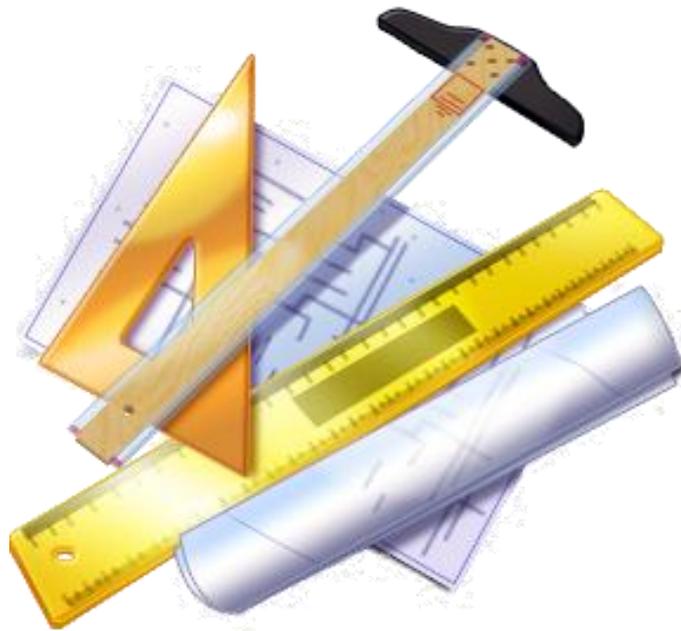




# ***Coombe Dean School***

*Charnhill Way Elburton Plymouth Devon PL9 8ES*

## **Contractors Induction Booklet**



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# Coombe Dean School Contractors Induction Pack

## Welcome to Coombe Dean School

Before commencing any work at our site, contractors must thoroughly read this induction pack and confirm understanding by signing the online form via the QR code provided at the end. Safety and compliance are our priorities, and we appreciate your cooperation.

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### 1. Introduction

Welcome to Coombe Dean School. We are dedicated to ensuring a safe and secure environment for our students, staff, and visitors. This induction pack provides an overview of the health and safety regulations, site guidelines, and emergency procedures that all contractors must adhere to.

This pack has been designed to familiarise you, the contractor, with the physical layout of our school and to introduce key contacts who can assist you while you are working on our premises. Additionally, it outlines essential health and safety arrangements that you should be aware of, irrespective of the nature of the work you will be undertaking.

We would like to highlight pages 4 and 5 of this booklet, which cover the Safeguarding of Students and the Contractor's Code of Conduct.

Thank you for taking the time to review this information, which is intended to ensure your safety as well as that of our students.

### 2. Contact Information

- **Headteacher** Kevin Dyke
- **Operation Manager** Dougie Brown 01752 485445
- **Premises Manager** Lisa Stanley
- **Network Manager** Dave Wainwright
- **Health and Safety Officer CDS** Dougie Brown
- **School's Nominated Contact (SNC)** Lisa Stanley
- **Duty Premises Staff**
  - **Premises assistant** Jenny Fitzpatrick
  - **Premises assistant** Paul Bath
  - **Premises assistant** Al Cliffe

### 3. Arrival and Departure Procedures

- **Signing In and Out:** All contractors must sign in at reception upon arrival and sign out before leaving.

- **Parking:** Main car park to the front of the school, unless otherwise directed.
- **Site Access:** Access through the main entrance only, unless otherwise directed.

### 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 cards may work on the school site unaccompanied during the school day in an agreed working area. Issued a green lanyard with ID.
- All contractors who are unable to produce a CRB Check will need to be accompanied by a member of the Coombe Dean School Staff during the school day. They will be 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.

## 4. Health & Safety

All Coombe Dean School site contractors.

- **Legal Obligations:** Contractors must ensure compliance with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations, and other relevant regulations. School representatives may conduct regular audits to verify compliance.
- **Method Statement and Risk Assessments:** Before any work commences, the contractor must provide the premises manager with a Method Statement for the work to be undertaken and all relevant Risk Assessments.
- **Compliance:** All contract workers are to fully comply with the conditions and procedures defined by the Method Statement.
- **Personal Protective Equipment (PPE):** Contractors shall provide their workers with adequate PPE as defined by the Health and Safety PPE Regulations 1992, and all workers must use/wear relevant PPE as necessary.
- **Work Equipment Safety:** 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 any work equipment.
- **Safety Compliance:** All contract workers shall comply with the provisions of this induction booklet and the school's Health and Safety Policy. No contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- **Reporting Conditions:** Contractors shall report any condition directly or indirectly affecting Health and Safety at work to the Premises Manager.

### Main toilets

- Gentleman's toilets are located on the right-hand side as you walk through the double doors of reception and enter the main school. (M) see map

