

The Cranmer Education Trust



Safety Guidelines for Contractors

Contents:

1. Objectives
2. Contractor Code of Conduct
3. Commencement of Work - Provision of Safety Information
4. Training and Competence of Employees and Notification of Hazards
5. Improvement and Prohibition Notices
6. Construction, Design and Management (CDM)
7. Plant Materials and Equipment (General)
8. Project Supervision
9. Permit to Work
10. Access to School Property / Site
12. Risk Assessments and Method Statements
13. Electrical Plant
14. Underground/Overhead Services
15. Noise and Vibration
16. Explosive or Radioactive Materials
17. Operation of Plant
18. Asbestos
19. Housekeeping
20. Fire Precautions for Contractors
21. Working Areas
22. Services
23. Excavations
24. Compressed Gas Cylinders
25. Working at Heights and on Roofs
26. Scaffolding
27. Danger Boards
28. Working Alone
29. Protection of all persons other than your own Employees
30. Welfare
31. Control of Pollution
32. Cartridge Operated Fixing Tools
33. Flammable Materials
34. Toxic Fumes
35. Accident Reporting
36. Redundant Mechanical and Electrical Site Services
37. School Roof Work Guidelines Flat Roof Work
38. HSE

1. Introduction

- 1.1 This document is issued as a Safety Guidance Note to Contractors and Sub-Contractors employed on School contracts on any of the school premises that form part of the Cranmer Education Trust. Namely:
 - The Blue Coat School
 - East Crompton St George Primary School
 - Mayfield Primary School
- 1.2 It is designed to ensure a safe environment for the Contractor, School staff, students and visitors and must be adhered to at all times.
- 1.3 To be accepted as an approved contractor you will have to show evidence of insurance cover as required by the Trust & School.
- 1.4 A lapse in any of the above will prevent your company from being permitted to work within the Trust.
- 1.5 For all statements with regard to 'Contractors' the same requirement applies to all their employees, to Sub-Contractors and their employees.
- 1.6 **It is the duty of all Contractors and Sub-Contractors to have knowledge of this Guidance document and any other relevant legislation** and to take account of it in the pricing, planning and execution of all work on School Projects.
- 1.7 The School will nominate a School Representative for every project. This may be the Business Manager, Site Manager or Supervising Officer identified by the Headteacher.
- 1.8 Should a contractor be unsure of the contents of this Guidance document, Legislation, Codes of Practice or of safe working methods, they have a duty to discuss this with the School Representative responsible for the project.

2. Objectives

The objectives of this document are to ensure that the standards for safety, as required by legislation, guidance and best practice, are achieved at all times and that all works are undertaken safely.

- 2.1 It is the duty of all Contractors to be aware of and work in accordance with current legislation and co-operate with the School on matters relating to Health, Safety and Welfare.
- 2.2 Contractors operations will be so designed that they will be carried out in a safe manner. Should on any occasion your attention be drawn to unsafe practices, prompt and effective action must be taken to remedy the matter.

3. Contractor Code of Conduct

- 3.1 The Cranmer Education Trust and its schools are committed to **safeguarding** and promoting the welfare of children and expects all staff, volunteers, contractors, and visitors to share this commitment.
- 3.2 As part of our safeguarding arrangements, interaction with children is strictly prohibited, without the express permission and supervision of the School. Any contractor, or their employee, in breach of this requirement will be barred from site.
- 3.3 Contractors and their employees are required to wear company identification and to conform to agreed **signing in procedures** including the wearing of company livery and/or visitor badges when required.
- 3.4 **Clothing** must be appropriate for work undertaken and respectful of a child centred environment.
- 3.5 On site parking is only available by prior agreement. All **vehicles** must be liveried and parked in designated areas. Vehicles and their contents are parked on site at the contractor's risk.
- 3.6 Playing of radios is prohibited on site and contractors and their employees are required to respect the ethos of the school/s and maintain (in addition to the health and

safety regulations) an appropriate **environment** in terms of language and personal interaction with co – workers and adults / visitors whilst on site.

- 3.7 Smoking is not permitted in any part of the Trust’s premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parent. This includes a ban on smoking within vehicles on school grounds.

