



Contractor's on Premises

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on the premises have a legal duty to ensure that their activities/equipment/substances etc., do not cause risks to the health or safety of themselves or others; and the health and safety officers/managers of the childcare provision also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on the premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term 'contractor' is deemed to include sub-contractors.)
2. Contractors and contractor staff will wear ID at all times when on the premises, and will fill in a signing-in book when entering and leaving site.
3. The Business Manager is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
 - prior arrangements for parking on site (not always possible)
 - prior notice of work commencement, scale and possible disruption
 - date / time of proposed visit / works commencement
 - special arrangements to be agreed before work commences.
4. The Site Contact will provide the Contractor with information on fire and emergency evacuation arrangements for the premises; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.
5. Only the Business Manager or his/her nominee has authority to require Contractors to stop work.
6. The Contractor must report to the Business Manager:
 - any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)
 - all accidents / near miss-incidents, no matter how minor and must be reported to the Business Manager
 - all planned changes to programme or location
 - any possible disruption of services
7. Contractors are responsible for:
 - removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
 - testing all works on completion as necessary and supplying the Business Manager with commissioning/test data
 - the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc.
 - the provision of their own First Aid facilities
 - Posting notices to inform building users, staff and the public of works being undertaken, as an aid to their safety.
8. The following activities are banned on the premises:-
 - smoking
 - alcohol brought on to, or consumed on the premises
 - the playing of radios/cassettes/CDs etc.
 - illegal substances being brought on to , or consumed on the premises
 - shouting, swearing, over-familiarity with users/children or staff
 - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the Business Manager.
9. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
10. Contractors will be required to:
 - provide a copy of their Health & Safety policy
 - comply with all relevant Health & Safety legislation
 - keep noise and dust to a minimum



- ensure that no products containing asbestos or CFCs are used on the premises
 - be aware of and comply with the childcare provision fire and emergency evacuation procedures
 - evacuate buildings at the sound of fire alarm, report their safe evacuation to the Business Manager/person in charge and go to nominated assembly area(s)
 - Provide written/verbal risk assessments/method statements before work commences.
11. Contractors will also be required to:
- work in a safe manner and not to endanger staff, children, the public or themselves
 - work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Business Manager
 - adequately control physical/chemical hazards to prevent risks to staff/children/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.)
 - avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Business Manager
 - get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Please also refer to our Visitors Policy

Signature.....Cornerstone Under 5s...Date.....(Site Contact)

**Signature.....Company name..... Date.....
(Contractor's representative)**

This policy was agreed at an Under 5s AGM meeting held on.....14th May 2018..... (Date)

Signed on behalf of the preschool.....(Chair)