- Ladies' toilets are located at the main staffroom entrance. (F) see map

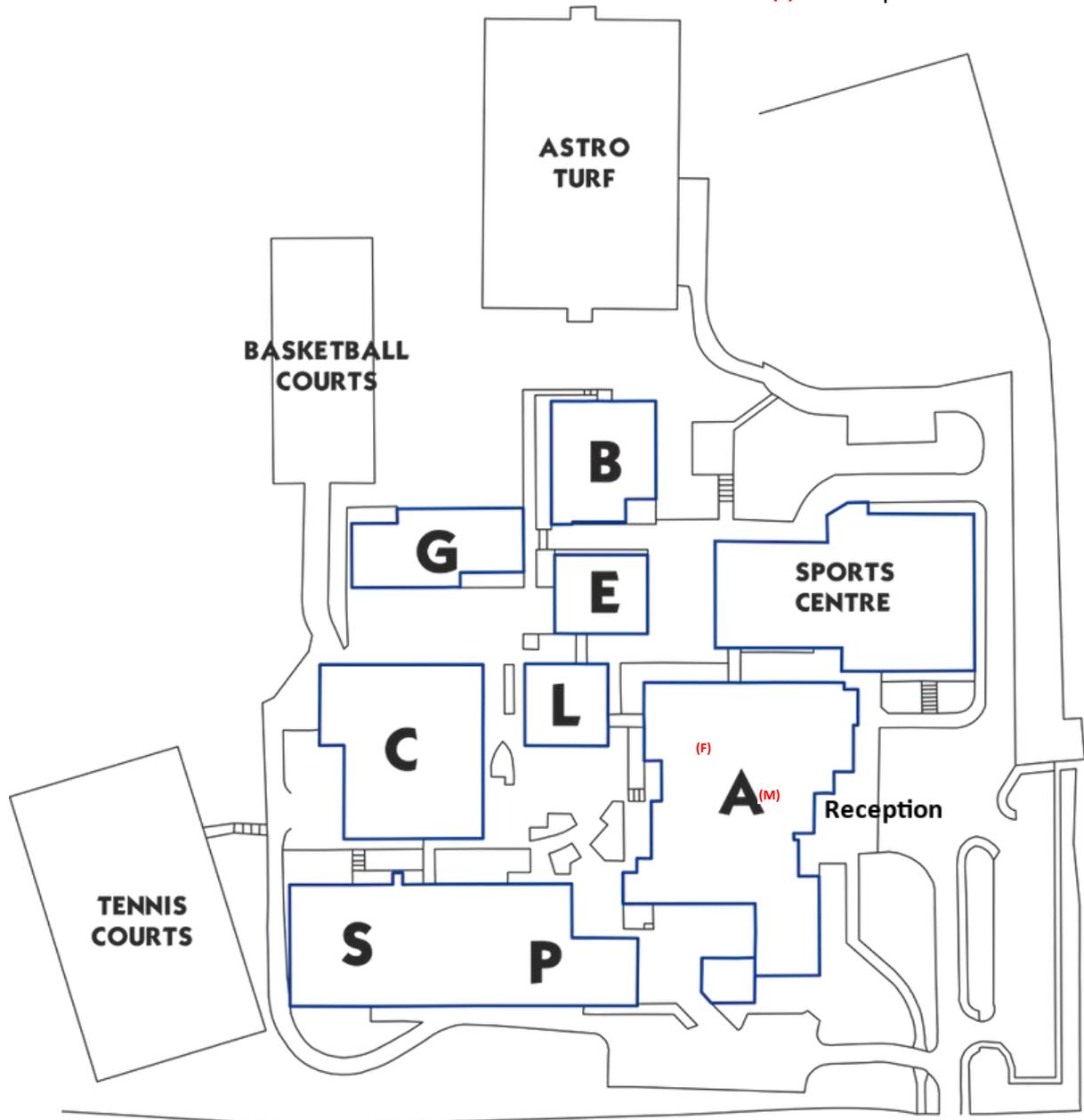


Figure 1 School Map

## 5. 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 must always be 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 staff member.
- 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 school's corridors and moving vehicles during the following times:
  - 08:20 – 09:10 Tutor Time
  - 0910 – 10:10
  - 11:10 – 11:40 Breaktime
  - 11:40 – 12:40
  - 12:40 – 13:40
  - 13:40 – 14:10 Lunchtime
  - 14:10 – 15:10
- The contractor is responsible for ensuring that their deliveries do not arrive during the above times.

## 6. Reporting of Accidents and First Aid

There are seven main First Aid boxes, and three AEDs (Automated External Defibrillators) located throughout the school:

- **Main Reception + AED**
- **Main Kitchen**
- **P16/Art-Tech Room**
- **Science Tech Room**
- **D&T Tech Room**
- **English Staffroom**
- **PE Reception + AED**
- **AED – On the outside wall of the Sports Centre**

Burns kits are stored in:

- **Main Kitchen**
- **Teaching Kitchens**
- **Science Tech Room**

All accidents must be reported to the school first aiders in reception, and an accident form must be completed. In the absence of the first aider (out of hours), the premises staff are all first aid trained and provide First aid and the accident form.

## **Nominated Persons Responsible for First Aid:**

- **CDS First Aiders:**
  - Vicky Howden
  - Sam Heywood  
*(Both are located in the Reception)*
- **All Premises Staff Trained in First Aid at Work:**
  - Lisa Stanley
  - Jenny Fitzpatrick
  - Paul Bath
  - Al Cliffe

## **7. Asbestos Management**

The up-to-date version of the AMP is held in the Ops and Premises Manager offices. You must be aware of the asbestos report's contents before you begin any work on the school site. Appendix A provides school floor plans where asbestos is suspected or identified. Full details will be found in the AMP.

- **Visual Survey:** The contractor must conduct a visual survey of the area in conjunction with the asbestos survey and identify possible asbestos hazards. Areas containing asbestos must be avoided.
- **Pre-contact Asbestos Survey:** If the contractor, Operations Manager, or Premises Manager has any doubt that asbestos may be present within the working area and has not been identified previously, an authorised asbestos contractor surveyor must carry out a pre-contact asbestos survey, and an authorisation to work permit must be issued before any work starts.
- **In Case of Disturbance:** 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 Operations Manager will immediately contact the LEA and WeST (Westcountry Schools Trust), who will coordinate an appropriate response.

## 8. Hot Work

Our school has a hot work permit system. If you are involved in hot work, you should ensure that the permit has been completed before starting the work. Copies of the Hot Work permit are available from the Premises Manager.

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:

- Repair and maintenance activities involving the use of gas flame or electric heating elements on equipment, fixed plants, 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 hot work permit is issued to the contractor who is carrying out the work.

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

## 9. Control of Works Site

- All contractors must ensure that the work area is secure and that students are prevented from accessing it. If you have taken over 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 work area and not enter other areas without express permission from the Operations or Premises Manager.
- All contract workers shall familiarise themselves with all school fire evacuation procedures.

## 10. 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, within the asbestos section where they are undertaking work. If asbestos is present, no work is to be undertaken without guidance.

## 11. Working at Heights

- **Access Equipment Requirements:**
  - Contractors must provide their access equipment when working on the school site. This includes any ladders, scaffolding, or specialised tools necessary to complete their tasks. If contractors anticipate needing specific access equipment that cannot be supplied by themselves, they must make prior arrangements with the school Operations and Premises Manager to discuss alternatives.

