



PREMISES MANAGEMENT POLICY

December 2021

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Premises Management

1. Background to this policy

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment. Provisions covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

1.1 What legislation applies to schools and Academies?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

2. Policy Statement

The premises of The Academy of Woodlands are monitored by the Head teacher, Finance and Building Committee and the Site Manager. All staff within The Academy of Woodlands are responsible for reporting any concerns to the Site Manager or site team.

Particular attention is paid to the following areas:

2.1 Water Supply

The Site Manager ensures that The Academy of Woodlands water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- the Academy has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) have an adequate supply of hot and cold water.
- the temperature of the hot water supplies shall not exceed 43°C.

2.2 Drainage

The Site Manager ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

2.3 Load bearing structures

The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary. The conditions for building contractors on site are completed prior to their commencement of work (Appendix 2).

2.4 Security arrangements

The Site Manager and site team ensures The Academy has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that The Academy perimeter fence is secure.

The Academy's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of The Academy
- the physical layout of The Academy (e.g. multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security

5. Lettings

The Arts and Sports Manager together with the Site Manager ensure that those areas of The Academy which are used outside of the standard Academy working day are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Arts and Sports Manager so that arrangements may be discussed and the necessary arrangements implemented.

6. Resistance to the weather

The Site Manager ensures that The Academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

7. Evacuations

The Site Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

8. Accessibility

The Site Manager ensures that access to The Academy allows all students, including those with special needs, to enter and leave The Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

9. Suitability

The Site Manager ensures that, in terms of the design and structure of the accommodation, no areas of The Academy compromise health or safety. There is an asbestos management programme in place.

10. Welfare

The Site Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- Staff washrooms are 'adequate' for the number of staff at The Academy.

The Site Manager has ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical or dental examination
- the room contains a washbasin

There is a suitable room for this purpose located near the Academy's main office.

11. Catering

The Catering Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

12. Cleaning

The Site Manager ensures that classrooms and other parts of The Academy are maintained in a tidy, clean and hygienic state by liaising with The Academy's cleaning team.

13. Mechanical Services

The Site Manager ensures that the lighting, heating and ventilation in classrooms and other parts of The Academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the Academy has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures.

Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

14. General Maintenance

The Site Manager ensures that there is a maintenance and decoration programme. Most of this work takes place during The Academy holiday periods, but smaller tasks may be completed during term time.

The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements. (Appendix 1 – General Workplace Inspection). The Scope of Work action plan is drawn up (Appendix 3) and work is carried out accordingly.

15. Health and Safety Audit

The Academy of Woodlands premises are subject to a yearly Health and Safety check.

Any matters of concern are discussed with the Finance and Building Committee, the Head teacher and Site Manager

The Academy is responsible for ensuring risk assessments are completed across The Academy of Woodlands.

Policy: Reviewed January 2021

Next Review January 2022

Head Teacher:



The Academy of Woodlands Chair of Gov's:



Appendix 1

Appendix 1		###	FORM HWE001 page 1	
Where the reply to any question is negative, a very brief comment should be entered in the comments column. Each question can be scored. YES = 5; NO = 0; part success can be attributed between 0 & 5 at 'auditor's' discretion.				
WORKPLACE INSPECTION				
GENERAL WORKPLACE INSPECTION				
	Where any question is not applicable delete the '5' and enter no 'Score'	Max	Score	Action?/Who?/When?
LOCATION:				
A BUILDING GENERAL - OVERVIEW				
1	Are there any structural defects to the inside or outside?	5		
2	Is the building adequately maintained?	5		
3	Are there any damaged or exposed services? E.g. electricity cables, pipes, etc.	5		
4	Are professional surveys required?	5		
5	Are there any obvious hazard areas?	5		
6	Are there any areas where particular safety precautions must be observed? e.g. fragile roofs.	5		
	a) If so, are warning notices posted?	5		
	b) Are the precautions taken adequate?	5		
	c) Would the casual visitor/worker be adequately safeguarded?	5		
7	Are the entrance and exit areas safe?	5		
8	Are the staircases safe? E.g. handrails fitted, steps in good condition, etc.	5		
9	Are all walkways, gratings, etc. secure?	5		
10	Are all fittings secure, particularly those overhead?	5		
11	Are there particularly awkward areas of the building which must be reached? If so, can the means of access be improved?	5		
12	Are passages and walkways free of obstruction?	5		
13	Are gutters, waste pipes and drains in good working order?	5		
14	Is the procedure for rectifying defects satisfactory?	5		
15	Is lighting on entrances, exits and stairs satisfactory?	5		
B WORKPLACE				
FLOORS				
16	Are floors free of oil, grease and fluids?	5		
17	Are all floor surfaces in good condition and free from damage, unevenness, etc, which could cause harm?	5		
18	Is non-slip polish used for polished floors?	5		

