



Coombe Dean School

Charnhill Way Elburton Plymouth Devon PL9 8ES

Contractors Induction Booklet

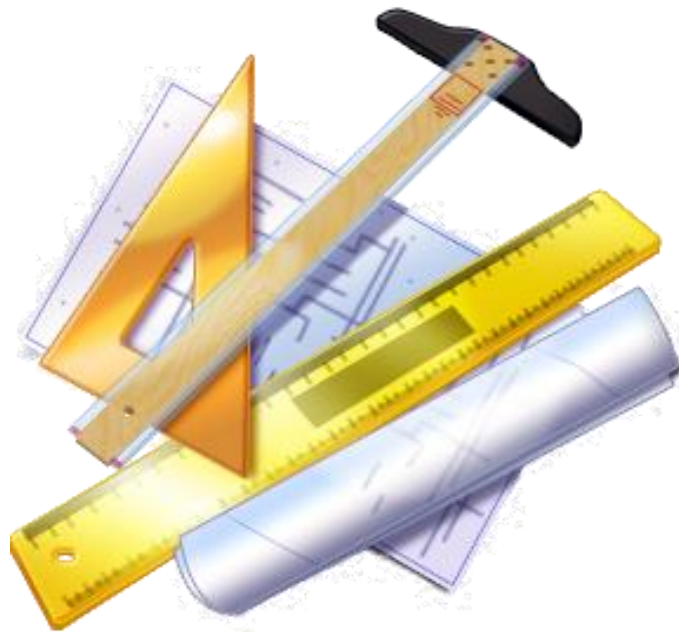


Table of Contents

Introduction.....	4
Contacts within the School.....	5
Access and security during the School Day.....	5
Safeguarding of Students.....	5
Contractor's code of conduct	6
Vehicular Movement and Parking	6
Permits to Work.....	6
Health & Safety	8
Reporting of Accidents and First Aid.....	9
Fire and Emergency Evacuation in School	10
Hot Work	13
Asbestos.....	13

Please read the information in the booklet and complete register.

To complete the register click on the link or scan the QR code and complete the form.

Thank you

[Link to Signature Log](#)



Introduction

First of all, we would like to welcome you to our school. We hope your time with us will be a pleasant one.

This pack has been drawn up with the intention of familiarising you, the contractor, with the physical layout of our school and the names of important contacts who can assist you whilst you are working on our site. In addition, it details some key health and safety arrangements that you should be aware of regardless of the type of work you are about to undertake.

We would like to draw your attention to page 4 and 5 in this booklet, Safeguarding of Students and Contractor's code of conduct.

Please sign at reception to acknowledge receipt of this Induction Pack.

Thank you for taking the time to read this information which is provided for both your safety and that of our students.

Contacts within the School

Headteacher	Kevin Dyke	
Operation Manager	Dougie Brown	
Premises Manager	Lisa Stanley	
Network Manager	Dave Wainwright	
Health and Safety officer CDS	Dougie Brown	Liam Cox (WeST)
School's Nominated Contact (SNC)	Lisa Stanley	
Duty Premises Staff		
<i>Premises assistant</i>	Jenny Fitzpatrick	
<i>Premises assistant</i>	Keith Pierce	
<i>Premises assistant</i>	Kevin Willis	

Access and security during the School Day

- All contractors must only access the school via the main reception entrance where a designated member of staff will meet them.
- All Contractors must wear a contractor's badge, to worn at all times whilst on the school site. This badge must be returned to reception on leaving the site
- In particular, you must read and note the fire evacuation and accident reporting procedures within this booklet.
- Please be aware that you must not open the door for other visitors whilst visiting the school.

Safeguarding of Students

- Only contractors that have produced an up-to-date CRB check to the school had its number recorded by the Headteacher's PA and are able to display photo ID card may work on the school site unaccompanied during the school day in an agreed working area. Issued a green lanyard with ID.
- All contractors that are unable to produce at CRB Check will need to be accompanied at all times by a member of Coombe Dean School Staff during the school day. Issued with a red lanyard and ID.
- All contractors with or without Criminal Record Bureau Clearance should not speak to or approach students at any time.

