TEC Partnership

Contractor Information & Guidance Booklet

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*“Our mission; to deliver accessible high quality education and training to all our communities”*

**Document Control**

* 1. **PURPOSE**
  2. The purpose of this document is to ensure all contracting companies and their employees understand the standards outlined by the TEC Partnership.

**2.0. INTRODUCTION**

2.1. These procedures neither supersede nor negate the requirements of any legislation, rather these procedures set out the consistent approach to be followed when dealing with the activities of contractors on premises and assets owned or managed by the TEC Partnership. The aims of these procedures are:

* To ensure a safe working environment is always maintained for the contractor, student, staff, tenant and concessionaire.
* That persons responsible for arranging works are aware of what works are being undertaken and that operational disruption is minimised.
* That there is a full and accurate record of works undertaken on TEC Partnership premises and assets.

2.2.There are many variations in the types of work for which contractors are used and contractors may be employed for a full range of remedial work or providing services to TEC Partnership.

2.3. Examples of the type of Contractor who may be employed include:

* Building/Civil Engineering
* Ventilation & Air Conditioning
* Electrical
* Cleaning
* Gas and Plumbing
* Decorators
* Telephone & Data Installation Engineers
* Renewable Energy Specialists

2.4. Although contractors may have experience in similar environments, they may not appreciate the **hazards and legislation associated with working at The TEC Partnership sites** and therefore the key requirement of ensuring a safe working environment relies on an effective communication and control system, which these procedures will define.

2.5. This Guidance & Information Booklet is for the benefit of all Principal Contractors and Sub Contractors carrying out minor works at any of the TEC Partnership sites listed within this document. All Contractors employed by TEC Partnership are expected to comply with the Guidance in this booklet.

2.6.The TEC Partnership Employees responsible for contractors works reserve the right to terminate employment with any Contractor for not complying with the procedures laid out in this Contractor Information & Guidance Booklet.

2.7. As an Educational Establishment the TEC Partnership are responsible for the safeguarding of staff, students and vulnerable people. Contractors may be requested to provide a clear DBS Certificate, the level of which will be determined by risk assessment. Refer to Appendix 2.

2.8. If you have any queries or require additional information, do not hesitate to contact the TEC Partnership Employee responsible for the contractor’s works

**3.0 DEFINITIONS**

3.1. Within these procedures the following definitions shall apply:

3.1.1. The TEC Partnership

The TEC Partnership is the main trading brand of the Grimsby Institute of Further and Higher Education. However, there are also a number of other sub-brands that may be referred to in this document. The TEC Partnership may use brand names which includes but not limited to:

* Grimsby Institute
* The Academy Grimsby
* East Riding College
* Skegness TEC
* Scarborough TEC
* Career 6
* Net UK

These are often used to refer to any site included in the TEC Partnership property portfolio list. A list of the TEC Partnership sites in operational use is included within this document.

### 3.1.2. Minor Works

The TEC Partnership considers Minor Works to be all civil engineering, building, decorative, mechanical or electrical works that take place on any of its sites.

3.1.3. PrincipalContractor

An individual, company or organisation engaged directly by The Tec Partnership or by a company operating on the TEC Partnership premises (e.g. a tenant, concessionaire), to provide for business purposes labour and/or services and/or tasks.

3.1.4. Sub-Contractor

An individual, company, or organisation engaged by a Principal Contractor, in whatever form, to provide for business purposes, labour and/or services and/or tasks. For the purposes of compliance with this document the Sub Contractor must comply with all requirements specified for the Principal Contractor i.e. he is required to have his own job registration details and any relevant permits to work.

3.1.5. Health & Safety Team

Supports the TEC Partnership in monitoring Health & Safety procedures ensuring they are adhered to by all users of the TEC Partnership sites. All Work Permits are processed via this team and can prevent work going ahead if they have not received the requisite documentation or have evidence of unsafe working practices.

