

CONTRACTORS HANDBOOK

Rivermead Inclusive Trust Schools



inspiring the journey for
independence together

Contractors Handbook Review Record

Amendments shall be approved and authorised by the Facilities and Estates Manager of the Rivermead Inclusive Trust on the amendments schedule below.

Handbook Section	New Issue No.	Date Effective	Description/ Nature of Amendment	Signature
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Issue List

Name	Position	Date	Signature

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1. Introduction

- 1.1. Rivermead Inclusive Trust is committed to ensuring that the health, safety and welfare of its employees, contractors and visitors is not adversely affected as a result of the work it does or by the condition of its' buildings.
- 1.2. The Contractors' Health and Safety Induction Booklet has been produced to assist Rivermead Inclusive Trust Schools in making contractors aware of the hazards present on site, our safety arrangements and emergency procedures.
- 1.3. The information contained within this booklet has been produced to provide contractors with key information that will help them protect their own and others health and safety when working at any of Rivermead Inclusive Trust Schools. This information is not intended to be exhaustive, and should you have any queries or concerns whilst working, you must stop work immediately and seek further advice and information from the member of staff responsible for your contract.
- 1.4. Each contractor is responsible for ensuring that all their employees and subcontractors are fully acquainted with the contents of this booklet. Failure to comply or provide competent personnel will prejudice contractors being awarded future work.
- 1.5. This document sets out the standards required and expected from contractors carrying out construction work including refurbishment works and maintenance operations for Rivermead Inclusive Trust Schools and seeks to ensure compliance with the statutory obligations. This document does not in any way relieve the contractor of their legal and contractual obligations to Rivermead Inclusive Trust /Principal Contractor, be they expressed or implied.
- 1.6. All references to the main contractor refer to the Principal Contractor under current Construction (Design & Management) Regulations 2015. With reference to preparation of projects, the client brief will be communicated under a separate document.
- 1.7. Where the contractor's safe systems and procedures exceed the requirements of this document, the contractor's requirements will take precedence.
- 1.8. The phrase 'Construction Work' in this document means any work relating to the construction of new buildings, the modification or repair or demolition of existing buildings or the installation, repair or servicing of building services or any other activity defined as 'construction' by Regulation 2 of the CDM Regulations 2015.
- 1.9. Everyone working at any of Rivermead Inclusive Trust Schools premises will go through a Health and Safety Induction process before they are allowed to commence work on site. This induction training will concentrate on site-specific Health and Safety factors and will be given by the main contractor or by the facilities and estates manager of Rivermead inclusive trust.
- 1.10. It follows that once the terms of the contract have been agreed between Rivermead Inclusive Trust and the contractor; no claim will be entertained for additional expenditure incurred by contractors or their sub-contractors in complying with this document.
- 1.11. At Rivermead Inclusive Trust we have wide-ranging legal obligations under the Health & Safety at Work Act 1974 (HSW74) and supporting regulations.

2. Legal requirements

- 2.1. Under Section 3 of the HSW (Health & Safety At Work Act) 1974 both Rivermead Inclusive Trust and contractors working on site at our schools have a duty, so far as is reasonably practicable, to conduct undertakings in such a manner as to safeguard the health and safety of persons not in their own employment.
- 2.2. Under Section 4 of the HSW 1974 Rivermead Inclusive Trust and the contractors working on our premises have a duty, so far as is reasonably practicable, to ensure that buildings and/or work sites under their control, or plant or equipment in those buildings or work sites, are safe and without risk to health. In particular, there must be safe access to or egress from all parts of the site.
- 2.3. The CDM Regulations 2015 may apply to certain contracts relating to the construction, modification, demolition, decommissioning or repair of buildings or the installation, modification, repair or servicing of building services.
- 2.4. This Contractors handbook book imposes a duty to co-ordinate and communicate arrangements for safety between Rivermead Inclusive Trust and its contractors irrespective of whether the contract is subject to the CDM Regulations or not.
- 2.5. Where a contract is subject to the CDM Regulations the Principal Contractor will be responsible for developing and maintaining a construction phase Health & Safety Plan, including information detailed and provided within client supplied pre-construction information, liaising between the Client and Principal Designer and for ensuring adherence to the plan by all contractors and sub-contractors, including themselves.

