

**Code of Practice and Guidance notes on
Health and Safety for Contractors working on
Children's Services Sites**

Revised August 2010

Education Services



*Creating a
Learning Culture*

**CODE OF PRACTICE AND GUIDANCE NOTES ON HEALTH AND SAFETY
FOR CONTRACTORS WORKING IN SCHOOLS SERVICE SITES**

CONTENTS	page
CONTENTS	2
TABLE OF DEFINITIONS	4
1 PURPOSE OF THE GUIDANCE	6
1.10 CDM REGULATIONS AND THE CONTRACTOR	6
2 EMERGENCY EVACUATION PROCEDURES	7
3 LEGAL OBLIGATIONS	8
4 SCHOOLS SERVICE REQUIREMENTS FOR CONTRACTORS	9
4.1 Guiding Principles	9
4.2 Before work starts	9
4.3 Site Supervision	9
4.4 Physical Site Separation	9
4.5 Skips and Site Clearance	10
4.6 Fire Precautions	10
4.7 Behaviour	11
4.8 Cleanliness	11
4.9 Tidiness	11
4.10 Visitors to site	11
4.11 Use of LBE (including Schools Service) Equipment	12
5 HAZARD IDENTIFICATION (Hazard ID) FORMS	12
6 BUILDING WORKS AND OTHER CONSTRUCTION WORKS	13
7 STATUTORY REPORTING	15
Notifiable Projects	
Lead Paint	
Accidents, Incidents or Dangerous Occurrences	
Poisoning or disease	
Asbestos removal	
Disposal of hazardous or toxic waste	
Fluorescent tubes (not reportable but see advice)	
8 RESPONSIBILITIES OF THE CONTRACTOR (Sections 8 – 30)	15
9 Access/Egress on Site	16
10 Work Areas	16
11 Asbestos	16
12 Stripping and Rubbing Down of Paint	17
13 Cartridge Operated Tools	17

**CODE OF PRACTICE AND GUIDANCE NOTES ON HEALTH AND SAFETY
FOR CONTRACTORS WORKING IN SCHOOLS SERVICE SITES**

CONTENTS (continued)		page
14	Compressed Gas Cylinders	17
15	Cranes, Lifting Gear, Vehicles, Etc	19
16	Electrical Work	19
17	Glazing	21
18	Safe Means of Access and Safe Place of Work	21
19	Access Equipment	22
19.1	Ladders	22
19.2	Scaffolds and Scaffold Towers	23
20	Changing rooms, Toilets and similar facilities	24
21	Security	24
22	Hoists	25
23	Roof Works	26
24	Excavations	26
25	Movements of Vehicles	27
26	Control of Substances Hazardous to Health	27
27	Noise	28
28	Dust	28
29	Child Protection Issues	29
30	Deviations from this code of practice	31
Appendix 1 -	Contacts Sheet	32
Appendix 2 -	Hazard ID form	33
Appendix 3: -	Chart showing checks to be made on Contractors visiting School Sites	35

TABLE OF DEFINITIONS

TERM	MEANING
CDM	Construction, Design and Management Amendment Regulations 2007
CDM Coordinator	A person appointed by the Client to assist him/her with Notifiable Projects. The CDM coordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work
Client, Client Officer Or SS Client	The person who employs a Contractor to carry out a project; this person is responsible for the contract on site. This may be the headteacher, premises manager, his/her authorised member of staff or a Schools Service Property Officer
Construction Works	The CDM Regulation defines these as any project which involves: <ul style="list-style-type: none"> • Construction, alterations, repairs, maintenance, demolition and dismantling • Preparation for an intended structure • All activities (installation, maintenance, repair, etc.) connected with services as an integral part of the structure • Commissioning and cleaning • Confined spaces work.
Contract Administrator	The person who arranges for the necessary works to be undertaken. This may be the Head Teacher, the Premises Manager, a member of the Schools Service Property Team or a member of the Schools Service Mechanical and Design Consultant Company (e.g. EC Harris LLP).
Contractor or sub contractor	Any person who is not an employee of the Client, but carries on a trade, business or other undertaking in connection with the work and: <ol style="list-style-type: none"> a) undertakes to or does carry out or manage construction work; b) arranges for any person at work under his control to carry out or manage construction work.
Principal contractor	Someone who has to be appointed for notifiable projects. His role is to plan, manage and co-ordinate health and safety while construction work is undertaken. The Principal contractor is usually the main or managing contractor for the work
COSHH	Control of Substances Hazardous to Health
Designers	Designers are those who, as a part of their work, prepare design drawings, specifications, bills of quantity and the specification of articles and substances. They could include architects, engineers and quantity surveyors
Duty holder	General term for any of the persons referred to in the regulations, specifically the CDM Coordinator, Client, Designer, Principal Contractor or other contractor
Instructing Officer	A person who acts on behalf of the Client. This is often a member of the Schools Service - Property Team
Hazard ID	The Hazard Identification form of the LBE
HASAWA	Health, Safety and Welfare at Work Act 1974
LBE	London Borough of Ealing

TERM	MEANING
Notifiable Projects	Construction works that will last more than 30 days (weekends and bank holidays are counted if construction work takes place on those days) or takes 500 person days or more to complete (for example, 10 persons working 50 or more days or 50 persons working 10 days or more)
SS	Schools Service
Schools Service Representative	Can be either the Contract Administrator or the Schools Service Client
Shared Welfare Arrangements	The use by Contractors of canteen facilities, showers, washrooms and toilets belonging to the Schools Service
Site Manager (or Client)	In schools it is the School Head. In non-school sites it is the person responsible for the management of the site.
Term Contract	Where contractors are employed on a schedule of rates basis
Users	A general term to describe any visitors likely to be found on a site, including school teaching and non-teaching staff, pupils, students and staff and clients on non-school sites

1 PURPOSE OF THE CODE OF PRACTICE AND GUIDANCE NOTES ON HEALTH AND SAFETY FOR CONTRACTORS WORKING ON SCHOOLS SERVICE SITES

- 1.1 This code of practice will aid safe working in Schools Service premises. It must be emphasised that these rules and instructions cannot be regarded as exhaustive and it is the responsibility of the Contractor to ensure that precautions appropriate to the job, whether or not recommended by the Schools Service, are implemented.
- 1.2 It is recommended that the contents of this guidance be considered in compilation of contract documents.
- 1.3 The objective of this code of practice is to assist Contractors to comply with the LBE Policy target to achieve zero accidents on a consistent basis. This is achieved through pro-active and systematic safety management in all Schools Service sites where Contractors are working. This target can be achieved by the Schools Service Client, the Contract Administrator, the Site Manager and the Contractors all working as a team
- 1.4 Building work in occupied premises may create risks for both those engaged in the work and for users on the site. Various legal requirements (see paragraph 3 below) and Codes of Practice detail how building work is to be achieved safely. The purpose of this guidance is to help identify the minimum safe working practices required from Contractors, so that they can discharge their HASAWA duties to all users of the Schools Service premises, in respect to any hazards caused by their work. Contractors also have responsibilities to prevent danger or ill health to their employees that may be caused by the contracted work activities. Actions required to prevent danger or ill health to the Contractors staff which are not covered in this document, are solely the Contractors responsibility.
- 1.5 The guidance is relevant to all works involving contractors, from large CDM jobs to small works such as 'Term Contracts'. It will be possible, in general terms, to establish standard health and safety specifications for all these categories of works through the principles laid out in this guidance.
- 1.6 These guidelines cover the subject of emergency evacuation procedures first.
- 1.7 Please note that the London Borough of Ealing operates a no smoking policy on all its premises. "Premises" include all areas within the boundary fence.
- 1.8 This code of practice does not diminish the Health and Safety standards expected by the Contractors working on School Services sites
- 1.9 It is the responsibility of the Contractor to ensure that this Code of Practice is made known to all sub-contractors.

