



# Site Rules for Contractors



Beacon Hill is a school and Specialist College for Business and Enterprise. The school works with 131 pupils with severe and profound and multiple learning difficulties aged 2-19. North Tyneside LA places pupils at Beacon Hill following statutory assessment. Post 16 students are based full-time or part-time at Tynemet College.

The new purpose built school has specialised accommodation including a hydrotherapy pool, a fully interactive sound and light room, a food technology room and sensory gardens. Pupils also make full use of the school mini-bus to enhance their learning in all areas of the curriculum.

As a school we are required under the Health and Safety at Work Act 1974 to ensure that a safe place of work exists for all those who have cause to use the premises: this duty extends to not only staff, children and young people but other users, including contractors.

In addition, the contractor is expected to take all reasonably practicable steps to prevent danger or ill-health from specific details of the work not covered within this general guidance. Some of the actions required are solely the responsibility of the contractors, while others require liaison between the premises staff (Caretaker, School Business Manager, Head Teacher) and the contractor, but all those that apply must be discharged.

#### Aims of the School

We aim:-

- to foster in parents a sense of belonging
- to maximise the potential of every member of the school community by raising standards and offering a high quality education
- to create a happy, safe and stimulating environment for all
- to value individual roles within the school and foster teamwork and co-operation
- to give each person a sense of his/her own worth and the opportunity to develop self-advocacy skills
- to create an environment where friendships can be developed
- to extend the reciprocal integration of Beacon Hill within the whole community, fostering respect and mutual understanding
- to celebrate and acknowledge achievement throughout the school
- to acknowledge and develop everyone's ability to communicate

The aim of these 'Site Rules for Contractors' is to ensure that the necessary construction work required to maintain and improve the Estate Buildings and infrastructure is carried out in such a manner that the safety, health and welfare of the contractors, staff and students is safeguarded.

Contractors will be expected to liaise closely with relevant staff and submit their proposals for safe systems of work, segregation of working areas from staff and students, emergency procedures and security measures, both prior to commencement and regularly updated during the course of the works.

## **GENERAL INFORMATION**

- Contractors must report to the reception or to the caretaker upon arrival to the school
- Contractors **MUST** sign the visitors book upon arrival and collect a visitors pass
- Contractors **MUST** abide by the school's Health and Safety Policy - a copy of which will be at reception
- Contractors **MUST** sign the log in book before **ANY** work commences and sign out when the work is finished
- It is the contractors responsibility to ensure that all workers (including any sub-contractors) working for him/her are informed of the contents of this booklet
- Contractors **MUST** not smoke within the school grounds or at the entrance of the school grounds

## **SECURITY**

All visitors, including contractors, must report to the main reception where the receptionist will allow access via the door entry system. All visitors must sign the visitors book and wear a visitors badge provided whilst in school or on school premises. Instructions on what to do in case of the fire evacuation being sounded or accident reporting procedures will be issued. You must sign the visitor's book again when you leave the site and also return the badges.

Please be aware that you **MUST** not open the door or allow access for other visitors whilst visiting the school.

## **CONTACTS WITHIN SCHOOL**

Head Teacher	:	Helen Jones
Deputy Head Teacher	:	Anne Moran
Deputy Head Teacher	:	Judith Moore
Caretaker	:	Mark Elsdon
School Business Manager	:	Fiona Saint

## **VEHICLE PARKING**

- The speed limit approaching the school and when within the school grounds is 5 mph
- If the school gates are closed, and you are required to drive through (entering or leaving the premises) you **MUST** close the gates behind you
- Contractors where possible are to park in the designated parking bays. Drivers are to reverse into the bay: this will eliminate reverse manoeuvres when leaving
- 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
- Drivers are to remember that the school children are small, that they may not be seen, and that the children may not be aware of the dangers of a moving vehicle
- Owing to the movement of students, the movement of vehicles within the school site is strictly prohibited during the following times:-

08.40 am - 09.20 am

15.00 pm - 15.45 pm

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

### **SMOKING**

The schools has a no smoking policy

### **MATERIAL STORAGE**

Materials can only be stored on site with the agreement of the caretaker.

### **PLANT**

All plant and equipment not in use shall be rendered safe, isolated and carefully stored

### **SITE SECURITY**

All scaffolds, hoists and barrier fencing should only be erected or dismantled when the surrounding area are clear of staff and pupils. Due regard should be paid by the contractor to the presence of overhead power lines or physical obstructions during the erection of scaffolds and hoists

### **SITE LIGHTING**

All lighting within the site shall be maintained and all escape routes illuminated in accordance with the relevant legislation and codes of practice

### **PREMISES SECURITY**

The contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the buildings are maintained. The contractor shall ensure that all working areas are not accessible at any time to pupils

### **SAFE WORKING ROUTES**

Areas where the contractor is not required to access shall be barriered off and where there are hazards such as holes in the floor, these will required to be made safe and secure. Safe working routes shall be defined before commencement of any work

### **FIRE ALARM AND SECURITY DEVICES**

The contractor shall ensure that all fire alarms and security devices remain in working order throughout the duration of the contract. Details of the existing installations should be investigated prior to commencement of work

### **PERSONAL PROTECTION**

Hard hats will be worn wherever risk of head injury exists, both inside and outside of the buildings. Contractors should ensure they wear personal protective clothing

### **SITE SIGNAGE**

Contractors shall identify, by clear signage, any safety hazards such as weak roofs and scaffolding which are out of use

### **NO 'HOT WORK'**

No hot work involving blowlamps, welding equipment, soldering irons etc may be carried out during the last two hours of the working day. The contractor shall inspect such locations immediately before leaving the site

### **TIDY SITE**

Contractors shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes

### **ADJACENT PROPERTY**

Contractors shall take such steps as necessary to confine his staff, materials and plant to the designated work area and access ways and protect adjacent properties from damage and prevent personnel from trespassing on neighbouring land and buildings

The contractor shall operate a 'Permit to Work' system for the following situations:-

- Existing electrical and installations
- Hot work (blowlamps, welding, burning etc)
- Existing drainage installations
- Confined space entry
- Existing fire safety systems and installations
- Asbestos removal

### **ACCIDENTS**

The contractor shall report any accident or dangerous occurrence to the Health and Safety Executive in accordance with RIDDOR Regulations and, at the same time, inform relevant school staff. First aid boxes are available within the school. All serious accidents must be report to the School Business Manager or Caretaker and an accident form must be completed.

### **COMPETENCE**

The contractor is required to check the competence of any domestic named or nominated contractor for the purposes of complying with the Construction (Design and Management) Regulations 1994

### **CONTRACTORS AND SELF EMPLOYED PEOPLE**

Where applicable, it is a requirement under the Construction (Design and Management) Regulations 1994, the Principal Contractor ensures contractors and self-employed people working on the site are made aware of the relevant portions of his Health and Safety plan. All contractors must ensure that full induction of his/her own staff, sub-contractors staff and the self-employed is carried out and that these site rules are fully understood by all persons employed on site.

**HSE INFORMATION SHEETS**

The contractor shall take due notice of the guidance given in HSE information sheets (Construction Series) which covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work of roofs, chemical cleaners, cement, solvents, PPE , silica and handling building blocks

**STATUTORY INSTRUMENTS**

During the course of the building works, contractors shall pay attention to the construction related statutory instruments. Should the contractor be required to carry out work affected by another Statutory Instrument, such as asbestos, he shall immediately inform the Supervising Officer and/or Planning Supervisor and seek instructions before proceeding.

**OTHER LIMITATIONS**

The contractor is to consider all other limitations in respect of the site as detailed in the tender documents