

Earlscliffe (Sussex Summer Schools Ltd)

EXTERNAL CONTRACTORS SAFETY POLICY

Most activities involving construction work are subject to Construction Regulations, which specify safety standards for a wide range of matters. However, the Health & Safety at Work Act places a joint responsibility on external contractors and School management for establishing and maintaining safe procedures and practices.

It is School policy to require all external contractors and sub-contractors to nominate liaison and site officers to facilitate the smooth running of contract work. In addition to the contractor and School management (or agent, ie, architect) must keep each other up to date on any Health & Safety issues that may arise. Notification must be given of potentially hazardous operations involving methods of work or plant to the School Manager immediately.

Construction sites and buildings undergoing major refurbishments are invariably hazardous. These areas should be, wherever possible, out of bounds to pupils and staff. The School Manager is responsible for finding out and defining the boundaries to the contractors' working areas and these should be marked clearly on a site plan and notified to the SLT. School staff have responsibility to make sure that pupils and visitors comply with these boundaries.

Where there is less extensive maintenance work there is no requirement to place the whole area out of bounds. The contractor is to ensure that the area is hazard free at the end of work each day and that staircases, corridors, passageways and other means of access are obstacle free. Potentially hazardous items, eg scaffolding and excavations should be marked with barrier cones and tape and, if necessary, warning lights. Danger signs should also be displayed. Ladders should be removed or made inaccessible.