## 12. Vehicle Movement and Parking

- **Designated Parking:** Contractors' vehicles may only park within the designated parking areas. If a vehicle needs to be closer to the work site, arrangements must be made through the Premises manager before work commences.
- **Speed Limit:** The speed limit within the school grounds is five mph.
- **Parking Protocol:** If parking in a bay is not practicable, the driver is to park so that the vehicle can still be driven forward and off the premises, ensuring no emergency exit is blocked.
- **Awareness:** Drivers must remember that students may not be aware of the dangers of moving vehicles.
- **Compliance:** Failure to adhere to this code of conduct may result in exclusion from the premises for any member of the contractor's staff.

## 13. Site-Specific Considerations

### Asbestos: Asbestos Identification and Safety Protocol

- Designated areas that contain asbestos have been marked to ensure awareness. Please refer to the Asbestos Management Plan (AMP) and Appendix A for detailed information regarding asbestos management and safety practices.
  - **Key Details:**
    - ◆ **Marked Areas:** All locations where asbestos is present are conspicuously marked with warning signs, and floor plans are in Appendix A. These indicators are vital in preventing accidental disturbance and ensuring that individuals know potential hazards.
    - ◆ **Documentation Reference:** The Asbestos Management Plan (AMP) outlines the procedures and strategies for managing asbestos risks. This document is a comprehensive guide to understanding the protocols necessary for working safely in areas containing asbestos.
    - ◆ **Appendix A:** This appendix shows specific locations, suspected asbestos, and identified asbestos materials present. Teams must familiarise themselves with this information prior to conducting any work in these marked areas.
  - **Safety Precautions:**
    - ◆ Personnel are strongly advised to exercise caution and adhere to all safety guidelines established in the AMP when working near or in areas marked for asbestos presence.
    - ◆ By following these protocols, we can ensure a safe working environment and minimize the risks associated with asbestos exposure.

### Fire Barrier Compliance Protocol

- It is essential that fire barriers maintain their integrity at all times to ensure the safety and protection of the premises. Any work that involves drilling holes through walls must receive

prior approval from the Premises Manager. This procedure is critical to preventing any potential breaches in fire safety.

- **Documentation Requirements:**

- Pre-Drilling Photos: Before drilling commences, photographs of the areas must be taken. This step ensures an accurate record of the fire barriers' pre-existing conditions.
- Post-Completion Photos: Additional photographs must be captured once the drilling is completed to document the changes made during the process.

- **Inspection Process:**

- After the completion of the drilling work, the Premises Manager will conduct a thorough inspection of the premises. This inspection is crucial to verify that the integrity of the fire barriers and their fire ratings have been maintained.

- **Liability for Negligence:**

- Any contractor found to have negligently compromised the integrity of a firewall will be held accountable. This includes complete financial responsibility for the costs associated with reinstating the fire barrier to its original, compliant condition.
- By adhering to these guidelines, we can ensure the premises' continued safety and fire resistance, protecting both property and individuals.

### **Use of Equipment by Contractors**

- **Liability Disclaimer:**

- The school explicitly states that it will not be responsible for damages or losses related to contractors' tools, equipment, or vehicles while on the school site. This includes but is not limited to, theft, vandalism, accidental damage, or any other incidents that may arise. Therefore, contractors are encouraged to ensure that their equipment and vehicles are adequately insured and secured to mitigate potential risks.

- **Recommendations for Contractors:**

- Advance Planning: Contractors should thoroughly plan their equipment needs before arriving on-site. If there is uncertainty regarding access or logistical support, it is advisable to contact the school Operations and Premises Manager ahead of time to clarify these arrangements.
- Insurance Coverage: To protect against possible financial losses, contractors should have insurance covering their tools and vehicles while on school property.
- On-Site Conduct: Contractors are responsible for maintaining an organised and secure work area and should take measures to safeguard their property from theft or damage during their time on the premises.
- By adhering to these guidelines, contractors can ensure a smooth work experience while minimising the risk of liability and loss.

