



# **Site Rules for Contractors**

## **GENERAL INFORMATION**

- Contractors must report to the reception or to the caretaker upon arrival to the school
- Contractors MUST sign in upon arrival and collect a visitors pass
- Contractors MUST abide by the school's Health and Safety Policy – a copy of which will be at reception
- 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 policy.
- Contractors MUST not smoke within the school grounds or at the entrance of the school grounds

## **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 in 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 out 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.

## **CONTACTS WITHIN SCHOOL**

Head Teacher	:	Sam Foord Deputy
Head Teacher	:	Maureen Hughes
Caretaker	:	Karen Fowler Shirley Hurst
School Business Manager	:	Nicola Richardson

## **SAFEGUARDING**

If the contractor/s have not got an enhanced DBS check then they will be fully accompanied by a member of staff whilst they are on site during school hours. The Caretaker if possible will try to ensure that contractors without an enhanced DBS conduct work outside school hours.

If the contractor has got an enhanced DBS check then the information will be recorded on the school's single central record.

## **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 visitors car park at the front of the building.
- 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:-

**08.40 am – 09.20am**

**15.00 pm – 15.45 pm**

- The contractor is responsible for ensuring that their deliveries do not arrive during these times

**SMOKING**

The schools has a no smoking policy

**MATERIAL STORAGE**

Materials can only be stored on site with the agreement of the caretaker.

**PLANT**

All plant and equipment not in use shall be rendered safe, isolated and carefully stored

**SITE SECURITY**

All scaffolds, hoists and barrier fencing should only be erected or dismantled when the surrounding area are clear of staff and pupils. Due regard should be paid by the contractor to the presence of overhead power lines or physical obstructions during the erection of scaffolds and hoists

**SITE LIGHTING**

All lighting within the site shall be maintained and all escape routes illuminated in accordance with the relevant legislation and codes of practice

**PREMISES SECURITY**

The contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building is maintained. The contractor shall ensure that all working areas are not accessible at any time to pupils

**SAFE WORKING ROUTES**

Areas where the contractor is not required to access shall be barriered off and where there are hazards such as holes in the floor, these will required to be made safe and secure. Safe working routes shall be defined before commencement of any work

**FIRE ALARM AND SECURITY DEVICES**

The contractor shall ensure that all fire alarms and security devices remain in working order throughout the duration of the contract. Details of the existing installations should be investigated prior to commencement of work

**PERSONAL PROTECTION**

Hard hats will be worn wherever risk of head injury exists, both inside and outside of the building. Contractors should ensure they wear personal protective clothing

**SITE SIGNAGE**

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

**NO 'HOT WORK'**

No hot work involving blowlamps, 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

**PERMIT TO WORK**

The contractor shall operate a 'Permit to Work' system for the following situations:-

- Existing electrical and installations
- Hot work (blowlamps, welding, burning etc)
- Existing drainage installations
- Confined space entry
- Existing fire safety systems and installations
- Asbestos removal

**ACCIDENTS**

The contractor shall report any accident or dangerous occurrence to the Health and Safety Executive in accordance with RIDDOR Regulations and, at the same time, inform relevant school staff. First aid boxes are available within the school. All serious accidents must be reported to the School Business Manager or Caretaker and an accident form must be completed.

**COMPETENCE**

The contractor is required to check the competence of any domestic named or nominated contractor for the purposes of complying with the Construction (Design and Management) Regulations 1994

**CONTRACTORS AND SELF EMPLOYED PEOPLE**

Where applicable, it is a requirement under the Construction (Design and Management) Regulations 1994, the Principal Contractor ensures contractors and self-employed people working on the site are made aware of the relevant portions of his Health and Safety plan. All contractors must ensure that full induction of his/her own staff, sub-contractors staff and the self-employed is carried out and that these site rules are fully understood by all persons employed on site.

**HSE INFORMATION SHEETS**

The contractor shall take due notice of the guidance given in HSE information sheets (Construction Series) which covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work of roofs, chemical cleaners, cement, solvents, PPE , silica and handling building blocks

**STATUTORY INSTRUMENTS**

During the course of the building works, contractors shall pay attention to the construction related statutory instruments. Should the contractor be required to carry out work affected by another Statutory Instrument, such as asbestos, he shall immediately inform the Supervising Officer and/or Planning Supervisor and seek instructions before proceeding.

**OTHER LIMITATIONS**

The contractor is to consider all other limitations in respect of the site as detailed in the tender documents