3.1.6. EstatesHelpdesk

The TEC Partnership – The Estates Helpdesk is situated on the Nuns Corner Campus in room 0B100. Ask at main reception for guidance if required. This is attended by the Estates Helpdesk Administrator during opening hours. If attendance is out of hours, please contact the Security Team in the University Centre Reception.

Scarborough TEC (STEC) – When visiting STEC please go to main reception and ask for the point of contact you have been given.

**4.0 COMMENCEMENT OF WORK ARRANGEMENTS**

4.1 Prior Preparation to site visit

The TEC Partnership as a client has a legal duty to adequately control contractors. As a contractor approved to work on the TEC Partnership sites, the need for a Permit to Work must be confirmed before arrival on site prior to any works being undertaken.

4.2 Signing in

4.2.1 For a ll works to be carried out on any of the TEC Partnership premises the Contractor must report to the initiator of the works. Contractors will then be escorted to the Estates Helpdesk at Nuns Corner Campus Grimsby or Filey Road Campus Scarborough upon arrival and sign in. As access may need to be arranged for premises away from the main campuses, this may include the issuing of keys and access cards. At this point Contractors will be asked if they have arranged for an appropriate Permit to Work. Details on Permits to Work can be found in Section 5.

4.2.2 After a Permit to Work is issued (if needed) the contractor can commence carrying out the work.

4.2.3 All Contractors must close their Permits to Work whether the work is complete or not.

4.2.4 All keys and passes must be returned the Estates Helpdesk Administrator and permits to the H&S Team.

1. **PERMITS TO WORK**
   1. Permits to work are issued by the Health and Safety Team at both Grimsby and Scarborough main campuses. Permits to work are issued for work activities which may involve the following:

* Hot Work
* Working at Height
* Electrical Work
* Working in Confined Spaces
* Work involving lifting equipment e.g. cranes, hoists etc
* Any work involving the use of a hazardous substance
* Any work which may obstruct pedestrian, traffic or escape routes

5.2.The above list is not exhaustive. If you are uncertain, please contact the TEC Partnership Health and Safety Team prior to any work for help and guidance.

5.3The Permit to Work system is as follows:

* Provide a suitable and sufficient Risk Assessment and Method Statement for the whole work activity to be undertaken. **Please ensure copies are forwarded to the Health and Safety Team a minimum of 48 hours prior to the commencement of works taking place.**
* Ensure the most senior person responsible for the work is present when the Permit to Work is issued, along with any other relevant safety documentation.
* All contractors must always have their Permits to Work and any other relevant safety documentation in their possession whilst on site. The Health and Safety Team and the Estates Team may carry out random safety checks throughout the duration of the work.
* On completion of the work, the Permit to Work must be signed off and returned to the Health and Safety Team.

5.4. The TEC Partnership takes its Health & Safety duties and responsibilities extremely seriously and strives to ensure that any work is carried out as safe as is reasonably practical. Therefore, it is very important that all contractors work in a safe and responsible way at all times to help protect everyone who may be affected by their work activities. Failure to comply with this safe system may result in the work not being authorised and any contract with the TEC Partnership being terminated.

5.5  For any guidance do not hesitate to contact the Partnership Health and Safety Team or Estates Helpdesk direct on:

TEC Partnership Estates Helpdesk - 01472 311222 Ext. 1473

Health & Safety Team Grimsby – 01472 311222 Ext. 438

Health and Safety Team Scarborough - 01723 372105 Ext. 6195

5.6 Works involving isolation of the Fire Alarm

Should any works require the isolation of the fire alarm such as:

* Annual servicing of the Fire Alarm and Detection System
* Electrical or Mechanical work to plant

TEC Partnerships have introduced a Permit to Work specifically for works which may require the isolation of the fire alarm. The Permit needs to be completed with the Estates Officer.

Refer to Appendix 3.

### 6.0 RISK ASSESSMENTS & METHOD STATEMENTS

6.1.Where Contractors are carrying out routine or repetitive work a generic risk assessment and method statement may be acceptable at the discretion of Health and Safety Team. Effective communication and consultation with the TEC Partnership Health and Safety and The Estates Team is essential.

