

# Contractor Management Procedures Policy

## Documentation Information

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## Introduction

Ivanhoe School has specific duties under the Health and Safety at Work Act and all subsequent legislation on all sites where contracted work is carried out, including

Construction, refurbishment and maintenance work, to ensure that all relevant

Legislation is adhered to. The purpose of this procedure is to detail how contractor work will be controlled on Ivanhoe School premises. This procedure has been prepared to help contractors and their employees to work safely, to prevent accidents and injuries to them and to Ivanhoe School staff and students.

The words 'client' and 'contractor' are used throughout this procedure. Ivanhoe School is the Client. The Contractor is anyone who is not an employee of the Ivanhoe School and is brought in to work on the Academy's premises.

## Organisation

The responsible person for Health and Safety at Ivanhoe School is the Head Teacher

Facilities Manager, Network Manager, and Heads of Department. Leaders are responsible for procuring and managing contractors on the site.

The Head teacher, Facilities Manager and Network Manager, Leaders and Heads of Department are responsible for checking on the progress with the job and that contractors are working safely.

## Procurement of Contractors

The contractor will need to demonstrate evidence of the following:

Public Liability Insurance (PLI) is necessary to protect contractors in the event that they have caused damage or harm to others or their possessions. PLI also protects the client in the sense that they can be assured, should anything go wrong, that the contractor's insurance company will be able to repair damage and compensate where necessary. However, it is important that checks are made of insurance certificates to ensure that the level of cover is appropriate. Clients should request to see a copy of a contractor's PLI schedule and check:

- The activities undertaken by the contractor are covered by the insurance schedule.
- The Public Liability Cover is at least £10million. This may need to be higher where there is an increased risk, such as during hot works.
- If there are hot works due to be conducted by a contractor, evidence should be gained that the insurance schedule covers this type of work.
- The insurance schedule is in date.
- If the insurance schedule renewal is due during the work taking place the school/academy should seek evidence the renewal has been completed and the premium has been paid.

Risk Assessments and Method Statements are used by contractors to identify hazards and specify safe working procedures to minimise the risk of harm and damage to people or property. It is important that, where a significant risk is apparent, assessments and safe Working procedures are documented. A client should check that contractors provide risk assessments and method

statements that are relevant to the work being undertaken. When checking a contractor's risk assessments and method statements, it is important to ensure that they have considered all appropriate risks at your site in addition to those which they bring to the site. For example, a glazing contractor working in a school will need to implement additional controls to consider the children on site. Such controls might include specific working times, no lone working, cordons of the work area etc.

Competency Certification can be requested by a client to help determine the levels of competency a particular contractor has. For example, an electrician who has completed a City & Guilds / NVQ Course in Electrical Testing and Inspection would be able to demonstrate a degree of competence. In addition, the electrician may also be able to demonstrate competence through a portfolio of post qualification work and references from previous clients. It is best practice to select contractors who can demonstrate both academic and "hands-on" workplace experience. Any competency certification should be evaluated with the specific contract in mind.

Professional Memberships / Accreditations to trade associations or appropriate governing bodies may further demonstrate a contractor's competence. There are several different trade associations and accreditations that are used by contractors. Currently, the HSE are attempting to unify existing associations through the Safety Schemes in Procurement (SSIP) portal. Generally, a contractor will submit evidence of their competence with regard to H&S management in order to be affiliated / accredited by an appropriate governing body. For example, an electrician may be affiliated with the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA). Either would be a good demonstration of the contractor's competence as electrical contractors (this list is not exhaustive, and a number of affiliated schemes are in operation).

In addition to being accredited to a trade association, contractors may be registered with awarding bodies that certify their management systems. For example, a contractor may be registered to International Standards Organisation's (ISO) 14001 management standard. This demonstrates that an effective management system is in place for reducing the company's impact on the environment. Other registrations are awarded for successfully managing other areas of a business. For example, quality management and health and safety management. The ISO label these standards ISO 9001 and Occupational Health and Safety Assessment Series (OHSAS) 18001 respectively. If a contractor can demonstrate an accreditation to the 18001 Standard, then it can be reasonably assumed that a proactive safety management system is in place within their organisation.

Previous Enforcement Action can be a good indicator of a contractor's H&S performance. The Health and Safety Executive (HSE) publish all prosecutions made under health and safety law at the following websites:

Within the last five years  
<http://www.hse.gov.uk/Prosecutions/>

Historically from 1999 up to the last 5 years:  
<http://www.hse.gov.uk/ProsecutionsHistory/>

A quick search of the HSE's prosecutions area may indicate whether or not a particular company has previously been subject to HSE enforcement action. Such enforcement action may present a risk to a client if engaging a particular contractor and should be seriously considered prior to appointment.

Note: Previous enforcement action is not automatically a means to dismiss a contractor. It may be apparent that robust systems for managing safety have been implemented since a company has been prosecuted. Efforts should be made establish whether such improvements have been made.

In addition to the above, it is also important that contractors demonstrate a proactive and willing attitude to engage in the safe procurement process.

## **Responsibilities**

### **RESPONSIBILITY OF Ivanhoe School**

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

- Ivanhoe School will clearly identify all aspects of the work they want the contractor to do, including work falling within the preparation and completion phases.
- Ivanhoe College will check that the contractors are competent. This will be established by considering the individual's skills and experience (certification such as NVQ's, health and safety awareness training degrees, and experience), business competency (affiliation / accreditation to professional trade associations, recognised management systems 9001, 14001, 18001).
- The contractor must assess the risks for the contracted work and the Academy and contractor must work together to consider the risks from each other's work that could affect the health and safety of the workforce or anyone else.
- The client will view the contractor's method statement and consider if it conflicts with on-site safety. Ivanhoe School will also consider suitability of equipment and if they have been assessed and correctly maintained.
- Ivanhoe School, contractors and sub-contractors must provide their employees with DBS proof, ID checks, information, instruction and training on anything, which may affect their health and safety in particular with the work to be undertaken.
- The client and the contractor will co-operate and co-ordinate their activities between all the parties involved.
- Ivanhoe School will provide a contractor induction (contractor induction form can be found in appendix 1) ; communicate on-site hazards, including the location of asbestos, site contacts and safe working procedures Ivanhoe School will request all contractors to complete the Contractors Health and Safety Log (found at the back of this document). Ivanhoe School will request all contractors to complete the Contractors Health and Safety Log (found at the back of this document appendix 2) and where asbestos is present on the school site, the ASB100 form found in the LAMP (or equivalent). found at the back of this document appendix 3)
- Ivanhoe School will decide what they need to do in order to effectively manage and supervise the work of contractors.
- Ivanhoe School, contractors and sub-contractors should monitor their health and safety performance.
- Ivanhoe School will make periodic checks on the contractor's performance to see if the work is being done as agreed.

