**Contractors’ Induction Pack**

**\*\*\*\* School**



**Introduction**

First of all, we would like to welcome you to our school. We hope your time with us will be a pleasant one *(or words to that effect).*

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.

**Contacts Within School**

|  |  |
| --- | --- |
| **Headteacher** |  |
|  |  |
| **School’s Nominated Contact (SNC)** |  |
|  |  |
| **Site Manager/Caretaker** |  |

**Contacts at Northumberland**

**County Council**

|  |  |
| --- | --- |
| **Property Services** | **Tel: 01670 624843** |
|  |  |
| **Health and Safety Advisers for the Education Sector** | **John Froud**  ***Tel: 01670 623806*** |
|  |  |
|  | **Amanda Young**  ***Tel: 01670 623800*** |
|  |  |
|  | **Lesley Beckwith**  ***Tel: 01670 623818*** |
|  |  |
|  | **Chris Lucas**  ***Tel: 01670 623802*** |

**School Timetable**

|  |  |
| --- | --- |
| **School Day** | **9 am – 3.15 pm ?** |
|  |  |
| **Morning Break** | **10.30 am – 10.50 pm ?** |
|  |  |
| **Lunch** | **12.30 pm – 1.30 pm ?** |

**Vehicular Movement**

Contractors’ vehicles may only park within the designated area. This will be identified within Form HSC1 and/or the site plan.

Owing to the movement of students the movement of vehicles within the school site is strictly prohibited during the following times:

|  |  |
| --- | --- |
|  | **8.40 am – 9.10 am ?** |
|  |  |
|  | **10.20 am – 11. 00 am ?** |
|  |  |
|  | **12.20 pm – 1.40 pm?** |
|  |  |
|  | **3.10 pm – 3.30 pm?** |

The contractor is responsible for ensuring that their deliveries do not arrive during these times.

**Insert Site Map Here**

*(Annotate map to show parking areas for contractors and muster points in case of fire and emergencies)*

**Insert School Floor Plans Here**

*(Annotate floor plans to show emergency escape routes and other pertinent information, as required)*

**Form HSC1**

Specific health and safety information detailing the arrangements for the job you are about to start is contained within Form HSC1. The School’s Nominated Contact (SNC) and a representative of your company must mutually agree the arrangements described on the HSC1. For pre-planned work the Works Officer (a property specialist, who acts on behalf of the school) will have contributed to this process on a day prior to your arrival on site.

On the day the work begins Part C of the form must be signed by the Contractor’s Representative and the (SNC). These signatures acknowledge that mutually acceptable health and safety arrangements have been agreed.

**If you, or your representative, have not been given the opportunity to contribute to the contents of HSC1 do not begin work.**

If, for any reason, you have to depart from the arrangements specified within the HSC1, new arrangements must be produced, agreed with the SNC and recorded on the HSC1.

If the changes are of a technical nature it is likely that the matter will have to be referred to the Works Officer. If in doubt you must suspend work until specialised advice has been taken.

**Reporting of Accidents and First Aid**

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

* X
* X
* X
* X

Subsidiary boxes are kept in each classroom.

All serious accidents must be reported to the Headteacher or SNC and an accident form (ACC1) must be completed.

In the absence of the Headteacher, you should report the accident to the Deputy Headteacher.

The nominated persons responsible for First Aid are given below:

* X
* X
* X
* X

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

**Fire and Emergency Evacuation in School**

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

**Alarm**

Anyone (staff, pupils, visitors)discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm/ raise the alarm.

**Calling the Fire & Rescue Service**

All outbreaks of fire, however small, or any suspected fire should be reported **immediately** to the Fire & Rescue Service by ringing 999.

**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. A roll call will then be taken. 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 locatedat XXX.

**Roll call**

Immediately the classes have assembled, roll or count call will be taken.

**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.

**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.

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 effect repairs.
* Installation of new plant and equipment involving the use of gas flame or electrical heating elements.

The SNC or Headteacher 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 the two hours following the completion of the work or shift.

**Access and Security During**

**the School Day**

All visitors, including contractors, must gain access to the school via the main entrance only, where a designated member of staff will greet them/they will report to the school secretary.

All visitors must sign the visitors’ book and wear a visitors’ badge provided whilst in school. You will then be issued with a Contractors’ Induction Pack, which contains a wide range of useful information.

In particular, you should read and note the fire evacuation and accident reporting procedures. You must sign the visitors’ book again when you leave the site and also return the badges.

Please be aware that you must not open the door for other visitors whilst visiting the school.

Asbestos

A copy of the school’s asbestos report should be inserted within this section of the pack. If this is not the case then you should ask the School’s Nominated Contact (SNC) to supply one.

Alternatively, the original will be available within the school’s reception area.

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

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 SNC will immediately contact the County Council’s Asbestos Manager who will coordinate an appropriate response.