## 14. Site Rules

### No Smoking Policy

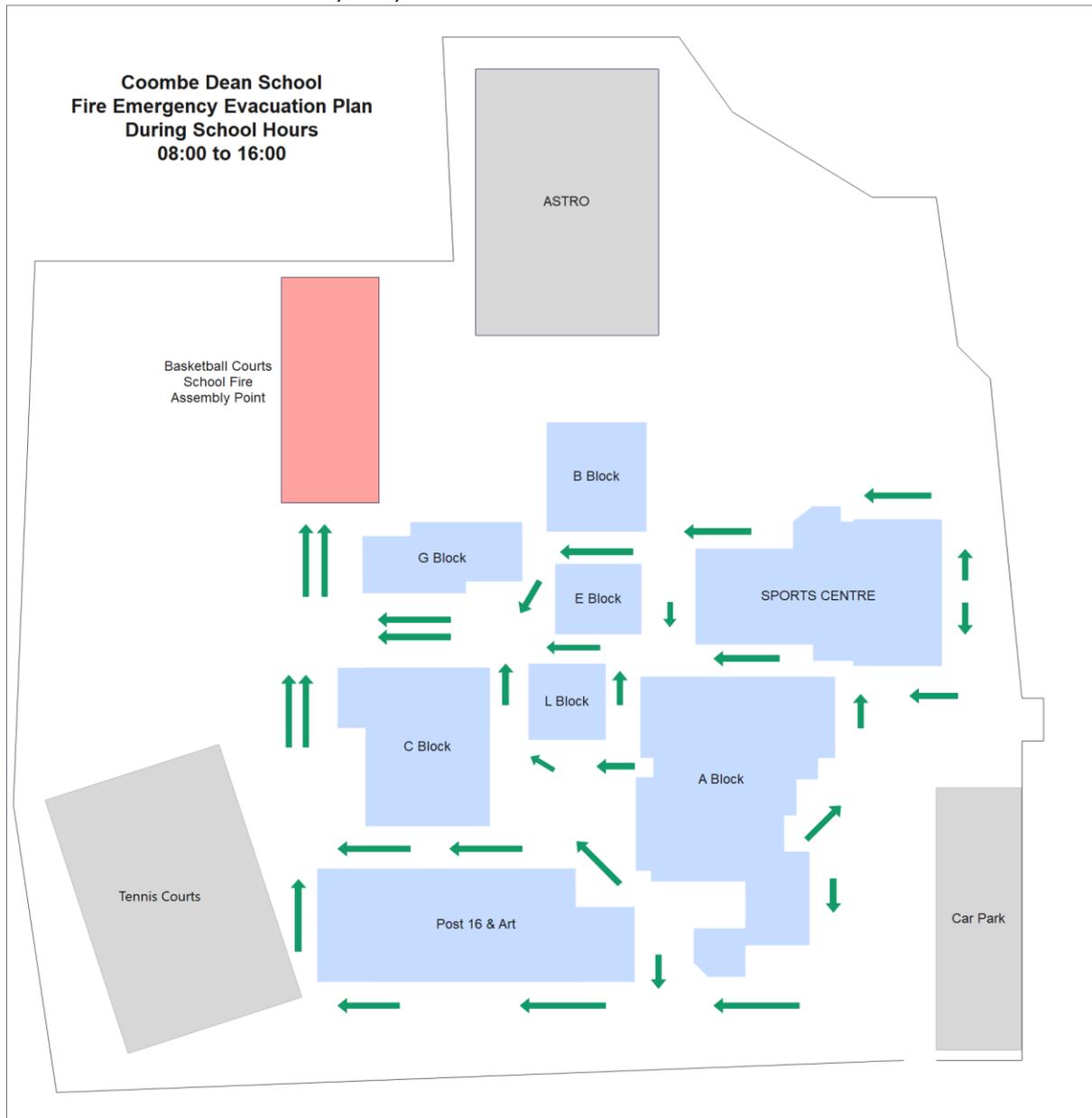
- The no-smoking policy extends to all areas of the school, including, but not limited to, buildings, playgrounds, sports fields, parking lots, and any other outdoor spaces within the school property. This comprehensive approach ensures that there are no designated smoking areas within the school premises.
- Awareness and Compliance: All members of the school community, including students, staff, contractors, and visitors, are expected to be aware of and comply with this policy. To reinforce the message, signage indicating the no-smoking status is displayed around the school grounds.
- Enforcement: Depending on the situation, any contractor violating the no-smoking rule will be asked to leave the site and may face further consequences.

### Professional Conduct

- It is essential for all contractors working on school premises to uphold a high standard of professional conduct. This reflects on their reputation and contributes to the overall environment of respect and safety within the school community.
- Contractors are expected to maintain a courteous and respectful demeanour while on school grounds. This includes being polite in interactions with students, staff, and other contractors.
- Dress appropriately for the work environment while wearing identification badges to ensure visibility.
- **Respect for Students:**
  - Contractors must recognise that the school is a learning environment. They should have minimal interaction with students; if they do interact, it should be appropriate, maintaining a safe and supportive atmosphere. Any student engagement should be limited to professional contexts and avoid personal discussions.
  - Contractors should avoid disruptive behaviours, loudly discussing personal matters or engaging in behaviour that may distract students or staff.
- **Consideration for Staff:**
  - Collaboration and communication with school staff is vital. Contractors should seek guidance and permissions when necessary and keep staff informed about their work activities to ensure smooth operations.
  - Respect the workspace of school staff, ensuring that their areas remain unobstructed and intact during the duration of the project.
- **Property Respect and Care:**
  - All contractors are responsible for treating school property with care. This includes equipment, facilities, and landscaping. Any damage caused, whether intentional or

accidental, should be reported immediately to the school Operations and Premises Manager for proper resolution.

- Contractors must ensure that their tools and materials are stored safely and do not pose hazards to students, staff, or other on-site individuals.



## 15. Emergency Procedures

- **Fire Alarms:** Upon hearing the fire alarm, evacuate immediately to the designated assembly point.