Any person engaging contractors will need to ensure that these issues are addressed.

## **RESPONSIBILITY OF Contractors**

The Contractor, before submitting the tender will be conversant with the Statutory Regulations governing the work to be undertaken and other Acts, Regulations and Orders affecting the works. Together with the Ivanhoe College's Codes of Practice, Permit to Work Systems and any other special conditions, the Contractor will comply with their duties under all approved codes and Health & Safety legislation. Where no specific legislation exists, the Contractor shall comply with guidance provided by relevant codes of practice or industry standards as a minimum standard of safety.

The Contractor will undertake to comply with all the items specified in the previous paragraphs.

The Contractor will be responsible for the appointment of a Safety Supervisor for the premises or works and will forward the name of that person on commencement of work, to the Facilities Manager, Network Manager and the Heads of Department of Ivanhoe School.

The Contractor must ensure that Sub-Contractors are carefully selected to ensure high standards of health and safety compliance are maintained. Contractors are reminded that they will be held responsible by the College in the event of any failings of the Sub-Contractor and as such, the Contractor may be prevented from tendering for Ivanhoe School work in the future.

The Contractor must assure the Ivanhoe School that the Sub-Contractors attention has been drawn to those items in this document, which are the subject of the work they are to undertake as part of the main contract.

The Contractor shall ensure that: -

- a) They have established satisfactory and safe systems of working in accordance with their written safety policy and method statements.
- b) All employees are adequately trained and are supplied with all relevant information on risks associated with the project and control measures to be employed.
- c) The area of work and siting of temporary building and storage areas e.g. LPG, petroleum, etc, has been clearly defined and is adequately fenced/hoarded.
- d) They are fully aware of any emergency evacuation procedure and assembly points that may be in force in the area of work. Where the work may interfere with these arrangements, temporary arrangements must be agreed by all parties concerned i.e. controller of the premises, occupants and other Contractors.
- e) They have made proper arrangements for the sharing, or provision of sanitary, welfare, canteen and First Aid facilities.
- f) Any Licenses, Permits to Work etc, necessary for the work have been obtained.
- g) Structural Engineers have been consulted where excavations are required near buildings, or additional weight is being placed on roofs, floors or other parts of existing structures.
- h) Designs and calculations have been prepared by a competent person for temporary works, such as shoring, formwork or similar supporting structures.
- i) Safe passage is maintained for all pedestrians near works, whether they are Ivanhoe College employees, pupils, visitors or members of the public, with particular attention being paid to persons with special needs, the visually impaired, young persons or children



etc, and that all plant equipment and materials, together with the site in general is left in a safe condition when unattended

- j) The position of all public utilities, e.g. electricity, gas, water, telephone and television etc have been identified and the necessary precautions taken.

## **Risk Assessments**

The Contractor must ensure that suitable and sufficient risk assessments are produced and documented for all tasks that involve significant risk. Suitable control measures must then be put in place and all operatives provided with information and training on the risks identified and the control measures provided.

These assessments should be available to those on site undertaking the work. It may be necessary to share the findings of these risk assessments with the Client, especially where the contractor's activities will affect the Client's existing health and safety arrangements e.g. Fire escape routes, etc.

## **Method Statements**

The Contractor must produce and submit written method statements describing the safe systems of work to be adopted for the tasks they are contracted to carry out, prior to work commencing. The level of detail included in the method statement etc, is dependent on the level of risk involved with the task.

The method statement(s) will need to be on site and available for inspection at any time.

**Method statements will be checked for relevance and where necessary amended where it is found that they are no longer relevant. All changes will be communicated to all parties.**

## **Monitoring**

Representatives of the College will monitor contractors on a regular basis to ensure compliance with their legal obligations and Ivanhoe College's health and safety policies. The Head Teacher, Facilities Manager and Principal Contractor will undertake site inspections. A record of these inspections will be kept to monitor the contractor's health and safety performance whilst working on Ivanhoe School.

## **Site Documentation**

The contractor will be expected to keep a copy of all required and relevant documentation on site at all times. It is expected that the contractor will disseminate the documented information to their employees accordingly. As stated above copies of risk assessments and method statements are to be kept on site at all times.

## **General Site Issues**

### **PROTECTION OF THE PUBLIC AND SITE SECURITY**

It is the Contractor's responsibility to ensure the safety of those other than their employees who may be affected by their activities. The Contractor must make adequate provision to secure the work site as per the requirements of the Health and Safety at Work Act and supporting regulations.

All contractors are required to follow the College's sign in and sign out procedure, to enhance site safety and security. Proof of ID must be seen on the arrival at the College and copies of DBS seen by either the receptionist or member of Ivanhoe staff organising the work. These details must be recorded in the folder in reception. This information should also be shared with the Business Manager to update the central record of all DBS for the College.

The contractor will be expected to ensure clear and physical demarcation between the construction site area and the rest of the School site. The erection of fencing where appropriate and warning signs will need to be in place. These arrangements will need to be maintained and monitored on a daily basis.

### **EMERGENCY PROCEDURES**

It is the responsibility of the Contractor to ensure that adequate emergency procedures are put into place before the commencement of a project, and that all persons working on or visiting the site are made fully aware of them. With respect to Principal Contractor they must co-ordinate emergency procedures with the Client or their representative. In all circumstances these procedures must be supported by satisfactory risk assessments, which must take into account the existing site arrangements.

