



Guidance to Contractors working at Greenside School

Introduction

Greenside is a special school catering for 114 pupils aged 2 to 19 years who have severe or profound and multiple learning difficulties. Many pupils have additional physical and sensory difficulties. In addition the school caters for pupils who have autism. On occasions, some of our pupils will present behaviours, which could place themselves and others at risk. Due to the severity of their learning difficulties the majority of pupils do not fully understand risks and dangers.

It is very important that you exercise extreme caution when working at Greenside during the school day and under no circumstances leave your tools unattended.

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on our school premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risks to the health or safety of themselves or others; and the managers of School premises also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on School premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term ‘contractor’ is deemed to include sub-contractors.)
2. Contractors and contractor staff will wear approved ID at all times when on School premises, and will fill in a signing-in book when entering and leaving site.
3. The caretaker or assistant caretaker is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
 - prior arrangements for parking on site (not always possible)
 - prior notice of work commencement, scale and possible disruption
 - date / time of proposed visit / works commencement
 - special arrangements to be agreed before work commences.
4. The Site Contact or Head Teacher will provide the Contractor with information on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.
5. The Contractor must report to the Site Contact/Head Teacher:
 - any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)
 - all accidents / near miss-incidents, no matter how minor and must give the Site Contact/Head Teacher, or his/her nominee, adequate prior notice of
 - all planned changes to programme or location
 - any possible disruption of services.



6. Contractors are responsible for:
 - removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
 - testing all works on completion as necessary and supplying the Head Teacher with commissioning/test data
 - the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc
 - the provision of their own First Aid facilities
 - posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
7. The following activities are banned on School premises:-
 - smoking
 - alcohol brought on to, or consumed on, School premises
 - the playing of radios/cassettes/CDs etc (during the school day)
 - illegal substances being brought on to , or consumed on, School premises
 - shouting, swearing, over-familiarity with pupils or staff
 - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.
8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
9. Contractors will be required to:
 - provide a copy of their Health & Safety policy
 - comply with all relevant Health & Safety legislation
 - keep noise and dust to a minimum
 - ensure that no products containing asbestos or CFCs are used on School premises
 - be aware of and comply with the School's fire and emergency evacuation procedures
 - evacuate buildings at the sound of fire alarm, report their safe evacuation to the Head Teacher/person in charge and go to nominated assembly area(s)
 - Provide written risk assessments/method statements before work commences.
10. Contractors will also be required to:
 - work in a safe manner and not to endanger staff, pupils, the public or themselves
 - work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Head Teacher
 - adequately control physical/chemical hazards to prevent risks to School staff/pupils/visitors (viz.trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
 - avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Head Teacher
 - get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.