19	Are working areas level and free from obstructions?	5		
20	Are there openings in the floor? If so, are they adequately protected?	5		
21	Are all areas kept tidy and uncluttered?	5		
22	Are the care and maintenance treatments applied to each floor surface compatible with that surface type?	5		
	WINDOWS			
23	Is safety glass fitted where normal glazing would constitute a hazard, e.g. below waist height?	5		
24	Are all window controls easily accessible and working?	5		
	Where any question is not applicable delete the '5' and enter no 'Score'	Max		
25	Do any windows open into walkways or other areas where there is a risk of collision with other people?	5		
26	Is the bottom edge of all opening windows at least 800mm above floor level? If not is there a barrier to prevent falls?	5		
27	Are there devices on all windows above ground floor level to prevent them from opening too far?	5		
28	Can all windows be cleaned safely? If not what safety precautions have been taken to protect window cleaners? (Check with safety co-ordinator)	5		
	STAFF FACILITIES			
a	Facilities For Changing and Sorting Clothing			
29	Where staff have to change into special clothing for their work task, such as PE teachers, are changing facilities available?	5		
30	Can clothing storage facilities be secured?	5		
b	Toilets and Washing Facilities			
31	Are washing facilities adequate?	5		
32	Are toilet facilities adequate?	5		
33	Are wash and toilet areas regularly cleaned and disinfected to a high standard?	5		
34	Are waste disposal systems in wash and toilet areas effective?	5		
35	Are adequate supplies of soap and hand drying facilities available?	5		
36	Where appropriate are safety and hygiene posters displayed?	5		
c	Facilities For Rest and To Eat Meals			
37	Are suitable and sufficient facilities provided for employees to take a rest break?	5		
38	Have employees got access to facilities to eat meals?	5		
	CLEANLINESS			
39	Are all work areas, corridors, stairs and building surroundings regularly cleaned to a good standard?	5		

40	Where appropriate are specialist cleaning processes in force?	5		
41	Is the number of waste bins appropriate?	5		
42	Are the bins labelled for the correct type of waste?	5		
43	Is all waste regularly and correctly disposed of by a registered waste carrier?	5		
44	Are there areas where rubbish collects?	5		
45	Is there any spillage or leakage of liquids or solids which may be liable to constitute a slip hazard?	5		
C ENVIRONMENT				
VENTILATION				
46	Are ventilation arrangements satisfactory and are air changes at a minimum of 8 litres of fresh air per person in teaching rooms and 3 litres in areas such as gymnasias ?	5		
	Where any question is not applicable delete the '5' and enter no 'Score'	Max		
47	Are special ventilation systems necessary to extract toxic fumes/gasses/dust?	5		
48	If so, does the protection conform to current standards?	5		
49	Does monitoring take place to ensure efficient operation of ventilation systems?	5		
50	Are areas likely to give rise to pollution adequately monitored? E.g. incinerators, boiler uptakes, engine exhausts?	5		
51	Are ventilation outlets positioned such that they will endanger personnel outside the workplace?	5		
NOISE				
52	Are the workplace and external noise levels within acceptable limits? (If yes go to next section)	5		
53	If not, have 'noise hazard zones' been declared?	5		
54	Are warning notices adequately displayed?	5		
55	Are ear defenders readily available?	5		
56	Are precautions against ear damage adequately enforced?	5		
57	Have noise levels been monitored?	5		
58	Where fitted, is sound insulating material effective and in good condition?	5		
TEMPERATURE				
59	Are all normal teaching rooms capable of maintaining a temperature of 18°C when the outside temperature is -1°C?	5		
60	Are all areas such as gymnasias and halls capable of maintaining a temperature of 15°C when the outside temperature is -1°C?	5		