### **REPORTING OF ACCIDENTS**

All reportable accidents, diseases or dangerous occurrences affecting Contractors or Sub-Contractors' employees shall be notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Also, these accidents together with accidents to Ivanhoe School employees, pupils or members of the public that arise out of the Contractors' undertaking need to be notified to the Business Manager, Assistant Business Manager or Facilities Manager as soon as practicable.

### **SMOKING**

Ivanhoe School operates a non-smoking & Vaping policy. Contractors are expected to adhere to the no smoking policy at all times.

### **SAFE PLACE OF WORK**

Contractors are required to ensure that they provide a safe place of work so far as is reasonably practicable at all times. Contractors are expected to organise their site in order to accommodate the safety of employees and those not in their employment. This will include communication, co-operation and coordination between all concerned parties.



## **Working At Height**

All work at height shall be undertaken in accordance with the current regulations, including the Work at Height Regulations. Tasks should be carefully assessed to see if alternative methods of work could be adopted to avoid the need for working at height. If not, then the task should be carefully assessed to determine a suitable safe system of work; risk assessments should be completed, and recorded.

Contractors are required to apply the requirements of the Working at Height Regulations in particular:

- Avoid working at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

When selecting equipment for work at height the contractor MUST:

- use the most suitable for the task
- give collective protection measures (e.g. guardrails) priority over personal protective measures (e.g. safety harnesses)
- take account of:
  - the working conditions, and
  - risks to the safety of all those at the place where the work equipment is to be used

Materials must not be thrown or dropped to lower levels. All materials must be lowered by means of hoist, gin-wheel, ropes or chute.

## **The Provision of Plant and Equipment**

The Contractor shall be responsible for the provision, maintenance and safe use of all tools, plant and equipment required for the work. The Contractor will not be allowed to use equipment owned or provided by Ivanhoe College for their employees, unless the Facilities Manager of the Ivanhoe School has given permission in writing. Where applicable the requirements of the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations must be applied.

## **Cranes, Hoists, Lifting Appliances and Lifting Gear**

Contractors shall ensure that all lifting equipment and lifting operations undertaken comply with the requirements of the Lifting Operations and Lifting Equipment Regulations, and that all equipment used on Ivanhoe School premises is subject to thorough inspection by an authorised, competent person in accordance with a written scheme of inspection.

A current copy of the examination and insurance certificates should be kept on site and made available for inspection if required.

Each item of equipment used should carry its own unique identifying number, and clearly display its safe working load (SWL), which should not be exceeded at any time during use.

When not in use, all lifting equipment and accessories, such as eyebolts, shackles, strops & slings etc should be stored in a suitable manner and in accordance with the manufacturer's advice.

Any item of lifting equipment that shows any sign of wear or damage, or any item that may have been subjected to a load greater than the marked SWL, should be removed from service immediately, and should not be used on Ivanhoe School premises again until it has been re-certified by the competent person.

All lifting operations should be planned and thoroughly assessed for risk; and a written record of these assessments should be retained on site. Persons undertaking the lifting operations should be competent, trained and familiar with the assessments and the control measures to be applied.

## **Excavations and Permit to Work**

All contractors undertaking excavation work must be competent to do so and ensure that risk assessments and method statements are in place. Prior to any excavation work being undertaken contractors will be required to abide by the requirements of the Construction Regulations and guidance produced by the Health & Safety Executive, specific to excavations and hidden services.

Following this, reasonable investigation into the presence of underground services needs to be undertaken, including a review of all existing site information and drawings, contact should also be made with the service providers etc. to ascertain if these services will be disturbed by the intended works. This investigation should also consider the depth of the intended excavations, the prevailing soil types and condition, the prevailing weather conditions etc.

Prior to the commencement of any excavation greater than 150mm, **a Permit to Dig must be in operation and under the control of a competent and authorised person.** Even at depths less than 150mm appropriate investigations should still be undertaken by the contractor to determine whether or, not any hidden services are present.

A risk assessment must then be carried out prior to any excavation to determine the risk of collapse, flooding or oxygen deficiency etc, and detailing control measures to be employed.

A CAT (Cable Avoidance Tool) scanning survey must be carried out by a suitably qualified and competent person; to determine the location of buried services. CAT scanning must be carried out continuously (i.e. at 300mm intervals) during the excavation. Site drawing and plans must be modified where services are located.

Excavations must be properly shored or battered to the correct angle of repose for the soil type to prevent collapse.

Edges of excavations must be protected by a continuous rigid barrier where practicable, and further barrier protection, *e.g.:" stop-blocks" or similar*, must be used where vehicles have to approach the excavation edges. All excavations must be securely fenced.

## Demolition

All demolition work must be carried out in accordance with the CDM and Construction Regulations and associated Health and Safety Guidance Notes. Written method statements are required prior to any demolition work being undertaken.

A suitable asbestos survey will be required prior to commencement of the demolition. The survey will need to be undertaken by an appointed UKAS accredited organisation.

Any asbestos containing materials (ACM's) identified within that survey that could be potentially be or will be disturbed by the proposed works, shall be removed by a licensed asbestos removal contractor.

Temporary fencing /solid hoardings (dependant on the type and duration of the work) at least 2 metres high must be erected around the site and protective fans erected if the general public is likely to be affected.

The site must be left in a safe condition when the day's work is over.

## Asbestos

Before the commencement of any work which involves disturbance to the services or fabric of the building, the presence or otherwise of asbestos containing material must be established. Where this has not previously been determined an appropriate asbestos survey will need to be conducted by a UKAS accredited Asbestos surveyor. Prior to demolition, a Refurbishment/Demolition survey will be required.

The survey will need to be undertaken by an appointed UKAS accredited organisation.

**CONTRACTORS MUST ENSURE AN ASBESTOS SURVEY, SUITABLE FOR THE WORKS IN HAND, HAS BEEN CARRIED OUT BEFORE WORK STARTS AND THAT THE NECESSARY CONTROL MEASURES HAVE BEEN PUT IN PLACE.**

Contractors must have a copy of the relevant parts of the asbestos survey available on site, and must be familiar with the contents.

