

## **ACCESS POLICY**

### **Procedure for the safe conduct of building maintenance work**

Contractors working on Academy Premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risk to health or safety of themselves or others; and the managers of Academy Premises also have a legal duty to ensure that they inform contractors of any risks on the Premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialist working on Academy premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term 'contractor' is deemed to include 'sub-contractors').

- a) When entering Academy Premises Contractors and Contractor staff must fill in the contractors signing in book at reception. They will be issued with the Isle of Sheppey Academy approved ID (this takes the form of a badge with the Academy Logo that states CONTRACTOR – authorised to work or a visitors pass, which must be worn at all times when on Academy Premises. Alternatively, Visitor's passes will be issued based on the DBS status of the contractor. Contractors who have recorded their DBS clearance with us will be issued with a green lanyard, those who are yet to provide evidence of DBS clearance will be issued with a red lanyard and will need to be accompanied throughout the Academy at all times. The Academy receptionist will then provide the contractor with information on fire and emergency evacuation arrangements for the Academy unless a red or green lanyard visitors badge is issued in which case the instruction is on the reverse of the pass.
- b) The Contractors will be directed to the office of the Estates Manager where they will be required to fill in any Academy Permits to work that are necessary and sign the asbestos register.
- c) If the contractor does not provide evidence of a of a recent DBS disclosure check then he/she must be accompanied at all times by a member of Academy staff when on-site during Academy hours. In certain situations, a contractor may be accompanied by a representative of their own company who has a proven enhanced DBS check when on site, or they will be denied access. In these circumstances clearance should be sought from the Estates Manager.

**Principal – Mr John Cavadino**

East Site: Minster Road, Minster-on-Sea, Kent ME12 3JQ

West Site: Marine Parade, Sheerness, Kent ME12 2BE

Tel. 01795 873 591

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- d) The Estates Manager is the Site Contact. The Estates Manager. The Estates Manager must be contacted by the contractor, giving reasonable advance notice, regarding:
- Prior arrangements for parking on site (not always possible)
  - Prior notice of work commencement, scale and possible disruption
  - Date/time of proposed visit/work commencement
  - Special arrangements to be agreed before work commences
- e) The Estates Manager will provide; information on the location of asbestos containing materials; and any other information about premises risks that may affect the contractor – prior to work commencing.
- f) Only the Estates Manager, the Principal or his/her Nominee has authority to require contractors to stop work.
- g) The contractor must report to the Estates Manager:
- Any suspect asbestos area not indicated on the Asbestos Register (such as asbestos not to be disturbed or removed).
  - All accidents/near miss incidents, no matter how minor and must give the Estates Manager adequate prior notice of:
  - All planned changes to programme or location
  - Any possible disruption to services
- h) Contractors responsible for:
- Removing all rubbish/debris at the end of each (catering have alternative disposal arrangements).
  - Testing all works on completion as necessary and supplying the Estates Manager will commissioning/test data.
  - The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dust sheets etc.
  - The provision of their own first aid facilities.
  - Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.

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- i) The following activities are banned on Academy premises –
- Smoking
  - Alcohol brought on to or consumed on, Academy Premises
  - The playing of radios/cassettes/CD's without prior permission etc
  - Illegal substances being brought on to, or consumed on, Academy Premises
  - Shouting, swearing, over familiarity with students or staff
- j) Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
- k) Contractors will be required to –
- Provide a copy of their health and safety policy
  - Comply with all relevant health and safety legislation
  - Keep noise and dust to a minimum
  - Ensure that no products containing asbestos or CFC's are used on Academy premises
  - Be aware of and comply with the Academy's fire and emergency evacuation procedures
  - Evacuate buildings at the sound of the fire alarm, report their safe evacuation to the Principal/person in charge and go to nominated assembly area(s)
  - Provide written risk assessment /method statements to the Estates Manager before work commences.

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l) Contractors will also be required to:

- Work in a safe manner and not to endanger staff, students, the public or themselves.
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Principal/Estates Manager.
- Adequately control physical/chemical hazards to prevent risks to Academy or staff/students/visitors (viz. trailing leads, solvent fumes, absence of lighting or fire alarm etc.
- Ensure that they have appropriate insurances.
- Ensure that contractors staff are aware of appropriate Academy policies and procedures e.g. evacuation procedures.
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement of the Estates Manager.
- Get prior agreement to break through fire components and make good any damage, e.g. when running electrical/data cabling or pipe work.

*The Academy is aware of its duty in relation to the Prevent agenda and as due regard to the need to prevent people from being drawn into terrorism. If you see any issues that are of concern please report these immediately to the Academy.*

**Date of approval by Academy Council: TBC**

**Review date: October 2019**

**Date Policy updated: October 2016**

The Academy Council Safeguarding Committee will monitor the implementation and application of this policy and review it every 3 years.

**Date policy produced: September 2012**

**Owner: Estates Manager**

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