

CHRIST'S HOSPITAL

CONTRACTORS' POLICY

Introduction

1. Christ's Hospital engages a large number of external providers (contractors) throughout the year; the organisation simply cannot function without the services that they provide.
2. Although it is neither necessary nor desirable to place tight restrictions on contractors' operations, the School recognises that it has a legal and moral duty to protect the health, safety and welfare of pupils, staff and visitors; this is reflected in the Christ's Hospital Safety, Health, Environment and Fire (SHEF) Policy and the Safeguarding, Welfare and Child Protection Policy that are available separately on the School web site and on the intranet.

Purpose

3. The purpose of this Policy is to explain how contractors working at Christ's Hospital will be selected and managed in order to meet regulatory requirements and relevant School policies covering health and safety at work and child protection.
4. This Policy reflects the requirements of:
 - the Health and Safety at Work etc. Act 1974 and associated legislation;
 - DfE document "Keeping children safe in education: statutory guidance for schools and colleges" (KCSIE) and
 - the ISI "Handbook for the Inspection of Schools - the Regulatory Requirements".

Scope

5. This Policy applies to all contractors working on the Christ's Hospital site, whether they are undertaking work on behalf of the Foundation, the School, Christ's Hospital Enterprises Limited (CHEL) or the Bluecoats Sports Centre (BCS). A "contractor" is defined as an individual who undertakes work irrespective of whether it is on a long term or short term basis, under a contract for services. They are not on the payroll of Christ's Hospital, but they are on the payroll of the organisation that employs them, or they are self-employed. This definition covers a wide range of external providers, from contract caterers who are on site permanently, to construction workers who may be on site for several months to occasional or temporary contractors such as a piano tuner who may visit for only a few hours.
6. This Policy does not apply to other types of visitors, who are covered by a separate Access, Security and Visitors' Policy.

Principles

7. This Policy establishes a clear, simple and pragmatic set of guidelines for dealing with contractors that:
 - ensures, as far as reasonably practicable, the health, safety and welfare of pupils, staff, visitors and contractors themselves;
 - protects contractors and members of staff from allegations of wrong-doing;

- complies with the appropriate legislation, and
- does not unnecessarily constrain the day-to day operations of contractors that take place around the site.

SECTION 1 – HEALTH AND SAFETY

Introduction

8. The Health and Safety at Work etc. Act 1974 requires employers and others in control of buildings to ensure the safety of employees and others who work or visit there. The Management of Health and Safety at Work Regulations 1999 also require those in control of buildings to co-operate with contractors or self-employed persons to ensure that they are not exposed to unacceptable health and safety risks.
9. Although the responsibility to work safely rests principally with the contractor, Christ's Hospital also has a duty to do all that is within our control to make sure that this happens. This means that we have a duty to ensure that a contractor is competent to perform the task safely and without unacceptable risk to other employees, pupils, members of the public and any others on the site.
10. Where accidents occur on site through the incompetence or negligence of a contractor, Christ's Hospital could be held liable if we had not taken steps to appraise the contractor or carry out management checks to ensure that agreed standards of operation were actually being carried out correctly.

Selection of contractors

11. Contractors should only be allowed to carry out work on site if they have first been vetted and approved by Christ's Hospital. Even if the same contractors have been used for the past 10 years, we still need to assess them regularly in order to ensure we are adhering to our legal obligations.
12. Any member of staff intending to employ a contractor must carry out a number of pre-selection checks as described below. Further advice and guidance can be provided by the Buildings' Maintenance Manager (Neil Manning) or Project Manager (Mick Thompson) who employ contractors on a regular basis.
13. Firstly, any member of staff intending to employ a contractor will need to consider the nature of the work that the contractor is expected to carry out. Those contractors whose work poses a greater risk will need to be treated in a different way from those carrying out low risk work that will not have a significant safety impact upon the site. The following points need to be considered:
 - Are hazardous substances to be used?
 - Are portable electrical tools or other powered machinery to be used on site?
 - Are contractors going to be working at height?
 - Are contractors going to be carrying out hot works (e.g. welding, brazing etc.)?
 - Are materials and/or hazardous equipment to be stored on site?
 - Are pupils, staff, members of the public or other third parties likely to have access to the work area?
 - Are pupils, staff, members of the public or other third parties at risk due to the work to be carried out?