**During the removal of asbestos, the College's appointed Asbestos analyst will undertake air monitoring where this has been deemed necessary.**

## Control of Substances Hazardous to Health (COSHH)

As an employer the Contractor has a duty under the COSHH Regulations to undertake an assessment of all materials/substances used by operatives to ensure that they and others who may be affected by their work activities are not exposed to health and safety risks.

Where it is reasonably practicable the employer must eliminate/substitute a hazardous product with a safer one to reduce the risk of harm to those using the material and those who could be affected by the material in question.

Suitable and sufficient COSHH Assessments shall be held on site and made available for inspection if required. All relevant information contained within the COSHH assessment must be communicated to those persons who will use the substances, especially in regards to the suitable control measures to be employed to use the substance in a safe manner.

## Confined Spaces

A confined space is defined as any place, including any chamber, tank, vat, silo, pit trench, pipe, sewer, flue, well or other similar space in which, by the virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Clarification as to what constitutes a specified risk can be found in the Health and Safety Executive (HSE) Approved Code of Practice for confined space working.

Ivanhoe School regards confined space entry as a high-risk activity; consequently the Ivanhoe College requires that all entry into confined spaces to be controlled by the application of Permit-to-Work control and Entry Permits.

Contractors whose work requires entry into confined space must produce detailed risk assessments and method statements prior to the work commencing. Proof of competency and training for all parties both entering and supervising the confined space entry must be provided and available for review/inspection.

## Electrical Work and the Use Of Portable Electrical Equipment

Any electrical work must be undertaken ensuring compliance with Electricity at Work Regulations. The College operates a '**no live working policy**' and 'live' work must be avoided and alternative work methods implemented, If there is no alternative other than live works then a written request will need to be made by the contractor to the Facilities Manager prior to commencing. They will consider the request and provide authorisation if in their option the request is justified.

All portable electrical equipment and site lighting must be used at reduced voltage i.e. 110v or lower and must be regularly inspected, tested and maintained. Battery powered equipment should be used where possible. If a step-down transformer is used, then this must be located adjacent to a suitable 240-volt socket outlet, 240volt extension leads will not be allowed. Any reduced voltage extension leads (i.e. 110v) must be suitably protected against the prevailing hazards, and laid in such a manner so as not to introduce any additional hazards, (i.e. tripping hazards or lying in pools of water etc).

## Noise

The Contractor must be aware that regular exposure to high noise levels can cause damage to hearing. The exposure of anyone to noise from work activities must be assessed and controlled; this would also include members of the public. Noise produced by plant and machinery must be kept as low as is reasonably practicable.

## Traffic and Vehicles

The Contractor will need to apply the requirements of the School's Driving Policy. The onus will be on them to apply these requirements or be able to demonstrate that they have a system in place that is at least equal to the requirements laid down by Ivanhoe School.

Where reasonably practicable the contractor should endeavour to maintain separate vehicle and pedestrian access points and routes. Where possible one-way systems should be implemented. **A trained reversing assistant must control all reversing vehicles where it is safe to do so.**

The contractor must ensure that all vehicles are securely loaded. All routes should be clearly signed and information disseminated appropriately to the users of the building. The contractor must ensure that all drivers have the correct competencies to drive the required vehicles. Inspection and maintenance records must also be held. Contractors should organise deliveries at times to cause least disruption to the site as possible.

## Fire

Prior to the commencement of any project the contractor must ensure that a coherent fire plan has been drawn up including emergency evacuation procedures and fire assembly points, in particular if the Ivanhoe College building(s) is still in occupation. If egress routes are to be altered strong lines of communication and co-ordination between the client, users of the building and the contractor must be maintained at all times. Information must be disseminated to all relevant parties.

The contractor must ensure that suitable and sufficient firefighting equipment is provided and situated at accessible points. The contractor must also ensure that sufficient members of staff have received the correct training for the fire-fighting equipment that has been provided.

Contractors must ensure that flammable materials are kept to a minimum and appropriate and adequate storage facilities are provided for flammable/liquid gases etc. It is the contractor's responsibility to ensure that waste is removed from site regularly.

**The Principal Contractor should ensure that the fire plan is adequately communicated to staff and sub-contractors.**

## Protective Equipment/Clothing

Contractors will be expected to provide protective equipment/clothing appropriate to the type of work being undertaken and to ensure that it is maintained and used.

## Welfare Facilities

Contractors are required to ensure adequate welfare facilities are in place and fully operational before commencement and are available for the full duration of construction works. Ivanhoe School considers the following to be a minimum requirement;

- Regularly cleaned toilets, with toilet paper and lighting
- Hand washing facilities i.e. hot and cold running water, soap and a facility for drying hands

- An area for resting and consuming meals. (i.e. tables and chairs) with adequate protection from the weather and away from noise and dust of the work.
- Provision of clean drinking water and suitable receptacles where required.

## **General Comments**

This document identifies a number of the key elements that need to be considered by the Contractor when working at Ivanhoe College. It is by no means an exhaustive list of issues, but gives a clear indication of what the College expects from a contractor in relation to health and safety when they are working on our sites. The Facilities Manager, Network Manager and Heads of Department when engaging the contractor, must ensure that the contractor receives a copy of this document in good time before works commence. They will also need to ensure that they obtain a signed declaration from them that they have received a copy of this document and will abide by the requirements laid down by the College and their legal obligations for health and safety (see Appendix 1).