1.10 CDM REGULATIONS AND THE CONTRACTOR

- 1.11 The new CDM Regulations aim to help you ensure that your construction project is safe to build, safe to use, safe to maintain and delivers good value by:

- 1.12 Helping you to reduce bureaucracy and paperwork by making the focus planning and management, rather than the plan and other paperwork.;
- 1.13 Simplifying the Regulations to improve clarity, so making it easier for duty holders to know what is expected of them;
- 1.14 Encouraging more integration by strengthening the requirements regarding coordination and cooperation, particularly between designers and contractors;
- 1.15 Simplifying the assessment of competence (both for organisations and individuals) to help raise standards and reduce bureaucracy;
- 1.16 Allow flexibility of the CDM Regulations to fit in with the vast range of contractual arrangements

2 EMERGENCY EVACUATION PROCEDURES AND ACCIDENT REPORTING

- 2.1 Before commencing work on site, the Contractor must complete a Hazard ID for the proposed works and give it to the Schools Service Safety Officer for Schools Service, with a copy to the Schools Service Site Manager.
- 2.2 On receipt of the Hazard ID, the Site Manager must pass to the contractor the following information:
 - 2.2.1 The location of the appropriate assembly point in the case of emergency evacuation
 - 2.2.2 Details of the evacuation signal. This is usually a continuous bell.
 - 2.2.3 The shortest route out of the building from the workplace to the open air and the location of alternative means of escape.
 - 2.2.4 How to raise the alarm.
- 2.3 It is the responsibility of the Contractor's representative who signs the Hazard ID to ensure that all the Contractor's staff and sub-contractors staff on site are in possession of the above information.
- 2.4 On hearing the emergency evacuation alarm:
 - 2.4.1 Turn off all welding apparatus, gas cylinders, machinery and electrical equipment, etc, before leaving the site, provided it is safe to do so.
 - 2.4.2 All contractors' personnel must leave the building immediately by the shortest available safe route.
 - 2.4.3 The supervisors of all Contractors must account to the responsible person or the Schools Service representative for all their employees and confirm that they have or have not left the building area and are accounted for.

- 2.4.4 The employees of all Contractors must remain at the assembly point and not re-enter the building until instructed to do so by the Fire Brigade or the Schools Service representative.
- 2.4.5 During the emergency, lifts must not be used and vehicles must not be removed from the car park.
- 2.5 All accidents, injuries and dangerous occurrences must be reported to the main contractor. Accidents, injuries and dangerous occurrences that fall under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) regulations 1995 (i.e. most such incidents) must also be reported to the LBE and the Safety Officer for Schools Service by filling in the Accident Report form F2508 and the Accident Investigation form. All sites have a yellow folder containing these forms.
- 2.6 Contractors may use their own forms to record accidents but must send a copy of any such accident reports to the Schools Service Safety Officer. They are also asked to forward any accident investigation reports they make also to the Schools Service Safety Office.

3 LEGAL OBLIGATIONS

- 3.1 Contractors have duties under both Civil and Criminal Law not to expose their own or Schools Service employees or any other persons to Health and Safety risks. In particular, contractors have obligations under section 3 of HASAWA and may have obligations under section 4 not to endanger persons who are not their employees. When contractors erect or install machinery or equipment, section 6(3) of the HASAWA obliges them to ensure, so far as is reasonably practicable, that it is safe and without risk to health and safety when properly used.
- 3.2 When contractors are carrying out engineering work or building construction work on Schools Service premises, there are many specific requirements placed upon them by the various Construction Regulations, e.g. The CDM Regulations 2007, which now include the Construction (Health, Safety and Welfare) Regulations 1996, The Construction (Head Protection) Regulations 1989, etc.
- 3.3 The CDM Regulations apply to **all** Construction Projects. This includes those projects that will take more than 30 days or more than 500 person days, for which a CDM Co-ordinator will have to be appointed or if there is to be demolition of any structure.

NB: If the works is split, by whatever period of time, but is still part of the same project on the same site then CDM still applies.

- 3.4 Under section 3 of the HASWA, Schools Service and the Site Manager have legal responsibilities to contribute to the safety of the Contractor's own staff, by providing information about the activities on site, such as school start and close times, play times, presence of other contractors on site, etc.

- 3.5 Contractors working on school sites are particularly referred to section 29 of this code, referring to **child protection issues**.

4 SCHOOLS SERVICE REQUIREMENTS FOR CONTRACTORS

4.1 GUIDING PRINCIPLES

- 4.1.1 All Schools Service premises must be deemed to be occupied during holidays and in the evenings and thus no lesser standards accepted during these periods.
- 4.1.2 The Contractor's contact with the Site Manager is for site liaison purposes only. For the Schools Service's part, all alterations to or interpretations of the contract will be the responsibility of the Contract Administrator.
- 4.1.3 In no circumstances do any of these guidelines imply that (contractually) the Contractor can take instructions from anyone other than the Contractor Administrator.
- 4.1.4 Contractors employed by the Schools Service have a duty to comply with statutory provisions. They have to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, the Health and Safety of their employees and other persons who may be affected by their acts or omissions.

4.2 BEFORE WORK STARTS

- 4.2.1 Both the Client and the Contractor must fill in a Hazard ID Form (see section 5) for the project, before works start on site. This applies whether the job is CDM or not. In the absence of the Client the Contract Administrator may fill in the Form. On this Form the contractor will indicate the type of equipment that will be used, the processes involved and whether sub-contractors will be employed.
- 4.2.2 Contractors must fill in the Contacts sheet given in Appendix 1 for all works that will last more than two days. The completed form must be given to the site manager (eg School Head)

4.3 SITE SUPERVISION

- 4.3.1 The Contractor must provide full and adequate site supervision during the progress of the work and have a competent person, available at all times, on site. The competent person must be able to receive and act promptly (on behalf of the Contractor) on all health and safety instructions issued by the Contract Administrator, the Site Manager, the Schools Service Safety Officer or any other authorised person.

4.4 PHYSICAL SITE SEPARATION

- 4.4.1 The Principal Contractor must ensure that there are measures in place to prevent pupils or students entering the work area.

- 4.4.2 Whenever it is reasonable practicable to do so, the Contractor must arrange for the work areas to be physically separated from areas used by Users. Details of the separation arrangements must be included in the Tender documents and established at the pre-contract meeting.
- 4.4.3 Parts of the premises used by the Contractor but not required by users or the public (for access or any other reason) must normally be enclosed within a boarded or sheeted perimeter fence at least 2 metres high, to prevent access by unauthorised persons, particularly children.
- 4.4.4 In certain circumstances Heras fencing is acceptable but it must be well supported with outriggers and covered by fine netting or polythene sheets. The gap between the base of the fencing and the ground must be filled in with boarding.
- 4.4.5 No fencing materials or supports must protrude out of the perimeter of the construction site.
- 4.4.6 All aspects of fencing and protection must be confirmed at the pre-contract site meeting and agreed with the Schools Service Safety Officer.
- 4.4.7 Contractors must pay due regard to the possible presence of underground services if excavations are required for fence posts or any other reason.
- 4.4.8 Where fencing is to be erected, moved, adopted or dismantled, normally this must only be undertaken when the surrounding area are clear of users.

4.5 SKIPS AND SITE CLEARANCE

- 4.5.1 Waste, dust, and other debris, caused by the building operations or other works, must be cleared regularly and placed in skips or otherwise disposed of in a safe manner.
- 4.5.2 Skips must be sited to cause the minimum of inconvenience to Users and the public.
- 4.5.3 Skips not within the perimeter or barrier fence must be adequately fenced off from the surrounding areas still in common use.
- 4.5.4 The Contractor must ensure that there is no throwing or tipping of materials from upper stories into skips unless an enclosed chute is used.
- 4.5.5 The surface below the skip must be left undamaged, or repaired if damaged, when the skip is removed

4.6 FIRE PRECAUTIONS

- 4.6.1 In addition to any fire precautions required by the various Acts and regulations the Contractor must ensure that all fire exits are kept clear at all times and that combustible materials are not left adjacent to buildings.