3. Commencing Work

- 3.1. Before work commences on site the contractor must inform Rivermead Inclusive Trust via the following email lovew103@rivermeadinclusivetrust.org so that they can ensure that the appropriate arrangements for coordinating the management of health and safety have been made.
- 3.2. Where the employees of a contractor may be required to work in hazardous areas, it is the responsibility of the contractor to acquaint their employees of such hazards and corresponding safe systems of work before commencing work.
- 3.3. In the case of hazardous areas, hazardous work or when contractors' operations may need to be especially coordinated with those of Rivermead Inclusive Trust, and the work needs to be governed by means of a permit system. Appropriate permits must be issued by the facilities and estates manager or an Authorised Manager of Rivermead Inclusive trust before work commences.
- 3.4. In cases not covered by permit to work systems contractors' personnel must not enter any rooms/areas unless given express permission by the facilities and estates manager of Rivermead inclusive trust.

4. Risk Assessments and Method Statements

- 4.1. A risk assessment is nothing more than a careful examination of an activity to find out what harm could be caused to you, your colleagues or other people working at or visiting Rivermead Inclusive Trust Schools.

The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives and businesses too.

You must ensure Risk Assessments (RA) have been carried out before you commence work at any of Rivermead Inclusive Trust Schools.

All RAs should be submitted to the facilities and estates manager for review and approved prior to work commencing.

When thinking about your **Risk Assessments**, remember:

- A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.; and
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The HSE recommend the following approach.

The six steps to risk assessment aim to help you assess health and safety risks:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precaution
- Record your findings and implement them
- Review your assessment and update if necessary
- Impact to building

- 4.2. A work method statement, sometimes called a "safe system of work", is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a logical step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

You must ensure a **Method Statement** has been carried out before you commence work at any of Rivermead Inclusive Trust Schools.

The MS should include the following:

- A title e.g. Work Method Statement, or Standard Operating Procedure
- Detailed description of the works, in a chronological order, task or process, impact to building
- Your company details, logo, name, address etc.
- Start date, completion date
- Site address
- Site contact details including mobile phone and emergency numbers etc.
- Document author, H&S contact
- Document number, issue date, revision date, revision number etc.

Where a Principal Contractor is appointed, they are required to ensure that suitable and sufficient health and safety documentation is provided by subcontractors.

5. Monitoring Performance

- 5.1. Contractors' health and safety performance on site will be monitored and reviewed by the person responsible for the works.

In the event that health and safety performance deteriorates to an unacceptable level, work will be halted, and it will affect the likelihood that contractors will be engaged for future contracts.

6. Incident/Accident Reporting

- 6.1. In the event that you or one of your colleagues have an accident or are involved in a near miss, dangerous occurrence or other incident e.g. violence, exposure to radiation etc. while working at any of the Rivermead Inclusive Trust Schools., it must be reported immediately to the facilities and estates manager responsible for your contract, who in turn will report it to the Chief Finance Officer.
- 6.2. In the event of serious personal injury or serious damage to premises, plant or machinery, the area must be cordoned off and left undisturbed and contact must be made immediately with the facilities and estates manager
- 6.3. The Contractor must record details of all injuries to their employees in their accident book. Rivermead Inclusive Trust reserves the right to request a copy of each entry in the contractors Accident Book relating to that project.

7. Housekeeping and Waste Disposal

- 7.1. Housekeeping is one of the easiest things to get right, so why do so many people get it wrong?

As well as making you and your company look unprofessional, bad housekeeping is one of the biggest causes of accidents at work.

Poor standards of housekeeping increase the risk of slip, trip and fall accidents, fire and occupational diseases.

Ensure your work and rest area is kept clean and tidy, spills are reported and cleaned up immediately and waste is kept secure in skips and disposed of frequently.

When you're finished on site:

- Ensure that all skips are removed from site
- Remove all waste and excess materials from the work area
- Sweep up
- Make good any damage caused directly or indirectly by your work

Failure to maintain housekeeping to a high standard while working for Rivermead Inclusive Trust may impact the contractor being awarded future contracts. When housekeeping falls below an acceptable standard, or if you leave site without having first clearing up, we will undertake this work for you, invoicing you as necessary.

- 7.2. The Contractor is responsible for the collection and management of recyclable waste which should be segregated to ensure non-contamination prior to removal from site.

It is the Contractors' responsibility to ensure all waste transfer notes are kept for a minimum of two years and made available for inspection at any time by Rivermead Inclusive Trust.

At the end of the contract, Waste Transfer Notices are to be provided to Rivermead Inclusive Trust either within the Operation and Maintenance Manuals or in a separate Waste File.