4. Commencement of Work - Provision of Safety Information

- 4.1 In the first instance, no work may commence on any School Site until the signed Certificate of Compliance **RULES FOR CONTRACTORS AND SUB CONTRACTORS** has been received.
- 4.2 The rules and certificate apply to all subsequent work carried out by that Contractor on School locations until further notice. In addition, no work may commence before the Contractor has reported to the relevant School representative.
- 4.3 The Contractors should similarly report the completion of a job to the school representative, sign out and return visitor badges where issued. This requirement applies to each and every visit.
- 4.4 At the initial contact with the School Representative, (the Supervising Officer, Site Manager – or a member of the Site Team), you will be advised of any known special hazards in the area where you are carrying out the work, and of the procedures and precautions to follow to ensure that the (potential) risks to your staff arising from these hazards are controlled.
- 4.5 In such instances, the Contractor shall, before commencing any work, furnish the School Representative / Site Officer with detailed written Method Statement and Risk Assessment on how s/he intends to control any hazards identified and seek the Supervising Officers agreement.
- 4.6 Contractors must comply with Trust/School Safeguarding Policies and procedures and provide DBS information as required.
- 4.7 The Supervising Officer or School’s Site / Health and Safety Representative shall be empowered to suspend the provision of the service, or part thereof, in the event of any non-compliance by the Contractor with his legal duties for health, safety and welfare matters. The Contractor shall not resume provision of the service until the Supervising Officer is satisfied that the noncompliance has been rectified. The Contractor shall bear all costs associated with any suspension and resumption of the service.
- 4.8 The School’s Supervising Officer Site / Health, Safety and/or Fire Representative shall be empowered to access at any reasonable time any Site where the Contractor is undertaking any works in pursuance of the Contract for the purpose of carrying out an inspection of health, safety and welfare standards.
- 4.9 The Contractor shall fully co-operate with the reasonable requests of the School’s Supervising Officer / Site / Health, Safety and/or Fire Representative and shall provide access to all areas of the works, health and safety documentation, welfare facilities, accident records, training records and certificates, equipment inspection records, statutory registers and notices, plant and equipment for the purposes of inspection.
- 4.10 The School’s Supervising Officer / Site / Health, Safety and/or Fire Representative shall be empowered to take any photographs, measurements, samples, copies of health and safety related documents etc. which s/he deems necessary to determine the Contractor’s compliance with health and safety legislation and best practice and as evidence of any noncompliance.
- 4.11 Within departments, the work area should be clear of hazards to allow the work to commence. However, should you be concerned about any hazard either at the beginning of the work, or about any hazard that develops or becomes apparent during

the course of the work; **then you should immediately get in touch with your school supervisor / site contact.**

- 4.12 In some cases it may be necessary to demarcate the working area e.g. with cones, warning tape or other suitable barriers in order to prevent intrusion into the working area and Caution Notices displayed. The need for such demarcation should either be addressed in the contract or discussed with your site contact.
- 4.13 The Contractor must have included within his/her returned tender/quotation for the provision of any Personal Protective Equipment required to complete the works satisfactorily.
- 4.14 In the event of any unforeseen hazard arising during the course of the works, then the Supervising Officer / site contact may instruct the Contractor accordingly and grant any additional costs the Contractor may incur as a result of this additional hazard(s).

5. Training and Competence of Employees and Notification of Hazards

- 5.1 All Contractors must ensure that its employees are adequately trained and experienced to carry out their work safely and hold a CITB or equivalent Certificate of Competence where appropriate.
- 5.2 Training should be to industry-recognised standards; evidence of training will be required. To this end they must ensure also that specific hazards likely to be experienced on the project, whether notified to them or discovered by them, are notified to their workforce, together with any precautions to be taken and local rules to be observed.
- 5.3 Similarly such hazards, and where discovered, should be notified to their Sub-Contractors and to the School.

6. Improvement and Prohibition Notices

- 6.1 In the event of an Improvement or Prohibition Notice (in accordance with Section 21 and 22 of the Health and Safety at Work Act 1974) being served by an HSE Inspector, the Contractor must immediately notify the School regarding the reason for the Notice and the action the Contractor intends to take as a result.
- 6.2 The Contractor must comply with the terms of such Notice within the appropriate time period.