## **Contractor Management Procedures**

- Where practicable, all contractors used on site will be registered with Constructionline and the Contractors Health and Safety Assessment Scheme (CHAS) or an approved equivalent.
- If a contractor not registered with CHAS and/or Constructionline is to be used, the College will undertake a thorough assessment of competence.
- Contractors will be issued with a copy of the College's Contractors Code of Practice.
- Before work commences, pre-contract meetings will be held between the College and the contractor, with an attendance list and documented minutes being kept.
- The College will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.
- The contractor will provide the School with appropriate risk assessments, method statements and details of any permit systems.
- Before commencement of any contract work, a member of the School's staff will complete a contractor induction form with each individual contractor.
- The School and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- The College will visually monitor works to ensure that work is undertaken safely will report any concerns to the project/contract manager and the Head Teacher.
- If the College is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.
- At the end of the works, the project/contract manager must provide the College with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers instructions/warranties, fixed wiring certificates, schematic diagrams of services....
- On completion of a project, it is best practice to formally review the performance of the engaged contractors. This may help the process of selecting and engaging contractors in the future. You may also be required to produce a reference for the contractor at a future date



## Appendix I — Contractor Induction form

This form should be used to ensure that all appropriate HS&W issues are effectively communicated between clients and external contractors. Where issues are identified, efforts should be made to ensure appropriate controls are agreed.

A contractor induction should occur the first time a contractor arrives on site. It may be beneficial for this induction to be reviewed annually. Further inductions may be required in the event that the contractor's activities change.

General Information						
Site Name:						
Contractor Name:				Company Name:		
				Contact Number:		
Project Reference:						
Date of Works:						
Project Manager:						
CDM Notifiable:	30+ Days:		500+ Staff Days:		N/A:	
CDMC Name:						
F10 Form Submitted:	YES / NO					

Safeguarding Children / Vulnerable Adults:	
Are contractors required to work in isolation?	
Are children / vulnerable adults on site?	
Is a DBS check necessary?	
Has DBS been provided by contractor?	

Contractor Communications					
Risk Assessments Observed:					
Method Statements Observed:					
Public Liability Insurance Certificate:	Cover:	£:	Date:		Activities :
Hot Works on Site:	YES / NO		Permit to Work Form Complete:	YES / NO	
Excavation on Site:	YES / NO		Permit to Work Form Complete:	YES / NO	
Evidence of Competence Provided: (Consider SSIP List)					
<b>Hazards Apparent</b>	<b>Hazard</b>			<b>Tick</b>	<b>Controls in Place?</b>
	Work at heights:				
	Work near fragile surfaces:				
	Falling objects:				
	Asbestos:				
	Work on Mains Services:				
	Mobile plant / large vehicles:				
	Lifting equipment:				
	Access to confined spaces:				
	Hot work: (e.g. welding)				
	Toxic, harmful or corrosive substances:				
	Significant amounts of dust				
	Significant noise levels				
Other (specify)					

Client Communications	
Asbestos Survey Observed:	YES / NO / N/A
Visual Demonstration of Asbestos Location Provided:	YES / NO / N/A
Local Asbestos Contingency Procedure Communicated:	YES / NO / N/A
Refurb / Demolition Survey completed for Refurb / construction projects:	YES / NO / N/A
Fire Evacuation Procedure:	YES / NO
First Aid Provision:	YES / NO
Welfare Arrangements:	YES / NO
Client Contact Details:	YES / NO
Additional On-Site Hazards: (Please State)	

<b>Significant Findings from Contractor Inspection</b>	
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<b>Further Action Required Following this Induction:</b>	<b>Action:</b>	<b>Who:</b>	<b>Date Complete:</b>

By signing this form the above named contractor and appropriate client contact confirm that they have effectively communicated relevant information pertaining to the HS&W risks associated with the works being carried out during this project. This signature also demonstrates the contractor's commitment to comply with on-site rules / procedures as stipulated by the client.

Contractor: ..... Name: ..... Date: .....

Client: ..... Name: ..... Date: .....

## Appendix 2

### ***CONTRACTORS ACKNOWLEDGEMENT***

We/I.....acknowledge that we/I have received a copy of Ivanhoe School's Contractors Code of Practice and have read and understood the content.

We/I will distribute a copy to each of our/my supervisory staff engaged on contract work for our Company.

We/I understand that our/my employees will be instructed to observe these rules throughout the contract. We/I further undertake that no work will be undertaken until this Acknowledgement is completed and returned\*

Name of Contractor/ Company: .....

Print Name:

Signature: .....

(for and on behalf of Contractor/Sub-Contractor)

Address: .....  
.....  
.....

Date .....

**\*TO BE RETURNED TO THE SCHOOL BEFORE WORK COMMENCES.**

This Contractors' Log is to be signed by all general contractors carrying out work within the buildings or grounds of Ivanhoe School. Lone Contractors must sign individually and the 'On-site' Team Leader or 'Responsible Person in charge of a group of workers, working for a specific contractor, should sign on behalf of the whole group.

**I am/my team are aware:**

**Please tick**

- Of the School 'Site Rules' for contractors
- Of fire and Emergency Evacuation Procedures;
  - o Assembly Point & who to report to,
  - o Means of escape,
  - o What the Fire Alarm Sounds like,
  - o Any planned evacuation drill,
- Of the Welfare facilities
- That I/we will use appropriate equipment for working at height
- That I/we will require a 'Hot Work' permit (available from the Site Manager) if working with heat related procedures or equipment
- I / we have been informed as to the location of any asbestos containing material and completed the ASB100 register
- Of the First Aid provisions and accident, incident and near miss reporting Procedures
- That all portable appliances are appropriately PAT certificated

Contractors' Company	Contractor's Name	Date Starting	Approximate duration
A brief summary of work:			
Number of workers:			
Print name		Sign name	

Office use only – ID & DBS Checks

Date	Name	ID Check	DBS check	Sent to TW	Checked by

**GENERAL WORK PERMIT**

ORGANISATIONS NAME: ..... DATE: .....

**GENERAL PERMIT**

Department/Section: ..... Permit Issued to: .....

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE**

DETAILS OF WORK	
Area or Equipment to which Permit Applies:	Work to be done:

**ISOLATION OF EQUIPMENT (SPECIFY WHERE NECESSARY)**

1.	Circuit breaker locked out/fuses withdrawn/isolator locked off .....	
2.	Circuit tested and dead .....	
3.	Mechanical or physical isolation .....	
4.	Valves closed/locked off .....	
5.	Pipelines drained/purged/disconnected/vented to atmosphere .....	
6.	Attached isolation procedure .....	
7.	Other .....	