- 4.6.2 The Contractor must provide suitable and sufficient adequately maintained fire extinguishers for use in relation to their activities.
- 4.6.3 The Contractor must ensure that his employees and those of his sub-contractors are aware of the premises' fire assembly points, emergency procedures and the location of alarm buttons, etc.

4.7 BEHAVIOUR

- 4.7.1 Fooling about and horseplay can cause accidents and is not permitted on Schools Service premises.
- 4.7.2 Working without a shirt or singlet is not permitted on Schools Service premises.
- 4.7.3 There must be no use of inappropriate talk, bad language, wolf whistling or similar behaviour on Schools Service premises. (Please also refer to Section 29 of this document – **Child Protection Issues**).

4.8 CLEANLINESS

- 4.8.1 Cleanliness during the course of the contract is essential, for example periodic cleaning of doors, playground, paths etc. Cleaning must take place regularly during the day while the work is in progress. All debris collected must be placed in suitable receptacles and be disposed of promptly by the Contractor. Debris must not be placed in local authority dustbins.

4.9 TIDINESS

- 4.9.1 Site tidiness is an essential pre-requisite of any job. Therefore the Contractor is reminded that a high standard of housekeeping is expected on site and in any Contractor's compound.
- 4.9.2 On completion of the job, the Contractor must remove all tools, rubbish and unused materials, including all redundant materials, so that the site is left in a safe and tidy condition.

4.10 VISITORS TO SITE

- 4.10.1 When arriving on site, all visitors, including the Contract Administrator and the Site Manager, must report to the Contractor's competent person or the site office, whichever is appropriate.
- 4.10.2 All Contractors and Contractors' employees must sign in and out of the visitors' book when they visit a Schools Service site. This will either be kept in the School Office or in the site office, if there is one. There is likely to be a site office with larger projects.
- 4.10.3 The Contractor must post notices at the site entrance informing visitors of this requirement and any additional reporting requirements agreed with the Contractor Administrator and/or the Site Manager.

4.10.4 This applies for smaller works also. The Contractor, Contractor's staff and any sub-contractor must report their presence to the site office. (On smaller projects this may be the school office)

4.10.5 All visitors to site must wear clearly visible ID Badges and where appropriate the ID badge must incorporate the CRB Number. **(Please refer to Section 29 of this document).**

4.11 USE OF LBE (INCLUDING SCHOOLS SERVICE) EQUIPMENT

4.11.1 The Contractor shall not normally operate the LBE's cranes, lifting gear, hoists, vehicles or any other equipment or machinery. Where it is essential for such equipment to be used, Schools Service personnel with the approval of the Schools Service's representative will normally do this. Any member of the contractor's staff who has to operate Schools Service equipment must first obtain the written permission of the Schools Service representative prior to use. Approval will only be given to those persons who have been suitably trained and in possession of the appropriate competency certificate.

4.11.2 No connections may be made to the LBE service supplies (water, gas or electricity) without the prior agreement from the Schools Service Representative. Any agreement entered into will only apply to that specific work and will not be considered permanent.

5 HAZARD IDENTIFICATION (Hazard ID) FORMS

5.1 A Hazard ID must be completed for any planned construction work. The completed Hazard ID must be received in the Schools Service Safety Office at least five days before the works start. A blank Hazard ID form is given in Appendix 2.

5.2 The Contractor will inform and discuss with the Client and the Contract Administrator any known hazards that may arise and the appropriate precautions that will be taken.

5.3 On complex or high-risk activities, the contractor must fill in either the LBE's Permit to Work or the Contractor's own Permit. Permit to Work for High Risk Activities may also be required by law. Some examples of High Risk activities for which a special Permit to Work will be required include:

- Working in confined spaces
- Working on Electrical Apparatus whilst they are still electrically energised
- Using Electrical Apparatus operating on 415 volts
- Steam and Gas installations
- Cutting and Welding operations
- Work on roofs
- If Asbestos is present
- Demolition Works

5.4 If more than one high-risk activity is proceeding at the same location, then a Permit to Work must be made out for each particular job. The contractor undertaking the

high-risk activity must have the appropriate Permit properly signed, before commencing work. A copy of this Permit must be sent to the Schools Service Safety Office as soon, as is reasonably practicable.

- 5.5 The Hazard ID must include the Contractor's Method Statement, Risk Assessment and other relevant assessments as identified on the Hazard ID form.
- 5.6 The Client and/or the Contract Administrator will advise the Contractor of any special precautions to be taken or of any local circumstances that may affect the work. The Contractor can then address any risks arising from this in his risk assessment. The Contractor will instruct his/her employees and sub-contractors, under his/her control, of the precautions to be taken.
- 5.7 The Contractor must advise the Client of the hazards associated with the works and the precautions that will be put in place to eliminate or reduce them, to protect the Contractors Staff and the site Users.
- 5.8 The Schools Service Client, the Contractor and the Contract Administrator must sign the Hazard ID before work commences on site and return as directed in paragraph 5.1 above. In the event that the Client is not available and the works have been organised by the Contract Administrator, it is acceptable to have just the signature of the Contractor and the Contract Administrator.
- 5.9 For works directly organised by the Client, it will only be necessary for the Client and the Contractor to sign the Hazard ID.
- 5.10 In exceptional circumstances, (e.g. emergencies) it may not be possible to obtain all the necessary signatures before work commences. In these cases the work can proceed but the missing signatures must be obtained as soon as possible. (Only Contractors who are familiar with the Schools Service procedures must be employed to undertake emergency work).
- 5.11 In the case of protracted contracts, including maintenance agreements, Hazard ID's are normally reviewed on a yearly basis. In any event no Hazard ID will be valid for a period greater than twelve months.
- 5.12 The Contractor must not use equipment or processes that have not been identified in the Hazard ID and for which risk assessment has not been undertaken, without the prior permission of the SCHOOLS SERVICE representative.
- 5.13 **No work, except in an emergency, must start on Schools Service's property before the Hazard I D and its associated documents have been approved by the Schools Service's Safety Officer.**

6 BUILDING OPERATIONS AND OTHER CONSTRUCTION WORKS

- 6.1 All building operations and other constructional work must be carried out in accordance with the Construction Regulations contained within the CDM Regulations (2007), the H&S at Work Act and any other relevant Regulations, Codes of Practice or Guidance Notes.

- 6.2 It is the Contractor's responsibility to determine which Regulations or Code of Practice apply to his/her particular operations and to ensure that his/her employees comply with any statutory and LBE or Schools Service requirements.
- 6.3 It is essential that the requirements of the various appropriate regulations and Codes of Practice and Guidance Notes such as those listed below are observed at all times.
- 6.3.1 The Health, Safety and Welfare at Work Act 1974
 - 6.3.2 The Control of Pollution Act 1974
 - 6.3.3 Pollution Prevention Act 1999
 - 6.3.4 Environmental Protection Act 1990
 - 6.3.5 The Control of Asbestos At Work Regulations 2006
 - 6.3.6 The Management of Health and Safety at work Regulations 1999
 - 6.3.7 Work Equipment Regulations 1998
 - 6.3.8 The Construction (Design & Management) Regulations 2007 (CDM)
 - 6.3.9 The Personal Protective Equipment at Work Regulations 1992.
 - 6.3.10 Control of Lead at Work Regulations 2002.
 - 6.3.11 Construction (Head Protection) Regulations 1989
 - 6.3.12 HSE guidance notes GS28/3: Safe erection of structures part 3, Working Places and Access
 - 6.3.13 HSE guidance notes HSG 33: H&S in Roof Works
 - 6.3.14 HSE guidance notes HSG 107: Maintaining of Portable and Transportable Electric Equipment
 - 6.3.15 HSE guidance notes HSG 141: Electrical Safety on Construction Sites
 - 6.3.16 HSE guidance notes HSG 151: Protecting the Public: your next move
 - 6.3.17 INDG 212: Workplace Health and Safety for Glazing
 - 6.3.18 INDG 308: Safe Use of Gas Cylinders
- 6.4 **These rules and instructions cannot be regarded as exhaustive. It is the responsibility of the Contractor to ensure that precautions appropriate to the job, whether or not recommended by the LBE or Schools Service, are**

implemented.