7. Construction, Design and Management (CDM)

- 7.1 Where the project is subject to the CDM Regulations the School will nominate a Planning Supervisor and Principal Contractor.
- 7.2 The duties of Principal Contractors are specific, therefore the School will satisfy themselves that prospective contractors are competent and adequately resourced before nominating them.
- 7.3 Duties of Principal Contractor can be found in HSG224 "Managing Health & Safety in Construction".

8. Plant Materials and Equipment (General)

All plant, materials and equipment used by the Contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected, by a Competent Person (insurance inspector) when required.

8.1 Plant

- 8.1.1 All plant used by Contractors including cranes, lifting machines and lifting gear must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested and examined in accordance with regulations and when required

marked as to the noise level that is likely to be generated by the plant. It is essential that plant to be used is effectively silenced.

- 8.1.2 Periodic maintenance must be carried out in accordance with manufacturers instructions. Statutory registers, certificates and notices when appropriate are to be displayed or readily available for inspection. **Evidence of maintenance and testing should be available for inspection.**

Ref. L22 – “Safe use of work equipment” (PUWER 98)

L113 – “Safe use of lifting equipment” (LOLER 98).

- 8.1.3 Equipment left on site overnight or through closure periods must be effectively immobilized and secured and is left at contractor’s risk.
- 8.1.4 All plant movement must strictly obey site specific delivery times and speed limits (where applicable) and banksman must be used where risks to other vehicles or pedestrians have been identified.

8.2 Material

- 8.2.1 All items of equipment and materials are to be stored safely on site and under cover to prevent deterioration.
- 8.2.2 The area in which items are to be stored will be designated by the Supervising Officer / site contact for the scheme.
- 8.2.3 The Contractor shall be responsible for the security and loss of any materials.
- 8.2.4 All materials whether permanent or temporary used on the works are to be safe and properly used and any manufacturers instruction or known hazard relating to use, handling or storage, is to be made known to the School Representative as well as their own and any other Sub-Contractors Workforce.

8.3 Waste Materials

- 8.3.1 Skips should not be stored less than 6m from:
- a) a glazed face of a building
 - b) a gas cylinder store
- 8.3.2 Skips will be the covered and lockable type and located in an area agreed by the Supervising Officer.

8.4 Equipment

- 8.4.1 All equipment brought to the project must be provided in a safe to use condition and the operator properly trained and competent in its use. Similarly for sub contracted work.

Ref: L22 “Provision and Use of Work Equipment Regulations 1998” (PUWER)

- 8.4.2 All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989 and with School rules for all portable electrical equipment. Tools to be rated max (110V). Battery powered tools are preferable.

Ref: HS(G) 141 “Electrical safety on construction Sites”

8.5 Safety Equipment and Clothing

- 8.5.1 The Contractor shall provide all necessary Personal Protection Equipment (PPE) for his workforce including Safety Shoes, Helmet, Ear Defenders, Eye Protection etc, required by statute.
- 8.5.2 This equipment will need to be checked at recommended intervals to ensure it still complies.

Ref: L25 “Personal Protective Equipment at Work Regulations 1992”.

9. Project Supervision

Contractors must ensure that a competent employee of suitable experience is always present on the project to supervise and direct the works and to receive and implement instructions from the School's Representative.

10. Permit to Work

10.1 Hazardous work situations exist which can only be carried out under a Permit to Work System. These include:

- Hot Work Permit
- Work on Pressure Systems
- Work in Confined Spaces
- Work on High & Low Voltage Systems
- Work in Radioactive Areas
- Misc – Asbestos, Sewerage

It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted.

10.2 Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Coordinator of that operation.

11. Access to School Property / Site

11.1 The School have a responsibility under the Health and Safety at Work Act to ensure that contractors working on behalf of the School are competent and work in accordance with health and safety legislation and current best practice.

11.2 The contractors in turn will need to produce evidence that their sub-contractors meet the same standards and will be required to ensure compliance with school requirements.

12. Risk Assessments and Method Statements

12.1 Prior to commencing work for the School the contractor will need to provide risk assessments and/or method statements to the Supervising / Site Officer.

