

CBAT Contractors Code of Practice

This Code of Practice should be read in conjunction with the school's Health & Safety and Safeguarding Information for Visitors available in Reception.

- Contractors should sign in at Main Reception of the first day of works; carry ID at all times; be met by the school's representative (Headteacher or Operations Lead) and familiarise themselves with this Code of Practice
- The Contractor (or any sub-contractors) should have a current DBS certificate
- On starting work, the Contractor should ensure that all their employees are acquainted and compliant with the relevant school policies on Health & Safety
- The Contractor must make suitable and sufficient assessment of the risks to workers and any others who may be affected by the works including those working at height
- All method statements should be submitted to the school's representative before works begin
- The Contractor must familiarise themselves with the school's Asbestos Register
- All works must be made safe and kept safe by means of barriers and warning notices at all times
- Ground may not be broken without permission of a representative of the school who will, as far as reasonably practical, provide contractors with information locating existing underground services. Excavations should be boarded over and made safe when work is not actually in progress
- Contractors must not connect to or interfere with compressed air, electrical, gas or other services without the permission of the school's representative
- All plant, tools and equipment used by Contractors on school premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards
- All the contractor's tools and equipment left on site are left at the contractor's own risk
- All tools and equipment should be secured and ladders/scaffolding made inaccessible when not in use or left overnight
- During works, consideration must be given to the effect of fumes or dust on nearby heat or smoke detectors
- All access equipment must be assessed for suitability by the Contractor. The employer of those persons using scaffolding is responsible for ensuring its safety. The Contractor shall ensure that all who are engaged in scaffolding erection, use and dismantling are trained to a recognised standard
- Contractors or their employees must not access any roof without permission from the school's representative
- The Contractor must ensure that staff, students or visitors are not subjected to excessive noise and should inform the school's representative where noise is unavoidable
- Suitable PPE should be used as stipulated by the requirements of the works
- All accidents, incidents, near misses, injuries, dangerous occurrences and fires, however trivial, must be reported to the school
- CBAT schools are non-smoking sites, both internally and externally. We would also ask that Contractors' employees do not smoke in close proximity to the school site
- Contractors should familiarise themselves with the school's fire evacuation procedures and assembly points.
- Contractors and sub-contractors should take steps to make their employees aware of the school's policy on harassment and discrimination
- Contractors should familiarise themselves with CBAT's Code of Conduct for All Adults which sets out the school's expectations on standards of behaviour when on site
- If any emergency service is contacted please inform main school reception
- The Contractor must ensure that welfare facilities are provided either by making their own arrangements or following agreement with the school's representative
- Ongoing monitoring of Health & Safety is the Contractor's responsibility.

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On completion of work, the Contractor shall formally hand over the works to a representative of the school and shall ensure that:

- The site is left clean and clear
- Equipment and consumables which are the property of the contractor are removed
- Any defects are made good
- All waste and surplus materials are removed for lawful disposal
- Barriers and boardings are removed.

The following staff are specifically responsible for Health and Safety at the school:

- Headteacher
- Operations Lead (Operations Manager or School Business Manager).

CONTRACTORS DECLARATION OF UNDERSTANDING AND COMPLIANCE

Signing of this document is a pre-requisite to any contractor appointment made by a CBAT school and will be subject to regular reviews and appraisal.

PLEASE COMPLETE THIS DECLARATION

I confirm:

That I have read and have understood the above. That my company will comply with all the requirements of the Code of Practice for Contractors Working on CBAT school sites.

School: _____

Signed: _____

Name (in capital letters):

Company: _____ Date: _____