Contractor's code of conduct

- Contractors must avoid contact with students at all times
- Never be in contact with students without school staff supervision.
- Appropriate clothing must be worn during the school day, shirts always worn.
- Stay within an agreed working area and access routes
- If a student approaches any contractor for any reason this must be reported immediately to a member of Staff.
- Do not use profane or inappropriate language.
- The actions of contractors no matter how well intended could be misinterpreted.
- Owing to the movement of students, contractors working within the school site during the school day are prohibited from moving around the schools' corridors and moving of vehicles during the following times.

08:20 – 09:05

10:00 – 10:05

11:00 – 11:35

12:30 – 12:35

13:30 – 14:05

15:00 – 15:15

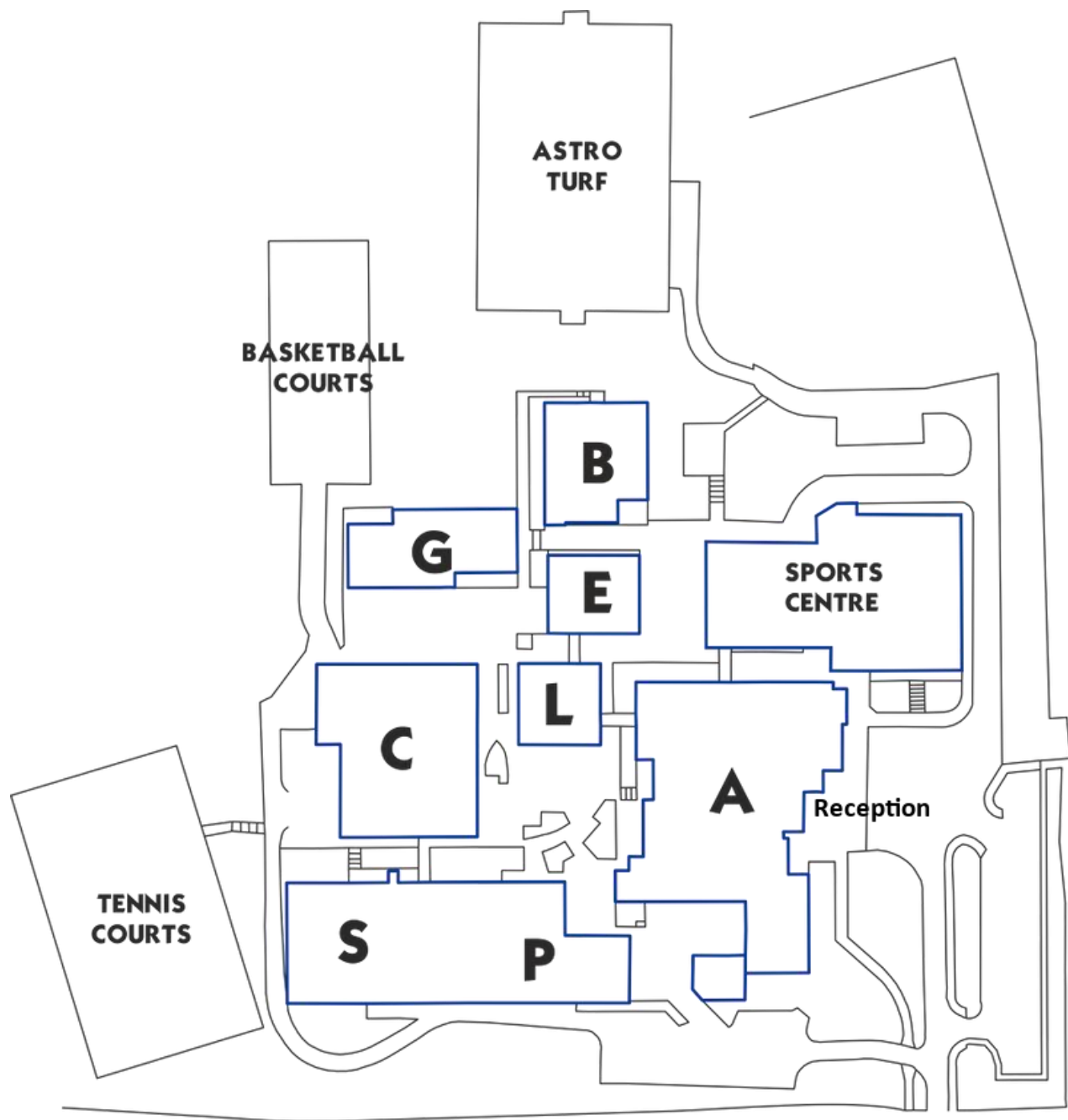
- The contractor is responsible for ensuring that their deliveries do not arrive during the above times.