**PRECAUTIONS REQUIRED**

		TYPE
1.	Head Protection	YES/NO .....
2.	Eye Protection	YES/NO .....
3.	Face Protection	YES/NO .....
4.	Respiratory Protection	YES/NO .....
5.	Ear Protection	YES/NO .....
6.	Hand Protection	YES/NO .....
7.	Feet/Leg Protection	YES/NO .....
8.	Body Protection	YES/NO .....
9.	Non Sparking Tools	YES/NO .....
10.	Protected Electrical Equip.	YES/NO .....
11.	Hazard Warning Signs	YES/NO .....
12.	Fire Fighting Equipment	YES/NO .....
13.	Additional (Specify)	YES/NO .....



**OTHER PERMITS REQUIRED**

1. Confined Spaces	YES/NO	5. Excavations	YES/NO
2. High Voltage Electrical	YES/NO	6. Demolitions	YES/NO
3. Hot Work	YES/NO	7. Asbestos	YES/NO
4. Overhead Work	YES/NO	8. Other (Specify) .....	

**ATMOSPHERIC TESTING (WHERE RELEVANT)**

Contaminants Tested	Results	Safe/Not Safe (State)

**ISSUE AND ACCEPTANCE OF PERMIT**

**1. Issue**

I have examined the area/equipment specified and given permission for the work to start subject to the conditions specified.

This work is under the control of: .....

Signed: ..... Position: .....

Date: .....

**2. Acceptance**

I have read, understood and accept the conditions of this permit

Signed: ..... Position: .....

Date: .....


**DURATION OF PERMIT**

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
Signed .....		

**CLEARANCE AND CANCELLATION AFTER WORK**

<b>Clearance</b>	<b>Cancellation</b>
All persons under my charge have been withdrawn. The permitted work is/is not complete.	This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.
Signed .....	Signed .....
Position .....	Position .....
Time .....	Time .....
Date .....	Date .....

## HOT WORK PERMIT



Authorizer name (print): _____ Date: _____ Authorizer signature: _____ Position: _____
<b>Part 2 – Worker acknowledgement (completed by worker before work begins)</b>
Worker and Fire Watch been briefed on precautions and emergency procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No
Worker name (print): _____ Date: _____ Worker signature: _____ Position: _____
<b>Part 3 – Periodic work area inspections (completed by supervisor during hot work and post-work fire watch period)</b>
Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____ Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____ Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____ Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____ Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____ Inspection time: ___ : ___ am / pm    Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____
Description of any non-compliance and actions taken: _____ _____ _____
<b>Part 4 – Final work area inspection (completed by supervisor at end of fire watch)</b>
Time hot work ended: ___ : ___ am / pm
<input type="checkbox"/> All areas where sparks or heat might have spread have been inspected with no sign of fire. <input type="checkbox"/> All fire alarm detectors isolated during the work have been reinstated. <input type="checkbox"/> Work completed in accordance with this permit.
Supervisor name (print): _____ Date: _____ Time: _____ Supervisor signature: _____ Position: _____
<b>Part 5 – Permit close out (completed by authorizer at end of fire watch)</b>
Permit closed based upon (check one): <input type="checkbox"/> Permit and work completed in satisfactory manner <input type="checkbox"/> Permit withdrawn due to: _____
Authorizer name (print): _____ Date: _____ Time: _____ Authorizer signature: _____ Position: _____

**OVERHEAD WORK PERMIT**

ORGANISATIONS NAME: ..... DATE: .....

Department/Section: ..... Permit Issued to: .....

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE**

DETAILS OF WORK	
Precise Location of Work	Work to be done

**ISOLATION OF EQUIPMENT (SPECIFY WHERE NECESSARY)**

Electrical Equipment e.g. cranes, hoists	YES/NO	Mechanical Equipment	YES/NO
High Voltage Cables	YES/NO	Processes (Specify)	YES/NO
		.....	
		.....	

**PRECAUTIONS REQUIRED**

Ladders secured	YES/NO	Safety helmets	YES/NO
Ladders footed	YES/NO	Area coned off	YES/NO
Toe boards secured	YES/NO	Notices displayed	YES/NO
Guardrails secured	YES/NO	Lights provided	YES/NO
Handrails secured	YES/NO	Barriers erected	YES/NO
Crawling boards	YES/NO	Fire appliances	YES/NO
Safety net	YES/NO	Persons informed	YES/NO
Safety harness	YES/NO	Protective equipment	YES/NO
Safety belt	YES/NO		

**OTHER PERMITS REQUIRED e.g. Confined Spaces**

Permit Required	YES/NO	Granted by

**ATMOSPHERIC TESTING (WHERE RELEVANT)**

Contaminants Tested	Results	Safe/Not Safe (State)

**ISSUE AND ACCEPTANCE OF PERMIT**

<p><b>Issue</b></p> <p>I have examined the area/equipment specified and permission to given for the work to start subject to the Conditions specified.</p> <p>This work is under the control of .....</p> <p>Signed ..... Position .....</p> <p>Date .....</p> <p><b>Acceptance</b></p> <p>I have read, understood and accept the conditions of this permit.</p> <p>Signed ..... Position .....</p> <p>Date .....</p>
---

**DURATION OF PERMIT**

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
Signed.....		

**CLEARANCE AND CANCELLATION AFTER WORK**

Clearance	Cancellation
<p>All persons under my charge have been withdrawn. The permitted work is/is not complete.</p>	<p>This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.</p>
<p>Signed .....</p>	<p>Signed .....</p>
<p>Position .....</p>	<p>Position .....</p>
<p>Time .....</p>	<p>Time .....</p>
<p>Date .....</p>	<p>Date .....</p>



**ELECTRICAL WORK PERMIT**

ORGANISATIONS NAME: ..... DATE: .....

Department/Section: ..... Permit Issued to: .....

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE**

DETAILS OF WORK	
1. Precise Equipment/Area Permit Covers	2. Work to be done

**ISOLATION OF EQUIPMENT (SPECIFY)**

	YES/NO	State where
a) Isolation has been made e.g. circuit breaker locked off, fuses withdrawn etc.		..... ..... .....
b) Earthed strap fixed		.....
c) Circuit tested and dead		.....