Figure 2 Fire Assembly During School Day

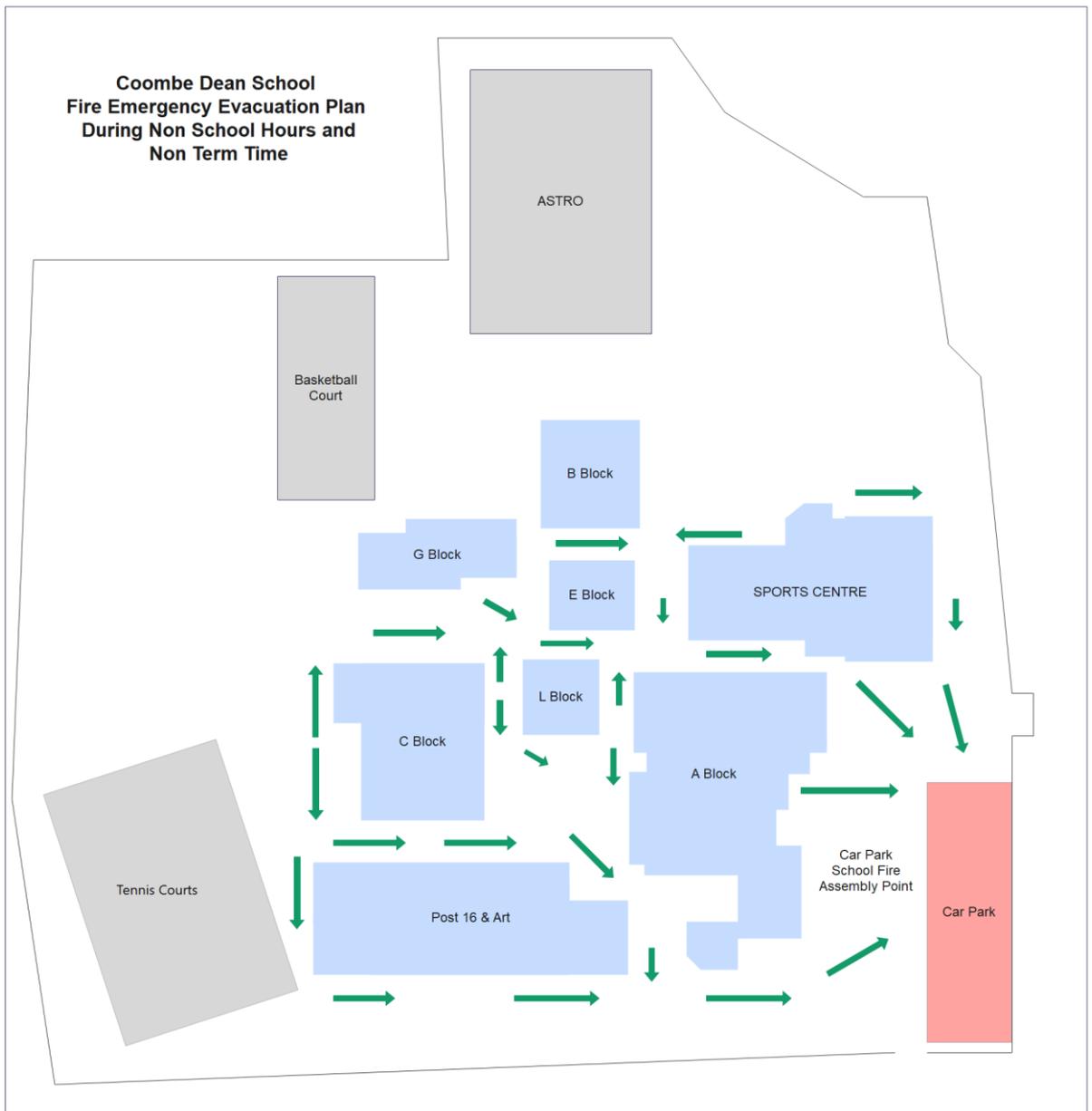


Figure 3 Figure 2 Fire Assembly Pt Holidays and Out of hours

- **First Aid:** First aid facilities are located at the main reception. Contact the Premises Manager for assistance.
- **Emergency Evacuation:** Familiarise yourself with exits and procedures detailed in the school's emergency plan.

## 16. Environmental Considerations

- **Waste Management:** Dispose of waste in designated containers. Recycle where possible.
- **Noise Control:** Be mindful of school hours and keep noise to a minimum to avoid disrupting classes.

## 17. Training and Competency

- **Training Requirements:** All personnel engaged in work on school grounds must receive the appropriate training for their assigned tasks. This includes general safety training and specialised training relevant to the equipment and procedures they will be using.
- **Documentation of Qualifications:** Contractors must record all training and qualifications and be prepared to present proof of competency upon request. Documentation may include certificates from recognised training programs, evidence of apprenticeship or mentorship, and logbooks detailing ongoing professional development.

## 18. Confidentiality

- All information observed regarding the school's operations and students should remain confidential and not be discussed outside of work requirements.

## 19. Online Form Confirmation

By signing the online form, you confirm that you understand and agree to comply with all the outlined guidance, procedures and regulations in this booklet.

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Thank you for your cooperation and for ensuring a safe and productive work environment at Coombe Dean School. If you have any concerns or need further clarification, don't hesitate to contact the Operations or Premises Manager.

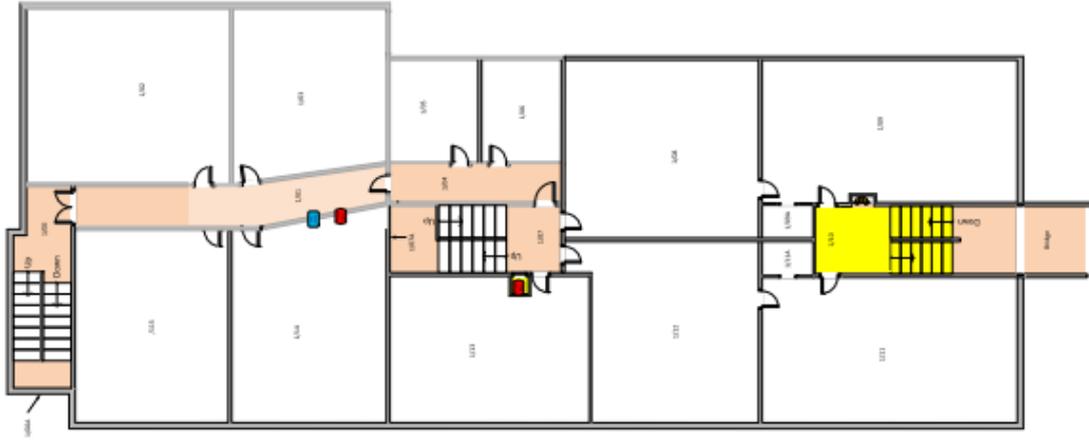
**Please scan the QR code below to access the online form and confirm your induction pack receipt and understanding.**



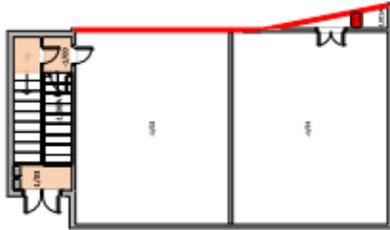
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We look forward to working with you.