12.2 The risk assessments will need to be task related and address all hazards associated with that task. The following will be required (where applicable) as a minimum:

- Management risk assessments
- COSHH assessments
- Manual handling assessments
- Noise assessments
- Working at Height

Ref: L21 "Management of Health and Safety at Work

L23 "Manual Handling

L5 "Control of Substances Hazardous to Health

L108 "Reducing noise at Work"

INDG 127 "Noise in Construction"

12.3 Contractors or sub contractors who deliberately flout Trust and / or School procedures or do not adhere to the assessment controls will be considered to be acting without their duty of care and to be in contravention of their responsibilities under health and safety.

12.4 As a consequence their names may be removed from any 'approved list' for future work.

13. Electrical Plant

13.1 The Contractor or his employees shall not enter any sub-station, switch room or similar area without permission from the School's Supervising / Site Officer or

Authorized Person, who will specify the nature and extent of the work and issue any necessary Permit to Work.

- 13.2 On completion of the work, any Permit to Work will need to be cancelled by the person issuing the Permit.

14. Underground/Overhead Services – Method Statement required

Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions (within H.S.E. Guidelines) must then be taken to prevent injury or damage to person or property.

Ref: HSG47 “Avoiding Danger from Underground Services” (revised 2000)

HSG185 “Health and Safety in Excavations”

CIS8 “Safety in Excavation”

GS6 “Avoidance of Danger from Overhead Electric Power Lines”

15. Noise and Vibration

- 15.1 The Noise at Work Regulations impose limits on the hours of exposure to noise of employees.

- 15.2 The duty is on the employer of the employee so exposed.

- 15.3 It is essential, therefore, that when any operation of the Contractor is likely to expose any employee on-Site to an average noise level of 85 db(A) or above, that assessments are carried out and the School informed.

- 15.4 In such circumstances the Contractor must keep stocks of ear defenders or other suitable ear protection for issue to all affected persons.

- 15.5 In addition to the forgoing, noise must be kept to a minimum at all times and must not exceed acceptable or locally specified rules and any conditions relating to noise imposed by the contract.

- 15.6 Due regard must always be given to noise levels permissible times for noisy work and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act 1974.

- 15.7 Any items of particularly noisy work shall be brought to the attention of the Supervising Site Officer and any staff working within any adjoining areas, who may also be affected. This should be addressed prior to the contract commencing. The school reserves the right to instruct cessation of works should noise levels exceed agreed limits.

- 15.8 When hand held vibratory power tools, equipment and plant are used, without suitable controls, there is a possibility of persons using these tools and equipment on a regular basis contracting “hand-arm vibration syndrome” commonly known as Vibration White Finger (VWF). When this equipment is used the Risk Assessment should detail what controls are in place to reduce the risk of injury.

Ref: L108 “Reducing noise at Work”

INDG 127 “Noise in Construction”

INDG126 “Health risks from vibration white finger – Employees Guide

INDG 175 “Health risks from vibration white finger” –Employers Guide

INDG296P “Hand –arm vibration syndrome” – Pocket guide

16. Explosive or Radioactive Materials

- 16.1 Under no circumstances will explosives, explosive devices or sources of ionising radiation be allowed on School Property without written consent (minimum 7 day notice) of the Trust and School.

- 16.2 Any Contractor using such materials will be required to prove their competence in the use of such material and notify the School of their Competent Person on the project.

- 16.3 Storage will not be allowed under any circumstance on School property.

- 16.4 No radioactive sources must be brought onto School property without PRIOR APPROVAL of the School Radiation Protection Advisor.
- 16.5 The covering or removal of any radioactive smoke detectors shall be brought to the attention of the Supervising / Site Officer who shall arrange an area for temporary storage, inform the School Safety Officer, and arrange for satisfactory and safe disposal of the redundant equipment.

17. Operation of Plant

- 17.1 No employee of any Contractor should operate tools or plant unless they have been adequately trained, and are competent in its use (Certification as proof may be called for).
- 17.2 No employee shall operate another Sub-Contractor Plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant.
- 17.3 Where plant and equipment is hired, evidence of maintenance and testing should be obtained.
- 17.4 School equipment must not be used.
- 17.5 The Contractors should note that some of the School's plant and equipment may be remotely and automatically controlled through a Computerised Building Management System.
- 17.6 Accordingly, Contractors should, before commencing work, receive appropriate authorization from the Supervising / Site Manager that any equipment they have been instructed to work on, has been isolated from the control system.