8. Plant Rooms

- 8.1. Because of the equipment installed in plant rooms they can be extremely hazardous places to work. Access to all plant rooms at Rivermead Inclusive Trust Schools is strictly controlled.
- 8.2. You cannot enter a plant room unless you have been given permission to do so. In the event you need to enter a plant room, you must first contact the Rivermead Inclusive Trust facilities and estates manager who is responsible for your contract, who will give you permission as appropriate and will tell you what hazards are present and what you need to do to avoid them.
- 8.3. Under no circumstances shall food or drink be consumed in Plant Rooms. Anyone caught breaching this rule will be removed from site.
- 8.4. Materials shall not be stored in Plant Rooms.

9. Excavation

- 9.1. Ground on Rivermead Inclusive Trust Schools premises may not be broken without the permission of the facilities and estates manager.

Work must be carried out using methods and precautions outlined in the Health and Safety Executive Guidance HSG47 and HSG185.

- 9.2. Rivermead Inclusive Trust will, as far as reasonably practicable, provide contractors with information on the location of existing underground services.
- 9.3. The contractor must carry out a CAT survey and Genny grid survey of the area(s) to be excavated prior to commencing works using trained personnel.
- 9.4. Designers and Contractors should request the most accurate recorded information available. This request should be made via lovew103@rivermeadinclusivetrust.org
- 9.5. Any underground services, disturbed, altered, installed etc. must be recorded by the contractor and drawings updated accordingly and reissued to Rivermead Inclusive Trust.
- 9.6. The work site must be made and kept safe by means of appropriate barriers and warning notices at all times. If work cannot be completed in one day, then overnight barriers must be solid (plastic tapes are not acceptable) and warning lights fitted. Barrier height must be agreed with the facilities and estates manager.

- 9.7. When work is completed, the site must be made good and all protective covers and warning notices removed.
- 9.8. All trenches and excavations, particularly those adjacent to roads or existing buildings, must be adequately shored.
- 9.9. Excavations should be boarded over when work is not actually in progress.

10. Confined Spaces/Restricted Areas

- 10.1. Contractors' employees may not enter any confined space/restricted area without permission of the facilities and estates manager. The contractor must ensure that the work is carried out using the methods and precautions outlined in the Health and Safety Executive Guidance Note GS5.
- 10.2. Confined spaces/restricted areas within Rivermead Inclusive Trust premises must not be entered without firstly obtaining a Permit to Work via the facilities and estates manager. This applies not only when works are to be carried out, but also when areas are to be inspected.
- 10.3. If a contractor considers an area they have been asked to work in, constitutes a confined space, under terms of the Confined Space Regulations 1997, they must inform the facilities and estates manager prior to entering, and obtain necessary permits.
- 10.4. Only trained and competent persons must carry out work within a confined space. Demonstration of suitably accredited training must be provided.

11. Connection to Rivermead Inclusive Trust Schools Services

- 11.1. Contractors must not connect to or interfere with the compressed air, electrical, gas heating or other services at Rivermead Inclusive Trust Schools without the express permission of the facilities and estates manager.
- 11.2. Contractors are responsible for providing the correct connectors to services and for checking that the services available are adequate for their purposes.
- 11.3. The contractor or their employees must not enter any sub-station, switch room or similar area until the facilities and estates manager has provided the express consent and issued the appropriate permit.
- 11.4. All disconnections and isolations must be suitably locked off, clearly communicated and suitable signage put in place.
- 11.5. Clear co-ordination and communication must be in place prior to any supply reconnection and restoration.

12. Tools and Equipment

- 12.1. All plant, tools, and equipment used by contractors on Rivermead Inclusive Trust premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards.
- 12.2. Portable electrical tools must be efficiently earthed or double insulated and have been Portable Appliance Tested (PAT) within the previous twelve months.
- 12.3. On Rivermead Inclusive Trust sites, 220-240v equipment is not to be used. Where 220-240v equipment is unavoidable, permission must be sought by prior arrangement with the facilities and estates manager and an RCD plug/socket must be used.
- 12.4. Contractors may not use Rivermead Inclusive Trust plant, tools, or equipment without the express permission of the facilities and estates manager. Where the contractor is allowed to use Rivermead Inclusive Trust plant, tools, or equipment it is their duty to their own employees (Section 2 of HSW Act) to ensure that the said plant, tools, or equipment are suitable for the intended use and are in good condition.
- 12.5. If any such plant, tools, or equipment is damaged, lost or stolen while being used by the contractor, Rivermead Inclusive Trust will claim reimbursement to the value of repair or replacement.

