

On Arrival

All contractors must report to reception as soon as they arrive at the school. They will be signed in for the day and given a visitors pass which must be returned at the end of your visit. Once signed in your contact at the school will then ensure the necessary checks are in place and escort you to your area of work.

Safeguarding

Safeguarding is everyone's business: its up to us all to keep children safe

A key priority for KLB School is that all adults who come into contact with our pupils take account of safeguarding. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them. The guidance in this brochure must be followed.

This is achieved by:

1. Ensuring that during School hours that all contractors are escorted unless the school holds a valid CRB certificate for them or where the work area is positively segregated from pupils
2. Ensuring that only staff welfare facilities are used
3. Conducting List 99 checks on contractors

Emergency Evacuations

The evacuation bell is signalled by a continuous ringing of the bells. Should you discover a fire then please press the nearest break point to where you are working and then evacuate the building to the assembly point located in the Gym Car Park. Once there you need to report to one of the fire attendance officers (fluorescent bib) and await guidance on reoccupation.

Please note that the fire bell is tested every Tuesday afternoon between 3 and 4pm with short bursts of the bells.

Working Arrangements

The following practices must be complied with while work is carried out on the site.

1. No smoking on any part of the school premises
2. No offensive language to be used on the school premises
3. All contractors to be signed in and out at the school main reception each day
4. All necessary safety equipment required to be worn
5. Proper H&S practices must be carried out at all times and the requirement of the PTW system must be adhered to.
6. Necessary signage shall be prominently placed on any barriers and access points to work areas
7. No loose debris is to be left around

site and the site must be clean and tidy at all times

8. No music which is likely to disrupt any teaching on site
9. No use of pupil welfare facilities

In the event of the list above being disregarded this could lead to dismissal from the site and further contracts.

Vehicle Movements

The site speed limit is 5mph

Contractors should note that when pupils are on site there should be no vehicle movements or deliveries arranged between the following times:

8:10 to 8:40
10.30 to 11:00
12:45 to 1:45
2:40 to 3:00

Any vehicles on site should be parked in designated spaces and all emergency access points to the site and fire escapes shall be kept clear

Permit to Work

The school operates a permit to work system for higher risk activities. In addition this system must be followed when there is any investigation or work on the structure of the building. The primary hazards requiring a permit are:

- Electrical

- Work at height
- Hot works
- Confined spaces
- Work near asbestos products

Details are available from the Site Team.

It should be noted that there are asbestos containing materials in certain parts of the school therefore any work involving the structure of the school including work above ceiling tiles will require a check of the Asbestos Register before work commences.

Larger programmes of work at the school will require a formal risk assessment and work method statements to be agreed with the school prior to the commencement of the work.

Health, Safety and Welfare

Health and Safety is of the utmost importance for all people on the school site. It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to persons by protecting individual from hazards on the site.

The guidance in this brochure aims to provide and maintain safe, healthy and secure working conditions so that everyone is able to perform their various tasks safely and efficiently.

In addition, the school has a formal process for reporting accidents / hazards and incidents. Should a situation arise that needs to be reported please speak to your contact at the school.

Toilet facilities for contractors are located in the two corridors leading from the main reception.

First Aid

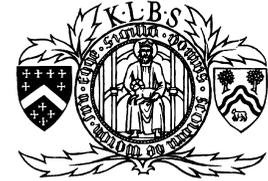
The school has a number of first aiders available through the school day. Should you require assistance please go to reception or contact reception who will arrange for assistance to be provided.

Contact Numbers

School: 01453 842227
 Reception: Ext 0
 Site Team: Ext 277 or 285
 IT Team: Ext 216
 Reprographics: Ext 213
 Canteen: Ext 246

Alternatively a 2 way radio is available at the main reception desk should you wish to contact a member of the Site Team

Please note that checks will be made on all contractors to ensure that the requirements contained in this document are complied with.



Katharine Lady Berkeley's School

Information for Contractors

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