

CONTRACTORS AND SUPPLIERS WORKING ON SITE POLICY

This document is applicable to all contractors or suppliers who come onto the premises to carry out work (such as Insurers, Auditors, equipment installers, equipment maintenance engineers, consultants, software developers and installers etc).

SAFETY RULES AND CONDITIONS

Before Ockbrook School will allow any Supplier or Contractor to carry out work on its premises the Contractor or Supplier must understand their legal statutory duties applicable to the type of work or operation they will be carrying out.

Ockbrook School expects Contractors and Suppliers to conduct their business and methods of work by conforming to the best safety practices. Ockbrook School must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety.

Ockbrook School has its own Health and Safety Policy and site rules which apply to its employees, contractors or suppliers and their employees or any other persons permitted onto the Ockbrook School premises.

Contractors and Suppliers and their employees, or their commissioned sub-contractors, must understand their obligations whilst on Ockbrook School premises. They are required to follow Ockbrook School's Health and Safety Policy and understand that acceptance of the Ockbrook School official order will be taken as an agreement of acceptance of these rules.

A copy of the Health and Safety Policy and site rules are available on request from The Operations Manager.

GENERAL HEALTH & SAFETY REGULATIONS

Ockbrook School believes that the health and safety of its employees, pupils and members of the general public is of vital importance. Ockbrook School, through its management at all levels has a responsibility to ensure as far as is reasonably practicable, the health, safety and prevention of injuries to all its employees whilst at work, and pupils and the general public whilst on the premises or grounds of Ockbrook School property.

The following health and safety requirements outline the responsibility for implementation of health and safety by all Contractors and Sub-contractors working on Ockbrook School premises.

- Contractors are to submit their Health & Safety Policy and Method Statements as and when requested by the Operations Manager and before commencement of work on site.

- Contractors are to ensure that adequate information, instruction, training and supervision is provided to all employees before commencement of work on site. Contractors may be requested to submit evidence of compliance with the above.
- Contractors are to ensure that their employees are issued with suitable Personal Protective Equipment in accordance with the relevant applicable legislation.
- Contractors are to ensure the correct provision and use of work equipment in Accordance with the relevant applicable legislation.
- Contractors are to ensure that all their employees shall conform with all aspects of their legal duties and responsibilities as laid down by the Health & Safety at Work Act 1974 and all other relevant statutory provisions.
- Contractors, where applicable, must comply with the Construction, Design and Management Regulations 2007 (CDM).
- Contractors are to ensure that all equipment plant machinery and any apparent brought onto Ockbrook School property, is suitable is in good working order and is fit for the purpose intended.
- The Contractor and Contractor's employees will cooperate with Ockbrook School to ensure full compliance with Health & Safety Legislation.
- All Contractors must comply with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) which requires the notification of certain accidents and incidents to the local Health & Safety Executive. The Ockbrook School Health & Safety Co coordinator must also be notified.
- Only licensed contractors shall be employed to carry out the removal of asbestos. If any old insulation lagging, sprayed insulation coating or insulation boards are found in a building, it must be assumed that it contains asbestos and the Operations Manager notified immediately.
- Contractors must submit method statements before carrying out any demolition work, in accordance with the HSE Guidance Notes.
- Contractors must provide risk assessments for work tasks, as required by the Management of Health & Safety at Work Regulations (1999), prior to the commencement of the work. These risk assessments are to be checked and approved by the Ockbrook School Health & Safety Co coordinator.

RESPONSIBILITY

No work shall commence until the Contractor, or Supplier, has received an official order. The purpose of this is:

- I. To ensure that Contractors and Suppliers have official authorisation for working on Ockbrook School's premises
- II. To ensure that Ockbrook School staff are made aware that authorisation has been given for work to be carried out
- III. To provide adequate arrangements and instructions on safe working requirements and to comply with statutory and Ockbrook School's regulations

BEFORE COMMENCEMENT OF WORK

Permission must be given by Ockbrook School before you commence working on site.

When first coming on site the Contractor or supplier should establish contact with the Ockbrook School representative in charge of the work or project and sign in at Reception. All personnel must display a 'Visitor' badge at all times.

Working hours will be restricted to between 8.00am and 5.00pm, Monday to Friday. These arrangements may only be varied with the consent of the Operations Manager.

Ensure that the Ockbrook School representative is informed in advance of any materials or goods which may be delivered to Ockbrook School premises prior to your employees commencing work. Such goods and materials are accepted and stored at your own risk and should be clearly marked as being for (the name of the firm and its representative).