13. Lifting Operations and Lifting Equipment (Cranes/excavations/hoists/MEWPs)

- 13.1. It is the responsibility of the contractor to ensure that all lifting equipment and accessories brought on to Rivermead Inclusive Trust sites are in compliance with the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations.
- 13.2. All lifting operations must be fully assessed and planned by a competent person who has adequate practical and theoretical knowledge and carried out in compliance with BS7121 Safe Use of Cranes.
- 13.3. All lifting equipment including excavators, hoists and MEWP's must be accompanied with all current examination inspection and test certificates and reports.

MEWPS must only be used by IPAF (or equivalent) trained operatives.

14. Guards, Fences & Other Barriers

- 14.1. Guards or fences must not be removed from any machinery or plant without the express permission of the facilities and estates manager.
- 14.2. Guards and fences must be replaced and secured as soon as work is completed and before machinery or plant is restarted or energised.

- 14.3. All contractors' machinery or plant brought onto Rivermead Inclusive Trust premises must, where appropriate, be securely guarded or fenced and comply with the regulations relating to the type of equipment.
- 14.4. Where a contractor is carrying out work such as welding, the breaking or dressing of stone or concrete, grinding of metals etc., and they are not operating in an enclosed compound, they are responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect all staff, or visitors who may be in the vicinity.
- 14.5. Consideration must also be given to the effect of fumes, dust or heat on nearby heat or smoke detectors (see paragraph 22.2).

15. Access Equipment

- 15.1. All access equipment must be assessed for suitability by the contractor. Ladders (step and pole) may only be used for access where there is no suitable alternative and a risk assessment justifies their use.

16. Scaffolding

- 16.1. The employer of those persons using scaffolding is responsible for ensuring its safety. The contractor shall extend this duty to any sub-contractor or others who may share use of a structure.
- 16.2. The contractor shall ensure that all persons for whom they are responsible (employees, sub-contractors etc) who engage in scaffolding assembly and dismantling provide evidence of training to a recognised standard.

For example:

- PASMA qualification for alloy towers or
- CIRS card for conventional tube and fitting scaffolds

- 16.3. Basic tube and fitting scaffolding equipment shall be erected in line with:

- BS5973.
- Best practice outlined in the relevant HSE guidance notes.
- National Association of Scaffolding Contractors (NASC) technical handbook and guidance notes.

- 16.4. Companies shall comply with the NASC.

- 16.5. Erection and dismantling shall be done by competent operatives wearing suitably anchored safety harnesses.

- 16.6. Tube and fitting scaffolding equipment shall comply with the requirements found in BS113. Scaffold boards shall comply with BS2482.

- 16.7. Access systems (scaffolds) shall be constructed so as to deter unauthorised entry when not attended. This will usually mean provision of "boarding up" up to a minimum height of 2.4 meters.

- 16.8. To comply with the Construction Design and Management Regulations 2015 and HSE Construction Information Sheet No.47, the Contractor shall have and use a system to indicate and monitor correct supervision of the structure. This may be achieved by the use of the ScaffoldTag™ system or any equal system agreed with the facilities and estates manager. A competent person shall inspect any scaffold structure at least every 7 days.
- 16.9. Where a scaffold is to be in place for a prolonged period, and it could provide access to a building containing valuable equipment, Rivermead Inclusive Trust requires the contractor to arrange with the facilities and estates manager provision of suitable security measures, the cost of which must be allowed for at tender or quotation stage.
- 16.10. Only trained and competent persons may erect, modify or dismantle scaffolding equipment.
- 16.11. All materials stored on the scaffolding must be secure at all times. Where required, netting shall be provided to prevent items falling. Scaffolding shall not be overloaded, or point loaded at any time.

17. Roof Access

- 17.1. Contractors' employees must not access any roof without permission from the facilities and estates manager from Rivermead Inclusive Trust.
- 17.2. Access will be governed by means of a permit system. Appropriate permits must be issued by the facilities and estates manager for the work before it commences.
- 17.3. All work on roofs must have a written Risk Assessment and method statement/Safety Plan.

18. Control of Noise/Vibration

- 18.1. The contractor must ensure that staff, or visitors are not subjected to excessive noise or vibration.
- 18.2. The contractor must also endeavour to keep noise levels as low as practicable. Where noise is unavoidable, the contractor should inform the facilities and estates manager, so that the contract can be scheduled to avoid disruption of lectures or examinations being held in the vicinity.
- 18.3. Use of radios, iPods or similar by contractors' staff is prohibited in any part of Rivermead Inclusive Trust premises.