- 6.5 **Specific reference to this Code Of Practice and Guidance Notes must not be interpreted as detracting from the overall obligations of the contractor.**

7 STATUTORY REPORTING

- 7.1 The events given in 7.1.1 to 7.1.6 have to be reported to the Health and Safety Executive or other enforcing authorities by the Contractor. Note also 7.1.7.
- 7.1.1 Any construction works that lasts more than 30 days or takes more than 500 person days. (See section. 3.3)
- 7.1.2 When persons are employed in painting buildings where lead paint is to be or may have been used.
- 7.1.3 Accidents, Incidents or Dangerous Occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
- 7.1.4 Cases of poisoning or disease as a result of work activities.
- 7.1.5 Removal of asbestos, where this comes under the Asbestos at Work Regulations 2006.
- 7.1.6 Disposal of hazardous or toxic wastes.
- 7.1.7 The bulk disposal of fluorescent tubes. This is not reportable but see the Hazardous Waste Regulations 2005 for advice.

8 RESPONSIBILITIES OF THE CONTRACTOR (Sections 8 – 30)

- 8.1 Most Schools Service Premises are teaching establishments and are occupied by children from the age of 2 to 18. The method statement must, therefore, state how safety will be managed on site whilst it is occupied by pupils, taking into account their inexperience and immaturity in respect to the health and safety of themselves and others.
- 8.2 The method statement must also take into account the condition of the site, its activities (school break times for instance) and the duration of the construction works.
- 8.3 The Contractor must ensure that all works are carried out and all plant and materials are placed and used in such a manner as to prevent injury to persons or loss of access to agreed essential services or thoroughfares. Plant and materials must not be left unattended on balconies, corridors, hallways, staircases, or in other common areas, without adequate safeguards.
- 8.4 There are general precautions to be considered in relation to all work on Schools Service Premises. Contractors employed by LBE/ Schools Service have a duty to comply with Statutory Provisions. They have to conduct their undertakings in such a

way as to ensure, so far as is reasonably practicable, the Health and Safety of their employees and other persons who may be affected by their acts or omissions. To this end they must take note of the items in the following sections.

- 8.5 Each day, before work commences on site, on smaller sites the Contractor must inform the Site Manager of his/her presence on site and sign in the visitor's attendance book. On larger sites this may be in Contractor's visitors book.
- 8.6 All contractors' and sub-contractors' employees must wear photo identification at all times when working on School Services premises.
- 8.7 No Contractors or sub-contractors employees are allowed to enter occupied areas of and School Services site without the permission of the Site Manager (such as a School Head Teacher)

9 ACCESS/EGRESS TO THE SITE

- 9.1 The Contractor must not block the access of users or the public to roads, parking areas or pathways during the progress of the works. If this is not possible alternative arrangements must be made in consultation with the Contract Administrator and the site Manager.
- 9.2 Those parts of the site that must remain open to the users or the public must be provided with all necessary footway, guard-rails and other protective measures to ensure the safety of all.
- 9.3 All works must be carried out so as to cause the minimum of interference to the users at the premises and to the public.

10 WORK AREAS

- 10.1 Contractors work area must be fenced off to separate users from the work area. Separation must be made by the use of Heras or close-boarded fencing. (See also Paragraph 4.4.2)

11 ASBESTOS

- 11.1 The Project Manager or the Site Manager must inform the Contractor, at the Tender stage, of the results of any asbestos surveys conducted in the premises. If details of the building materials used in the construction of the Schools Service premises are not fully and clearly documented, no works can be undertaken to the fabric of the building without the advice of the EC Harris LLP Asbestos surveyor.
- 11.2 If the building is of an age where the designer suspects that materials used in the construction of the building may contain asbestos, then an asbestos survey must be undertaken before the works go out to tender. The information obtained from the survey must be included in the tender documents.

- 11.3 At present, the asbestos section within EC Harris LLP is the only team approved by the LBE to authorise work on materials containing asbestos. The Asbestos Officer is David Morgan (020 8280 8848) at Babcock.
- 11.4 If, despite information in the asbestos survey, materials typically containing asbestos are encountered in the work, these materials must be left undisturbed and the Contract Administrator or the Site Manager must be contacted immediately.
- 11.5 If any of the contractor's work will involve the disturbance of or work on asbestos containing materials then a system of work must be agreed by the Client, the Contractor, the Contract Administrator and the Asbestos Officer. A High Risk Permit to Work must be filled in for the work on materials containing asbestos. Copies of the completed Permit to Work must be sent to the Schools Service Safety Section before work commences.

12 STRIPPING AND RUBBING DOWN OF PAINT

- 12.1 Most of Ealing's Schools Service premises were built before 1985. It must be assumed therefore that the paint and primers used in these premises contain lead. To minimise the risk to users from exposure to lead, all paint on Schools Service premises must be treated as containing lead, unless it has been tested and proved to be lead free.
- 12.2 Any such works must comply with the Lead at Work regulations 2002.
- 12.2 Burning off paint on external surfaces of doors, window frames, etc. must not take place whilst the rooms they serve are occupied.

13 CARTRIDGE OPERATED TOOLS

- 13.1 Unless the Schools Service representative has given approval, the use of cartridge operated fixing tools in or about any Schools Service owned or occupied premises is not permitted. Such approval is only given for the use of "Captive Plunger" tools, unaffected by "free flight" characteristics and only when it can be shown that the person using the tool is competent.
- 13.2 Cartridges must be in the care of a competent person and only sufficient cartridges for the job-in-hand may be kept in the tool case. Mis-fired cartridges must be removed from site and not discarded on site.
- 13.3 For clarification, reference can be made to the Health and Safety Guidance Note PM 14, Safety in the use of Cartridge fixing tools.

14 COMPRESSED GAS CYLINDERS.

- 14.1 The most commonly used compressed gases in the construction industry are :
- Oxygen
 - Acetylene

- Butane
- Propane
- LPG (Liquefied Petroleum Gas)

14.2 Hazards associated with these compressed gases include:

- Fire and explosion
- Asphyxiation. This is a particular hazard with LPG, as it is heavier than air and will therefore sink, displacing air in low lying areas such as floors, drains, etc.
- Carbon monoxide poisoning. This can occur for example where LPG appliances are used with an insufficient supply of oxygen, e.g. where the ventilation is inadequate. In such circumstances poisonous carbon monoxide gas is given off.

14.3 Contractors using compressed gas in any Schools Service premises must comply with the requirements of the “Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972” and INDG 308: Safe Use of Gas Cylinders

14.4 Contractors must take note of the precautions set out in the booklet issued by the manufacturer and or supplier of the compressed gas.

14.5 Contractors must make adequate arrangements for the safe storage of any gas cylinders on site, in consultation with the Schools Service representative.

14.6 Cylinders must only be stored in adequately ventilated and secure cabins or cages away from the buildings, with no more than two cylinders at a time being stored.

14.7 At the end of the working day, all cylinders, whether full or empty must be returned to secure storage as referred to in 14.6

14.8 Cylinders used for heating purposes must be sited in adequately ventilated areas and when not in use, the main valve must be shut off.

