



Oakbridge Federation CONTRACTORS IN SCHOOLS CODE OF CONDUCT

- Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- The use of radios is not permitted if the work is being undertaken during term time. Personal earphones should not be worn when hazardous activities are being undertaken.
- No tools, materials or substances are to be left lying around unsupervised for any reason or any period of time.
- All work areas must be barricaded to avoid school users, including children accessing the work area. This is the responsibility of the contractor
- Smoking is not allowed within the perimeter (external boundary walls or fencing) of the school.
- Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number.
- Work and be seen to work, in an open and transparent way.
- Never be in contact with children without school supervision.
- Stay within the agreed work area and access routes, including toilets.
- Obtain permission if you need to go outside the agreed work area or access routes.
- Keep staff informed of where you are and what you are doing.
- Act & dress appropriately: - This would include no swearing, no racist, sexist or homophobic comments or comments about a person's abilities or appearance, wearing offensive clothing or insignia. Irrespective of weather or the work in hand contractors must be appropriately dressed.

Observe the code at all times.

Contractors in School Safeguarding & Health & Safety Information

Safeguarding

Has the contractor given the school of their (employees) current DBS?

If no DBS – school will arrange for them to be accompanied or works will be undertaken outside school hours.

Fire/Emergency

Have they been informed of the school procedure to follow if a fire is discovered or on hearing the fire alarm, including where the fire escape routes/ assembly points and fire exits are in the building?

First Aid

Has the contractor first aid provision on site including trained staff and first aid kits?

Welfare

Have they been informed about available toilets and the location of drinking water?

Accident / Incident Reporting

Are they aware of the accident / incident reporting system including? reporting to the HSE?

Asbestos

Have they been issued with a copy of the most recent asbestos Survey? (Initial & Date) / /

Are operatives working in areas where asbestos is presumed to be present, trained to the requisite level?

Are they aware of the procedure if they discover or damage any Asbestos containing materials?

Chemicals

Have they given Premises staff details of any chemicals being brought on site?

Risk Assessments

Have relevant risk assessments including working at height, noise, chemicals, hot works and PPE been undertaken & copies

asbestos issued to the scho

Signed by Contractor
Name:

Signed by Premises Officer

Date: / /

Date: / /