19. Code of Conduct

- 19.1. Offensive behaviour of any kind will not be tolerated while on a Rivermead Inclusive Trust premises including swearing, gesturing, shouting or passing comments that are or could be threatening or of a demeaning or sexual nature.
- 19.2. Sexual, racial and other forms of harassment or discrimination can seriously harm working and social conditions for staff at Rivermead Inclusive Trust premises. The company is therefore committed to a working environment that is free of any harassment or unlawful discrimination. Staff are required to conduct themselves in a manner consistent with these aims. Rivermead Inclusive Trust Schools also requires all other persons visiting or working in its premises to conduct themselves in a similar manner.

19.3. Contractors should ensure that their employees and subcontractors are dressed appropriately at all times for the environment they are working in and the type of work they are doing. The company's logo should be prominent on work wear.

19.4. The Personal Protective Equipment at Work Regulations require every employer to provide their employees with suitable PPE to be used at work when they may be exposed to a hazard that cannot be controlled by any other means.

The contractor will ensure compliance with these regulations as stipulated by site requirements. As a minimum all workers and visitors must wear: -

- High visibility vest/jackets
- Appropriate footwear with mid sole protection
- Hand protection may be a requirement

19.5. The use of mobile phones is allowed provided external communication is a requirement of the role they fulfil and that they can be used safely and without disruption to others. The taking of photographs is prohibited on all Rivermead Inclusive Trust premises.

19.6. Alcohol and Drugs: Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on any of Rivermead Inclusive Trust premises.

19.7. All contractors and subcontractors are expected to carry out their duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account Rivermead Inclusive Trust commitment to environmentally sustainable ways of working.

20. Manual Handling

20.1. Contractors are to assess the risk and avoid manual handling where reasonably practicable by the use of mechanical aids. Where mechanical aids are not used, a detailed assessment of the residual risks is to be carried out and a safe system of work used to ensure the health and safety of the employee. Where appropriate, suitable PPE should be issued e.g. gloves.

21. Smoking

21.1. Rivermead Inclusive Trust buildings are no smoking zones. Contractors working within buildings are required to comply with the no smoking rules and use the designated smoking areas.

22. Fire Precautions

22.1. Operations involving the use of naked flames, abrasive cutting, electric arc welding, hot soldering, or any other similar processes involving the application or production of heat must be carried out under Rivermead Inclusive Trust "Permit to Work" procedures. Before each such operation begins, Contractors must complete a method statement and risk assessment and submit it to Rivermead Inclusive Trust facilities and estates manager [via lovew103@rivermeadinclusivetrust.org](mailto:lovew103@rivermeadinclusivetrust.org)

Permission will only be granted once the facilities and estates manager is satisfied that the method(s) to be employed is a) necessary and b) safe. Where both criteria are satisfied, the facilities and estates manager will issue or approve a Hot Works permit in writing.

The Contractor must ensure that the practices set down in the method statement and the conditions of the hot work permit are adhered to and that their activities do not activate the fire alarm systems. If there is a perceived risk that the fire detection system may be triggered unnecessarily, whether this is expected to be by the production of heat, smoke or dust, arrangements must be made with the facilities and estates manager for the isolation of the local detectors or in the case of short duration tasks to protect the detector with a heat/dust/smoke proof cover.

Note: A contractor's record of causing unwanted fire alarms will be taken into account before placing further work with that contractor.

- 22.2. Where demolition or reconstruction work is taking place within an occupied building, the contractor should be aware of any Fire Strategy document put in place by Rivermead Inclusive Trust. This must be included in the Construction Phase Health & Safety Plan. Those escape routes which serve the remaining occupants of the building shall be maintained and be available at all times and kept free from obstruction. Flammable materials should be removed from any area which cannot be regulated by the contractor as soon as practicable and certainly never left longer than absolutely necessary in an area to which visitors have access.
- 22.3. Suitable means of giving warning within the site shall be provided.
- 22.4. Suitable fire-fighting equipment shall be supplied by the contractor and key site operatives should be trained in its use.
- 22.5. All contractors shall familiarise their agents, employees, sub-contractors and visitors to the site, with the following safety matters:
- How to identify the sound of the fire alarm and the correct procedures to be followed.
 - The means of escape in case of fire, a) from the site and b) from the building.
 - The location of the nearest fire point within the site.
 - The location of the nearest building fire alarm call point to the area of the site in which they are engaged.
 - The location, type and method of operation of the nearest fire fighting equipment.
 - The nominated fire assembly point for the building or site.
- 22.6. Contractors must obey all fire alarms whilst on Rivermead Inclusive Trust premises and coordinate their own fire alarm/ drill.
- 22.7. Accidental damage to Rivermead Inclusive Trust fire safety equipment or services must be reported immediately to the facilities and estates manager
- 22.8. Where dust caps or smoke proof seals have been fitted temporarily to detectors, they must be removed once the operation posing the risk of false alarm has passed. They must not be left on overnight or for long periods when the site is unattended.

