



## Walton & Lees Hill CE Primary School

### Safety Information For Contractors Visiting School

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**ADOPTED BY FULL GOVERNING BODY: Sept 2023**

**Name:** Mary Alston

**Position:** Chair of Governors

**Next Review Date:** Sept 2026

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Under the Health and Safety at Work Act 1974 this school has a duty to ensure the Health, Safety and Welfare of any employee, contractor or member of the public who visits this site.

This school will also expect that under the same Act, and the Construction (Design and Management) Regulations 2007, any contractor who is carrying out work on this site, would take the necessary precautions to ensure their Health and Safety and that of others coming into contact with the work which they are undertaking.

The following information is provided to contractors who are working on this site and the procedures that this school will expect to be followed:

- Where required, a pre-site meeting will be held to specifically discuss health and safety on-site arrangements.
- All contractors and sub-contractors must report to the Headteacher prior to work beginning on site each day. Only authorised entrances must be used to enter and leave the site.
- Risk Assessments, Method Statements and Permits of Work should be made available on request.
- All contractors should be made aware of the location of Asbestos.
- Smoking or vaping is not allowed on the school premises or grounds.
- Toilet and hand washing facilities are located in the school hall with access via the main entrance.
- Where food is consumed on the site, care must be taken to appropriately dispose of all packaging and uneaten food.
- Alcohol and drugs are not allowed on the site.
- The working area must be kept tidy at all times and consideration made to the fact that there are likely to be young people and employees around the site at various times of the day.
- Tools and equipment must not be left unattended at any time during the school day.
- Care should be taken when using electrical equipment with trailing leads.
- Ladders and step ladders will not be left unattended whilst the building is occupied by pupils.
- Constructors vehicles are allowed on site where required for access, but it is imperative that school staff are notified before vehicles are moved on or off the site.
- When the fire bell sounds, all occupants of the school will be evacuated and the meeting point is located in the playground beside the main gate. All contractors must leave the building and must not re-enter until instruction is given by the Headteacher (or person in charge) to do so.
- All accidents, however minor, should be reported to the Headteacher, or their nominated representative, as soon as possible.
- All legal health and safety requirements will be strictly adhered to by the contractor. Safety equipment should be used at all times and the construction site will have the necessary signage displayed.

- If it is felt that the work being carried out is a danger to staff, pupils or others or if it is likely to cause significant disturbance, the Headteacher or their nominated representative reserve the right to direct the contractor to suspend the work until such time as the contract supervisor is contacted. If necessary, the Headteacher will also remove the pupils from the immediate vicinity of the danger until such time as the situation is remedied.
- When required to do so, the contractor should ensure that the site is secured at night and that all equipment, such as ladders and tools, are safely locked away.
- Contractors should ensure that no materials are delivered when there is no-one on site.
- No equipment belonging to this school can be used by any contractors. This includes step ladders.
- Contractors are asked to be mindful of residents in the vicinity of the school and keep noise levels to a minimum wherever possible and adhere to sensible working hours.

This list is not exhaustive and contractors should do everything possible to minimise the risk of accidents.

This information does not exempt contractors from their statutory duties on health and safety but is intended to ensure a high standard of compliance with those duties.

The school reserves the right at any time to change or add additional rules which it considers necessary to ensure the health, safety and welfare of pupils, staff and visitors to the school. Contractors will be notified of any such change.

CONTRACTOR.....

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ADDRESS .....

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We acknowledge receipt of the above Safety Information on the school site and agree to observe the above conditions whilst carrying out the work.

SIGNED.....

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DATE.....

## REVIEW SHEET – Safety Information for Contractors Visiting School

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate, amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
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1	Original	June 2017
2	Amendment to new school name and addition of paragraph asking contractors to be mindful of local residents.	April 2020
3	Minor changes made: the term vaping added, point added that contractors should be aware of location of asbestos	Sept 2023