18. Asbestos

- 18.1 Prior to starting any work where there is likelihood that asbestos may be disturbed the contractor should obtain details of an asbestos survey from the Supervising Officer / Site Manager.
- 18.2 If accidental disturbance occurs or where a material suspected as being asbestos is found, the work activity should cease immediately and the Supervising / Site Officer informed without delay.
- 18.3 Asbestos work will only be carried out under the control of the School, who will select suitable contractors.

Ref: HSG213 "Asbestos Essentials"

19. Housekeeping

- 19.1 It is imperative for the safety of the Contractors Employees and the School's Employees, Students and Visitors that all Contractors keep materials in an orderly fashion in the place designated.
- 19.2 Also that any debris or waste arising from the Contractors works on-Site are cleared away as soon as is reasonably practicable to the designated area.
- 19.3 Any waste not cleared which causes a hazard will be cleared by the School staff and the cost charged to the Contractor or debited to the account of the offending Contractor.

20. Fire Precautions for Contractors

- 20.1 There is an obligation on School Authorities under various areas of Statutory Legislation to achieve and maintain an acceptable standard of fire precautions within the premises for which they are responsible. This responsibility extends to ensuring that Contractors are made aware of their responsibilities also whilst working on-Site and within the School's buildings. General Fire Precautions:
 - 20.1.1 If a Contractor discovers or suspects a fire, they should raise the alarm by operating the nearest fire alarm point.

- 20.1.2 If a Contractor hears the alarm, or after actuating a fire alarm call point, they should evacuate the building by the nearest exit and assemble at the pre agreed assembly point.
- 20.1.3 Even if the alarm has been activated as a result of contractor activities, for example, by sparks, fumes, or accidental cutting of alarm cables, then all individuals must still evacuate the building.
- 20.1.4 Contractor staff shall not, following an incident, re-enter the building until told it is safe to do so.

20.2 Before Commencing Work:

- 20.2.1 Ensure you are familiar with the route of escape (including the alternative routes) from the area you are working in, bearing in mind you may be working in basements/roof voids and similar areas where the route is confined and plant or machinery has to be negotiated.
- 20.2.2 Locate the nearest break glass alarm point. If this cannot be found contact the School Representative for the project who will give detailed instruction of the method to be used in raising the alarm, should the need arise.
- 20.2.3 Locate the nearest source of any fire fighting equipment within buildings. General Rules to be followed:
 - 20.2.3.1 Works carrying a high fire risk shall not be commenced without the prior written approval of the Site Supervising Officer / Manager.
 - 20.2.3.2 If work is to be carried out in areas which necessitate the temporary closure of, or restrict the use of designated exits, for however short a time, this should be brought to the attention of all persons working or using these areas and the alternative route clearly marked before the work commences. If in doubt, seek the comments or approval of the Site Manager or Supervising Officer.
 - 20.2.3.3 The correct storage, securing of and stacking of materials plant and machinery used during the contract, will be the responsibility of the Contractor.
 - 20.2.3.4 The Contractor (or any Subcontractors) will ensure that Exit routes are kept passable and all doors/staircases kept clear in the following circumstances:
 - (i) During the working day.
 - (ii) Whilst the working area is unattended, i.e. meal breaks/temporary suspension of the works.
 - (iii) Outside working hours.

20.3 The following is to be strictly controlled:

The use of equipment-materials and the carrying out of processes, which could:

- (i) Cause a fire to be started.
 - (ii) Increase the severity of a fire.
- 20.4 All equipment utilising a naked flame is to be turned off, or disconnected after use on every occasion. Before commencing any work involving a naked flame, the Contractor shall ensure that a Hot Work Permit system is in place.
- 20.5 Note : All works that involve the use of welding gear, blow lamps or other plant using naked flames shall cease not less than one hour before leaving the Site and it must be ensured that a thorough check is carried out of the area before leaving the Site immediately following the use of such equipment to reduce the risk of fire.
- 20.6 Any use of flammable or toxic chemicals and gases is to be in strict accordance with and only as per the manufacturer's instruction and conditions of use. All such materials are to be kept in the correct containers and stored securely when not in use.