14.9 Cylinders must not be stored or used near any source of heat.

14.10 Gas cylinders used for heating bitumen boilers or cauldrons must be placed at least 3 metres away from the building.

14.11 All cylinders must be secured and placed so as not to cause an obstruction. They can only be used overhead in exceptional circumstances, e.g. roof works.

14.12 Contractors must ensure the safe condition of any equipment brought onto Schools Service premises for the purpose of applying heat, for cutting or welding. Flashback arrestors must be fitted and a baffle plate must separate the fuel gas from the oxygen cylinders.

- 14.13 If cylinders have to be hoisted into position for overhead work, they must be safely “slung” using the approved method or appliance.
- 14.14 Cylinders must be transported in an upright position and in the approved manner. This will be as recommended by the manufacturer and to comply with The Provision and Use of Work Equipment Regulations 1998. In no circumstances are they to be rolled along the floor. If, for any reason, acetylene cylinders have to be stored or transported in a horizontal position, they must be allowed to stand in an upright position for at least 24 hours before use.
- 14.15 Contractors using compressed gases must fill in a Hot Works Permit to Work.
- 14.16 When bitumen is being used two types of fire extinguisher must be close by the bitumen, one foam and one water.

15 CRANES, LIFTING GEAR. VEHICLES, ETC.

- 15.1 Contractors may bring their own cranes, lifting gear, vehicles or other such equipment on to Schools Service premises. The Contractor must however, before using such equipment, satisfy the Schools Service Representative that the statutory requirements relating to the periodical testing and examination of the equipment have been complied with. Any Driver/Operator must be competent to operate the equipment and hold a valid and appropriate training certificate or licence for operating the equipment.
- 15.2 The contractor must supply the Schools Service representative with a current list of nominated competent drivers/operators. The contractor will also be requested to provide copies of training certificates.
- 15.3 All vehicles and equipment brought onto Schools Service premises by the contractor must be in good condition and fully road worthy.
- 15.4 No vehicles or equipment may be left on Schools Service property without the prior agreement of the Client. When consent is given, the contractor is responsible for that property and any damage that may be caused, as a consequence of it, to Schools Service property.

16 ELECTRICAL WORK

- 16.1 All electrical work must be carried out in accordance with the Electricity at Work Regulations 1989 and the other regulations and requirements, as listed below, must also be complied with.
- 16.1.1 The Electrical Equipment (Safety) Regulations 1994.
- 16.1.2 IEE Wiring Regulations – 17th edition

- 16.1.3 Specific requirements as detailed within the contract specification associated with the electrical system.
- 16.1.4 A specific Permit to Work, (High Risk Activity) is required for works on high voltage electrical systems.
- 16.2 Special reference is made to section 16 of the Electricity at work regulations 1998. This section states that “No person may be engaged in any work where technical knowledge or experience is necessary to prevent danger, or injury, unless they possess such knowledge or experience or are under adequate supervision, as appropriate”.
- 16.3 All electrical equipment used on School Services sites must be operated at or below 110 volts, unless a specific agreement has been made with the Contract Administrator and the Safety Officer.
- 16.4 Contractor’s electrical supplies are restricted to use of the standard 13 Amp, 240 Volt, socket outlet. These are generally mounted on building columns. Where this facility is not available, the Schools Service representative will advise on an alternative source.
- 16.5 When such use is required the Contractor must supply a residual current detector device to plug into the 240 V socket. Any supply taken must be via this RCD.
- 16.6 The Contractor must provide an appropriate 240V – 110V transformer and the cable from the 13 Amp, 240-volt socket outlet to the 110-volt transformer must not exceed one metre.
- 16.5 Temporary external electrical supplies for contractors’ equipment must be of weatherproof design and be reduced to 110 volts at the point of use.
- 16.6 If extension cables are to be used, then the Contractor must include in his risk assessment if it may be a trip hazard and if so to explain how this risk will be eliminated.
- 16.7 Larger items of a Contractor’s electrical equipment must be electrically isolated when left unattended.
- 16.8 Hand held and battery operated electrical equipment must not be left unattended on the premises.
- 16.9 At the start of each day and before using, hand held and battery operated electrical equipment must be visually inspected for damage.
- 16.10 Any connections to the premises’ electrical supply must be made by properly constructed plugs and sockets. ‘Tapping’ (direct connection) into fuse boxes is not normally permitted.
- 16.11 Earth continuity is essential and the Contractor’s representative shall be responsible for carrying out periodic checks on on-line equipment and any temporary

installations. The Contractor's electricians who must keep a written record of all checks made shall carry out these checks.

- 16.12 Any Contractor's equipment found to be unsafe, must be disconnected and removed from site.
- 16.13 Loose leads must be kept to as short as possible and must be safely routed from socket to appliance. Only proprietary connections for extension leads are permissible.
- 16.14 For flammable and potentially explosive atmospheres, only BSEefa approved electrical appliances and equipment can be used.
- 16.15 Cleaning Contractors will take care to ensure that water does not come into contact with electrical appliances or components, especially when cleaning around electrical switch gear.
- 16.16 Certificates in accordance with the IEE Regulations must be completed and given to the Client following any electrical installation.
- 16.17 If the works come under the CDM regulations then the certificates referred to in 16.6 must be included in the Health and Safety file.
- 16.18 All portable electrical equipment used by contractors on Schools Service sites must have a current PAT certificate.

17 GLAZING

- 17.1 When replacing glazing, all reasonably practicable measures must be taken to prevent broken glass falling into open access areas, especially if the window is above the ground floor of the building. This may include physically isolating users from the danger areas or carrying out the work at times when they will not be there. Open access areas must be thoroughly cleaned before reoccupation by users.
- 17.2 Contractors must comply with the requirements of the HSE Guidance INDG 212 on Workplace Health and Safety for Glazing.

18 SAFE MEANS OF ACCESS AND SAFE PLACE OF WORK

- 18.1 Section 2(2) e of the HASAWA requires the employer to provide a safe place of work and safe means of access and egress to the place of work. This includes where any person has to work at a place from which they may be liable to fall any distance liable to cause them harm. Such places will include ladders, working platforms and staging. In such cases, particular attention must be given to the provision of proper guard-rails and toe boards on working platforms, gangways and other elevated places.
- 18.2 When working at heights, Contractors must comply with the "Work at Heights Regulations: 2005"

- 18.3 When working at heights a risk assessment must be undertaken to address the following:
- 18.3.1 If the work to be carried out been properly planned
 - 18.3.2 The duration of the task
 - 18.3.3 The frequency with which the task needs to be performed.
 - 18.3.4 The competence of the Supervisor
 - 18.3.5 The competence of the workers and the level of supervision required
 - 18.3.6 If the work equipment provided is suitable for the task (eg will the ladder reach to the right height with no stretching required?)
 - 18.3.7 The condition of the site (eg ground conditions need to be secure enough to support the equipment and operator)
 - 18.3.8 If the work equipment provided is suitable and adequate to prevent a person falling from it.
 - 18.3.9 Include an assessment of the weather conditions. Work must not be carried out if it may be jeopardised by the weather.
- 18.4 Please also take note of sections 19.1 and 19.2 following.
- 18.5 When working at heights ensure that there is a safe system in place to protect others working in the vicinity or passers by in the event of the collapse of the access equipment.

19 ACCESS EQUIPMENT

19.1 LADDERS

- 19.1.1 Contractors must comply fully with their obligations to provide the necessary materials and trained persons to ensure the safe erection of ladders, staging, platforms, etc. The adoption of makeshift methods and materials is not permitted.
- 19.1.2 A risk assessment must be undertaken on the proposed use of the ladder. This must state the reason for choosing the use of a ladder instead of other safer means of access such as a tower scaffold. The assessment must state how falls from the ladder will be guarded against. It may also take into account the duration of work on the ladder.
- 19.1.3 All ladders are required by law to be securely fixed at their upper resting point or, where this is not practical, either be fixed at or near their lower end or footed (one person stands on the lowest rung at all times when the ladder is in use.) Ladders must extend by at least 1.1 metres above the landing place or above the highest rung reached by the feet of the user. They must

not be rested against lighting bars or cable trays for support and must not be located near doorways or main passageways.