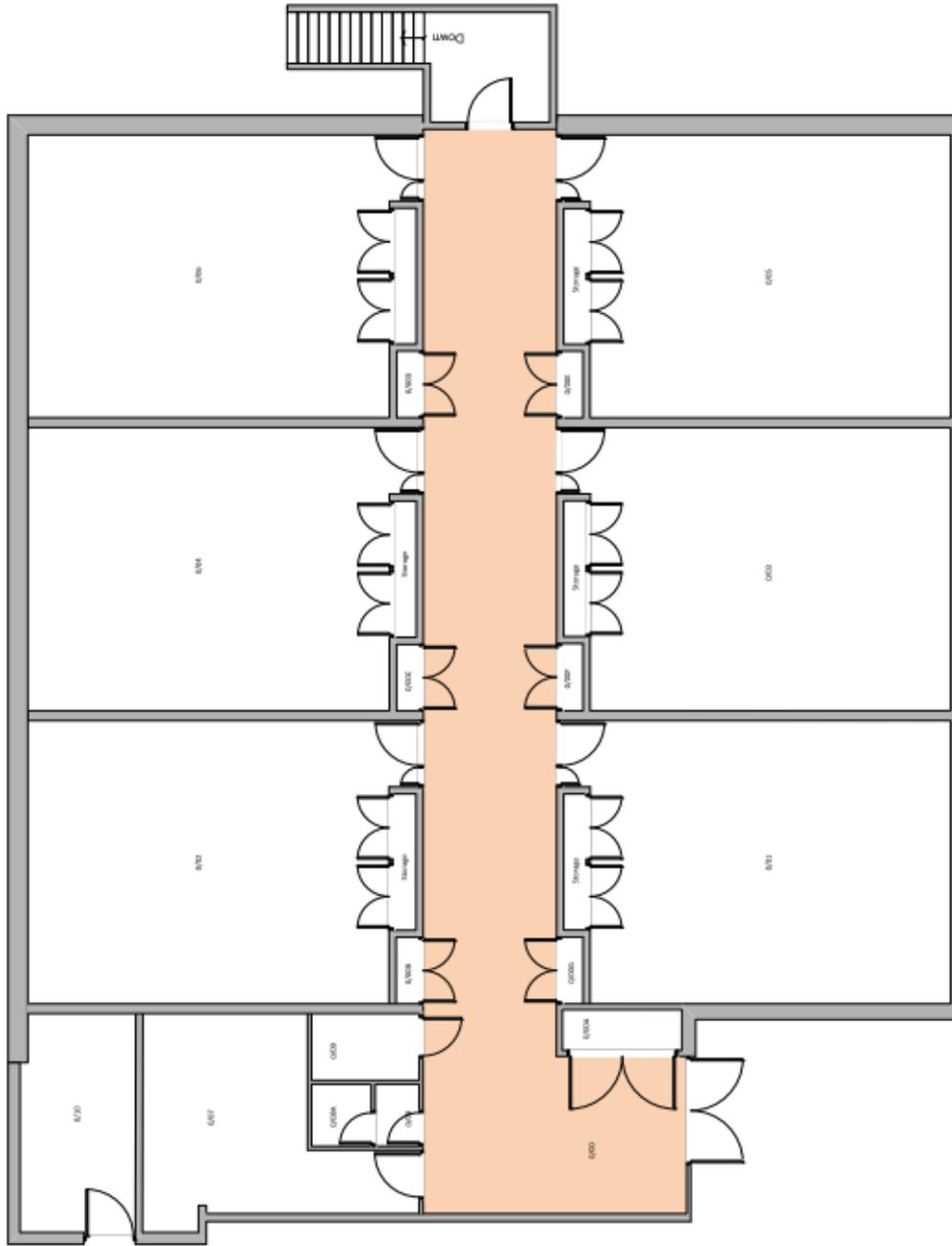


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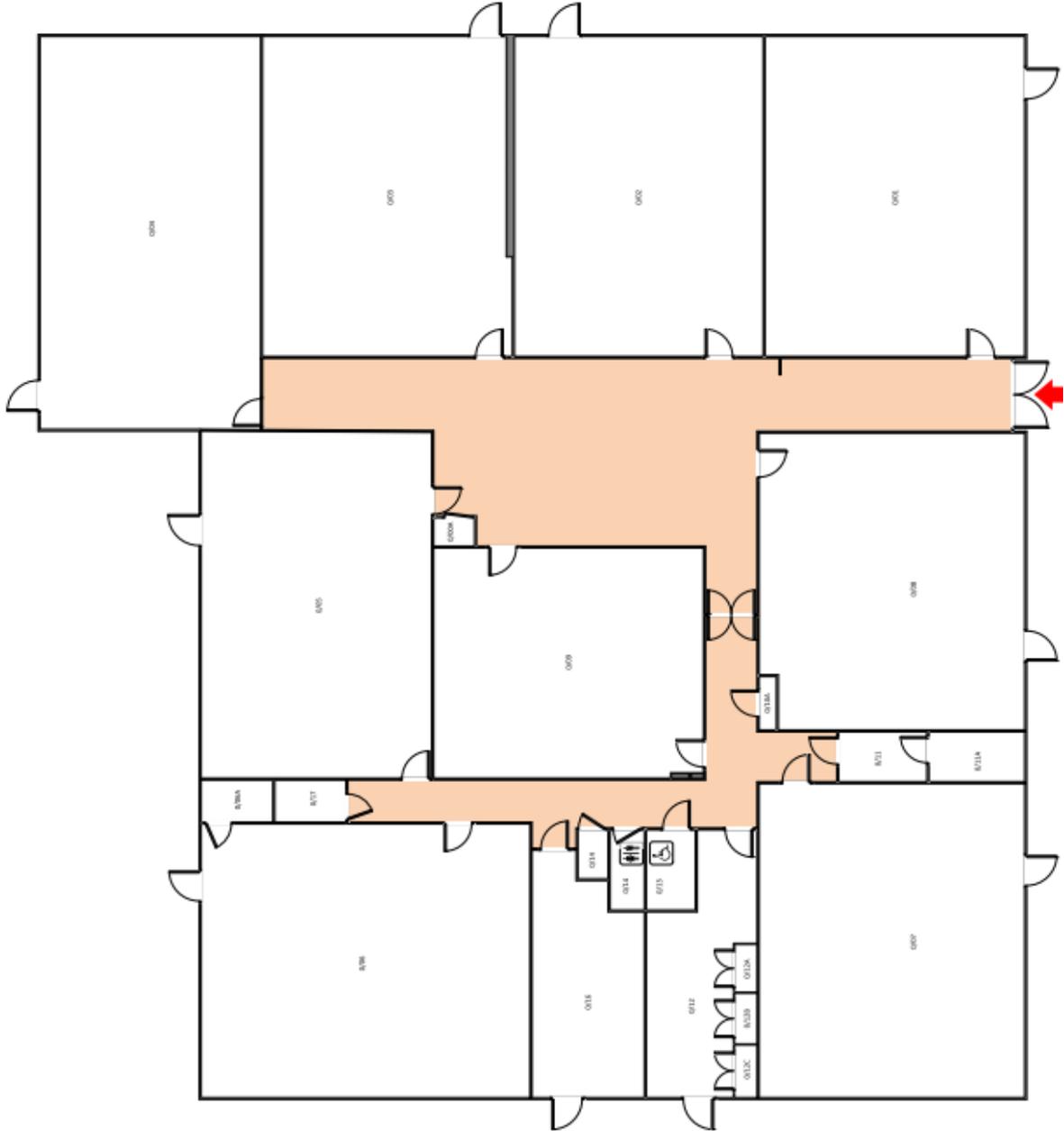


