

CONTRACTORS IN COLLEGE CODE OF CONDUCT

Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Wear your visitors/contractors badge at all times ensuring it is always visible.

It is the responsibility of all adults to safeguard and promote the welfare of students and young people.

The use of radios is not permitted if the work is being undertaken during term time. Personal earphones should not be worn when hazardous activities are being undertaken.

No tools, materials or substances are to be left lying around unsupervised for any reason or any period of time.

All work areas must be barricaded to avoid school users, including students accessing the work area. This is the responsibility of the contractor.

Smoking is not allowed within the perimeter (external boundary walls or fencing) of the college.

Avoid contact with children. Never give your personal contact details to students, including mobile telephone number, social media details, email address or personal website. **DLD adheres to "Prevent", to stop people being drawn into terrorism. You must abide by this duty.**

Work, and be seen to work, in an open and transparent way.

Never be in contact with students without college supervision. If approached, do not respond. If a student is abusive, report it to a staff member immediately.

Stay within the agreed work area and access routes, including toilets.

Obtain permission if you need to go outside the agreed work area or access routes.

Keep staff informed of where you are and what you are doing. The Facilities Manager's mobile number is 07900 847 620 and the number for support staff is 07341 115 287

Act & dress appropriately: - This would include no swearing, no racist, sexist or homophobic comments or comments about a person's abilities or appearance, wearing offensive clothing or insignia. **Irrespective of weather or the work in hand contractors must be appropriately dressed.**

Do not take photographs or videos of our students or staff unless you have permission to do so as part of your work here.

Ask at Reception about WiFi access.

Contractors in College
Health & Safety Information

Fire/Emergency

Have they been informed of the school procedure to follow if a fire is discovered or on hearing the fire alarm, including where the fire escape routes/ assembly point and fire exits are in the building?

First Aid

Has the contractor first aid provision on site including trained staff and first aid kits?

Welfare

Have they been informed about available toilets and the location of drinking water?

Accident / Incident Reporting

Are they aware of the accident / incident reporting system including reporting to the HSE?

Chemicals

Have they given Premises staff details of any chemicals being brought on site?

Risk Assessment and Method Statements

Have relevant risk assessments and Method Statements including working at height, chemicals, noise, asbestos hot works and PPE been undertaken and copies issued to the school.

Contractor Company

Signed by Contractor

Date / /

Signed by Facilities Manager

Date / /

Signed by Security Officer

Date / /