- 19.1.4 Ladders must not be left unattended when erected and must be taken down on completion of work each day.
- 19.1.5 Barriers must be placed to surround the ladder and be at least 2 metres from the base of the ladder to prevent unauthorised access.
- 19.1.6 Ladders and ropes must be secured out of reach of children and unauthorised persons.
- 19.1.7 If any person is to work from a ladder, a risk assessment must be undertaken
- 19.1.8 Contractors must comply with the requirements of the “Working at Heights Regulations 2005” and the School Services code of practice on the safe use of ladders.

19.2 SCAFFOLDS, SCAFFOLD TOWERS AND MOBILE SCAFFOLD TOWERS

- 19.2.1 Scaffolds and scaffold towers (working platforms) must be erected by experienced and competent persons and be suitable for the job in hand.
- 19.2.2 It is the duty of the Contractor to obtain a hand-over certificate from the scaffolding contractor. This will indicate that the scaffold is ready for use. A copy of the hand-over certificate must be sent to the Schools Service Safety Office.
- 19.2.3 Scaffolds and scaffold towers must be used and inspected in accordance with the requirements of the Working at Heights Regulations 2005 (WHR 05).
- 19.2.4 Scaffolds and scaffold towers must be inspected and approved as complying with the WHR 05 by the Schools Service Safety Officer before they are put to use. At least five working days notice must be given to the Schools Service Safety Officer when requesting a scaffold inspection.
- 19.2.5 Scaffolds and scaffold towers must be re-inspected for the contractor by a competent person every seven days. The results of these inspections must be recorded, as required in the WHR 05 and kept until the next inspection.
- 19.2.6 Scaffolds and scaffold towers must be re-inspected after weather conditions that might have affected the strength and stability of the scaffold. The results of these inspections must also be recorded (see 19.2.3)
- 19.2.7 Scaffolds and scaffold towers must be re-inspected by the Schools Service Safety Officer following any substantial alterations to them.
- 19.2.8 The above inspections do not absolve the contractor from carrying out his/her own inspections to safeguard his/her own employees, Schools Service staff, pupils or any other third party that may come on site.

- 19.2.9 All working platforms in use on scaffoldings must by law be adequately supported and fully boarded out. This includes the provision of guardrails, toe-boards and where there is the risk of materials being displaced, brick guards, together with extra sheeting or sealing of the work platform must be provided.
- 19.2.10 Where doors, entrances or public access ways occur beneath either, scaffold fans must be provided which are of adequate construction. The scaffolds or roofworks must also have unbroken boarding or sheeting which butts up to the fabric of the building and projects as far as the barrier fencing.
- 19.2.11 All scaffold tubes must be arranged so that full operation of any doors is allowed and scaffold tubes must not protrude into access ways.
- 19.2.12 Tarpaulin or other sheets must not be fixed to a scaffold, unless it has been designed to take them.
- 19.2.13 All scaffolds must be capable of supporting the loads for which they are intended, including such allowances as is necessary for wind loading.
- 19.2.14 Mobile Scaffold Towers (mobile working platforms) that continue to be used for more than a week on the same site also have to be inspected by the Schools Service Safety Officer, as required by the WHR 05, and before use each day by the user.
- 19.2.15 Alterations to scaffolds or scaffold towers must only be undertaken by appropriately qualified persons
- 19.2.16 The Contractor is fully responsible for all aspects of scaffolding, including the selection of competent sub-contractors for this work.
- 19.2.17 A barrier must be provided and maintained around Scaffolds and Tower Scaffolds that are left in position for more than a working day. This is to prevent unauthorised access. This barrier must be 2 metres from the base of the scaffold/tower scaffold and along each of the exposed sides. Where the 2 metre distance from the scaffold cannot be maintained, the fence must be fixed to the face of the scaffolding, with an adequate overhead scaffold fan installed to provide protection.
- 19.2.18 All fencing must be erected at the initial stages of the scaffold erection. Scaffold fans must be provided over entrances.

20 CHANGING ROOMS, TOILETS AND SIMILAR FACILITIES

- 20.1 Areas which are sensitive to being overlooked (Toilets, changing rooms, showers, etc) must be screened before any works to provide access to any level of the scaffold are undertaken.

21 SECURITY

- 21.1 Buildings where scaffolds or other access equipment is to be erected are more vulnerable to security problems than normal. Even when work areas are bounded

by substantial perimeter fencing this is not always an adequate measure to prevent intruders gaining access to the premises. The following additional security measures can be considered, either individually or in combination, to achieve an acceptable level of deterrence to intruders. Define and agree these measures at the pre-contract /site meeting.

- Secure all windows in the vicinity of the access equipment to prevent unauthorised entry.
- Fix screens or plywood panels to areas of high risk e.g. audio-visual rooms, unless alternative storage can be arranged, or unless existing security arrangements are deemed adequate by the Site Manager and the Contract Administrator.
- Fit additional fencing around higher elevations of scaffolding i.e. near entrance railings.
- Lower scaffold lifts could also be secured by additional fencing or boarding.
- Employ additional patrols of Contractors or security personnel.
- Where scaffold ties pass through open windows, secure the opening with plywood or similar screwed to the inside of the windows over the open areas, to the satisfaction of the Site Manager and the Contract Administrator.
- Confirm the procedures for checking security especially on painting activities or other works of maintenance to windows.
- Check all points of Contractors access to the premises are adequately secured at night.
- Check scaffolding or other building works do not interfere with or provide access to any part of the alarm systems i.e. wiring, sensor units, door contacts, control panels, strobe light units etc.
- Use artificial lighting for higher risk security areas at night.
- Ensure Contractors return or replace all existing external windows, grills and/or locks on completion of the work.

22 HOISTS

- 22.1 Any hoist in use requires inspection once every 7 days. Records of the results of inspections must be recorded and kept, as required under the Working at Heights Regulations 2005. Test certificates must be provided before the hoist is put into use and thereafter thoroughly examined once every 6 months or after any substantial alteration or repair.
- 22.2 The maximum weight loading of the hoist must be clearly identified on the lifting appliance.

- 22.3 At the end of the working day, hoists must be immobilised and the platform gates padlocked and left at ground level.
- 22.4 The installation and use of all hoists must comply with the “Lifting Operations and Lifting Equipment Regulations 1998” (LOLER)

23 ROOF WORK

- 23.1 All roof works must be considered as high risk activity.
- 23.2 The method statement and risk assessment for roof works will normally include the following information:
- How falls from the roof will be prevented.
 - How dangers from falling materials to those at work below and to Users is to be controlled.
 - How risk to health will be controlled.
 - How hot bitumen will be handled.
 - What equipment will be needed.
 - What training has been provided to relevant staff.
 - Who will supervise the job on site.
 - Who will check that the measures employed are controlling the risk effectively.
- 23.3 Reference is recommended to HSE’s publication “Health and Safety in Roof Works”.
- 23.4 Where works are to be undertaken on or in roofs etc, which are above or adjacent to occupied rooms, the rooms immediately below must not be used for the duration of the works.
- 23.5 Before any works are undertaken in the vicinity of glazed roof lights or similar fragile material, the area below must be suitably protected from damage by falling objects.
- 23.6 The vicinity on the roof of any glazed roof lights or similar fragile material must be adequately fenced off to protect persons falling through it.
- 23.7 When hot works are required on the roof please refer to section 14.

24 EXCAVATIONS

- 24.1 All excavations more than 1 metre deep must be adequately fenced and maintained to prevent unauthorised access. They must also be adequately shored inside.