14. Secondly, and once the potential risks posed by the contractor's work have been evaluated, the following need to be obtained from all potential contractors prior to selection:
- a copy of the contractor's health and safety policy and policy statement (only required if the contractor employs five or more staff);
 - details of the qualifications and experience relevant to the task which they are to perform;
 - copies of detailed risk assessments produced in the last 12 months covering the full range of work activities pertinent to the job being offered;
 - safe systems of work or method statements for a similar job as tendered for;
 - details of job/task monitoring and supervision arrangements;
 - details of any formal health and safety enforcement action taken against the contractor or his organisation (i.e. Improvement Notice, Prohibition Notice or Prosecution);
 - confirmation of employers' (where applicable) and third party liability insurance cover and
 - references from previous jobs carried out in the last 12 months.
15. The Contractor Questionnaire at Annex A should also be completed by all contractors being considered for work on site.
16. When assessing the information provided by the potential contractor, the member of staff intending to employ a contractor should take due consideration of the following points:
- Has the safety policy statement (if applicable) been signed by the most senior person in the company?
 - Does the policy (if applicable) clearly set out the organisational structure, responsibilities and detailed arrangements for putting it into effect?
 - Has the policy (if applicable) been reviewed in the past 12 months and updated if necessary?
 - Do the contractor's employees have sufficient and appropriate experience and qualifications to carry the work out safely and legally?
 - Do the risk assessments provide suitable information of the risks associated with the task and identify appropriate control measures?
 - Do the contractor's safe systems of work and method statements provide sufficient detail of the procedures that will be followed?
 - Will the contractor be able to ensure, through supervision and monitoring, that their employees on site perform to health and safety standards?
 - Has the contractor a good record of safe and competent work? Do references substantiate this?
 - Does the contractor's insurance provide adequate cover?
17. It is important not only to consider new contractors but also those who have worked for Christ's Hospital in the past or currently. Annual completion of the Contractor Questionnaire should therefore be considered; this continuing appraisal safeguards our reputation and our own safety record.
18. Once a contractor has been selected to work on site, the contract for the work being undertaken must make reference to the safe working practices that are to be employed.

19. Where applicable, a notice of work is to be issued by the employing member of staff to notify appropriate Christ's Hospital staff of the nature and duration of the work and details of any anticipated disruption. As a minimum the following should be informed;
- Security/Reception
 - Bursar
 - Project Manager
 - Buildings' Maintenance Manager
 - Other, i.e. Headmaster etc.

The notice should also include key points of contact (of both CH Staff and the contractor) - see Annex B.

Site induction

20. On first starting work on site, or when returning after a break of more than 3 months, all employees of contractors and, if appropriate, their subcontractors, are to be given a site specific briefing based on the Contractor Induction form at Annex B. The form is to be signed by the senior representative of the contractor on site.
21. All individual employees of contractors or their subcontractors are also to read and sign the Individual Site Induction form at Annex C. Alternatively, a "Site Register" is to be maintained by the contractor in which individual employees sign to indicate that they have read and understood the forms at Annexes B and C.
22. Completed copies of the Contractor and Individual Site Induction forms are to be retained by the Buildings' Maintenance Manager for the duration of the work and for 6 months after completion, when they can be destroyed.

Monitoring and supervision

23. Our responsibilities do not stop when the contractor starts work. To comply with our legal obligations we must also carry out checks to ensure that the contractor puts their written procedures into practice. The extent to which the contractor is monitored will depend upon the risk level of the work that they are undertaking. For example, a contractor carrying out soft landscaping tasks in a private area will require less supervision than a contractor erecting scaffolding around a building while pupils and staff still have access to the area.
24. The most straightforward way of monitoring a contractor's work is by direct onsite supervision, however, this is not always possible, so consideration must be given to regular site visits and, for low risk activities, regular contact with the contractor may be sufficient. The employing member of staff must make a judgement based on the type of work the contractor is doing, as to the most appropriate form of monitoring and supervision required.
25. If contractors are seen not to be operating safely, or are in breach of their own procedures and/or site rules, appropriate action must be taken. This may range from an informal on-site chat through formal correspondence with the offending company, to dismissal from site and expulsion from our approved list of contractors. All significant breaches of health and safety procedures are to be brought immediately to the attention of the Safety, Health, Environment and Fire Manager (Derek Hart), the Bursar (Keith Willder) and the staff member employing the contractor.

SECTION 2 – SAFEGUARDING AND CHILD PROTECTION

26. Section 2 of this policy describes the measures that Christ’s Hospital has in place to carry out background checks on contractors and manage access to certain areas of the site so as to safeguard and promote the welfare of pupils.