61	Do all sedentary work areas attain a minimum temperature of 60°F/16°C within one hour after start of work?	5		
62	Are heating systems suitable for the needs of the buildings?	5		
63	Where appropriate, are guards fitted to heating appliances & heating systems?	5		
64	For areas where extremes of temperature are present, is satisfactory protective clothing provided?	5		
65	Is there a conveniently accessible thermometer for staff to refer to?	5		
	LIGHTING			
66	Is lighting in work areas adequate for the work carried out, i.e. 300 lux on the normal working plane for normal work and 500 lux for visually demanding work?	5		
67	Are any changes in levels of walking surfaces (small steps, slopes, etc.) adequately lit to enable them to be noticed?	5		
68	Are there areas where eyestrain could occur?	5		
69	Are there areas where local lighting would improve safety?	5		
	Where any question is not applicable delete the '5' and enter no 'Score'	Max		
70	Are there areas where rotating machinery is illuminated with split phase lighting? (This is not safe, as the machine can appear stationary at certain speeds.)	5		
71	Are light fittings correctly positioned?	5		
72	Are the arrangements for repair of faulty lighting satisfactory?	5		
73	Are defects reported immediately?	5		
74	Is emergency lighting provided? If not is it required?	5		
75	Is emergency lighting regularly tested?	5		
	WORKSTATIONS AND SEATING			
76	Is the furniture provided in a good state of repair?	5		
77	Is it suitable for the personnel using it and for the type of work?	5		
78	Are work surfaces at the appropriate height for the work carried out?	5		
79	Is all seating appropriate for the work tasks?	5		
80	Is there sufficient space around all workstations to enable the work task to be done safely?	5		
81	Are all materials and frequently used work equipment or controls within easy reach of the workers?	5		
D	GENERAL SAFETY ARRANGEMENTS			
	FIRE			
82	Are fire exits and escape routes clearly marked?	5		

83	Are 'action in event of fire' posters displayed?	5		
84	Are fire exits regularly checked?	5		
85	Is appropriate fire fighting equipment readily available?	5		
86	Is it regularly checked?	5		
87	Are plans of the area available with fire risk positions clearly marked?	5		
88	Are fire brigade access routes kept clear at all times?	5		
89	Are 'No Smoking' areas enforced where there is a fire risk?	5		
90	Are fire alarms fitted and regularly tested?	5		
91	Are special fire orders applicable to particular locations?	5		
	FIRST AID			
92	Are First Aid boxes close by?	5		
93	Have they been checked recently?	5		
94	Are the contents appropriate to the work activity?	5		
95	Is the name of the nominated first aid trained person and contact point clearly displayed?	5		
96	Are there procedures to cater for accident/injury both during and outside working hours?	5		
	COMMUNICATION			
97	Are communications from the workplace adequate to provide speedy reaction in the event of an accident?	5		
98	Are emergency arrangements provided where necessary?	5		

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	Where any question is not applicable delete the '5' and enter no 'Score'	Max	Score	Action?/Who?/When?
	PERSONAL PROTECTION			
99	Where necessary, are the following available and used?			
	a) Protective clothes/overalls/lab coats/gloves?	5		
	b) Ear defenders?	5		
	c) Goggles/safety glasses?	5		
	d) Smoke and dust masks?	5		
	e) Radiation badges?	5		
	f) Protective screens?	5		
	g) Anti-static shoes?	5		
	HOUSEKEEPING			
100	Are materials poorly stacked and liable to constitute a hazard?	5		
101	Are waste or surplus materials left lying around to cause a hazard instead of being returned to a designated storage area or placed in a waste bin?	5		
102	Are materials encroaching onto or left unattended on designated pedestrian walkways?	5		
103	Are there trailing leads from portable electrical equipment liable to constitute a hazard?	5		

ADDITIONAL NOTES			
TOTAL SCORE		560	
	Where any question is not applicable delete the '5' and enter no 'Score'		
	Form completed by:		
	Date:		
	Date of next inspection?		

####	Appendix 2 The Academy of Woodlands		FORM CC001 page 1
CONDITIONS FOR BUILDING CONTRACTORS			
Contractor's name:			
Address & telephone number:			
			Can Comply
General Conditions			
1	No deviation from, or variation of, School health, safety and welfare standards will be allowed without prior consent from the School.		
2	All consents, permissions or approvals shall be obtained from the School safety co-ordinator or other person authorised to act on his behalf.		
3	The contractor will obtain and familiarise himself with such details of the School's standards that are relevant to his operations, including fire alarms, fire precautions and emergency evacuations.		
4	The contractor will be responsible for ensuring that his employees are aware of and comply with all health and safety legislation and both the School's and his own safety policy.		
5	The contractor will maintain a daily record of all his employees who are on site so that they can be accounted for in an emergency.		
6	All statutory notices relating to the contractor's operations will be prominently displayed.		
7	The contractor must be fully insured for the purposes of the contract and shall produce, if requested, a certificate of Employer's Liability Insurance together with evidence of adequate third party liability insurance.		
8	The contractor is required, by signature, to acknowledge receipt of a copy of this document 'Conditions for Building Contractors'.		
9	The contractor will register his site offices with the local council if required.		
10	No School service, plant or equipment may be used by the contractor or his staff without permission.		
11	No plant or equipment producing noise levels in excess of 80dBA will be used on School premises without permission.		
12	No plant, equipment or machine driven by an internal combustion engine may be used in any School building, unless effective exhaust ventilation is provided.		
13	The contractor will provide all amenities and facilities for his employees as required, including shelters, accommodation for taking meals, washing facilities, sanitary conveniences and first aid. School provided amenities may not be used by the contractor or his staff without prior consent.		