23. Emergency Calls for Fire and/or Ambulance

- 23.1. All emergencies must be reported to the Head Teacher or facilities and estates manager who will summon the appropriate emergency services.
- 23.2. All internal main Rivermead Inclusive Trust telephones can access the emergency services direct on **DIAL 9999** and ask the operator for the emergency service you require. If the **9999** system is used, the Head teacher and the facilities and estates manager should be advised.

- 23.3. If any emergency service is called by the contractor, they must inform the Head teacher and the facilities and estates manager without delay in order that they can assist the emergency services onto the Rivermead Inclusive Trust premises and to the appropriate rendezvous point.

24. Parking of Vehicles

- 24.1. Except for loading or unloading, contractors must not park vehicles in restricted areas which are marked by double yellow lines. These areas must be left clear for emergency services. A Rivermead Inclusive Trust Schools reserves the right to remove any illegally parked vehicles.
- 24.2. All contractors' official vehicles, trucks, vans etc., used for daily deliveries and offloading of plant, tools and equipment, are given free access at any time upon receipt of a valid Parking Permit issued from Reception.
- 24.3. All contractors' workmen (including management and subcontractors) arriving by car etc., must obtain a valid Parking Permit issued from Reception at any of the Rivermead Inclusive Trust premises.
- 24.4. Any vehicles parked in restricted areas on the site will be asked to move it immediately.
- 24.5. Rivermead Inclusive Trust will not accept any claims for additional costs incurred due to the inability of the contractor to park on Rivermead Inclusive Trust premises.

25. Children and Young Persons

- 25.1. No child shall attend a Rivermead Inclusive Trust premises in connection with the undertakings of the contractor. No child shall attend, in a paid or un-paid capacity, or in any passive or participatory manner.
- 25.2. No young persons (under 18) shall be allowed on site in connection with the undertakings of the contractor without prior and comprehensive risk assessments being conducted. The facilities and estates manager under whose responsibility specific work occurs shall require names and ages of all such people (see Regulation 19 of the Management of Health and Safety at Work Regulations 1999).

26. Welfare

- 26.1. The contractor is to make their own arrangements for suitable welfare facilities within the Rivermead Inclusive Trust premises and an authorised person overseeing works.
- 26.2. During the construction of new buildings, the contractor is to make their own arrangements for providing welfare facilities. When working within existing buildings, the contractor may be allowed to use the existing toilets and welfare facilities with prior agreement, but the contractor must ensure that these are kept in a clean and tidy condition. On completion, these facilities should be thoroughly cleaned to the satisfaction of the facilities and estates manager.

27. Security

- 27.1. All contractors are required to sign in at reception.
- 27.2. Once signed in, contractors will be given a Contractors Pass – this must always be worn and be visible.
- 27.3. If a contractor sees anyone acting suspiciously, they are requested to telephone the facilities and estates manager.
- 27.4. All the contractors' tools and equipment left on site are left at the contractors' own risk.
- 27.5. Contractors must arrange for any necessary out of hours' access/working through the facilities and estates manager.
- 27.6. Any contractor working out of hours shall make contact with the facilities and estates manager at the start and finish of their work.

28. Indemnity

- 28.1. The contractor shall indemnify Rivermead Inclusive Trust Schools against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequence of the carrying out, completion or maintenance of the work which may arise from a breach by the contractor, sub-contractor or their servants or agents of any of the provisions of this Contractors' Health & Safety Induction Book.

Provided nothing herein shall impose any liability upon the contractor for negligence on the part of Rivermead Inclusive Trust schools its servants or agents.

29. Competence

All contractors' management and supervisory staff employed on a Rivermead Inclusive Trust premises will have a demonstrable competence in both appropriate management or supervisory skills and Health and Safety matters and must have undertaken an appropriate qualification for their particular trade or applied roles and responsibility.

All tradesmen and operatives employed on Rivermead Inclusive Trust Schools premises will have a demonstrable skill level incorporating Health and Safety training e.g. a CSCS Card at the appropriate level for the activities to be undertaken.