**7.0 INSURANCE**

7.1  All Contractors working on Partnership sites must have appropriate and adequate levels of insurance.

* £5m Public Liability
* £5m Employers Liability

7.2 Every year this must be updated if not then contractors may be denied working on site.

7.3 Further cover may be required due to specifics of work activities.

**8.0 DBS Disclosures**

8.1 As an educational establishment where persons are working with the potential to be in contact with children and vulnerable adults on a regular basis, it is mandatory that all persons working across TEC Partnership sites have successfully completed a DBS Disclosure acceptable to the TEC Partnership. Please see Appendix 2 – Checks on Contractors working within TEC Partnership sites.

8.2 Contractors with the potential to be in contact with children or vulnerable adults on a regular basis must have received their DBS Disclosure before working on TEC Partnership sites. Contractors are advised to start their application without delay if they have not already done so. Failure to do so in a reasonable timescale or an unsuccessful application could result in a contract being terminated or a contractor removed from TEC Partnership approved contractors list. If a contractor does not require a DBS, a Risk Assessment must be completed.

8.3 Upon attendance at any TEC Partnership sites all contractors must adhere to the TEC Partnership Contractors Code of Conduct. Refer to Appendix 1.

All Contractors attending TEC Partnership sites will be issued with, as a minimum, a contractor badge and grey lanyard. In the event of DBS certification being required, subject to risk assessment, a personal contractor's badge with photo identification will be issued. Refer to Appendix 2.

Failure to attend site without the personal Contractors badge will result in the Contractor being escorted throughout works provided, at a cost to your Company or escorted off site completely.

8.4 Every year this must be updated if not then contractors may be denied working on site.

**9.0. EMERGENCY PROCEDURES**

**Upon arrival on any TEC Partnership site Contractors must familiarise themselves with the location of:**

* The nearest means of escape these are indicated with green and white signs
* The assembly point for that building

* The location of firefighting equipment

* The location and means of raising the alarm (usually a break glass)

It is the Contractor’s responsibility to check what the emergency procedures are for that particular TEC Partnership site before they commence work.

**This booklet contains the procedures for the Nuns Corner Campus only where the highest frequency of Contractor work takes place.**

9.1. Fire Evacuation

9.1.1. The Nuns Corner Campus is covered by automatic and manual fire detection and alarm systems.

9.2. A Continuous Tone

9.2.1. This indicates that the fire alarm system has been activated in the area you are in, you must evacuate as follows:

* Immediately stop what you are doing, switch off or isolate any machinery and equipment
* Leave the building using the nearest safe designated route and exit
* DO NOT: Panic, run, use lifts or stop to collect belongings
* Make your way to the nearest Assembly Point, remain there and wait for further instructions
* DO NOT: leave site or re-enter any building without permission

9.2.2 If you are unable to evacuate yourself quickly and safely from any TEC Partnership premises you must inform a fire warden or a member of staff. Arrangements can then be made to evacuate you.

9.3. If you discover a Fire

* Immediately raise the alarm by activating a break glass point or shouting “FIRE – FIRE – FIRE”
* Evacuate as detailed previously

9.4 Accident Reporting

9.4.1 It is the contractor’s responsibility to check what the accident reporting procedures are for the particular TEC Partnership site before they commence work.

9.4.2 This booklet contains the procedures for the Nuns Corner Campus only.

9.4.3 If you have an accident whilst on the Nuns Corner Campus you must immediately notify Main Reception (Ext 216), explain and request first aid assistance if required. Ensure that the details are entered onto the accident report form by a member of TEC Partnership staff. If you are adhering to your own arrangements, you must ensure that the TEC Partnership Health and Safety Team is given a copy of your accident form within 3 days.