14	The contractor will provide his employees with all protective clothing and other PPE as necessary, including: safety helmets, eye protection and breathing apparatus or face masks, depending on the work in hand, his risk assessments and safety method statements (safe systems of work).	
15	The contractor will ensure that the appropriate protective equipment and clothing is maintained in good condition AND is USED by his employees as and when necessary. Where PPE is necessary for use by contractor's staff an assessment of the activities effect on others will be made.	
16	The Contractor must report all accidents and dangerous occurrences that happen on School premises, whether or not School personnel are involved.	
FORM CC001 page 2		Can comply
General Conditions - continued		
17	The School may investigate any accident or other incident that occurs on its premises.	
18	The Contractor shall comply with and give all notices required by any statute, statutory instrument, ruling, order, regulation or bye-law applicable to the safe execution of the work.	
19	All Contractors employees, direct or indirect, shall wear an identification badge or carry a form of identification that establishes who they work for.	
20	All warning signs displayed must be of an approved standard as required by the Safety Signs Regulations.	
Accident Prevention		
	Access Routes	
21	Means of access for staff, visitors, pupils and other contractors, including those whose mobility or vision is impaired, must be safely maintained at all times.	
22	Corridors must not be obstructed and fire doors must be kept closed wherever possible.	
23	Adequate barriers or guards must be provided around external work areas.	
24	School roads and gateways must not be obstructed by unattended vehicles, skips or building materials in a manner that could delay access to the emergency services.	
	Excavations	
25	Before starting work, obtain plans and consult with the School about the location of drains, cables, gas and water mains etc. If there is any doubt about the location of services, arrange for the proposed work area to be scanned with detection equipment before work commences.	
26	Every excavation will comply with legislation in respect to construction and safety measures; will be fenced or covered to safeguard people working in the area; and will be illuminated during the hours of darkness.	
27	A 'Permit to Work' system will be applied to all major excavations. The system will be re-applied at the beginning of each day or shift change.	
	Ladders and Scaffolding (see also forms FFH002 Ladders & Tower Scaffold Checklist) and FFH003 (Work at Heights Regs Checklist)	
28	All ladders and scaffolding must be inspected for safety before being used.	

29	If scaffolding is necessary ensure that the statutory scaffolding register is maintained by a competent person.	
30	Ladders must be securely fixed at all times when in use.	
31	Ladders must extend 1m above the working landing or support and must rise at a ratio of one out to four up.	
32	Ladders left unattended at night or week-ends must be removed or rendered unclimbable.	
33	All scaffolding must be erected on a safe foundation, be perpendicular and securely fixed to the building.	
34	Guard rails and toeboards must be provided on all scaffolding, including the quick assembly, moveable type, to prevent falls of people or objects.	
35	Scaffolding must not be overloaded with stored materials.	
36	Materials must not be stacked on scaffold platforms above toeboard height unless fitted with guards to prevent dislodging.	
FORM CC001 page 3		Can comply
	Services Below Ground	
37	The contractor must ascertain the position of all services below ground before and excavation work commences.	
38	When backfilling after any excavation, warning traces must be inserted at least 30cm above any buried services indicating the type of service below.	
39	Any trace damaged during excavation must be cut back and replaced.	
40	A 'Permit to Work' system will be applied to all work on underground services. The system will be re-applied daily or at a shift change.	
	Overhead Work and Work on Roofs	
41	Crawling boards must be provided and used when work is carried out on any roof that may be fragile or brittle in construction.	
42	Safety harness or guard rails must be used when work is carried out close to the edge of any roof.	
43	Nothing must be thrown down from any roof unless via a safety chute.	
44	Suitable precautions must be taken to protect persons from falling objects, especially if the work is to be carried out above footpaths or entrances to buildings - some kind of physical barrier is usually needed.	
45	Permission must be sought prior to the contractor or his employees accessing any roof other than one being constructed or repaired as part of the contract in hand.	
46	A 'Permit to Work' system will be applied to all work on fragile or brittle roofs. The system will be re-applied daily or at a shift change.	
47	No work may be commenced above the heads of School personnel prior to permission being obtained and appropriate safeguards imposed.	
	Floor Openings	
48	Any opening created in any floor, through which an object or person could fall, must be securely covered or fenced at all times.	
	Storage of Contractor's Materials and Equipment	
49	All materials, plant and equipment will be safely and securely stored and will not obstruct any means of access or exit, gangway or other area where School personnel have to work or pass.	

