

3.19.1 THE ELIOT BANK AND GORDONBROCK SCHOOLS FEDERATION

CONTRACTORS ON SITE - CODE OF PRACTICE:

Except where specifically changed by contract and in addition to HSC document Building Contracts Undertaken on Educational Premises, all previous communications or correspondence should be complete. A manager from your company should be able to provide evidence of our assessments of contractors.

REMEMBER...

THIS IS A SCHOOL NOT A BUILDING SITE, THE SAFEGUARDING OF CHILDREN IS PARAMOUNT! IT IS A CONDITION OF THIS CONTRACT AND THE AVAILABILITY OF ANY IN THE FUTURE THAT THIS CODE OF PRACTICE IS OBSERVED IN LETTER AND SPIRIT.

Pupils and members of the public throughout the year occupy the buildings. Contractors working during the school holiday for long periods will have to provide their own welfare facilities on site. All contractors will leave their belongings in their unit while working on the school site. This is provided it is out of sight of any pupils who may be on site and the general public. This welfare room must not store any inflammable or combustible materials or is in an area containing such materials. **This room must be kept tidy and secure at all times.**

Contractors working in schools will be vetted for their suitability to work with children and young people and are required to produce criminal record disclosures on demand. These should be processed & filed with the contractor. Contractors must not fraternise with pupils.

This School actively pursues a policy of equal opportunity for all its pupils. They 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 contractors working on site are careful about their choice of language and the ideas that they express.

Irrespective of the weather conditions, or the work in hand, contractors are required to conform to an appropriate standard of dress. If in doubt, check with the Federation Premises Manager. Alcohol and/or prescribed drugs do not mix with safe working practices. It is a condition of the contract that no contractor is on site and intoxicated - by whatever means.

This is a school and children have the ***Propensity to touch things left on show!*** Do not leave tools, materials, etc., around for mischievous hands.

On each and every arrival at this site, contractors are required to sign in; the signing in book is held at the Reception Desk or at the Main Entrance to the School building and in most cases obtains a dated visitors badge.

At the contract stage and at the start of each contract, the Federation Premises Manager of this School will undertake a *Job Review* with the contractors to make sure that safe practices are observed and appropriate notification to the School has been made regarding your work and potential disturbance. **A copy of your Risk Assessment and Method Statements (RAMS) will be required.**

The use of glues, solvents, chemicals, etc., must be covered by COSHH Risk Assessments & Regulations. Contractors must have Assessments sheets on site or work may be stopped. Contractors are bound by HSWA. Management of the School will seek to enforce it, by stopping works if necessary. Your contact on site is Glen Goode (FPM) or Simone McAllister (FBM) any difficulties can be raised with them.

Signed this form to state that you have read & understood the above:

Name:..... Company:..... Signature:.....

Federation Premises Manager:..... Date:.....