Ockbrook School may refuse any unsafe load, or substance, which could cause harm to its employees or any other persons.

Contractors must stay within authorised areas, and must not enter any other areas without permission and/or being accompanied by authorised Ockbrook School staff.

DBS

Schools are required to ensure that their suppliers and contractors are DBS checked and cleared where they are on the premises either once a month, or on three occasions in a ninety day period, or required to undertake work overnight.

Where suppliers and contractors are only ever on the premises during School holidays and, therefore, never come into contact with pupils they do not need to be DBS checked and cleared.

Where a supplier or contractor is on the premises under exceptional circumstances e.g. some form of emergency situation they need not be DBS checked but will need to be accompanied by a member of staff from Ockbrook School at all times whilst they are on-site.

Where a contractor is on-site as part of a large, on-going project and has a regular group of his employees or sub-contractors present they will be required to ensure that:

- DBS Disclosure applications are made as early as possible for all their employees and sub-contractors, who fall within the categories above, i.e. prior to their arrival on-site,
- in the event of a member of staff or sub-contractor being required on-site before the arrival of their DBS clearance, they are to be accompanied by a person who has been DBS cleared and supervised at all times,
- All of the contractor's staff and sub-contractors are aware that they are restricted to the confines of their site, and are not permitted to enter School premises,
- No-one is working on-site or visiting site that has not had a DBS check other than in circumstances as detailed above.

Boarding staff must be informed at what times, after school or at weekends, members of the public are hiring out or using school premises so that they are in a position to ensure boarders safety and to make sure that at these particular times the boarders are not on their own or unaccompanied in school buildings or on the school grounds.

INSURANCE

The Contractor or Supplier or other such persons must provide evidence of adequate insurance for any common law damages awards which may be made against them or to any of their employees injured during the course of their employment.

EQUALITY

Ockbrook School is committed to eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups, abilities, gender and age. Contractors and Suppliers are required not to unlawfully discriminate against any members of staff or pupils they come into contact with on the grounds of age, sex, disability, race, nationality, religion or belief or sexual orientation, either directly or indirectly.

EQUIPMENT BROUGHT ON SITE

All equipment used by a Contractor or Supplier must be fit for its intended purpose and free from defects and in the case of electrical equipment must have been checked in accordance with the Electricity at Work Regulations 1989. Ockbrook School reserve the right to inspect any equipment used on its sites and to require any unsafe equipment to be taken out of use and removed from site. Failure to conform with the check, or in the event of unsafe equipment being found, may result in the employee being asked to leave the site.

Equipment and tools are not to be left unsupervised. It is the Contractor's responsibility to provide adequate barriers to prevent entry into work areas by Ockbrook School Staff, pupils and visitors. Work in circulation areas must be adequately cordoned off. This is to be agreed with the Operations Manager.

Equipment left on site shall be kept in a safe and secure manner and at the risk of the Contractor or Supplier

All electrical equipment shall be of 110V or Ockbrook School's, centre-tapped to earth. If RCD protected circuits are not available, equipment should be protected by a power breaker adapter conforming to BS7071.

SMOKING POLICY

Ockbrook School operates a No Smoking Policy in all buildings and throughout the campus. Smoking in restricted areas will require the immediate removal of the offending person from the premises.

FIRE PRECAUTIONS

Contractors should familiarise themselves with the site, work area, fire evacuation procedures, position of extinguishers, means of escape and fire assembly points etc. Contractors must evacuate buildings if asked to do so, or on hearing the fire alarm or discovering a fire, and assemble at the relevant assembly point as indicated on the Fire Action Notice in the vicinity of where the work is being undertaken

Fire fighting equipment is located around the premises and may be used by contractor's and supplier's employees or other persons. Such equipment must not be used for any other purposes other than fighting fires.

Before any hot work, such as welding, flame or arc cutting, burning-off paint or other processes involving heat or naked lights are carried out, suitable fire precautions must be agreed with the Grounds and Maintenance department. All such work must cease 30 minutes prior to leaving the site. The contractor is responsible for providing and maintaining fire extinguishers for his work in progress.

All fires, however small, must be reported to the Health and Safety Co coordinator.

IN CASE OF FIRE

Fire alarm systems throughout the premises can be operated by the break-glass method; please ensure your employees understand this. The alarms will be a distinctive audible warning.