50	Contractors are responsible for securing their tools and materials and for making their own security arrangements.	
	Chemical Safety	
51	Contractors must consider the effect of hazardous substances on third parties, e.g. School staff, pupils and visitors, as well as their own staff. This will be particularly important in any residential accommodation or other occupied areas where paints, adhesives, pesticides or timber treatments are being applied. Special arrangements may need to be made where ventilation is poor.	
52	Only qualified contractors who can demonstrate their competence in pesticide spraying and compliance with current legislation will be allowed to spray pesticides on School grounds	
	Vehicle Safety	
53	Contractor's vehicles must comply with on-site signs, speed and parking restrictions, at all times.	
54	Contractors must observe any speed limit and directional signs around the School's grounds.	
FORM CC001 page 4		Can comply
	Machinery and Tools	
55	All tools, machinery and equipment brought on to the site will be examined for safety before being used and will be maintained in a safe working condition throughout the duration of the contract.	
56	No cartridge operated tools/equipment may be used without prior consent.	
57	All portable electrical appliances will be tested regularly and signs indicating the last date of testing should be available.	
58	The contractor will not interfere with, remove or misuse any guard or protective device from any School plant, equipment or machinery without prior permission. (It is unlikely that such permission will be forthcoming)	
59	The contractor will comply with his legal duty when erecting or installing any article for use at work in any premises that it is safe for its intended use.	
	Cranes, Hoists and Lifting Tackle	
60	No School crane, hoist or lifting tackle may be used by the contractor without prior permission.	
61	The contractor will provide his own lifting tackle that is certified, tested and appropriately marked in accordance with legislation and it must be of sufficient capacity to deal with all loads anticipated.	
62	Reports on the testing of lifting tackle will be made available on request.	
	Entry into Vessels or Confined Spaces	
63	The contractor will comply with legal requirements with respect to any entry into any chamber, pit, pipe, flue, silo, storage bin or other confined space in which any dangerous fume or lack of oxygen is likely to exist.	
64	The contractor must notify the School before any such vessel or confined space is entered to test the atmosphere to determine the need for breathing apparatus.	
65	A 'Permit to Work' system will be applied to all work in confined spaces. The system will be re-applied daily or at a shift change.	
	Air Receivers	
66	All air receivers used on the premises will comply with the requirements of legislation regarding cleaning, examination, marking and safety measures.	

67	Reports on the testing of air receivers will be made available on request.	
	Electrical Work	
68	All connections to School electrical supplies will be carried out by a qualified electrician or authorised School employee.	
69	All electrical work that is part of the contract, will be carried out only by qualified electricians.	
70	All in-work electrical services must be isolated before leaving the premises.	
71	All portable electrical appliances will be tested and operate at 110 volts, obtained through a transformer provided by the contractor.	
72	All appliances used must be fitted with ELCB (earth leakage circuit breakers)	
73	All electronic equipment must be installed by fully qualified personnel.	
	Asbestos	
74	Before starting work contractors must confirm with the School whether or not asbestos is known to be present in the work areas. In areas where asbestos materials have to be removed or worked on appropriate safeguards and working practices must be followed in accordance with the requirements of the Control of Asbestos at Work Regulations 2006.	
FORM CC001 page 5		Can comply
Fire Precautions		
75	Any fire on School premises, however small, must be reported immediately.	
76	Contractor's employees will comply fully with School procedures in the event of an outbreak of fire or other emergency.	
77	No bonfires will be allowed without prior permission. (Unlikely to be given)	
78	Smoking is not permitted within School buildings.	
79	Fire fighting equipment and appliances may be used by contractor's employees in the event of an outbreak of fire. The use of any fire fighting equipment must be reported.	
80	The contractor will be responsible for the provision of fire fighting equipment and appliances of a type appropriate to the risks involved in the contract.	
81	No fire alarm or fire fighting equipment, including hoses or sprinklers may be disconnected, removed or otherwise rendered inoperable without prior consent.	
82	Many School buildings are equipped with fire detection systems, fire extinguishers and signposting to emergency exits. When working within such buildings the Contractor must make sure their employees are familiar with these features.	
83	Permission must be obtained before any welding, cutting, open flame or spark producing equipment is used, or any work whatsoever commenced in the vicinity of any containers of flammable liquids or gas or other volatile or powdered substance.	
84	Fireproof screens must be provided to safeguard School property and personnel from sparking and light flash whenever welding, cutting or similar operations are in progress.	
85	Where hot work is taking place, suitable fire fighting equipment must be provided close to the place of work, especially in restricted access areas such as roof spaces.	