- 24.2 All excavations in open access areas must be covered while they are not in immediate use.
- 24.3 Suitable warning signs must be erected in accordance with the requirements of the Health and Safety (Safety Signs and Signals) regulations 1996.
- 24.4 Appropriate checks must be made for possible underground services before excavations are begun. These checks will include making references to site plans, consulting with the local gas/electricity/water boards and the use of cable location equipment.

25 MOVEMENTS OF VEHICLES

- 25.1 The Contractor must take all reasonable precautions to eliminate or reduce the dangers to Users arising from the movement of his/her or sub-contractor's vehicles about the site, including entrances and exits. This must include agreeing a traffic management system which eliminates or reduces the need for reversing.
- 25.2 A speed limit of 5 mph must be strictly enforced on site.
- 25.3 Where possible, separate access to the site must be used by the Contractor, his personnel, plant and equipment for the whole duration of the work.
- 25.4 If total separation cannot be achieved, vehicles must not enter or leave premises while Users are in the building, except in exceptional circumstances.
- 25.5 In the exceptional circumstances referred to in 25.4, when vehicle movements must take place while Users are on site, the Contractor must ensure that effective warning of the movement of vehicles is given to Users and that a trained banksman is used.
- 25.6 A warning notice must be displayed in a conspicuous position at all entrances being used by the Contractor's vehicles.
- 25.7 Any reversing of vehicles on site must have a banksman in attendance.

26 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- 26.1 The Contractor must provide the appropriate assessments as required under the COSHH Regulations with the Hazard ID (see section 5). The information provided must include details of the substances or processes to be handled or used and the precautions the Contractor intends to take for the protection of Users and own staff.
- 26.2 In respect to the precautions mentioned in 26.1, the contractor must provide details of:
 - 26.2.1 What precautions need to be taken for the storage of the substance
 - 26.2.2 What precautions and restrictions there will be on the use of the building and open access areas by Users and Contract Staff when the substance is in use

26.2.3 If use of the substance will require restrictions in the working hours of the Contractor

27 NOISE

27.1 All works must comply with the “Noise at Work Regulations 1989”

27.2 The Contractor must take measures to minimise the effects of construction noise by applying those recommendations contained in BS 5228 “Code of Practice for noise control on construction and demolition sites” (or any amendment or substitution of that BS).

27.3 The Contractor must use the most effective noise reduction measures available. Plant likely to cause a disturbance can only be used within periods previously agreed by the Contract Administrator, the Site Manager and the Corporate Safety Officer for Schools Service.

27.4 The use of radios, CD players, personal stereos or other music player is not permitted on Schools Service sites whilst any Schools Service users occupy the site.

27.5 Contractors are reminded of the terms of the “Environmental Protection Act 1990”. They empower the Environmental Health Officer of the Council to serve a notice on persons who cause a noise nuisance. They may also prohibit or restrict the occurrence of reoccurrence of a noise. Persons found guilty of an offence will be liable to a fine not presently exceeding £20,000.

28 DUST

28.1 Where site activities are possibly going to create a large amount of dust then specific precautions are required. (not including asbestos dust– if asbestos is present see section 11)

28.2 Some alternatives to be considered in managing dust are:

- Sealing all openings adjacent to the works
- Totally enclosing the work area
- Damping down the work area
Damping must be proportionate to the dust being created. In demolition works it may be necessary to provide 50-100 mm diameter hose pipes.
- Localised dust extraction

28.3 Even with such precautionary measures incorporated into working procedures, the Site Manager must be forewarned so that additional cleaning provisions may be considered for the duration of these activities.

29 CHILD PROTECTION ISSUES

- 29.1 Contractors who work in a Schools Service setting, such as a school, where children under the age of 18 are present, may or may not have direct contact with the pupils or students as a result of their work. Never the less the Contractor will be seen by the pupils or students as safe and trustworthy because of their role in the school. Therefore the Contractor must comply with the measures described in this document and the DCSF Guidance document “Safeguarding Children and Safer Recruitment in Education” (DCSF Guidance).
- 29.2 To comply with the DCSF, the guidance given in this section must be followed but it is not exhaustive. The Contractor must also discuss with the site manager, such as the Headteacher, the individual site policy on Child Protection at the pre-contract and the pre-construction meetings.
- 29.3 In projects that come under the CDM Regulations, the CDM Coordinator must be instructed to include the requirements of the DCSF Guidance in the Construction Phase Health and Safety Plan.
- 29.4 Only contractors with appropriate checks will be allowed on Schools Service sites. Appendix 3 gives a flow chart of “Checks to be made on Contractors Visiting Schools”.
- 29.5 The Contractor must provide a list of any of his/her staff who may come into contact with school pupils during the contract work. This also applies to staff of any sub-contractor. The list must be given to the Contract Administrator for distribution to relevant people such as the Headteacher and the Client Officer.
- 29.6 The Contractor, in discussion with the Headteacher, must ensure that, during all construction works, pupils and students do not enter or come close to the construction site. This is primarily a responsibility of the contractor but the Headteacher is also responsible for this.
- 29.7 Contractors and their staff who work in a Schools Service site, where children under the age of 18 are present, may or may not have direct contact with the pupils or students as a result of their work.
- 29.8 There are two categories of contractor to mention who will be visiting or undertaking works in the Schools Service site.
- 29.9 The first category covers those who visit the site on a regular basis, to undertake such works as maintenance or statutory inspection of equipment. Regular in this context is defined in the DCSF Guidance as once a month or more. This category would normally include staff from EC Harris LLP or any other contractor the school may employ on a regular basis.
- 29.10 The DCSF guidance indicates that it will be necessary for all contractors in category 1 or their employees to be CRB checked and Ealing Council requires that this is an Enhanced CRB Check.

- 29.11 The second category covers those who visit the site on an ad hoc basis for short periods of time, an example being a contractor coming on site to carry out emergency repairs.
- 29.12 The DCSF guidance states that checks on category 2 contractors need not necessarily be CRB checked. An identity check may be sufficient. The contractor must know that his/ her staff are who they say they are. This can be done by asking to see proof of identity, such as a birth certificate or passport combined with proof of address.
- 29.13 Contractors or their staff will be required to show appropriate documentation to a nominated person on the School Service site.
- 29.14 For a category 1 contractor, they will be asked for their Enhanced CRB number and to have a photo ID. It is recommended that the photo ID incorporate the Enhanced CRB number. For category 2, they will need a letter from the Principal Contractor to say that the person is who they say they are and to have a photo ID.
- 29.15 When a category 2 contractor has reason to be on site then a designated member of school staff must escort them at all times while on site.
- 29.16 The Principal Contractor must inform all his sub and sub-sub contractors of the need for the appropriate checks, as mentioned above, to be undertaken.
- 29.17 It is the responsibility of the Principal Contractor to ensure that the necessary checks have been undertaken and to keep the Client Officer informed that those checks on his employees and those of any sub contractor have been undertaken.
- 29.18 All Contractors and Contractors' employees must comply with the following:
- 29.18.1 They must not enter the school premises without the permission of the school head.
- 29.18.2 They must wear a clearly visible photo identity card at all times whilst on the schools service site. Where appropriate the identity card must incorporate the Enhanced CRB number.
- 29.18.3 They must not talk with or otherwise come into contact with any of the pupils or students. If there are any behavioural difficulties with pupils or students these must be reported to the school head.
- 29.18.4 They must not use the school staff or pupil toilets and must not be within sight of pupils or students using toilets or changing facilities.
- 29.18.5 They must not use the facilities of the school staff room.
- 29.18.6 They must not use inappropriate talk, bad language, wolf whistling or similar inappropriate behaviour.
- 29.18.7 They must be fully clothed. This means wearing a shirt or equivalent and wearing trousers or shorts that are no shorter than just above the knee at all times.

