing, cutting, welding, grinding, soldering, use of blow lamps etc.

### **NOISE AT WORK**

The Contractor shall take measures to minimise the disruptive effect of construction noise.

If necessary, noise levels should be assessed by a competent person to ensure levels do not exceed statutory control levels and do not obtrude or affect site workers, establishment occupants, or other persons in the vicinity.

Following risk assessments, the Contractor shall use the most effective noise reduction measures available. Any plant still likely to cause disturbances may only be used within the periods previously agreed by the school.

### **PPE**

Dependent on the nature of the work, the Contractor shall ensure that appropriate personal protective equipment is provided and used by employees.

Furthermore, the Contractor will ensure that visitors to the site are made aware of any special hazards. Under no circumstances will visitors to the site in connection with the works, not wearing suitable personal protective equipment or clothing be allowed on site, or in the vicinity of work activities where there is a likelihood of any risk to their personal health or safety.

### **SECURITY OF SITE**

All site-specific security procedures are to be complied with. All doors and gates are to be securely closed. Operatives are to sign in and out of site. Identification is to be worn at all times.

### **SIGNAGE AND WARNING NOTICES**

The Contractor shall implement a system of signposting to warn occupiers and the public of dangerous operations, plant and chemicals, and of freshly applied materials. All safety signs must conform to the Safety Signs and Signals Regulations. Such notices must be securely fixed externally and in a prominent position. It may be necessary to provide the signs in different languages.

### **SMOKING/VAPING**

Smoking/Vaping is not allowed in any building or within the school grounds.

### **STORAGE**

Materials must be stored appropriately at all times. Schools are not responsible for loss or damages.

Under no circumstances are the corridors, staircases, intake cupboards, WCs, or emergency escape routes (both internal and external) to be obstructed with plant, equipment, materials, etc.

Extra precautions and safety considerations for secure storage must be considered where materials, (e.g. flammable liquids and gases such as propane) and hazardous substances (e.g. pesticides and timber treatment chemicals) are to be used.

Such substances must not be kept within the building but taken off site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work. Should this not be practicable, specific storage arrangements will be required and no such substances shall be stored on site without prior agreement.

In the event of storage being required on site then access must be restricted to authorised personnel.

### **SUBSTANCES HAZARDOUS TO HEALTH**

The Contractor shall provide the school with all the relevant information on any dangerous, noxious or offensive substances to be transported, stored, used or handled on site, in accordance with Control of Substances Hazardous to Health Regulations (COSHH), risk assessments will be provided.

Hazardous substances must not be left unattended without adequate safeguards having been taken. They must be kept in a secure place when not in use.

### **DUST/FUMES**

Where it is known that site activities are going to create a large amount of dust, then specific precautions must be undertaken. The Contractor shall make an appropriate risk assessment and should be aware of the need in certain circumstances of compliance with the COSHH Regulations. The school must be forewarned of such problems, so that if necessary, additional cleaning provisions can be considered for the duration of these activities.

At all times it is essential to maintain a safe and healthy environment for employees and other users, and to protect machinery and equipment vulnerable to damage by dust.

### **WASTE**

Waste, dust and other debris caused by the building operations or other work shall be cleared regularly as work progresses, and at the end of each working day. In the event of skips being required these shall be sited appropriately in approved areas, agreed by the school. School skips only to be used with written permission by school.

### **WELFARE ARRANGEMENTS**

The use of site facilities e.g. toilets shall be by agreement with the school. Should these facilities be made available, they must be left clean and tidy after use.

### **WORKING AT HEIGHT**

This shall be avoided wherever reasonably practicable.



Roofs of buildings on site are not normally guarded and adequate guarding must be provided prior to work being carried out.

The Contractor is fully responsible for all aspects of scaffolding erected by firms which are registered members of the National Association of Scaffolding Contractors.

The use of mobile tower scaffolding will not be permitted with a working platform higher than 10 metres above ground level.

All scaffolds, perimeters, barrier fencing, etc may only be erected when the common or surrounding areas are cleared of occupants and members of the public. The contractor may be required to show training qualifications such as PASMA.

### **CONTRACTORS DECLARATION**

I confirm that I have read and understand the code of conduct and agree to adhere to the provisions set out within it. I understand that failure to do so may result in termination of Service Level Agreements

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_