- 20.7 Smoking is forbidden in any part of the Trust's premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parent. This includes a ban on smoking within vehicles on school grounds.
- 20.8 Welding or burning shall not be carried out in such areas without the School's authority.
- 20.9 All containers containing flammable gases shall either be stored in an area suitably designed to minimise any risk of combustion or removed from the Site each day after use.
- 20.10 Whilst on Site and at all times when works are being carried out, the Contractor will ensure that suitable Fire Extinguishers are available close to the area of the works. School extinguishers shall not be removed and used for this purpose.
- 20.11 Where the work carries a significant fire risk (i.e. work involving the use of naked flames or electrical equipment) the Contractor will supply for the use of his staff a Fire Extinguisher suitable for the work being carried out and be trained in its use.

21. Working Areas

- 21.1 Apart from access, Contractor's employees are forbidden from going outside their working areas.
- 21.2 All contractors shall wear an identification badge / contractor livery at all times whilst on school property.

22. Services

No connections may be made to electricity, mains gas, without authorisation of the Supervising Officer / Site Manager or authorised school representative.

23. Excavations

- 23.1 All excavation works will require a Method Statement.
- 23.2 Before work commences, the Contractor shall consult with The Supervising Officer / Site Manager, who in turn will authorise the work and advise on the possibility of the electrical cables, drains, gas, water mains etc, likely to be affected, where known.

References - CIS8 "Safety in Excavations"

- HSG185 "Health and Safety in Excavations"

- HSG47 "Avoiding danger from underground services"

24. Compressed Gas Cylinders

Contractors shall:

- (a) Make adequate arrangements for the safe custody of all their cylinders.
- (b) Not store cylinders in cabins.
- (c) Take note of the precautions issued by manufacturers published in HSE Guidance Notes.

Ref: CS6 "The storage of LPG on construction Sites"

25. Working at Heights and on Roofs

All work carried out on roofs requires compliance with Roof Work Guidelines (which follow), a Safe Working Procedure and adherence to the following references:

Reference - HSG33 "Health and Safety in Roof Work"

GS 31 "Safe use of ladders, stepladders and trestles
Construction (Head Protection) Regulations 1989"

GS25 "Prevention of falls to window cleaners"

26. Scaffolding

- 26.1 All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with BS 5973 and must not undermine building security. This includes requirement to board lower levels to prevent unauthorised access.
- 26.2 All scaffolding shall be erected only by trained and authorised competent persons. Evidence of training should be available for inspection.
- 26.3 Any scaffold which remains erected for more than one week should be inspected at least once per week, and after bad weather, which may have an effect on strength and stability.
- 26.4 The inspection to be carried out by a Competent Person and a register of such inspection(s) to be retained on Site for inspection by the School Supervising Officer / Site Manager or Authorised Person.

Ref: CIS10 "Tower Scaffolds"

CIS49 "General Access Scaffolds and Ladders"

INDG220 "Guide to Construction (Health, Safety and Welfare) Regulations 1996"

27. Danger Boards

- 27.1 The Contractor shall not touch any equipment if a School Danger Board or notice is attached to any Electrical/Mechanical Equipment.
- 27.2 If the Contractor is expected to work on the equipment then he must seek out the person whose name is shown on the Danger Board or notices and contact the Supervising Officer / Site Manager before work commences.
- 27.3 Where 'locking off' arrangements are in operation under the Permit to Work systems these shall be in accordance with the School Code of Practice for Safe Systems of Working, which is available for inspection.

28. Working Alone

- 28.1 Contractors should ensure that if working alone on School premises they have suitable controls in place for the safety of the lone worker (this includes the self-employed).
- 28.2 Employers are responsible for their employees safety.

Ref: INDG72 (rev) "Working Alone in Safety"

29. Protection of all persons other than your own Employees

In addition to having suitable controls in place for the safety of your employees:

- 29.1 Contractors must ensure the safety of all persons on School controlled premises while undertaking work activities.
- 29.2 Controls should be in accordance with the following reference.