Guidelines

27. Those contractors who are working at the School on a long term basis, such as the employees of Chartwells (catering), VSG (security) and CTS (IT support) are subject to the same identity and suitability checks as School staff. Records of checks carried out are held by the contractor’s employer and these are subject to regular spot checks conducted by the School. Contractors are recommended to maintain their records in the same format as the School’s Central Record of Recruitment Checks and the HR Department will provide the necessary guidance and record template. The identity of all new members of staff of long term contractors is to be checked on first arrival on site by the School’s HR Department before they can start work and all contractors’ staff are to wear a pass that must be worn in a visible position at all times. Long term contractors who have been checked in this manner have the same level of access to areas of the School as other members of staff.
28. If the contractor attending site is the proprietor of the contracting company or a sole trader, or the contractor attending site is a member of the proprietor’s family, the school will undertake any necessary vetting checks, including, where necessary, a criminal records check.
29. **All other contractors** visiting the site must sign in at Security/Reception where they will be given a pass that must be worn in a visible position at all times. Visitors will be asked to show (photographic) proof of identity if they have not already done so in line with clause 27 (above) and are not previously registered in the security database; employing departments are to advise contractors of this requirement before first arrival on site.
30. For the purpose of managing contractors, the site is divided into 3 categories:
- **Level 1** – areas where there must be no unrestricted access when pupils are present, such as boarding houses, Sports Centre changing rooms etc.;
 - **Level 2** – other areas where unsupervised contact with children is possible, i.e. all School buildings that might normally be expected to be occupied by pupils, including classrooms, pupil toilets, the Medical Centre, the library etc. It should be noted that such buildings are often occupied by children even during School holiday periods, when, for instance, foreign language school students may be on site.
 - **Level 3** – all public areas, such as the Quads, playing fields, roadways and paths, Theatre, Big School, dining hall, admin offices, the Counting House etc.
31. Different degrees of control are required for each of these areas, and for Level 1 and 2 accommodation, this also depends upon whether the building/area is occupied or is positively known to be unoccupied by pupils.
32. The following guidelines apply for all contractors on site, noting that special rules apply for designated “Unescorted Contractors” – see paragraph 36 below.

Level 1 and 2 – occupied by pupils	<ul style="list-style-type: none">• Unescorted Contractors may work unsupervised. However, if working in a Boarding House, the House
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	<p>Parent or duty staff must first be informed and they will check if there are pupils in the area where work is to take place.</p> <ul style="list-style-type: none"> All other contractors are to be escorted by a member of CH staff at all times. The escort is to be arranged by the employing department.
Level 1 and 2 – positively known to be unoccupied by pupils (see Note below)	<ul style="list-style-type: none"> No controls required – but see paragraphs 30 and 32. If working in a Boarding House, the House Parent or duty staff must first be informed as a matter of courtesy.
Level 3	<ul style="list-style-type: none"> No controls required – but see paragraph 30.

Note: It should be assumed that the building is occupied by pupils unless, at the time of entering, it has been positively identified as unoccupied by the staff member in charge of the building/area at the time.

33. If contractors other than authorised Unescorted Contractors are present in a Level 1 or 2 area unoccupied by pupils they must remain vigilant at all times and vacate the area immediately, or contact their employing department to obtain a staff escort, if pupils appear.
34. All contractors working on the site are subject to standard conditions of access and they are briefed on a Code of Conduct, summarised on a “Blue Card” (Annex B Section 5 refers) that is given to each. These documents explain the School’s safeguarding policy and the terms apply regardless of whether the contractor is working in a Level 1 or 2 (occupied or unoccupied) or Level 3 area.
35. Contractors’ movements are to be carefully controlled at all times and their whereabouts are to be monitored constantly while they are on site by the employing department.

Unescorted contractors

36. It is recognised that a number of contractors are well known to Christ’s Hospital staff and have been visiting the site regularly for many years, often longer than many full-time members of staff. A list of “Unescorted Contractors”, personally approved by the Bursar, is maintained and only a small number of contractors who meet very tight criteria will be considered for inclusion. Further details of this scheme can be obtained from the Project Manager or Buildings’ Maintenance Manager.