The alarm will automatically result in a member of the Grounds and Maintenance Team arriving at the scene of the alarm.

The Operations Manager should be informed of the exact location and type of fire as soon after the sounding the alarm as possible.

At the sound of the alarm, as described above, the building and workplace should be evacuated immediately without question and all Contractors', suppliers and employees should assemble at the allocated assembly point and report to the School Head, or person in charge. No-one should re-enter the building until permission has been given from the Head Master or the Fire & Rescue Service.

ACCIDENTS

Contractors are reminded of their responsibilities relating to first aid provision for their employees whilst on site. The nearest Accident and Emergency facility is at the Derby Royal Hospital.

Accidents which occur on Ockbrook School's premises and result in an employee of the Contractor or Supplier being taken to hospital directly from the premises and/or away from work for more than three days, must be reported as required by existing regulations and additionally to the Ockbrook School's representative in charge of the work or project who will arrange for the reporting of such accidents to the Ockbrook School Health and Safety Co coordinator.

Ockbrook School reserves the right to investigate all accidents, near misses or serious incidents that occur on its premises and expects full co-operation from the Contractor or Supplier and their employees in the investigation of causes of such occurrences and in the interest of preventing similar occurrences.

OCKBROOK SCHOOL AND DRIVING

The roads within Ockbrook School may not be used by the public, only staff, and Ockbrook School has regulations which are applicable to all who work on the site to promote the safety of drivers and pedestrians and to ensure the best use of limited parking space.

A motor vehicle may only be driven on the site if it is insured, taxed, is roadworthy and, where applicable, covered by a current MOT certificate.

Vehicles must be parked in a designated parking space, or in an area of close proximity to the working area, providing the vehicle is not parked in such a manner so as to cause danger or an obstruction.

WELFARE

Designated toilet facilities and eating areas may be used by prior arrangement provided they are kept clean, and operatives are suitably attired.

Clothing will be suitable for the task being carried out. The wearing of shorts is not acceptable, neither are bare chests.

All personal protective equipment or clothing which has been determined as necessary for the work will be worn wherever applicable. Such clothing and equipment must be provided by employers and must meet the standards stated in the appropriate British Standard.

ELECTRICAL WORK

All electrical work must comply with the latest edition of the current wiring regulations (BS 7671). Electrical work may only be carried out by NICEIC registered contractors and work may only commence after consultation, liaison and procedural agreement with a member of the G & M Department. Safety procedures must also be agreed before electrical work commences. Test and completion certificates are to be provided for all works.

DRAINS AND SEWERS

No chemical substances, oils, solvents or other obnoxious substances are to be poured into, or allowed to enter the Ockbrook School drains and sewers.

Accidental discharge should be reported to the Ockbrook School representative, the Operations Manager at the earliest opportunity.

NOISE AND VIBRATION

Contractors should ensure that noise and vibration levels created within the site are kept to a minimum at all times. Equipment that generates high levels of noise or excessive vibration should be substituted for less noisy or disruptive equipment where possible or adequately damped, silenced and soundproofed. Engine driven plant should only be operated during agreed hours.

Radios or other audio equipment, are prohibited (including contractor's designated site areas and compounds). These devices may cause considerable disturbance to pupils and staff, disrupting residents and as a result must not be used.

ASBESTOS

No work should be undertaken without first referring to the Asbestos Register Via the Operations Manager. See *Asbestos Guidance for Contractors Working on Ockbrook School Premises for reference*. If any material is found which is suspected of containing asbestos, or if damaged asbestos containing materials (ACMs) are discovered, or work activity has resulted in damage to ACMs, work must be stopped immediately and the area sealed off. The Operations Manager must then be informed immediately.

EXCAVATIONS, BURIED SERVICES etc

It is the contractor's responsibility to ascertain and mark the position of any drains, gas and water mains etc. Assistance will be given by the Grounds and Maintenance department prior to the commencement of work. Services should be isolated before any excavations commence.

Raised surfaces and projecting equipment must not be left at any time without taking all necessary precautions. All excavations and openings must be securely fenced and access restricted. The area must be clearly marked and if required, sufficiently illuminated during hours of darkness.

Care must be taken at all times to protect School employees, pupils and members of the public, property and work in progress from danger/damage, and any circumstances which give rise to such danger must be reported immediately and rectified before work continues.