Ref: HSG151 "Protecting the Public"

30. Welfare

Provision of suitable welfare facilities should be provided by the contractor applicable to the work activity in agreement with the school.

Ref: CIS18 "Provision of Welfare Facilities at Fixed Construction Sites"

CIS46 "Provision of Welfare Facilities at Transient Construction Sites"

31. Control of Pollution

- 31.1 Contractors may not deposit any waste, chemical or any other substances whatever into the drains or refuse disposal containers on School premises, unless express permission has been given by The School Supervising Officer / Site Manager.

- 31.2 Any toxic substances shall be collected and stored separately whilst on Site and the disposal arranged in accordance with the appropriate regulations or in agreement with the Supervising Officer / Site Manager.
- 31.3 A record of any such disposal, including the name and address of any disposal contractor, the date when the disposal and quantity of substances disposed of, shall be kept by the Contractor.
- 31.4 A copy of the record shall be given to the Supervising Officer / Site Manager for her/his records.

32. Cartridge Operated Fixing Tools

Cartridge fixing tools are not be used on School premises without the prior permission of the School's Representative.

Ref: L22 Puwer 98

PM14 "Safety in the use of Cartridge Operated Fixing Tools"

33. Flammable Materials

33.1 The School Safety Officer must be consulted before flammable materials are stored on Site.

Ref: HSG 51 "The Storage of flammable liquids in containers"

INDG227 "Safe working with flammable liquids"

33.2 Suitable precautions need to be taken when the Contractor is working with flammable fumes.

34. Toxic Fumes

Materials, which release toxic fumes, must be used in accordance with the manufacturer's instructions, in well-ventilated areas and with such personal protection as may be required for the work in hand.

Ref: L5 "Control Of Substances Hazardous to Health"

35. Accident Reporting

35.1 The Contractor shall record all accidents, which arise out of the Contract Works in areas under his control.

35.2 The Contractor shall keep these records for the minimum statutory time period and shall provide copies of accident forms and accident statistics to the Supervising Officer / Site Manager on request.

35.3 The Contractor shall notify the relevant health and safety enforcing authority within the statutory time periods of any injury, dangerous occurrence or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations arising from activities under his control.

35.4 Copies of any such reports are to be provided immediately to the Supervising Officer / Site Manager.

Ref: L73 "A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR)1995"

36. Redundant Mechanical and Electrical Site Services

To reduce the risk of injury/incidence during refurbishment the following procedures will be adhered to as defined in the responsibilities given below, set out for each party (employer/contractor):

36.1 The contractor shall, as part of the contract works, ensure that prior to any works commencing a detailed survey of the area of the building identified for refurbishment carried out to ensure that all services have been correctly identified and marked.

- 36.2 This will require a Risk Assessment and Method Statement being prepared by the contractor and being agreed by the Supervising Officer/Site Manager/Contract Administrator before the survey work commences.
- 36.3 Only suitably qualified and competent technical staff (NICEIC/gas safe etc) working on behalf of the contractor shall carry out the identification of the services.
- 36.4 Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the School's Supervising Officer/Site Manager/Contract Administrator who shall instruct the contractor on how to proceed.
- 36.5 The School shall, on receipt of information from the contractor of redundant services being present within a scheme either, instruct the contractor tasked with carrying out the scheme to undertake the removal of the redundant services or, alternatively, appoint and brief another contractor to carry out this work.

37 School Roof Work Guidelines Flat Roof Work

Authorising Officer duties:

Before contractors have roof access the officer authorising the work should ensure that the contractors:

- 37.1 Have suitable Risk Assessments in place, which are Site specific and relevant to the type of work being undertaken. If required the assessments can be forwarded for comments and advice.
- 37.2 Book in with the Site Team prior to work commencement – stating location, nature of business and times of expected access and egress.
- 37.3 Have a suitable means of communication, e.g. 2-way radio or mobile phone and understand what action to take in the event of an emergency.
- 37.4 Are made aware of any hazards associated with the area in which they are to work, e.g. no edge protection, fragile roofs and hazardous discharges from fume cupboards etc.
- 37.5 Carry out a communication check from the roof on which they are to work to ensure that whatever system is used is suitable and effective, failures will need to be rectified prior to work commencing.
- 37.6 Working outside normal working hours book in with the school security controller.
(First Response Security 0161 627 2435)
- 37.7 **Security Control duties (outside normal working hours)**
Security Control employees should ensure that outside normal working hours persons requiring access to a roof are logged in/out at Security Control.