All operatives must always carry their competency cards and produce it for review when requested during safety inspections.

- 29.1. These requirements will be confirmed by regular competence audits and annually at approval review.

30. Completion of Works

30.1. The contractor shall formally hand over the works to the appointed person to oversee the works and instruct representatives of Rivermead Inclusive Trust and the users in the operations and maintenance of new or modified facilities.

30.2. Upon completion the contractor shall:

- Leave the site clean and clear.
- Remove equipment and consumables which are the property of the contractor.
- Make good any defects.
- Remove from site for lawful disposal all waste and surplus materials.
- Remove barriers/boarding's etc.
- Hand over to the Authorised person overseeing the works any keys, passes and the Health and Safety File.

30.3. WARNING NOTICE Contractors working on Rivermead Inclusive Trust premises must comply with this Contractor's Health and Safety Induction Book.

30.4. Failure to do so may result in removal from Rivermead Inclusive Trust Schools select list.

30.5. Main contractors are required to have a copy of the Contractor's Health and Safety Induction Book available on site at all times.

30.6. Annually all main contractors working on Rivermead Inclusive Trust premises are required to sign a copy of the declaration at the back of this document (signed by the company director responsible for health and safety) and return it to the facilities and estates manager.

30.7. All approved contractors have a duty to report any changes that may affect their continued approval for use status.

30.8. Main contractors are required to obtain signed copies of the declaration for each project by the respective sub-contractors working on their site. The main contractor shall keep a specific file containing these declarations for the duration of the project.

30.9. Rivermead Inclusive Trust may inspect the file and minute at the site meetings the progress in respect of the declarations.

30.10. In the event of a site inspection by the facilities and estates manager or the Health and Safety Consultant, failure to produce a file may result in a corrective action notice.

30.11. Failure to keep a copy of the Contractor's Health and Safety Induction Book on site and/or include reference within the Contractors Induction will result in an automatic failure of a site inspection.

30.12. It is essential that all contractors are made aware of this Contractors' Health and Safety Induction Book and its content during the site induction.

Appendix A – Site Rules

The following specific rules are to be incorporated within the Principal Contractors' development of the Safety Plan:

1. Before commencing work, operatives must sign in at reception – A daily or weekly contractor pass will be issued. They must sign out at the end of each day.
2. Contractor passes are to be worn at all times. Lost passes are to be reported immediately.
3. Work only in your designated area; please do not wander around the Rivermead Inclusive Trust premises without being escorted or informing your representative of your destination and intention.
4. No smoking is permitted other than in the designated smoking area.
5. No burning of rubbish is permitted.
6. Deliveries/collections to be planned outside of peak traffic hours.
7. Foul and abusive language and/or behaviour will not be permitted.
8. A 'Cover Up' Policy is to be enforced i.e. shirts must be worn at all times.
9. No radios are permitted.
10. Operatives are not permitted to wear earphones for iPods, MP3 Players or other personal stereo equipment.
11. If required by Rivermead Inclusive Trust, mobile phones are only to be used in designated areas.
12. All equipment and the site must be secured and left in a safe state outside of working hours.
13. All deliveries of materials etc. are to report to the Goods In department.
14. All materials are to be left safe and secure during and outside working hours.
15. Safety boots, Hi Viz vests and other appropriate PPE are to be worn by all contractors and visitors to site.
16. Construction work shall not impinge on any of Rivermead Inclusive Trust premises.
17. Hazardous materials are not to be left on site unless locked away in suitable lockable containers.
18. Use all necessary protective clothing and equipment when required.
19. All enquiries regarding Health and Safety on site are to be directed to the facilities and estates manager.

20. Remove rubbish and debris on a regular basis. Do not allow the accumulation of waste. Keep the site and works clean and tidy.
21. The use of the clients' refuse facilities is not permitted.
22. All contractors' staff are expected to carry out their duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account Rivermead Inclusive Trust commitment to environmentally sustainable ways of working.
23. Act immediately when you hear the emergency Evacuation Fire Alarm Sounders, remembering to switch off/turn off power and other services being used before leaving your work area.
24. Obey all safety signs and beacons.
25. Report all hazards, accidents, injuries, near misses and dangerous occurrences immediately to your Rivermead Inclusive Trust contact/representative.
26. Never obstruct aisles and exits.
27. Ensure that sufficient guards or barriers etc. are put around any work area before the work area is left unattended. If any transport/escape routes are to be obstructed, partially or otherwise, you must contact the facilities and estates manager immediately.
28. Only park in designated parking bays.