ACCESS EQUIPMENT

It is the Contractor's responsibility to provide access equipment for all Works in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and the Provision and Use of Work Equipment Regulations 1998. Ladders must comply with BS1129: 1990 (Timber) Industrial Grade and BS2037: 1990 (Aluminium).

Ockbrook School access equipment **MUST NOT** be used until written permission has been obtained from the Operations Manager. If such permission is granted it is the Contractor's responsibility to assess its condition and fitness for purpose.

The Contractor will take full responsibility for erection, alteration and dismantling of any such equipment.

All scaffolds (including mobile towers) **must** be erected in accordance with the Construction (Health, Safety & Welfare) Regulations 1996, Work at Height Regulations 2005, BS 12811-1, BS 5974:1990, HSG33, and CIS 10 & 49. Scaffolding shall only be erected, altered or dismantled by competent personnel. All scaffolding must be inspected on a weekly basis, and all inspections/events noted in a F91 Part 1A

Register. Unauthorised use or access to scaffolding must be prevented at all times, particularly by pupils.

Where roof-work or high-level work is to be carried out, the contractor shall ensure the provision of adequate crawling boards, crawling ladders and access equipment. Appropriate safe methods of raising/lowering materials and equipment must be employed at all times.

Suitable risk assessments should be available, as required, by the Working at Height regulations 2005.

WASTE DISPOSAL

Contractors or Suppliers are expected to carry out their work in a clean and orderly manner and are responsible for the removal and disposal of all their waste in a safe and legal manner. The Contractor must comply with the Environmental Protection Act 1990, Environmental Protection (Duty of Care) Regulations 1991, Hazardous Waste Regulations 2005 and the WEE Directive, and all other applicable Waste Management Regulations. Where hazardous or controlled waste is being removed from Ockbrook School, the Contractor must supply Ockbrook School with copies of all documentation. Ockbrook School reserves the right to charge Contractors for any extraneous cleaning/decontamination necessary as a result of a Contractor's failure to comply with this clause.

Contractors may not deposit any waste or other material into Ockbrook School's drains, dustbins and waste containers or in any other place on campus, with the exception of small amounts of paper and packaging which can be placed in the waste bins located in the area that the Contractor or Supplier is working in. Large amounts of packaging should be removed from site by the Contractor or Supplier.

Contractors must ensure that all work areas are fully cleaned on completion, within the allotted timescale. Failure to do so will result in the deduction of expenses incurred by Ockbrook School from the use of internal/external resources.

GENERAL

The Operations Manager must be informed where variations of the work are proposed or where more than one contractor or sub-contractor is engaged.

Contractors must consider what information should be passed to the Ockbrook School representative and agree appropriate ways to make sure this is done. This should include the exchange of clear information about the risks arising from the contractors operations, including relevant safety rules and procedures, and procedures for dealing with emergencies. This exchange of information should include details of any risks

that other parties could not reasonably be expected to know about. The information must be specific to the work.

These rules are not to be taken as a complete list in compliance with any or all statutory regulations or requirements and you are reminded that you have a responsibility under the Health and Safety at Work etc Act 1974 to ensure your operations are, at all times, carried out in accordance with the latest legislation and current codes of practice.

Contractors must not interfere with anything provided by the School for the health, safety and welfare of their own employees, pupils or visitors to its premises unless specifically instructed and only when other safety measures are in place beforehand.

Your employees must understand that it is a breach of law to remove, deface, paint over or otherwise interfere with any equipment, instructions or warning notices provided by Ockbrook School for the protection of staff, or other persons, and any accidental incident of such a nature must be reported to the Ockbrook School Representative immediately.

Contact telephone numbers:

Operations Manager	01332 673532	or 07733 361988
Grounds and Maintenance	07710 390783	or 07540 809937

Declaration

I declare that I have fully read and understand this document. I agree to comply with the Rules and acquaint all persons employed by the Company (including sub-contracted staff) with these Safety Rules

<i>Signed</i>	
<i>Date</i>	
<i>Name (Block Capitals)</i>	
<i>Position (Block Capitals)</i>	
<i>Company Name (Block Capitals)</i>	

**OCKBROOK SCHOOL
SITE RULES FOR CONTRACTORS**

Safety at work is the responsibility of everyone. Everyone must carry out their work with consideration for their own safety and that of others who may be affected by what they do – or by what they fail to do! The cooperation of employees, outside consultants and contractors at all levels is essential if standards are to be maintained.