**9.5. Emergency Evacuation (Non-Fire)**

9.5.1. On being given a verbal instruction to evacuate, you must:

* Immediately stop what you are doing, gather all belongings (coats, bags etc), switch off or isolate any machinery and equipment
* Leave the building using the nearest safe designated route and exit
* DO NOT: Panic, Run or Use lifts
* Make your way to the Emergency Evacuation Area you have been instructed to go to.
* DO NOT: leave site or re-enter any building without permission

**10.0. ASBESTOS**

10.1. Due to the age of many TEC Partnership buildings and some of the equipment being used on its’ sites there is a probability that asbestos will be present.

10.2 All contractors working on any TEC Partnership site is responsible for ascertaining whether any ACMs (Asbestos Containing Materials) are present in any area they are undertaking work (where works will disturb the material of the building). The attached Asbestos Request for Information form (RIF) is to be submitted as per the included instructions and returned to TEC Partnership Estates PPM & Compliance manager.  The TEC Partnership Estates team will issue a response to the query within 48 hours. **NO WORK IS TO BE UNDERTAKEN PRIOR TO RECEIPT OF THIS RESPONSE**.  Following the issue of the response by TEC Partnership Estates the contractor will take appropriate action based upon the information contained within the response and/or any accompanying instructions. These instructions may include the postponement or cancellation of any works subject to the presence and condition of any ACMs in the specified area. TEC Partnership will not be liable for any costs or claims for any works undertaken prior to the receipt of the response to the RIF due to the specific instructions not to undertake works without this document. The form is attached to the end of this document.

10.3. This approach will limit the likelihood that you will encounter asbestos while working on any of the TEC Partnership sites but will not completely remove the risk especially if the work you are doing differs from its original design. Therefore, you must always proceed with caution.

10.4. Any material you suspect could contain asbestos you must **STOP** work **immediately**, vacate the area and inform the Estates Team employee responsible for your contract or the Health and Safety Team.

**11.0 TEC PARTNERSHIP SITE RULES & REGULATIONS**

11.1 Security

TEC Partnership premises are extensively covered by CCTV cameras and security staff patrol 24 hours a day. You should contact the security team responsible for that site for any problems e.g. damage, theft or fire etc

Security’s Direct Dial number is; 01472 315547

They can be reached on internal lines on ext 547.

To maintain the security of TEC Partnership buildings you should ensure that:

* Doors fitted with door entry controls are not propped open
* All tools and materials are secured at the end of each day in areas agreed with the Security Team for site where the contractor is present
* At the end of work contractors must ensure that all windows in the area they have been working are closed

11.2. Smoking

11.2.1. TEC Partnership operates a SMOKE FREE policy, which means that smoking is NOT permitted inside any TEC Partnership premises and vehicles or near any doorways or entrances. Smoking is only permitted outside in designated smoking shelters or areas. Persons caught smoking in prohibited areas may be asked to leave site.

11.3 Noise and disturbance

11.3.1. Because of exams and lectures etc noise produced as a consequence of work being carried out on campus sites or accommodation blocks where students reside can be problematic. Prior to starting work on site, you should check with the persons responsible for your contract if there is any restriction in place e.g. use of radios, time restrictions etc.

11.4 Mobile Phones

11.4.1 The use of mobile phones onsite by contractors is allowed provided external communication is a requirement of the role they fulfil, and ring tones do not cause disturbance to nearby classroom environments.

**11.5 Photography**

11.5.1. No Photographs of students to be taken. Photographs may be taken only of building works or items relevant to works.

**11.6 Vehicles**

11.6.1 Designated contractor parking is available on Nuns Corner Campus within the Blue Carpark. When visiting other sites contractors must utilise the parking areas designated for use by visitors or the general public at that site at that site.

11.6.2 All speed limits and parking restrictions shall apply to the Contractor’s vehicles. Wardens patrol the site and will issue ticketed fines where required.

11.6.3 The use of mobile phones when driving is strictly prohibited.

11.6.4 All contractors’ vehicles used on TEC Partnership premises shall be in a roadworthy condition and fully insured and taxed in accordance UK law.