Criminal record checks

37. All full and part time staff and volunteer workers for all of the organisations on site are subject to tight pre-employment checks that include an Enhanced Disclosure and Barred List check for regulated activity by the Disclosure and Barring Service (DBS). These checks also apply to all those who are resident on the site. One of the main criteria for inclusion on the lists of Unescorted Contractors is that an Enhanced Disclosure and Barred List check must have been undergone in the 3 years prior to first appointment to the list.
38. In the absence of statutory definitions and when appropriate, the School will decide whether contractors are occasional or temporary, and therefore whether or not they are engaged in regulated activity. If the School decides contractors are not in regulated activity they will not be eligible for a Barred List check unless they have the

opportunity for regular contact with children. Where workers are not frequent or regular, a risk assessment will be carried out to determine whether a DBS check is necessary.

39. It is good practice to require regular contractors and frequent business visitors to undergo Enhanced DBS checking so that this can be recorded in the HR Department or by their hosting department on site. Although not a guarantee, evidence of a clear check helps to reduce the risks to the safety and welfare of pupils. Where a contractor does not have the ability to undertake DBS checks on their employees themselves, the HR Department can arrange for such checks to be made, subject to payment of costs and a small administration fee.

Individuals engaged by residents on site

40. Individuals engaged by residents on site, such as repair men, delivery drivers, baby-sitters, gardeners etc. present a particular risk as they are often introduced onto the site without the knowledge of Christ's Hospital management. These individuals must comply with the Security, Access and Visitors' Policy, available on the intranet and School web site.
41. All members of staff and residents on site must recognise that at all times they have a duty to protect the safety and welfare of pupils and they are expected to manage their personal visitors appropriately so as to minimise the risks.

Exceptional circumstances

42. Ultimately the Headmaster is responsible for the care of pupils and should he consider that an increased level of risk exists for any reason, and at any time, an increased level of visitor checking and/or supervision may be introduced without notice. Under exceptional circumstances this could extend to a temporary total ban on all visitors, including contractors, to the site.

Annexes:

- A. Contractor Questionnaire
- B. Contractor Induction form
- C. Individual Site Induction form

Author: DJH

Date of Last Review: Feb 18

CONTRACTOR QUESTIONNAIRE – CHRIST’S HOSPITAL**Contractor’s name and address:****Nature of business:****Number of employees:****Contact name and telephone number:****Email address:****Please respond to the following:**

1	Do you have a Health & Safety Policy and/or Statement - Yes/No If Yes please provide a current copy.				
2	How many of the following have you have reported under RIDDOR in the last 3 years:				
		Year 1	Year 2	Year 3	This year to date
	Major injuries				
	Over 7 day injuries				
	Dangerous occurrences				
	Reportable diseases				
3	Have you been served with any improvement notices within the last 3 years? Yes/No If Yes please provide details on a separate sheet.				
4	Have you been prosecuted for a Health & Safety offence in the last 3 years? Yes/No If Yes please provide details on a separate sheet.				
5	Please provide 2 examples of work carried out in the last 12 months, where the risks are comparable with those of the work for which you wish to be considered:				
	1.		2.		

6	Are you a member of, or accredited by, a trade organisation? Yes/No Yes please provide details and copies of membership certificates.	
7	Please enclose examples of site specific risk assessments completed in the past 12 months.	
8	Please enclose examples of site specific method statements completed in the past 12 months.	
9	Please enclose copies of your insurance certificates/schedules or brokers letters for: <ul style="list-style-type: none"> - Public Liability - Product Liability (where appropriate) - Employers' Liability (where appropriate) - Professional Indemnity (where appropriate) 	
10	Please provide references from 2 similar jobs completed in the past 12 months:	
	1.	2.
11	Please describe your onsite arrangements for monitoring your staff to ensure the task is safely completed to the specification.	
12	Please provide details and enclose evidence of staff competencies, e.g. CSCS cards.	
13	Please provide the name, qualifications and or experience of your internal Health & Safety Co-ordinator. If you also use an external source please provide full details: Internal – External –	
14	Please provide details of your consultation, co-operation and co-ordination arrangements when working on a multi-disciplined job with other trades.	

15	<p>Do you issue your staff with appropriate personal protective equipment (PPE) for the job? Yes/No</p> <p>If Yes please provide issue records.</p> <p>If No please explain the reasons for not adhering to the requirements of the Personal Protective Equipment at Work Regulations 1992 as amended.</p>
16	<p>How do you ensure all equipment used on site is well maintained and safe for use? (Please also enclose maintenance/inspection records or hire invoices where appropriate).</p>
17	<p>Do you appoint sub-contractors? Yes / No</p> <p>If Yes please provide details of how you assess the competence of your sub-contractors prior to appointment.</p>
18	<p>How do you monitor the safety and performance of your sub-contractors?</p>

Name:

Position:

Date:

Signature:

CONTRACTOR INDUCTION FORM – CHRIST’S HOSPITAL**Section1 - General information**

Contractor Name:	
Contractor Contact Name:	
Contractor Address:	
Contractor Telephone Number:	
Contractor Fax Number:	
Site Address:	Christ’s Hospital School Christ’s Hospital Horsham West Sussex RH13 0YP
Telephone:	
Fax:	
Christ’s Hospital Contact Name:	
Contact Address:	Christ’s Hospital School Christ’s Hospital Horsham West Sussex RH13 0YP
Telephone:	
Fax:	
Office hours:	

This document covers those contractors working on site as Buildings’ or Maintenance contractors.