**PRECAUTIONS**

Danger and Caution Notices Displayed	YES/NO
Protective Equipment	YES/NO Specify Type
	YES/NO

**OTHER PERMITS REQUIRED e.g. Overhead Work**

Permit Required	YES/NO	Granted by

**ATMOSPHERIC TESTING (WHERE RELEVANT)**

e.g. working in an area where hazardous fumes emitted by process/operation

Contaminants Tested	Results	Safe/Not Safe (Specify)

**ISSUE AND ACCEPTANCE OF PERMIT**

**Issue**

I have examined the area/equipment specified and permission to given for the work to start subject to the Conditions specified.

This work is under the control of .....

Signed ..... Position .....

Date .....

**Acceptance**

I have read, understood and accept the conditions of this permit.

Signed ..... Position .....

Date .....

**DURATION OF PERMIT**

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
---------------------------	---------	--------------------------

THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
------------------------------	---------	---------

Signed .....

**CLEARANCE AND CANCELLATION AFTER WORK**

<p><b>Clearance</b></p> <p>All persons under my charge have been withdrawn. The permitted work is/is not complete.</p> <p>Signed .....</p> <p>Position .....</p> <p>Time .....</p> <p>Date .....</p>	<p><b>Cancellation</b></p> <p>This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.</p> <p>Signed .....</p> <p>Position .....</p> <p>Time .....</p> <p>Date .....</p>
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**CONFINED SPACES PERMIT**

*THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE*

DETAILS OF WORK	
Precise Location of work	Work to be done

**ISOLATION OF EQUIPMENT (SPECIFY)**

Electrical Power	YES/NO	Valves	YES/NO
Mechanical Power	YES/NO	Pipelines	YES/NO
Heat	YES/NO	Other (Specify) .....	
		.....	

**Cleaning and Purging** - the following dangerous materials have been removed

Material	Methods

**PRECAUTIONS**

Safety Harness	YES/NO	Lifeline	YES/NO	Anti-Static Footwear	YES/NO
Safety Helmet	YES/NO	Fire Appliances	YES/NO		
Airstream Helmet	YES/NO	Roadwork Signs	YES/NO	2 stand-by rescuers equipped with:-	YES/NO
Bump Cap	YES/NO	Communication Equipment	YES/NO		
Ear Protection	YES/NO	Lamp (cap or hand)	YES/NO		
Eye Protection	YES/NO	Oxygen Deficiency alarm	YES/NO	Breather Apparatus	YES/NO
Gloves	YES/NO	Gas Detection Alarm	YES/NO	Lifeline	YES/NO
Gauntlets	YES/NO	Gas Detection Lamp	YES/NO	Reviving Apparatus	YES/NO
Overalls	YES/NO	Barriers	YES/NO	Communication	YES/NO
Non Sparking Tools	YES/NO	Rubber Thigh/Knee Boots	YES/NO		
Ventilation (natural)	YES/NO	Airline Respirator	YES/NO		
Ventilation (mechanical)	YES/NO	Self Contained B.A.	YES/NO		

OTHER PERMITS REQUIRED e.g. Hot work

Permit Required	YES/NO	Granted by

ATMOSPHERIC TESTING

Contaminants Tested	Results	Safe/Not Safe (Specify)

ISSUE AND ACCEPTANCE OF PERMIT

<p><b>Issue</b></p> <p>I have examined the area/equipment specified and permission to given for the work to start subject to the Conditions specified.</p> <p>This work is under the control of .....</p> <p>Signed ..... Position .....</p> <p>Date .....</p> <p><b>Acceptance</b></p> <p>I have read, understood and accept the conditions of this permit.</p> <p>Signed ..... Position .....</p> <p>Date .....</p>
---

DURATION OF PERMIT

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
Signed .....		

**CLEARANCE AND CANCELLATION AFTER WORK**

Clearance	Cancellation
<p>All persons under my charge have been withdrawn. The permitted work is/is not complete.</p>	<p>This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.</p>
<p>Signed .....</p>	<p>Signed .....</p>
<p>Position .....</p>	<p>Position .....</p>
<p>Time .....</p>	<p>Time .....</p>
<p>Date .....</p>	<p>Date .....</p>

**EXCAVATION PERMIT**

*THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE*

DETAILS OF WORK

Owner of Property .....

Precise Location of work .....

Exact Work to be Done .....

Method Statement Produced    YES/NO        Site Service Plan Available    YES/NO

UNDERGROUND SUPPLIES

SUPPLY	LOCATED	MARKED
Electricity Cables	YES/NO	YES/NO
Telephone Cables	YES/NO	YES/NO
Drainage/Sewers	YES/NO	YES/NO
Gas Mains	YES/NO	YES/NO
Overhead Electricity	YES/NO	YES/NO
Other (Specify) .....	YES/NO	YES/NO

OTHER PRECAUTIONS REQUIRED

Methods	Material

PRECAUTIONS REQUIRED

Safety Harness	YES/NO	Lifeline	YES/NO
Safety Helmet	YES/NO	Fire Appliances	YES/NO
Airstream Helmet	YES/NO	Roadwork Signs	YES/NO
Bump Cap	YES/NO	Communication Equipment	YES/NO
Ear Protection	YES/NO	Lamp (cap or hand)	YES/NO
Eye Protection	YES/NO	Barriers	YES/NO
Gloves	YES/NO	Gauntlets	YES/NO
Overalls	YES/NO		

OTHER PERMITS REQUIRED

Hot work	YES/NO	Granted By:-
Confined	YES/NO	Granted by:-
Others .....		

**ATMOSPHERIC TESTING**

Tests are required at intervals of .....

Type of Tests	Areas to be tested

**ISSUE AND ACCEPTANCE OF PERMIT**

<p><b>Issue</b></p> <p>I have examined the area/equipment specified and permission to given for the work to start subject to the Conditions specified.</p> <p>This work is under the control of .....</p> <p>Signed ..... Position .....</p> <p>Date .....</p> <p><b>Acceptance</b></p> <p>I have read, understood and accept the conditions of this permit.</p> <p>Signed ..... Position .....</p> <p>Date .....</p>
---

**DURATION OF PERMIT**

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
Signed .....		

