

[Type text]



Health & Safety Guidance for Contractors

All contractors visiting the camp must follow the following Health & Safety guidance to ensure the safety of pupils, staff, and visitors to the camp. Contractors are required to comply with all Health & Safety Legislation/Regulations as well as the Camp Policy on Health, Safety & Welfare, a copy of which may be inspected in the camp office.

.....**Camp Manager**

Instructions for Contractors

1. On arrival:

Contractors **must** report to the main office, sign in and wait for the caretaker to direct you to the place/area of work

2. Vehicle parking:

Vehicles must be parked in designated parking bays and NEVER driven over playgrounds or other pedestrian areas at times of children's movement. A contractor walking in front of the moving vehicle must directly supervise any vehicle movement at other times. There is a statutory 5 MPH speed limit across the whole camp site. All vehicle doors must be locked after removing tools, materials and equipment.

3. Materials and Equipment:

The contractor must inform the camp in advance of the materials and equipment that is intended for use, risks assessments and COSHH safety data sheets and other information must be supplied as appropriate.

4. Working area:

Appropriate barriers must be installed around the working area to ensure staff and pupils are not at risk from tools, equipment or materials. Water and cables must not obstruct pedestrian movement. Where it is necessary to close a corridor appropriate signage must be installed to show alternative routes.

5. Services:

Access to water, electricity and waste disposal must be agreed with the caretaker. Contractors must use 110volts rated electrical equipment unless specifically agreed otherwise.

6. Asbestos:

If any work involves the main fabric of the building contractors must first look at the Asbestos Register in the camp office to ensure that they will not compromise the integrity of the fabric of the building.

[Type text]



7. Lone Working:

Lone workers must carry a fully charged, switched on mobile phone at all times, the number of which must be given to the caretaker, and a check in procedure agreed with the caretaker appropriate to the nature of the work.

8. Restricted areas:

A maintenance contract or specific written authorisation is required from the Camp Manager to carry out work on roofs and enclosed spaces etc.

9. Smoking:

A NO SMOKING policy operates throughout the whole camp premises.

10. Toilets, Washrooms and eating arrangements.

The caretaker will show contractors the toilets, washrooms and refreshment area, which are available for use. If possible, contractors should organise breaks to avoid clashing with children's activities.

Start of the day: Break: Lunch: End of the day:

11. Leaving the camp Contractors must:

- Clear up, disposing of rubbish as directed by the caretaker;
- Remove any barrier off-site if work is completed;
- Telephone the caretaker who will review the work and secure the premises after contractors have gone;
- Sign out at the camp office and return any visitors badges;
- Inform the camp office if there is any incomplete work and if contractors will be returning;
- Leave the contact 'phone number in case there is a problem.

12. Fire procedure:

- If you discover a fire, or cause a fire, operate the nearest alarm.
- If the alarm goes off while you are on site: -
- Only attempt to extinguish the fire with an extinguisher if you have been trained to do so;
- The caretaker will show contractors the nearest fire fighting equipment location;
- Instruct your colleagues to leave the building via the Green Running Man signs to your designated assembly area;
- Close all doors and windows behind you if it is safe to do so;
- Check all your colleagues are present and accounted for;
- Report to the Camp Caretaker when safe to do so or report any missing colleagues;

13. First Aid:

The caretaker will show you where the first aid supplies are kept; in the event of an accident, contractors must complete the accident book kept in the camp office.

[Type text]



14. Help & Advice:

The caretaker will show contractors telephone numbers to use in an emergency.

Camp Caretaker

Tel:

Office:

Mobile:

All Risk policies and assessments are reviewed annually each September.