Copy to be passed to Security/Reception and held for the duration of the work.

Section 2 - Safety, Health, Environment and Fire (SHEF) Protection Policy Statement

General principles

1. Christ's Hospital is committed to achieving and continuously improving high standards of safety, health, environment and fire protection (SHEF).
2. The Council of Christ's Hospital ("Council"), Headmaster and Senior Leadership Team (SLT) expect all employees, volunteers, contractors and other employers (hereafter collectively referred to as "staff"), visitors and pupils at Christ's Hospital to share this commitment by complying with the appropriate policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
3. As far as is reasonably practicable, we intend to ensure the health and safety of all persons who may be affected by our activities by:
 - a. consulting with and involving our staff and pupils in matters relating to their own health and safety;
 - b. providing, managing and maintaining our workplaces, grounds, and properties so that they are safe and that risks to health are controlled;
 - c. providing adequate and appropriate facilities and arrangements for welfare at work;
 - d. providing, managing and maintaining plant and equipment so that it is safe to operate and that risks to health are controlled;
 - e. identifying hazards and conducting formal risk assessments in order to minimise the risk for all activities undertaken by or on behalf of Christ's Hospital on or off the site;
 - f. ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained;
 - g. implementing systems of work that are safe and where risks to health are controlled;
 - h. providing the information, instruction, training and supervision at all levels necessary to ensure that staff and pupils are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them;
 - i. keeping up to date with best practice in relation to SHEF and complying with all relevant legislation and authoritative guidance and
 - j. monitoring the safety performance of contractors who work for us.
4. Where there are no existing policies or guidance in place, we expect staff, pupils and visitors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, pupils and visitors to develop systems which comply with best practice and eliminate or minimise the risks so far as is reasonably practicable.
5. We will promote a positive SHEF culture at Christ's Hospital, make the necessary resources available and train and educate our staff and pupils in health and safety.
6. We undertake to review and develop our safety management systems continually, with the overarching aim of conducting our activities in a manner which does not

detract from the health and safety of any staff, pupils and visitors or members of the public, or adversely affect the environment.

Commitment

7. The Council, Headmaster and SLT are fully committed to the Safety, Health, Environment and Fire Protection Policy and the Fire Safety Policy that accompany this Statement as well as to the implementation and continuous improvement of the highest standards of health, safety and welfare across the Christ's Hospital community. We expect every member of the staff to share this commitment and to work together to achieve it.

Section 3 - Specific conditions

1. These conditions apply to all persons working at the School.
2. The main contractor is required to provide copies of these conditions to all operatives and visitors as part of their site induction. A signed register of this document is to be kept for all operatives working on the site.
3. Any persons not complying with these site rules may be required to leave the site.
4. **Areas of working:** All contractors must follow the specified routes to and from the site and not stray outside them nor the designated site area or compound. On no account should any buildings be entered without prior approval. The School's kitchen facilities are for the benefit of pupils and staff only, on no account are these facilities available to contractors.
5. **Drugs & alcohol:** Non-prescription drugs and and/or alcohol are not to be brought onto School premises. On no account are contractors permitted to work on site whilst under the influence of drugs (with the exception of prescription drugs) and/or alcohol.
6. **Smoking:** The School buildings and grounds are a strict no smoking area. The main contractor may designate a smoking area within his temporary accommodation, subject to compliance with The Smoke-free (Premises & Enforcement) Regulations 2006. At no time should smokers be in the view of children or other users of the School.
7. **Safeguarding and child protection:** It is the responsibility of the Contractor to ensure that he complies fully with the School's Contractors' Policy and the Access, Security and Visitors Policy. These are available on the School's web site and intranet.
8. **Noise:** When works are being carried out contractors should take into consideration the nature of the surrounding area. Use of radios and other portable music players is prohibited and all contractors and sub-contractors are prohibited from shouting, swearing, spitting, horseplay or any other behaviour that may be considered inappropriate in a co-educational school environment.
9. **Photographic equipment:** The use of photographic equipment including camera equipped mobile phones is not permitted.
10. **Identification passes:** These must be worn in a visible position by all contractors. Passes must be obtained from the Reception/Security Office at the beginning of each work period. They may be valid for up to one week at the discretion of the Security staff.
11. **Dress code:** Operatives' clothing must be appropriate at all times, both for the work being undertaken and the areas being worked on. Examples of inappropriate wear may include bare torsos or clothing with offensive logos.
12. **PPE:** All contractors must supply and wear appropriate protective equipment including, where appropriate, hi-visibility vests clearly identified with the main contractor's name, to enable operatives on the site to be identified from a distance. Protective hats must be worn at all times where this is appropriate.