General Safety Matters

What you MUST know

- The name of the Grounds and Maintenance member of staff responsible for the project on which you are working. This will be identified to you on commencement of work.
- Details of the location and/or building in which you are working, including the location of the following:
 - Nearest emergency exit
 - Nearest alternative emergency exit
 - Nearest fire alarm call point
 - Nearest fire extinguisher
 - Nearest “emergency stop” button or isolator
 - Nearest gas isolation valve
 - Nearest water stop tap
 - Nearest telephone (dial ‘9’ for an outside line – school telephones are to be used in emergencies only)
- What action to take if the Fire alarm sounds
- The name of your Company Safety Officer and/or the name of the person to whom any injury, near miss or dangerous occurrence is to be reported.
- The arrangements for first aid and medical assistance where you are working.

What you MUST HAVE..

- A copy of the specification of the works and all associated documentation e.g. a copy of your company’s Safety Policy, risk assessments, COSHH assessments, method statements, etc (as required) in relation to the work to be carried out.
- The correct tools and equipment for the job.
- Low voltage power tools and 240v – 110v transformers. Mains 240volt power tools are not permitted.
- Proper access equipment as required:
 - Ladders/steps/crawlers
 - Scaffolding/trestles/platforms
 - Safety harnesses etc

Suitable and appropriate PPE as required for:

- Eyes
- Head

- Feet
- Hands
- Inclement weather and low visibility situations
- Chemical, gases, dusts, fumes etc

What you MUST DO...

- Check with the Operations Manager that it is convenient for your work to commence.
- Always sign-in at Reception first. Wear your badge at all times while on the premises and sign-out at the end of your shift. You may also be required to sign in/out elsewhere on the premises but you will be advised of this at the time.
- Act upon the fire alarm in accordance with the instructions displayed, remembering to switch off power and other services you are using before leaving the area.
- Ensure that a 'safe system of work' is established and followed and adhere to any risk assessments, COSHH assessments, method statements, etc issued in relation to the work.
- Work only in your designated area. Obtain any necessary permissions from adjoining landowners and have due regard for the activities taking place within the premises.
- Always use/wear the PPE and designated safety equipment for the task you are performing.
- Inspect your work area for potential hazards before starting work and at the end of your shift. Immediately report all hazards, near-misses, accidents and dangerous occurrences to the Estates staff member responsible for the project.
- Keep your work area clean and tidy and do not obstruct corridors, doors, exits, escape routes, vehicular access, etc.
- Obey all safety signs and display appropriate warning signage for the full duration of the works.
- Ensure guards are placed around openings; replace guards, covers, barriers, etc before leaving your work unattended. Provide suitable lighting and protection around excavations, and the like, at night.

- When working in rooms/buildings that have to be kept locked when not in use, always lock the door after leaving, even for short periods. School security must not be compromised.
- Restrict access to the work area. Ensure the site and its contents are secure from trespass and theft at all times.
- Ensure adequate supervision and only employ on the works trained and competent operatives and sub-contractors.
- Comply with all relevant statutory regulations, legislation and Ockbrook School safety rules and relevant good industry working practice.

What you MUST NOT DO...

- Climb on any building or structure without appropriate access equipment or authority.
- Run or indulge in 'horseplay'.
- Leave electrical switchgear or distribution boards open or unattended.
- Leave plant and equipment in a dangerous or incomplete condition.
- Leave plant and equipment unattended whilst in operation.
- Enter machinery enclosures unless the power supply is isolated and locked –off.
- Work alone on hazardous operations, particularly in relation to buried services, confined spaces, drains, live electrical work and wood machining.
- Use chemicals other than as directed, unless properly instructed in their use, and about their dangers to health, etc.
- Allow rubbish and debris to accumulate.
- Create excessive dust, fumes, noise or vibration.
- Carry out live electrical work without express permission from the Operations Manager.

- Misuse compressed air or high pressure water.
- Allow oxygen, other gases or water to escape unnecessarily.
- Enter areas where you are not authorized to go, or deviate from designated routes and work areas.
- Trespass into adjoining owners' land or airspace.
- Enter working areas without the approval of the manager in charge.
- Remove guards without permission or override safety interlocks.

- Use makeshift tools or equipment.
- Use School tools and/or equipment without consent.
- Play radios and cassette players etc on site.
- Interfere with, or compromise, any safety systems.
- Smoke on the campus.
- Use welfare facilities designated for the use of pupils.
- Deviate from the specification of work without prior approval.
- Use the site for any purpose other than carrying out the works.