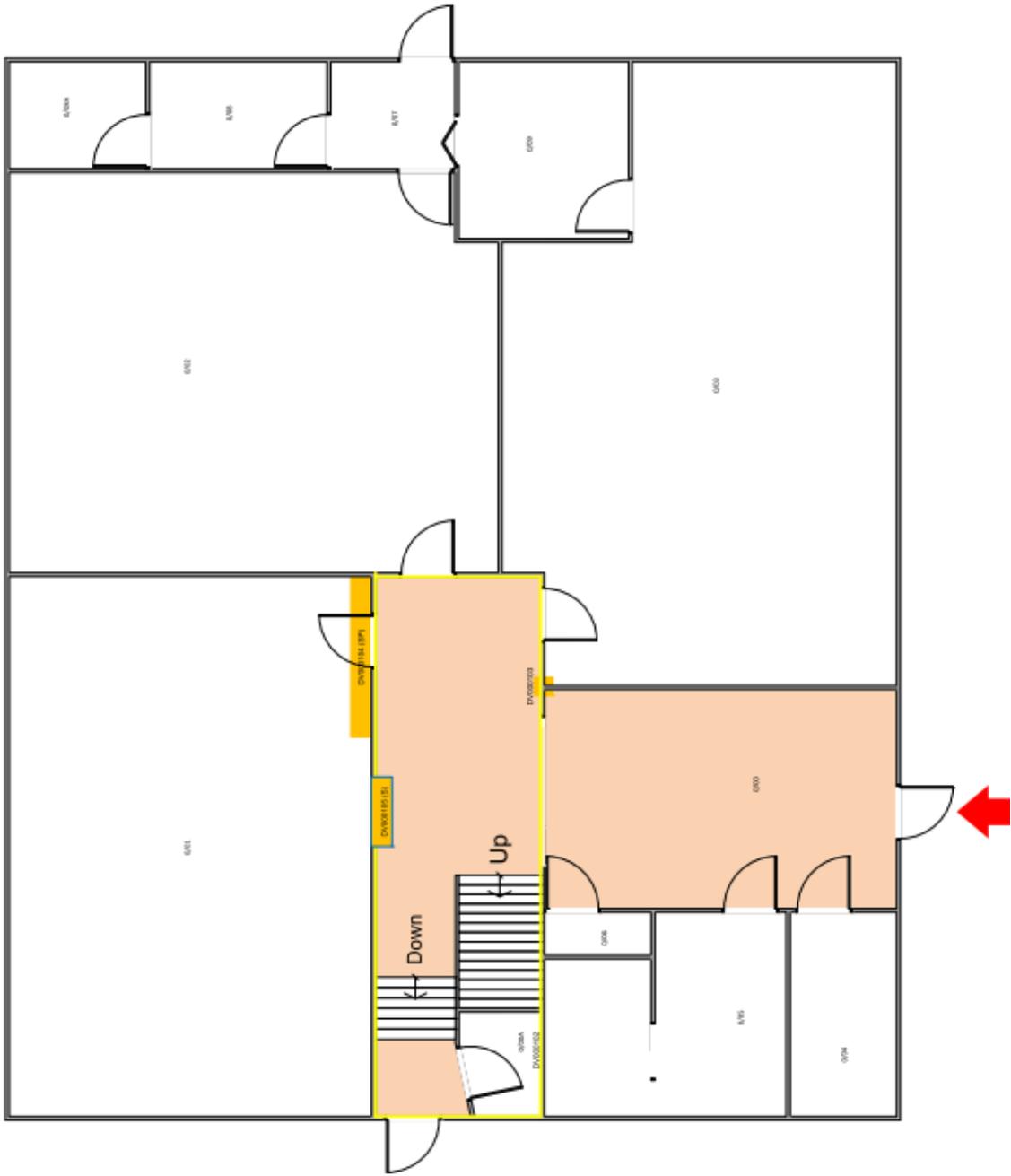
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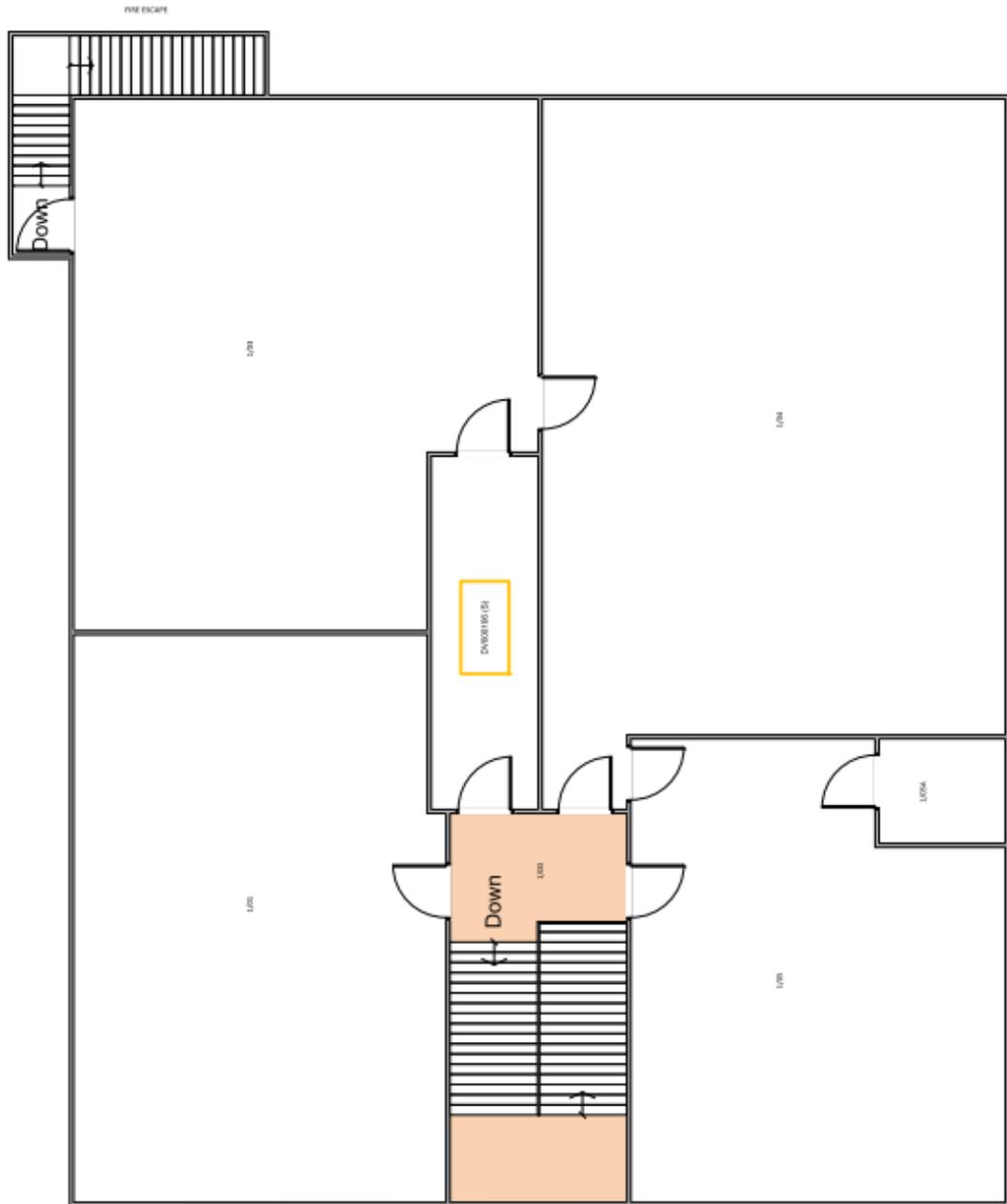




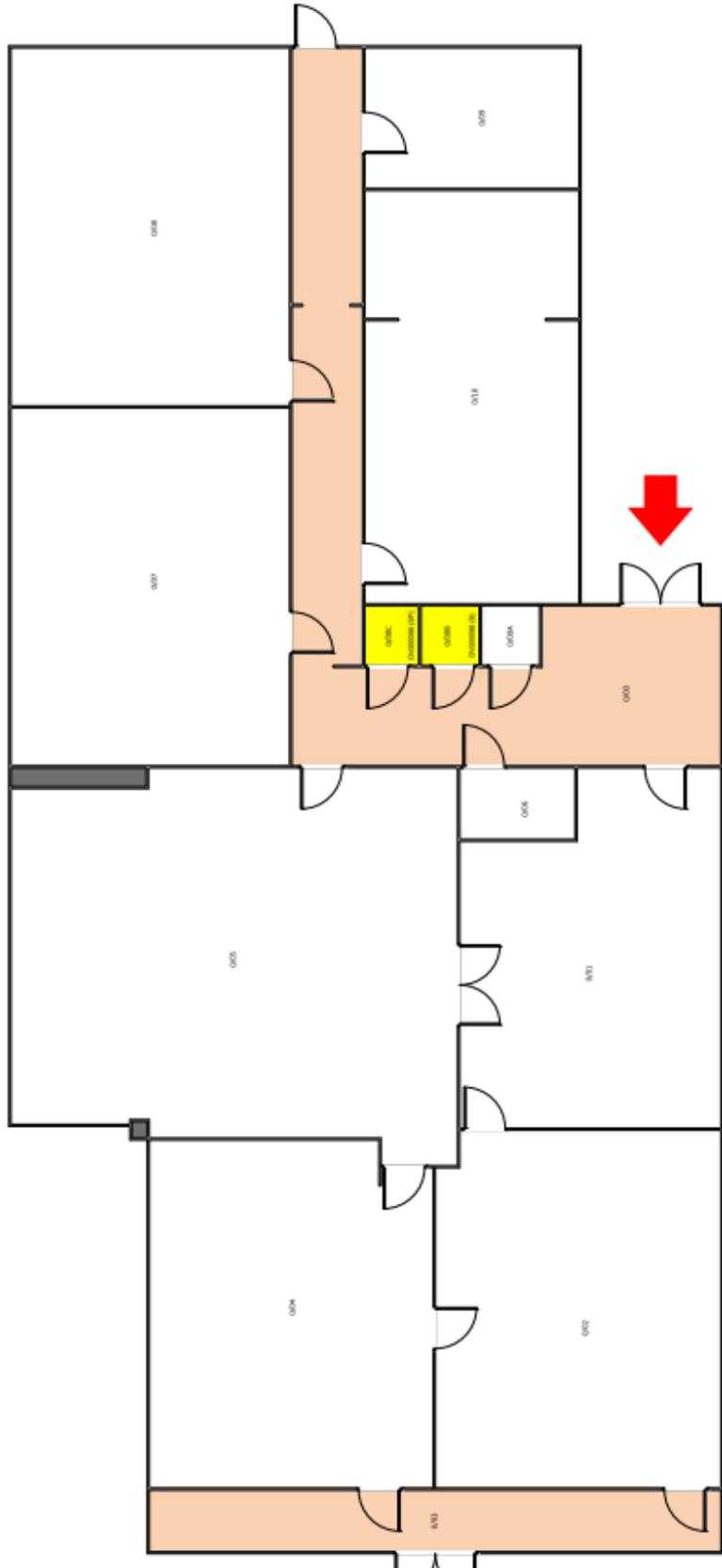
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