**11.7 Receipt & Movement of Deliveries**

11.7.1. Procedures for delivery of materials/removal of refuse etc. must be approved and arranged with the EMT.

**11.8 Storage of Plant & Goods**

11.8.1. The Contractor is responsible for the safekeeping of materials.

11.8.2. The Contractor must make provision for the safe and secure storage of all equipment when kept on site and must comply with local security arrangements.

11.8.3. Where gas cylinders, including LPG cylinders are kept on site, they must be stored in an agreed safe place. Storage is to be in accordance with the most recent legislation and notified to the HST.

**11.9. Safety of Machinery**

11.9.1 All machinery and plant brought on any TEC Partnership premises must be fully guarded, protected in accordance with statutory requirements and operated only by trained operatives. Contractors must comply with the requirements of the most recent Provision and Use of Work Equipment Regulations.

**11.10. Protection of Public & Private Services**

11.10.1. There is to be no interruption of electrical, water, drainage, fire alarm, servers, heating systems or other technical facilities without the approval of Estates Management.

11.10.2. The contractor is to take due care and attention to adequately protect, uphold, and maintain all pipes, ducts, sewers, service mains, overhead cables etc during the execution of any works. All works in the vicinity of services are to be by hand digging only unless alternative arrangements have been approved by TEC Partnership.

**11.11. Electrical Supply**

11.11.1. All electrical connections to TEC Partnership sites are to be agreed with the Estates Team or Health and Safety Team.

11.11.2. All electrical apparatus used by the contractor is to be properly constructed, installed, maintained and operated whilst on TEC Partnership property.

11.11.3. Cables must not be left trailing so as to be unsafe to any person passing or working in the vicinity.

11.11.4. There must be compliance with the most recent Health and Safety Electricity at Work Regulations.

**11.12. Laboratories**

11.12.1. Never enter a lab unless you have first spoken to Estates Team or person responsible for that particular laboratory.

11.12.2. Never touch or move anything in a laboratory unless given specific permission to do so.

11.12.3. Always abide by the rules specific to working in that laboratory. The rules can differ between laboratories.

11.12.4. Always ensure you wash your hands thoroughly after working in a laboratory

11.12.5. If in doubt about anything at all stop work and ask for advice.

**11.13. Toxic or Hazardous Materials & Substances**

11.13.1. No toxic or hazardous materials are to be brought on to the TEC Partnership premises without the approval of the Health and Safety Team. The contractor is to supply copies of technical data on any such substances giving the precautions to be followed in the use of the substance, storage requirements and action to be taken in an emergency - including first aid treatment.

11.13.2. There is to be strict adherence to the COSHH regulations.

**11.14. Protective Equipment**

11.14.1. The Contractor is responsible for the provision of all protective equipment required for the health and safety of their employees. The Contractor is to ensure that their employees make full use of that equipment whilst working on TEC Partnership premises

**11.15 Housekeeping & Waste Disposal**

11.15.1. As well as making you and your company look unprofessional, bad housekeeping is one of the biggest causes of workplace accidents. Poor standards of housekeeping increase the risk of slip, trip and fall accidents, fire and occupational diseases.

11.15.2. Throughout the duration of the contractor’s presence on site, TEC Partnership expects work areas to be maintained in a clean and tidy condition.

11.15.3. The Contractor is responsible for the disposal of all waste and making sure it is disposed of in secure and sealed skips and disposed of frequently.

11.15.4. Spills are to be reported and cleaned up immediately

11.15.5. Food waste, which may attract rodents or vermin, is to be disposed of in an approved manner

11.15.6. On completion of the work the Contractor is to leave the work site in a safe and clean state.

11.15.7. Failure to maintain housekeeping to a high standard while working for on TEC Partnership sites may impact on your chance of winning future work. When housekeeping falls below an acceptable standard or if you leave a site without having first cleared up we will undertake this work for you, invoicing you as necessary.