Vehicular Movement and Parking

- Contractors' vehicles may only park within the designated parking areas. If the contract needs the vehicle to be closer to the work being carried out this must be arranged through the Premises manager before work commences.
- The Speed Limit within the School Grounds is 5 mph.
- If parking in a bay is not practicable the driver is to park so that the vehicle may still be driven forward, and off the school premises and not blocking any emergency exit.
- Drivers are to remember that the school's students may not be aware of the dangers of a moving vehicle.
- Failure to observe with this code of conduct entitles the school to exclude any member of contractors' staff from the premises.

Permits to Work

- Prior to carrying out any works on the CDS the Contractor must obtain, complete, a Permit to Work for the particular type of Work from the premises manager.
- The premises manager must sign the submitted Permit or Duty premises staff.
- The Permit to Work System is a formal written procedure used to control the activities of all Contractors who are engaged by CDS.
- The completed and signed (by both Contractor and CDS premises manager) hardcopy must be retained by the Contractor for the duration of the Works.
- Post completion of the Works, the Permit must be returned to the Premises managers and signed.
- To source a blank permit, contact the Estates Office



Health & Safety

All contractors on Coombe Dean School site will comply with the Health & Safety at Work Act.

- The Contractor must provide a Method Statement of the work to be undertaken, together with all relevant Risk Assessments, before any work commences.
- All contract workers are to fully comply with the conditions and procedures as defined by the Method Statement.
- Contractors shall provide their workers with adequate P.P.E. as defined by the Health and Safety P.P.E. Regulations 1992.
- All contract workers shall use/wear relevant P/P/E. as necessary.
- Contractors shall provide suitable and safe work equipment as defined by the Provisions and Use of Work Equipment Regulations 1999.
- All contract workers shall cease to use and report any safety related defects found with all/any work equipment provided by the supplier.
- All contract workers shall comply with all provisions of this Safety Handbook and the Schools Health and Safety Policy.
- NO contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All contractors shall report to the Premises Manager any condition that may directly or indirectly affect Health and Safety while at work.

Control of Works Site

- All contractors must ensure that the work area is secure and that students etc. are prevented from access. If you have taken part of the premises as your work site, this area must be securely fenced and access must be restricted to your personnel and authorised visitors only.
- Contract workers shall remain in the area of work undertaken and shall not enter any other area without the express permission of the Premises Manager.
- All contract workers shall make themselves familiar with all school fire evacuation procedures.

Control of Substances Hazardous to Health

- Contractors shall NOT store ANY Hazardous substances on the school premises without the express permission of the Premises Manager.
- Contractors will identify on the map, in the asbestos section of this book where they are undertaking work, if asbestos is present on no-account is ANY work to undertaken without guidance.

Working at Heights

- All contractors Working at Heights must be familiar with their risk assessments and method statement for working at heights. Suitable access equipment must be provided by contractor and must be trained in its use correctly.

Control of work site

- The school will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles.

