**SCHOOL**

**LOGO**

**Contractor Induction**

**Term Time**

The following guidelines are designed to meet the needs of the school with the needs of the contractor. Please sign and return one copy to the Estates Manager prior to the contract commencing.

**NO WORK SHOULD START UNTIL THERE HAS BEEN CONTACT WITH THE SITE SUPERVISOR/CARETAKER/ESTATES MANAGER**

**Access**

Access is available from 07:00 am each school day morning. However, contact with the Estates Manager at the beginning of the week would be beneficial to confirm opening and closing arrangements. If weekend access has been authorised, timings should again be confirmed with the Estates Manager before programming any works. Vehicle access or egress is not available between **08.30 to 09.15 & 15:15 and 16:00** each school day. This enables safe movement of pupils and school buses at the end of the school day.

**Parking**

All contractors’ vehicles must be parked in the designated parking bays as identified by the Estates Manager. During weekends or school holiday periods parking restrictions are relaxed though it is the contractors’ responsibility to ensure the vehicles are parked in a safe manner and to ensure they do not impeded the normal operation of the school or other contractors. All valuables in contractor’s vehicles are left there at the owner’s risk. All safety signs around the school must be adhered to.

**Deliveries**

During school hours, no vehicles are allowed past the gates into the school grounds. You can get access into the School Car Park and Bus bays. If it becomes an absolute necessity, access will be allowed only when the children are in their lessons. The vehicle must then withdraw. Should the children come out for a break period, work must be stopped until such time that they return to class. Contact should be made with the Estates manager if a banksman is required for reversing.

**Equipment & Storage**

There are no storage facilities available within the school for contractors’ storage. Any storage requirement for materials or tools must be provided by the contractor and located in a position to be agreed with the Estates Manager. Any materials being stored outside must be within a secure compound area.

**Contractors should provide all the necessary equipment with them for the job, tools or any other devices cannot be borrowed from the Estates Manager.**

**All equipment brought onto the site must be fit for purpose and devoid of any defects. Any equipment that subsequently does not meet this standard should not be used.**

**Identification**

During school occupation periods, all contracting personnel should carry identification badges that should be clearly visible to school staff.

**Fire Alarms**

The fire alarm consists of a repetitive rising tone, high-pitched siren. Should the alarm go off, all contractors should immediately evacuate the building by the nearest possible fire escape and assemble at a designated area to be agreed with the Estates Manager. The senior contractor on site should confirm to the Estates Manager or person in charge that all personnel are accounted for.

All contractors should make themselves aware of all fire exits in the vicinity that they are working in.

On discovery of a fire:

* The fire alarm should be activated by the break glass devices.
* Remain clam
* Evacuate the building by the nearest fire exit in an orderly fashion
* Do not use lifts
* Do not stop to collect personal belongings

Re-entry to the site should only be done when the ‘All Clear’ has been given by the competent person in charge of the facility at the time.

**Smoke Detectors**

Smoke detectors can be triggered by dusty atmospheres. Every effort should be made to prevent dust through damping down etc. No automatic smoke detectors should be covered up without the express permission of the Estates Manager.

**Welfare Facilities**

**Toilets**

Contractors should use toilets as identified by the Estates Manager. Under no circumstances should children’s toilets be used at any time.

**Showers**

There are no showers available for everyday use. However, in exceptional circumstances, (e.g. Health and Safety, Chemical contamination etc.) then access will be provided to a shower.

**First Aid**

Contractors should provide their own first aid provision including qualified personnel and suitable first aid kits.

**Smoking**

There is a no smoking policy inside any of the school buildings or on the school grounds.

**Food**

Contractors are requested not to use the pupils’ canteen facilities. However, if agreement can be made with the canteen Supervisors, then it is acceptable to purchase hot food from the kitchen to be eaten in the contractors’ canteen area.

**Telephone**

Contractors should use their own mobile phones to make their necessary calls and in an emergency a telephone is also available in the Main School Office. No phones should be used to take photos of pupils and staff and every effort should be taken to ensure no images of work includes staff or pupils. Please check with the Estates Manager before you take any photo’s.

**Process**

Though every effort will be made to accommodate contractors’ requirements, the safety of the school children and staff are paramount. Therefore there are some procedures that have to be adhered to.

* **During school hours, no tools are to be left unattended at any time.**
* Any works carried out in corridors, common rooms, walkways, thoroughfares should be cleared with the Estates Manager first, and in any event, be programmed around children’s break times or class changes.
* **Wherever possible, noise (drilling, demolition etc.) should be restricted to outside school hours**. **No items to be placed in School bins without prior permission.**
* No radios are permitted within the school buildings.
* **All rubbish, debris or any contractors’ mess should be cleared up and removed immediately from any classrooms, corridors or any areas which children, staff or visitors have access to.**
* All accidents and/or near misses must be reported to the school for documentation and possible further investigation.
* **Please don’t wash buckets or tools in school sinks or tip dirty building water down the school drains.**
* Electricity inside the building may be obtained from the nearest available socket, though extension cables must run either high level, or be taped down to avoid forming a trip hazard. In addition, portable RCDs must be used for all 240v power tools.
* **Water is available through liaison with the Estates Manager and its most convenient location.**
* All contractors should stay in their allocated areas for the duration of the work. Nobody should be walking around the site unless they have a specific reason related to their work.
* **All contractors should sign in & out with Reception on every occasion.**
* There should be no disruption to Main Services without prior agreement.
* **Any changes to the personnel during the duration of the work should be brought to the attention of the Estates Manager.**

**The duty staff in School reserve the right to suspend work if any unsafe activities/practices are taking place and are in breach of the its working code.**

**Permit to work scheme**

**A permit to work must be obtained for all work**, including those involving the following processes or locations. Permits are given by the Site Supervisor for a specific time of working i.e. for the duration of one shift. A new permit will be required after that time has elapsed.

* Any work at height (>2m).
* Any work in confined spaces.
* Any work involving hot processes.
* Any work involving high voltage electrical systems
* Any work where the site fire detection/ alarms or security systems maybe affected
* Work on Gas Services
* Any work access beyond machinery guarding

If you are not sure if the job meets any of these – ask!

**General**

Further restrictions or guidance may be applicable to each different situation. This will be discussed in full with the contractor at a suitable time or as a situation arises.

**I confirm receipt of the above guidelines, have read and understood them and informed the rest of the contactors under my supervision.**

Signed ............................................................................................

Print ............................................................................................

Date ............................................................................................

Company Name ..................................................................................

Nature of Work ..................................................................................

Contact Number(s) ..................................................................................

**Supervisor Contacts:**

Site Supervisor -

Head Teacher -