**11.16. Working at Height**

11.16.1. Contractors must ensure that all work at height is risk assessed and that it complies with the requirements of the most recent HSE Work at Height Regulations and that only access equipment appropriate for the task is used taking into account the activity, the tools being used, the duration of the task and the environment.

11.16.2. All ladders and other equipment used by the Contractor must be of sound construction, adequate strength, fit for purpose and properly maintained. Borrowing of TEC Partnership step ladders is forbidden.

**11.17. General Discipline**

11.17.1. The Contractor’s employees must always behave in a responsible manner.

11.17.2. Contractors acting under the influence of drugs, solvents or alcohol will be removed from site immediately and reported to their employer.

11.17.3. Offensive behaviour of any kind will not be tolerated while on any TEC Partnership site including swearing, gesturing, shouting or passing comments that are or could be considered to be threatening or of a demeaning or sexual nature.

11.17.4. Contractors are not to be inappropriately dressed whilst on site; this includes dirty footwear inside TEC Partnership premises where it is deemed unnecessary.

1. **SITE CONTACT INFORMATION**

| **Site Name** | **Site Address** | **Site Telephone Number** |
| --- | --- | --- |
| Nuns Corner Campus | Main Site  Nuns Corner  North East Lincolnshire  DN34 5BQ | 01472 311222 |
| The Academy Grimsby | Westward Ho  Grimsby  North East Lincolnshire  DN34 5AW | 01472 311231 |
| Nunsthorpe Campus | Sutcliffe Avenue  Nunsthorpe  Grimsby  North East Lincolnshire  DN33 1AW | 01472 311222 ext 1200 |
| 112 Bargate | 112 Bargate  Grimsby  North East Lincolnshire  DN34 5AB | 01472 311222 Ext 1404 |
| 114 Bargate | 114 Bargate  Grimsby  North East Lincolnshire  DN34 5AB | 01472 311222 |
| 116 Bargate | 116 Bargate  Grimsby  North East Lincolnshire  DN34 5AB | 01472 311222 Ext 1404 |
| Duchess St Depot | Duchess Street Bus Depot  Grimsby  DN32 0RH | 01472 356716 |
| Grimsby Learning Shop | 3 Osbourne Street  Grimsby  North East Lincolnshire  DN31 1EU | 01472 347408 |
| Humber Lodge  (Hall of Residence) | 61 Bargate  Grimsby  North East Lincolnshire  DN34 5AA | 01472 311222 Ext 1151 |
| The Towers Centre  (Halls of Residence) | 25 Bargate  Grimsby  North East Lincolnshire  DN34 4SS | c/o 01472 311222 Ext 1151 |
| Welholme House  (Halls of Residence) | 49 Bargate,  Grimsby,  DN34 5AD | 01472 311222 Ext 1151 |
| Scartho Hall  (Halls of Residence) | Matthew Telford Park  Grimsby  North East Lincolnshire  DN33 2DU | 01472 311222 Ext 1151 |
| ECOSH | Westside Rd,  Alexandra Dock North,  DN31 3TD | 01472 500353 |