13. **Vehicle speed limit:** All speed limits within the site must be strictly complied with (usually 5 m.p.h.). It should be noted that these are absolute maximums and that on occasions the safe speed will be less than that posted.
14. **Car parking:** Only designated car parking areas are to be used. Vehicles parking in non-designated areas will be required to move. Where the contractor has a fenced compound this may be used for vehicle parking, subject to there being safe vehicular routes to them.
15. **Delivery vehicles:** Contractor's delivery vehicles accessing via the main drive must contact Reception and wait outside the School until such time as the site can be contacted and arrangements made for the vehicle to be received/escorted. If contact cannot be made with the site, the driver will be refused access. The driver will not be allowed to drive around the School in search of a site contact.
16. **Reversing:** A banksman shall be employed at all times when large vehicles are reversing.
17. **Work areas – external works: Contractors must be segregated from areas where pupils have access.** This segregation may take the form of road barriers or "Heras" fencing, depending on the area and operations being undertaken. The segregation is to be in place before work commences.
18. **Mechanical and electrical services:** Unless the project is of a mechanical or electrical nature, on no account is the contractor to attempt to work on any of the School's mechanical or electrical services installations without the prior approval of the Buildings' Maintenance Manager.
19. **Asbestos:** The Asbestos Register is available in the Buildings' Maintenance Manager's office. This must be inspected prior to any work on buildings being undertaken. Any suspect materials must not be disturbed, and reported immediately to the Buildings' Maintenance Manager.
20. **Fire:** It is the duty of everyone on site to take all necessary measures to prevent personal injury, death and damage to the Works or other property from fire. On hearing the Fire Alarm you are to evacuate the building or area and immediately go to the pre-designated assembly point. On no account are you to re-enter the area until told it is safe to do so.
21. **Risk Assessments/Method Statements:** Suitable and sufficient risk assessments/method statements must be produced for all work/workplace activities in accordance with current legislation, including as appropriate:
 - The Health and Safety at Work Act 1974
 - The Management of Health & Safety at Work Regulations 1999
 - Control of Noise at Work Regulations 2005
 - Manual Handling Operations Regulations 1992
 - The Provision and Use of Work Equipment Regulations 1998
 - The Work at Height Regulations 2005
22. **Permit to Work:** Where the contractor has responsibility for an entire building Permits to Work must be produced in accordance with the contractor's health and safety procedures. These may include "hot work", work to any "live" or pressurised services, working at height and working in restricted/confined spaces.

23. For **hot works** the contractor must provide their own serviceable fire extinguishers. At the end of the job the work area is to be visually inspected to ensure that no potential fire hazards are present. This inspection must be at least 1 hour after completion of the work.
24. Wherever the contractor is working in a partially occupied building or carrying out external works Permits to Work must be issued by the Buildings' Maintenance Manager.
25. **Fire safety:**
- Within buildings fire extinguishers are not to be removed from their locations or used as doorstops.
 - Safe routes of escape must be maintained, exits and alarm call points must not be obstructed and fire doors are not to be propped open.
26. **Machines and tools:**
- All electrical equipment brought onto site must have been inspected and tested.
 - All portable hand tools and other such equipment must either be battery powered or operate at reduced voltage. The contractors must provide their own transformers. Earth leakage circuit breakers should be fitted where possible.
 - The contractor is responsible for ensuring that all equipment and tools (including access equipment) brought on to site are safe, well maintained, used in accordance with safe systems of work and that all operators have received appropriate training.
 - Current certificates of examination must be held for any lifting equipment and pressure equipment that is to be brought onto the site.
 - All plant, tools and equipment brought on to site should be of safe design, safe condition and subject to appropriate checks (e.g. electrical leads, sockets, access equipment, portable power tools, etc.)
 - Electrical connecting cables, extension leads etc. must not be routed across areas where they may be subject to water ingress or damage by vehicles and/or pedestrians.
 - All contractors must hold certificates showing that access equipment of any kind has been tested and is safe for use and documentation detailing that contractor's employees have been trained to use this equipment is to be available on request.
27. **Access to the main quadrangle:** Access to the main quadrangle during the School lunch break in term time (i.e. between 1300 and 1330 hours) is prohibited as this area is used every day for ceremonial purposes and large numbers of pupils and staff can be expected.
28. **Automatic Emergency Defibrillators (AEDs):** if required in an emergency, there are five AED's located on the site in the following locations:
- Main Reception/Security Office (telephone 01403 247551)
 - Dining Hall, servery corridor, Court Room end (access may be limited outside normal school term time)
 - Theatre foyer (access may be limited outside term time)
 - Medical Centre (access may be limited outside term time)
 - BCS Sports Centre