Appendix B - Contractor Works Authorisation

Rivermead Inclusive Trust is always seeking to continually improve our policies and procedures

1. Following the receipt of a purchase order for works (including planned maintenance/emergency reactive maintenance/minor improvement works) the contractor shall carry out a site-specific risk assessment and produce a method statement.
2. This is to be received at least **7 working days PRIOR** to works being carried out on site.
3. Upon receipt the contractor's RA/MS will be checked, and if complete, suitable, sufficient, and appropriate, approval will be sent back authorising the contractor to proceed. If the RA/MS are incomplete, not deemed suitable, sufficient or not site specific, feedback will be given via email by the facilities and estates manager.
4. RA/MS awaited - Contractor must **NOT** start work

RA/MS received but **NOT** approved - Contractor must **NOT** start work.

RA/MS received and approved - Contractor **OK** to start work

5. Once the necessary approval has been received the contractor shall, upon the identified dates of the proposed works, report to the reception where contractor passes/vehicle permits to work will be issued. See attached blank permit to work form which indicates the work activities requiring a permit to work.

NOTE: No work will be allowed to proceed until RA/MS have been approved and the contractor will be turned away from site. **NO** reimbursement of costs for abortive site visits will be made by Rivermead Inclusive Trust.

Appendix C - PERMIT TO WORK FORM

Permit Number:			
Contractor Name:			
Location of Work			
Permit Valid from	Time:	Date:	
Permit Valid to	Time:	Date:	

Roof working at working from height	Excavations/Digging	Other
Asbestos	Lifts	
Electrical Services/High Voltage	Confined Spaces	
Hot Work	Gas Work/Services	
Heating Plant	Breaking into pipes	
Isolation of Fire Alarm	Lift Maintenance	
Machinery	Plumbing Works	

Have the following services been isolated/locked off

	Yes/No	Point of Isolation	Name	Signature	Date
Electricity					
Gas					
Water					
Air					
Fire Alarm System					
Other					

	Yes	No
Has the contractor had an induction and tour of the site?		
Has the contractors Health and Safety induction book been issued, read and understood?		
Has the contractors risk assessment and method statement been conducted?		
Has a copy of the safety rules been given to the contractor?		
Has the contractor read and understood the asbestos register in reception?		

Other Precautions (e.g. traffic movements, lone working etc.)

Tools and Equipment to be used: (e.g. Scaffold, PPE, Welding sets, 110v Tools etc.)

Before work starts

All the above boxes must be completed, and a permit signed by both the Client Authorising person and the Contractor Site Supervisor before work commences.

Time:			
Contractor Site Supervisor	Name:	Signature:	Date:
Rivermead Inclusive Trust Schools Authorising Person	Name:	Signature:	Date:
Time:			
Contractor Site Supervisor	Name:	Signature:	Date:
Rivermead Inclusive Trust Schools Authorising Person	Name:	Signature:	Date:

On completion of work

Work has been completed, all isolations reinstated, and all persons under my control have been withdrawn.

Appendix D - Contractors declaration of understanding and compliance

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

PLEASE COMPLETE THIS DECLARATION AND KEEP IT WITH THE DOCUMENT FOR YOUR FILES.

I confirm:

- That I have read and have understood the above.
- That my company will comply with all the requirements of the Contractors' Health & Safety Induction Book for contractors working on any of Rivermead Inclusive Trust School Premises.
- I confirm that ALL staff working on Rivermead Inclusive Trust Premises have received adequate and up to date Asbestos Awareness training.

Signed:

Name:

The Director/s responsible for Safety:

Company: _____ Date:

Once completed, copies of this declaration must be sent to lovew103@rivermeadinclusivetrust.org

Appendix E – Health and safety policy

1.1. Company Health and Safety Policy Statement

The Rivermead Inclusive Trust together with the Head Teacher of the school believes that the health and safety of all persons within the school is of a paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the board of trustees together with the Head of school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment, safety of articles and substances and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The board of trustees and Head of school will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, learners, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the board of trustees and Head of school are the responsibilities of each person to reflect on good practice and contribute to the development of safe routines. To achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice, which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken, so that the occurrence is unlikely to occur again.

The board of trustees and Head of school will ensure that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, learners and visitors to the school. We require all staff to comply fully with this policy. In addition, we will ensure that all learners, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the board of trustees and Head of school that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duty.

Appendix F - List of authorised officers

Title	Name	Contact Telephone Numbers