29.18.8 They must confine themselves to authorised routes through the site that have been agreed with the school head.

29.18.9 They must not smoke whilst on site as all Ealing Schools are none smoking areas.

29.19 Contractors are also reminded of their duties regarding signing in the visitors book, as described in section 4.10 and also of the duty ensure there are measures in place to prevent pupils or students entering the work area, as described in section 4.4

30 DEVIATIONS FROM THIS CODE OF PRACTICE

30.1 Any deviations from this Code of Practice must be agreed, in writing, with the Schools Service Safety Officer and the Client and where necessary the Contractor's Representative, providing the said deviations do not lower the safety standards or adequately affect compliance with relevant legal requirements.

Appendix 1

CONTACTS SHEET

Name, address and Telephone No of Premises.....

.....

Name and Telephone No. of Site Manager.....

Name and Telephone No. of Project Manager

Name and Telephone No. of Contractor

.....

Name and Telephone No. of Contractor's Site Manager.....

.....

Details of any relevant special events. (e.g. examinations dates. Evening use, sports day, etc).....

.....

Sub-contractors:

Company Name..... Company Name

Contact Name..... Contact Name

Telephone No..... Telephone No.

Company Name..... Company Name

Contact Name..... Contact Name

Telephone No..... Telephone No.

Company Name..... Company Name

Contact Name..... Contact Name

Telephone No..... Telephone No.

Hazard Identification (Hazard ID) form (V 8 Issued 24/08/10_Children's Services)
 Please fill in and send the completed form with all other relevant documents to the Safety Officer for Schools Service c/o Schools Service: Property. **To comply with CDM 2007, no works must start without the approval of the Safety Officer.**

Ref N°:



A	Contact Details	Client (Site Manager)	Contract Administrator	Contractor or Service Provider
	Name			
	Address			
	Tel/Fax No			
	Signature			

B	Site Address	Has the work area and surrounding area been checked for asbestos? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, work must not start until all the Checks have been made and the results have been recorded.

You must consult the site Asbestos Register. Has this been done? Yes No **Have you consulted the site Premises Manager for any update about Asbestos on site?** Yes No

If Asbestos is present in the work area the Contractor must be informed of the exact location. No work must be undertaken by the Contractor on material that contains Asbestos

Details of work	
Start date	Finish date
Total working days	Sub-contractors on site? Y or N

C Construction Work – if you **X** any of the boxes in section C the Commissioning Officer must appoint a CDM Co-ordinator.
 More than 30 days 500 person days or more Detail of CDM Co-ordinator **Child Protection Explained/agreed**

4 Identify any hazards associated with the works with an **X** the box below, assess the risks, then eliminate, reduce or control the risks. Agree the safety precautions for the work with the contractors or service providers before allowing them to start work.

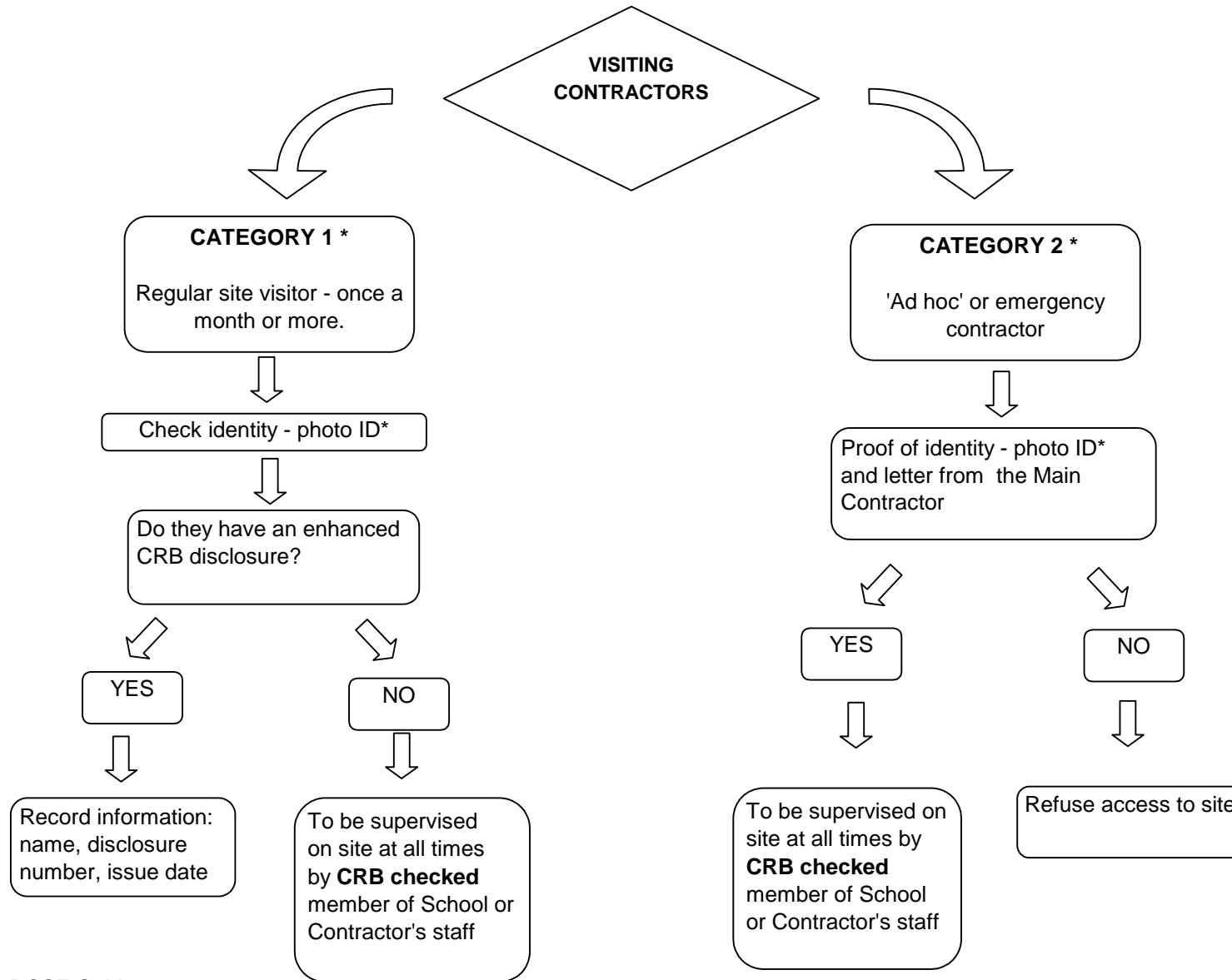
Access and Egress	<input type="checkbox"/>	Powered tools	<input type="checkbox"/>	Dust, Noise, Vibration	<input type="checkbox"/>	Cranes or mobile plant	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Temporary wiring	<input type="checkbox"/>	Flammable gases and liquids	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Scaffolds	<input type="checkbox"/>	Use of hazardous substances	<input type="checkbox"/>	Excavations	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>	Electrical work	<input type="checkbox"/>	Isolation of any services	<input type="checkbox"/>	Demolition/Structural Alteration	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	Roof Works	<input type="checkbox"/>	Working in confined space	<input type="checkbox"/>	Other	<input type="checkbox"/>

5 Control Measures – **X** the boxes to show what written information **will be provided and describe** the safety precautions to be used below.
 Health and Safety Policy Risk assessment **6** COSHH assessment **7** Method statement

8 Permits to Work – if any of the boxes below are **X** additional safety precautions for High Risks and a specific Permit to Work are required.
 Asbestos Confined spaces Live electrical work Hot work Demolition

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APPENDIX 3: CHECKS TO BE MADE ON CONTRACTORS VISITING SCHOOL SITES



* as DCSF Guidance notes

Above procedures as in "Schools Service Code of Practice for Contractors working in Schools (Section 29) May 2008"
They apply at all times that pupils may be on the site

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