Reception/Security **MUST** be informed if an AED is used.

Section 4 - Induction

Induction check list

Purpose:	To assist employers (including sub-contractors) to familiarise workers with the site rules and procedures BEFORE they commence work.			
No	Items covered	Yes	No	N/A
1	Establish the competencies and qualifications (including trade qualifications) of the person /company.			
2	Establish proof of the person's/company construction induction training.			
3	Establish that the person/company has been informed of relevant safe work method statements for the tasks to be performed.			
4	Introduce the Christ's Hospital SHEF Policy.			
5	Discuss safeguarding and child protection principles and adherence to the Contractors' Policy.			
6	Introduce 'Blue Card' and offer further copies			
7	Introduce the person/company to their Christ's Hospital staff contact.			
8	Introductions to department head/house staff/tenant.			
9	Explanation of the site security procedures.			
10	Explanation of the site health and safety rules and specific conditions.			
11	Explanation of the whereabouts of, and requirements for risk assessments.			
12	Explanation of the procedures for reporting accidents, injuries, incidents, and hazards.			
13	Establish the necessity, for and suitability of, any PPE requirements.			
14	Introduce emergency procedures; <ul style="list-style-type: none"> • Assembly points and evacuation routes • Raising the alarm • Closest medical facility • Contact details of emergency services • Provision for emergency communications 			
15	Introduce First Aid procedures.			
16	Explain the location of firefighting equipment, types of equipment and its particular use.			
17	Discuss buried services and asbestos where there is a risk of contact.			
18	Explain where the welfare amenities (including toilets and drinking water) are located.			
19	Introduce Lone Worker Policy if appropriate.			

20	Establish requirements for housekeeping, storage & waste disposal.			
21	Explanation of how to deal with acts of aggression towards person/company.			
22	Offer the person/company an opportunity to ask questions about their responsibilities and to have any issues clarified.			

Section 5 - Code of Conduct

'Blue Card'

Contractors working at Christ's Hospital

Code of conduct

- avoid contact with children
- never be in contact with children without supervision by a member of CH staff
- stay within the agreed work area and access routes
- obtain permission if you need to go outside the agreed work area or access routes
- keep staff informed of where you are and what you are doing
- do not use inappropriate or profane language
- dress appropriately – shirts to be worn at all times
- observe this code at all times
- remember - your actions, no matter how well intentioned, could be misinterpreted

I have received the above site induction and accompanying documentation and will ensure the company, employees of the company and sub-contractors of the company comply with its contents at all times.

Signed:

Date:

Company name:

Witnessed by:

Section 6 - Agreement Regarding Safeguarding and Recruitment and Selection Procedures by Contractors and Agencies

AGREEMENT BETWEEN

Christ's Hospital

and

Name of organisation:.....

Service provided:.....