**CLEARANCE AND CANCELLATION AFTER WORK**

Clearance	Cancellation
<p>All persons under my charge have been withdrawn. The permitted work is/is not complete.</p>	<p>This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.</p>
<p>Signed .....</p>	<p>Signed .....</p>
<p>Position .....</p>	<p>Position .....</p>
<p>Time .....</p>	<p>Time .....</p>
<p>Date .....</p>	<p>Date .....</p>



**DEMOLITION PERMIT**

*THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE*

**DETAILS OF WORK**

Owner of Property .....

Precise Location of work .....

Exact Work to be Done .....

Method Statement Produced      YES/NO      Authorities Notified      YES/NO  
 Site Service Plan Available      YES/NO      Area Survey Carried Out      YES/NO

**ISOLATION OF MAINS AND SUPPLIES (Specify How, divert, plug, cut off, remove)**

Underground Electricity .....	Fuel Oil Supply .....
Overhead Electricity .....	Telephone Cables .....
Gas Mains .....	Drainage/Sewers .....
Heating System .....	Others (Specify) .....
	.....

**Cleaning and Purging - The following dangerous materials have been removed.**

Material	Methods

**PRECAUTIONS REQUIRED**

Safety Harness	YES/NO	Lifeline	YES/NO
Safety Helmet	YES/NO	Fire Appliances	YES/NO
Airstream Helmet	YES/NO	Roadwork Signs	YES/NO
Bump Cap	YES/NO	Communication Equipment	YES/NO
Ear Protection	YES/NO	Lamp (cap or hand)	YES/NO
Eye Protection	YES/NO	Barriers	YES/NO
Gloves	YES/NO	Gauntlets	YES/NO
Overalls	YES/NO		

**OTHER PERMITS REQUIRED**

Hot work	YES/NO	Granted By:-
Asbestos	YES/NO	Granted By:-
Confined	YES/NO	Granted by:-
Others .....		

**ATMOSPHERIC TESTING (as appropriate)**

e.g. working in an area where hazardous fumes emitted by process/operation.

Contaminants Tested	Results	Safe/Not Safe (Specify)

**ISSUE AND ACCEPTANCE OF PERMIT**

<p><b>Issue</b></p> <p>I have examined the area/equipment specified and permission to given for the work to start subject to the Conditions specified.</p> <p>This work is under the control of .....</p> <p>Signed ..... Position .....</p> <p>Date .....</p> <p><b>Acceptance</b></p> <p>I have read, understood and accept the conditions of this permit.</p> <p>Signed ..... Position .....</p> <p>Date .....</p>
---

**DURATION OF PERMIT**

THIS PERMIT IS VALID FROM	HRS. TO	HRS. ON (Max. one shift)
THIS PERMIT IS EXTENDED FROM	HRS. TO	HRS. ON
Signed .....		

**CLEARANCE AND CANCELLATION AFTER WORK**

Clearance	Cancellation
<p>All persons under my charge have been withdrawn. The permitted work is/is not complete.</p>	<p>This permit is cancelled. I have notified the Supervisor specified that the work is/is not complete and the area/equipment is/is not safe to use.</p>
<p>Signed .....</p>	<p>Signed .....</p>
<p>Position .....</p>	<p>Position .....</p>
<p>Time .....</p>	<p>Time .....</p>
<p>Date .....</p>	<p>Date .....</p>



Dear Contractor,

8th July, 2022

### **LiFE MAT – Local Asbestos Management Plan (LAMP)**

I am writing to make you aware of the strict controls that LiFE MAT have in place around the management and control of asbestos in **Ashby School, Ibstock Community College, Ivanhoe College (National Forest Hub), Braunstone Frith, Bosworth Academy, Countesthorpe Academy, Kingsway Primary School and The Winstanley School (Leicester Forest East)** buildings.

I am sure you are aware that the Control of Asbestos Regulations 2012 place duties on employers to manage the asbestos contained within their buildings. There is a danger if asbestos dust is circulated into the air, through cutting, drilling etc. and can be breathed in. Due to these regulations please ensure your staff follow this procedure when visiting a school within the LiFE MAT or undertaking work which may disturb the surface fabric: -

- Report to reception and sign in on site and ask for a member of the premises team.
- Ask for the School Asbestos Management Survey – a member of the site premises team will assist you to go through the survey to ensure the area the work will be undertaken does not contain asbestos.
- If your work involves breaking into the fabric of the building where it is not known or uncertain whether asbestos might be present, then a Refurbishment and Demolition Survey is required. Please consult with the school premises team, works may need to be deferred.
- If OK to proceed, sign the School Asbestos signing in sheet that states; you have read the survey and understood the conditions the school have in place and that you will abide by them.
- If during working on the fabric of the building asbestos is found (previously unreported) work must stop immediately, remove people from the affected area, seal off access and report to the School Business Manager/Head teacher. In these circumstances a Refurbishment and Demolition survey must be undertaken to ascertain the levels of asbestos before the work continues.
- For major works i.e., removal of walls/ceilings/floor tiles/windows work it may be necessary for a Refurbishment and Demolition survey to be **undertaken before** work commences to determine if asbestos is present.

Please sign and return/email/fax the copy of this letter to acknowledge receipt.

Yours sincerely Jeanette Harris Health and Safety Lead

## **Appendix 3 — AB100 Contractor Signing in sheet**

Contractor Induction (ASB 100 Sheet)

### **Register of Persons Checking Asbestos Management Survey**

#### **Property Name:**

(To be retained on site for 2 years)

I have read the mandatory instructions in document ASB 100.

SEE CONTRACTOR SIGN IN BOOK IN RECEPTION

I have checked the asbestos survey for the area(s) I intend to work, which are detailed below, and I understand the procedure to be followed if material suspected as being asbestos or an asbestos-based product is discovered during the course of the work. I will ensure that any colleagues working with me are also aware of the procedure.