Use of school equipment

Contractors must supply their own access equipment unless prior arrangements have been made with the premises manager. The school will generally not supply tools or power leads for contractors to use

Contractors shall be directly responsible for the acts and omissions of their workers. The School will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles

Reporting of Accidents and First Aid

There are seven main First Aid boxes and three AEDs within school. These are stored in the following areas and are appropriately labelled:

- Main reception + **AED (Automated External Defibrillator)**
- Main Kitchen
- P16/Art tech room
- Science tech room
- D&T Tech room
- English staffroom
- PE reception + **AED**
- **AED** - Outside wall of sports Centre

Burns Kits are stored in the following areas and are appropriately labelled

- Main Kitchen
- Teaching kitchens
- Science Tch room

All accidents must be reported to the school first aiders in the library and an accident form must be completed.

In the absents of the first aider (out of hours) the premises staff will supply the accident form.

The nominated persons responsible for First Aid are given below:

CDS first aiders are
Catherine Willis and Vicky Howden both located in the main library

All premises staff are trained in first aid at work *

- Lisa Stanley
- Jenny Fitzpatrick
- Keith Pearse
- Kevin Willis

You should consult with these people in cases where treatment is required.

* Onsite during School Holidays

Fire and Emergency Evacuation in School

The fire routine detailed below should be followed in the event of a fire:

Alarm

Anyone (staff, student's, visitors Contractor) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm/ raise the alarm. The alarm sounds like is a long siren.

Calling the Fire & Rescue Service

All outbreaks of fire, however small, or any suspected fire should be reported **immediately** to the Duty Caretaker who will call the Emergency services.

Evacuation

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point as identified on the attached plan (basketball court - normal school hours, the main carpark out of hours and school holidays). Do not re-enter the building until the Fire & Rescue Service gives permission, or in case of drill, the senior person in charge so authorises.

Assembly

The assembly point is located on the Basketball courts during School Term (see map Diagram 1)

The assembly point is located in Main Carpark at front of school during Non-School Term (see map Diagram 2)

Roll call

Immediately you have assembled, a roll call must be taken by your nominated person and the outcome reported to the deputy headteacher.

Attacking the fire-

Circumstances will dictate whether fire-fighting operations should be attempted.

Fire fighting must always be secondary to the safety of life.

Notices

Each fire alarm point is clearly indicated by "**FIRE ALARM**" followed by the appropriate operating instructions.

(Diagram 1) Fire Escape routes and assembly point Term Time



(Diagram 2) Fire Escape routes and assembly point Non Term Time



Hot Work

A hot work permit system is in place within our school. If you are involved in hot work you should ensure that the permit has been completed prior to starting the work. Copies of the Hot Work permit are available from CDM / Consultant or SNC.

Hot work can be described as any activity in the establishment that generates heat which if uncontrolled could lead to fire.

Typically, contractors' tasks that are categorised as hot work will include the following:

- Repair and maintenance activities involving the use of gas flame or electric heating elements on equipment, fixed plant or the building structure in order to affect repairs.
- Installation of new plant and equipment involving the use of gas flame or electrical heating elements.

The CDM / Consultant or SNC should complete the hot work permit in conjunction with the contractor's personnel who are to carry out the work.

The process of completing the permit must be carried out at the actual location where the hot work will take place.

Contractors are reminded that it is a condition of the permit to ensure that a firewatcher is in attendance for one hour following the completion of the work or shift.

Asbestos

A copy of the school's asbestos site plan is attached to this pack.

The original and up to date version will be made available on request from Operation manager or Premises manager.

You must be aware of the contents of the asbestos report before you begin any work on the school site.

The contractor must carry out a visual survey of the area, (in conjunction with the asbestos survey) that they are working in and identify any possible asbestos hazards, areas containing asbestos must be avoided.

If the contractor, Operations manager or Premises Manager has any doubt that asbestos may be present within the working area and has not identified previously, a pre contact asbestos survey must be carried out by authorised asbestos contract surveyor and an authorisation to work permit issued before any work starts.

Should you have any reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the asbestos report you should:

- Stop work immediately
- Evacuate the immediate area
- Close all doors behind you
- Prevent further admittance
- Report your suspicions to the School's Nominated Contact.

The Operation manager will immediately contact the LEA and WeST (Westcountry Schools Trust) who will coordinate an appropriate response.

Insert asbestos site plan



Possible Asbestos not known ▲

Asbestos location ▲

Contractor Notes