37.8 Security Control duties at all times should ensure that:

Access key/card is issued and returned on request of the Supervising Officer / Site Manager or her/his representative.

37.9 School Employees

Managers and Supervisors should ensure that before roofs are accessed:

- 37.9.1 Suitable Site-specific risk assessments are in place for the work being undertaken prior to work commencing.
- 37.9.2 Employees are suitably trained for the work activity being undertaken (evidence of training should be available if requested).
- 37.9.3** Suitable means of communication are in place and tested from the work site prior to work starting.

37.10 Sloping Roof Work

Contractors and School Employees

- 37.10.1 Managers and Supervisors should ensure that before roofs are accessed, a suitable Site specific Risk Assessment and Method Statement is in place before work commences; the risk assessment/method statement should be vetted.

- 37.10.2 If required specific advice should be sought from the Site Manager or the Health & Safety Manager.
- 37.10.3 Should you have any Health & Safety queries that you wish to discuss contact the Site Manager.

38 Health & Safety Information

In addition to the Trust / School Guidelines you can obtain up-to-date Health & Safety information from the following sources.

38.1 HSE Direct

Developed by the Health and Safety Executive (HSE) in partnership with Butterworths Tolley, HSE direct is an online information service providing instant access to:

All the very latest health and safety legislation.

- Approved Codes of Practice and HSE guidance on legislation, including the ACOP and HSE services
- Guidance from HSE on specific workplaces, processes and substances including the HSG series and Industry Advisory Committee publications
- EU directives
- Case summaries
- HSE forms

The Site also contains daily news, HSE press releases, a health and safety events diary, useful contact details and much more: **www.hsedirect.com**

A CD-Rom version is also available.

38.2 The requirements within these Guidelines must be complied with, when working for The Cramer Education Trust and its member Schools. You are advised to keep these Guidelines readily available for future reference. Adherence to the Guidelines will be monitored by School personnel.

HSE Information Services

HSE Infoline

HSE Infoline can provide information on workplace health and safety and on HSE publications.

HSE Infoline is available by email only at www.hse.gov.uk, a telephone service is available for reporting fatal or major injuries only (08453009923 8.30-5, 01519229235 outside those hours. General Email enquiries can also be addressed to concerns@hse.gsi.gov.uk

Certificate of Compliance
RULES FOR CONTRACTORS AND SUB CONTRACTORS Part A

I certify that I have received a copy of the "Safety Guidelines for Contractors", that I have read and understood its contents, and that I agree to do everything possible to protect myself and others from danger when working at the

SCHOOL NAME:.....

COMPANY (FIRM):

ADDRESS:

.....

.....

.....

TELEPHONE No:

POSITION:

NAME:

SIGNATURE:

DATE:

Please return to:

Named contact:

School Name:

Address

Telephone No: 0161-

Email address

Certificate of Compliance
RULES FOR CONTRACTORS AND SUB CONTRACTORS Part B

1 Permit title	2 Permit number. Reference to other relevant permits or isolation certificates
3 Job location	
4 Plant identification	
5 Description of work to be done and its limitations.	
6 Hazard identification - including residual hazards and hazards introduced by the work	
7 Precautions necessary - person(s) who carries out precautions, e.g. isolations, should sign that precautions have been taken	
8 Protective equipment	
9 Authorisation - signature confirming that isolations have been made and precautions taken, except where these can only be taken during work. Date and time duration of permit	
10 Acceptance - signature confirming understanding of work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all workers involved	
11 Extension/shift handover procedures - signatures confirming checks made that plant remains safe to be worked upon, and new acceptor/workers made fully aware of hazards/precautions. New time expiry given	
12 Hand back - signed by acceptor certifying work completed. Signed by issuer certifying work completed and plant ready for testing and decommissioning.	
13 Cancellation - certifying work tested and plant satisfactorily decommissioned	