1. It is a requirement of the Department of Education in its documents 'Keeping Children safe in Education' and the National Minimum Standards for Boarding Schools that Contractors and Employment Agencies contracted to supply services or staff or to provide services that require the Contractor\Agency staff to deliver those services to schools to operate the same robust and rigorous recruitment, selection and vetting processes that schools are required to operate.
2. In addition, where the Contractor of services and/or staff sub-contracts any of their responsibilities to provide those services and/or staff, it is their responsibility to ensure that those Sub-Contractors also adhere to the requirements of the relevant regulations.
3. To meet its duties under these regulations Christ's Hospital requires you, the Contractor and/or Agency to confirm that you understand those requirements and that your recruitment and selection procedures and those of your Sub-Contractors comply with the requirements in those documents and any other relevant regulations.
4. Furthermore, it is your responsibility to ensure that any changes to those requirements, in whatever form and howsoever promulgated by the relevant statutory bodies, are adopted by your organisation and any Sub-Contractors that you use to deliver the services and/or staff to Christ's Hospital.
5. Christ's Hospital requires Contractors and Employment Agencies who it contracts to supply services or staff or services that require the Contractors\Agencies staff and/or Sub-Contractors to deliver those services to provide to it, prior to commencement of the contract, the following minimum information about all those it proposes to work at Christ's Hospital site:
 - Full name of individual
 - DOB
 - Employment start date
 - Date DBS check obtained and by whom (if applicable)
 - Confirmation that the DBS check is at the Enhanced level
 - Unique reference number of DBS check
 - This information should be provided to Christ's Hospital in Excel spreadsheet format.

6. If there are **any** matters brought to light by the check then Christ's Hospital must be informed and the full disclosure check sent to us (to the HR Manager) so that we can make an assessment of the risk of the person working at the School. Christ's Hospital will treat all such information in strict confidence.
7. Failure to ensure that your organisation complies with all relevant statutory advice, regulations or statutory legislation or to provide Christ's Hospital with the original DBS check where any item is recorded against an individual is a breach of this contract. In the event of such a failure Christ's Hospital will deem that this contract in its entirety has been breached and may withdraw from its contract with the contracting organisation with immediate effect and Christ's Hospital may seek legal redress in the event of such a breach.

To be completed by contractor\agency

Signed by:

Print Name:

Organisation Name:

Date:

INDIVIDUAL SITE INDUCTION FORM (“SITE RULES”)

1. The following site rules are for your guidance & safety, please read them carefully, you may be asked questions when you have finished reading them.
2. Normal working hours whilst on site are
3. Whenever and wherever appropriate, safety footwear, hard hats & hi vis vests must be worn at all times when working on this site.
4. It is your duty to work in a safe manner and report any unsafe acts to the site manager or the School's Project Manager or Buildings' Maintenance Manager.
5. Remember, you are responsible for your own safety as well as those around you.
6. Make yourself aware of the emergency procedures.
7. Pedestrians have right of way at all times and signed speed limits must be obeyed. (5mph within main school area and 15mph on perimeter roads).
8. No parking is allowed on footpaths, pavement or grass verges at any time even for the offload/delivery of material and equipment. A Banksman to be used when moving large vehicles around site or reversing any size vehicle.
9. Unless advised otherwise, smoking is **not** allowed on this site.
10. There is no room for parking on the site; the Visitors' (West) car park should be used.
11. All accidents, however minor, must be reported to the site manager and/or School Buildings' Maintenance Manager or Project Manager.
12. You must have no contact with the school pupils or teachers.
13. Please respect the live school environment and ensure your behaviour cannot cause offence to pupils or staff.
14. Keep your workplace clean & tidy, place all your rubbish in the skips provided. Keep the workplace free from slips, trips and falls.
15. Do not leave valuables unattended and do not consider that your work area is secure out of hours.
16. No alcohol is to be brought onto the site.
17. Long trousers are to be worn at all times. Shorts & long shorts are only allowed during the summer months. Shirts are not to be removed in hot weather.
18. Before you commence work you must read & sign the method statement issued by your company. It tells you how to safely go about your works, and what is expected of you whilst you work on this site.
19. Hearing protection must be worn when working near noisy equipment. Eye protection, of the correct type, must be worn if there is any danger to your eyes.

20. All portable electrical equipment should be 110 volt. Leads must be inspected daily and those that are damaged need to be replaced. PAT testing labels must be visible on all equipment older than three months.
21. After reading this notice you will be asked to sign the induction register, or sign below, as a record that you have read & understood the site rules and agree to abide by them.
22. The work area must be bounded by suitable barriers or fencing during the working day to ensure segregation of school staff and pupils.
23. All work areas must be inspected and tidied at the end of each day with all rubbish removed. The work area is to be secured and made safe prior to leaving site.
24. **CAUTION:** *A number of Christ's Hospital buildings are equipped with man-safe systems for use by contractors. Before use, the contractor must assure himself that the system is fit for purpose and has been subjected to a recent (within 12 months) inspection, and certification obtained and sighted. Current status can be confirmed via the Building's Maintenance Department.*

I confirm that I have read and understood the Site Rules for work at Christ's Hospital.

Signature:

Name in full:

Company:

Position or trade:

Date: