

## **Contractor Management - Code of Conduct for Contractors on School Sites**

### **Introduction**

The code of conduct outlined in this document applies to all contractors and their employees working on Auriga Academy Trust school premises. This code is in place to protect you and those who might be affected by your work, such as our visitors, staff and pupils.

We expect all contractors to work safely and not put themselves, or anyone else at risk. You must always work in a safe manner, whether or not what you are doing is covered by the code of conduct below.

The school reserves the right to require the removal from the premises of any contractor who does not comply with the school requirements, or who put themselves, or others, at risk. The school similarly reserves the right to require the removal of any plant, equipment, or material, which, in the opinion of the school representative, is dangerous when used in the way intended by the contractor.

**A copy of the code must be provided to the contractor company, to be read, signed and returned to the school prior to the commencement of any work.**

## **Code of Conduct**

### **Site Information**

On arrival at our site you must report to the school office/ reception and sign in. You must also sign out when you leave.

If you are working on the site for the first time a school representative will explain any local requirements, this will include, the location of toilets & washing facilities, any site hazards you should be aware of, (such as the location of asbestos) and the site emergency arrangements.

### **Safety Signs**

All of our sites have clear safety signs, for example warning of hazardous materials, prohibited areas or no smoking. We expect you to follow any instructions on these signs.

### **Tidiness and Housekeeping**

We expect you to keep our site tidy and not to leave rubbish. You must not obstruct any fire exit routes or form a trip hazard.

### **Fire**

The local fire safety arrangements will have been explained to you on arrival / at the commencement of the contract. You must ensure that you are aware of the nearest escape route from your work area, the location of the nearest call point and the outside assembly area. If you are unsure or if you feel you would need support leaving site in an emergency, please ask for guidance or support from site staff.

If you start/discover a fire you must immediately raise the alarm at the nearest fire alarm call point. If the fire alarm sounds when you are working, you must stop work, leave the building if you are working inside, and go to the assembly point. You must not return to work unless you have been told it is safe to do so.

### **Fire Compartmentation**

It is crucial to avoid drilling into or damaging the school's fire compartmentation; this includes walls, fire stops, roofing and doors. This specialised construction element is designed to prevent the spread of fire

and smoke, ensuring the safety of students, staff and visitors. Compromising it could lead to increased fire hazards, endangering lives and violating safety regulations. Always consult with the school's fire safety plan before starting any work.

### **Asbestos**

If applicable, the location of any asbestos in the area where you will be working will have been explained to you on arrival/ at the commencement of the contract. This will include giving you access to the school's Asbestos Management Plan. If you have any concerns regarding asbestos work cannot begin until your questions/concerns have been suitably answered.

You must not undertake any work which will disturb asbestos unless you work for a licensed asbestos contractor and this work has been agreed, in writing, prior to the commencement of work. If you come across any material which you think is asbestos, you must stop work and immediately inform the school office/ school representative, (whichever is quicker).

### **Smoking**

There is no smoking anywhere on the school site. This includes vaping or similar devices. We ask that you do not smoke within 50m of the school gates, even during school holiday access, and that you collect any 'waste' materials, i.e. cigarette ends, packaging etc.

### **Electrical Equipment**

Any electrical equipment you bring with you must be in good working order and subject to regular inspection and maintenance. All portable electrical hand tools used on school premises, and any electrical equipment used out of doors by contractors, must be supplied at a voltage of 110 volts CTE or lower. The contractor must provide the necessary transformers for supplying this equipment. Extension leads required for the work must be used on the reduced voltage side of the supply.

Where there are any concerns regarding the condition or safety of any electrical equipment brought onto site the school reserves the right to stop work and request evidence of, when the item was last tested and confirmation that it is in full working order.

### **Electrical Installation**

Only NICEIC qualified contractors are allowed to undertake any work on the fixed electrical system.

You must not carry out any work on our electrical installation unless this has been agreed as part of the work you are to undertake.

Work on live electrical equipment/ installation requires a Permit to Work, (see Permit to Work Section on page 4) and you will not undertake any work unless the correct permit has been issued.

### **Gas Safety**

You must not undertake any work on gas equipment unless you are a Gas Safe registered contractor for the type of work involved and have your Gas Safe Register identity card with you.

### **Working with Chemicals or Hazardous Materials**

Only chemicals and/ or hazardous materials that have been agreed beforehand can be brought onto site and must be accompanied by suitable Control of Substances Hazardous to Health assessments. They must not be left unsecured in areas accessible to students, staff or visitors at any time. You are responsible for communicating any risks and hazards to other staff or contractors on site during their use.

### **Gas Cylinders**

You are only permitted to bring gas cylinders onto site if their use has been previously agreed and a safe place for storage has been identified. They must not be left unsecured in areas accessible to students, staff or visitors at any time. Works that require gas cylinders are likely to require a permit to work, please

see the *Permit to Work* section below.

### **General Equipment**

It is expected that any equipment you bring with you onto site is in full working order. Should there be any concerns, the school reserves the right to stop work and request evidence of inspection and maintenance. This could include, records of regular servicing or, in the case of lifting equipment records of load testing and Thorough Examinations, (in line with the requirements of LOLER).

Where a license is required to operate a piece of equipment, you/ your staff may be required to show this prior to the commencement of work.

No hazardous equipment can be left in areas accessible by students, staff or visitors, unless suitably secured.

### **Personal Protective Equipment**

You are expected to arrive on site with all required personal protective equipment, (PPE). Where you or your staff are found to be working without the correct PPE, work will be stopped and you/ your staff will be asked to leave site until you obtain/ provide the correct equipment.

Unless agreed previously, in writing, the school is not responsible for providing any personal protective equipment.

### **Permit to Work**

The following work is prohibited unless a suitable permit has been issued:

- Hot work such as welding, flame cutting, the use of bitumen boilers blow lamps or of hot air paint strippers.
- The use of cartridge operated tools.
- Work in confined spaces such as entering tanks, drains, manholes, sumps, chimneys, ducting, boilers, or compressed air receivers.
- Work in lift shafts or under the lift cage.
- Work on steam plant or pipework.
- Work with high pressure water jetting equipment.
- Digging trenches and excavations or drilling boreholes.
- Work on roofs or involving scaffolding, or mobile, or suspended access equipment (except where the roof has permanent access arrangements and fixed guard railing).
- Work near overhead cables.
- The use of mobile cranes.
- Work on live electrical equipment.
- Work on remotely isolated electrical equipment.
- The use of radioactive materials, explosives, lasers or radiation generators such as X ray machines.

If you are given a permit to work for any of the above, you must follow the instructions on it and return it to the permit issuer when you have finished. If the job is continuing you must return the permit at the end of the working day.

### **Waste Disposal**

Waste must be disposed of following current legislation. You must not pour any waste down our site drains, or the public drains and you must ensure that any waste taken away is dealt with in a safe and proper way.

### **Waste Skips**

You must ensure that any skips containing waste that can burn are not placed within five metres of any our buildings. If this is not possible the skip must have a lid which is locked at the end of the working day.

### **Use of Personal Devices on Trust / School Premises**

You may **not** use your own mobile devices to take photographs, video, or audio recordings in school **without the express permission of the Headteacher or Trust Estates Team.**

You must seek permission before connecting personal devices to the school's network. The school reserves the right to refuse permission.

Guest devices include laptops, tablets, smart phones, USB sticks, wearable technology (including smart / apple watches) and any other device considered portable and/or with the ability to connect to WiFi and the Internet which is not Trust / school owned.

**Accident and / or Injury**

Should you be involved in an accident or sustain an injury whilst on site, as well as following your organisations accident reporting procedure, you must also ensure that this is reported to the school office/ representative, (whichever is quicker).

Should there be any further investigation, (by the school's Health & Safety provider, the Governing Body, the Local Authority or an enforcing authority, such as the Health & Safety Executive) the school may request copies of incident report form(s) and/ or reports of any internal investigation undertaken by your organisation.

Declaration:

I \_\_\_\_\_ (*name*) , on behalf of \_\_\_\_\_ (*name of organization*) can confirm that I have read and understood this Code of Conduct and agree that all staff will abide by these conditions.

Job Title:	Print Name:	Signature:	Date:

## Appendix 1: Emergency Arrangements

**Below are the emergency arrangements for all Auriga Academy Trust Sites.**

If whilst on site you hear 'Lockdown, Lockdown' over the Tannoy or from a staff member please make sure to get safely inside a room, make yourself secure and await further instruction.

If whilst on site you need first aid, support in case of an evacuation, to report an injury/issue, or have any concerns (including safeguarding) please report to reception for further advice or guidance.

### Strathmore School:

Site	Assembly Point	Information
Grey Court	Back of the playground behind the climbing frame	1) Paul Scarborough 0208 948 0047 2) Emond Protain 020 8948 1173
The Russell	Front small carpark or back of the rear playground	1) Paul Scarborough 0208 948 0047 2) Rebekah O'Sullivan 020 8940 1446
St Richard Reynolds	SRRCC main playground – exit through the gate on the right of Strathmore playground	1) Paul Scarborough 0208 948 0047 2) David Pereira 020 8325 4630

### Clarendon School:

Site	Assembly Point	Information
Clarendon Primary	Minibus carpark/drop off	1) Simon Purdue 020 8941 2623 2) Tori Laming 07912 276460
Clarendon Secondary	Playground (next to zipwire)	1) Louis Gosling 07458078904 2) Tori Laming 07912 276460
The Gateway Center	Rear gates (playground)	1) Jayne Gray 020 8894 4503 2) Tori Laming 07912 276460

### Capella House School

Site	Assembly Point	Information
Capella House Primary	St Mary's adjacent playground	1) Louis Gosling 020 3146 9887 2) Tori Laming 07912 276460
Capella House Secondary	Playground (next to zipwire)	1) Louis Gosling 07458078904 2) Tori Laming 07912 276460