86	Areas where hot work has taken place must be inspected at the end of the working day 30 minutes after the hot work has ceased to ensure that smouldering fires have not started.	
First Aid Provisions		
87	Unless otherwise agreed in writing, the Contractor will provide their own first aid facilities, equipment and personnel.	
Precautions to Protect Drainage Systems		
88	Contractor's rubble and waste will be removed from roof surfaces to prevent the obstruction of guttering and downspouts.	
89	Contractor's tools and equipment must not be washed or cleaned where cement, mortar or similar materials could enter the drains.	
90	No sand, soil, ballast, mortar or plaster may be deposited down a drain.	
91	Sand, soil, ballast or similar materials in store must be protected so as to prevent them being washed into a drain.	
92	Contractors must not deposit any waste chemical into the drains. Contractors must undertake to dispose of all waste chemicals at an approved site.	
Waste Collection and Disposal		
93	All glass off-cuts/shards must be collected and stored in a safe place prior to final collection and disposal such that there is no risk to School or contractors personnel.	
FORM CC001 page 6		Can comply
94	The siting of skips must be agreed in advance with the School.	
95	Building materials must be stacked neatly within defined and agreed areas to occupy minimum space.	
96	Rubbish must be placed outside the building in skips or in specified collection areas and must be cleared regularly. It must NOT be assembled in foyers or directly outside exit doors. All egress areas from exit doors must be kept clear at all times.	
97	On completion of the contract, the contractor will be responsible for removing from School premises all residual wastes arising from the contract activities together with all his plant, equipment and materials.	
Control of Infestation		
98	The contractor will not interfere with or remove any bait point, box or tray used for preventing rodent or other infestations.	
99	The contractor will not remove or disturb any installation or fitting to prevent the entry of rodents, birds or insects without prior permission.	
100	Any disturbance of baiting equipment or proofing will be reported.	
101	Any sign of any infestation discovered by the contractor will be reported immediately.	
102	The contractor will ensure his employees do not encourage infestation by indiscriminate disposal of food waste.	
103	Any work involving the disconnection of an underground drain or sewer will be such that any disused section will be removed or effectively sealed.	
Protection of Food (work on food preparation or storage areas)		
104	The contractor will comply with all legal and School standards so as to prevent any contamination of food.	

105	All tools taken into food rooms will be accounted for, including replacement blades, disks and interchangeable screwdriver heads.	
106	Any machinery taken apart will have all loose fixings and parts placed into a suitable container and all parts accounted for at the end of the process.	
107	No equipment containing glass will be taken into food rooms without prior permission.	
108	If required, contractors employees will wear suitable clean protective over-clothing, including head coverings, while working in food rooms.	
109	The contractor will notify the School immediately should he become aware that any of his employees, who may have to enter food rooms, is suffering from either - diarrhoea, vomiting or symptoms of an infectious disease, or is a contact of someone who is known or suspected to be suffering from food poisoning or any infectious disease.	
110	Any work, or material used in any work, that could lead to the contamination of food in any way must be notified to the School prior to its commencement.	
111	The contractor will ensure that all his employees observe high standards of personal hygiene when working in or near any food room.	
FORM CC001 page 7		Can comply
Safety Policy Statement		
112	The contractor will provide a copy of his statement of safety policy and organisation for its implementation at the time of submission of his tender or estimate.	
113	The contractor will provide details of his own arrangements to secure safety including risk assessments or method statements (safe systems of work) if so required at any stage during the contract.	
Signature of person completing this form:		
Date:		

Appendix 3

[illegible]