| Immingham Learning Centre | Pelham Road  Immingham  DN40 1QF | 01469 510166 |
| Modal Training LTD | Middleplatt Road  Immingham  DN40 1FN | 01469 428449 |
| Louth Skills Centre | 16-18 Aswell Street  Louth  Lincolnshire  LN11 9BA | 01507 611031 |
| Beaubridge Industrial Units | Heath Road  Skegness  PE25 3SY | 01507 610204 |
| Skegness TEC - Skegness | Heath Road  Skegness  PE25 3SY | 01754 761867 |
| Skegness Skills Academy | 3 – 5 Briars Way  Skegness  Lincolnshire  PE25 3NR | 01754 899186 |
| Scarborough TEC –  LED Campus | Scalby Road  Scarborough  North Yorkshire  YO12 5RN | 01723 372105 |
| Scarborough TEC - Westwood Campus | Valley Bridge Parade, Scarborough,  North Yorkshire,  YO11 2PL |  |
| Scarborough TEC – Filey Road Campus | Filey Road,  Scarborough,  North Yorkshire,  Y011 3AZ | 01723 372105 |
| Doncaster Learning Centre | 1A Kings Mews  Frances Street  Doncaster  DN1 1JB | 01302 361636 |
| Leeds Office | Room 107  26 Whitehall  Leeds  LS12 1BE |  |
| East Riding College  Bridlington | Bridlington Campus, St Mary's Walk, Bridlington YO16 7JW | [0345 120 0044](https://www.google.co.uk/search?source=hp&ei=4veGX4CsLoqeUPbmoSg&q=east+riding+college&gs_ssp=eJzj4tLP1TdISqo0syw3YPQSTk0sLlEoykzJzEtXSM7PyUlNTwUArtMLBg&oq=east+riding+co&gs_lcp=CgZwc3ktYWIQARgAMg4ILhCxAxCDARDJAxCTAjIFCAAQsQMyCAgAELEDEIMBMgIIADIICAAQsQMQgwEyCAgAELEDEIMBMgIIADICCAAyCAguEMcBEK8BMgIIADoLCAAQsQMQgwEQyQM6DgguELEDEIMBEMcBEKMCOggILhDHARCjAjoICAAQsQMQyQM6CAguELEDEIMBOgsILhCxAxDHARCvAToCCC46BQguELEDOhEILhCxAxDHARCvARDJAxCTAjoOCC4QxwEQrwEQyQMQkwI6BQgAEMkDOgcIABDJAxAKOgQILhAKOgQIABAKOgoILhDHARCvARAKUKsKWMMyYJc_aAFwAHgBgAHzAYgBuhSSAQYxLjE1LjGYAQCgAQGqAQdnd3Mtd2l6&sclient=psy-ab) |
| East Riding College  Beverley | Flemingate, Armstrong Way, Beverley HU17 0GH | [0345 120 0044](https://www.google.co.uk/search?source=hp&ei=4veGX4CsLoqeUPbmoSg&q=east+riding+college&gs_ssp=eJzj4tLP1TdISqo0syw3YPQSTk0sLlEoykzJzEtXSM7PyUlNTwUArtMLBg&oq=east+riding+co&gs_lcp=CgZwc3ktYWIQARgAMg4ILhCxAxCDARDJAxCTAjIFCAAQsQMyCAgAELEDEIMBMgIIADIICAAQsQMQgwEyCAgAELEDEIMBMgIIADICCAAyCAguEMcBEK8BMgIIADoLCAAQsQMQgwEQyQM6DgguELEDEIMBEMcBEKMCOggILhDHARCjAjoICAAQsQMQyQM6CAguELEDEIMBOgsILhCxAxDHARCvAToCCC46BQguELEDOhEILhCxAxDHARCvARDJAxCTAjoOCC4QxwEQrwEQyQMQkwI6BQgAEMkDOgcIABDJAxAKOgQILhAKOgQIABAKOgoILhDHARCvARAKUKsKWMMyYJc_aAFwAHgBgAHzAYgBuhSSAQYxLjE1LjGYAQCgAQGqAQdnd3Mtd2l6&sclient=psy-ab) |
| East Riding College  Hull | St James Centre, 24-30 St James Street, Hessle Road, Hull, HU3 2DH. | [0345 120 0044](https://www.google.co.uk/search?source=hp&ei=4veGX4CsLoqeUPbmoSg&q=east+riding+college&gs_ssp=eJzj4tLP1TdISqo0syw3YPQSTk0sLlEoykzJzEtXSM7PyUlNTwUArtMLBg&oq=east+riding+co&gs_lcp=CgZwc3ktYWIQARgAMg4ILhCxAxCDARDJAxCTAjIFCAAQsQMyCAgAELEDEIMBMgIIADIICAAQsQMQgwEyCAgAELEDEIMBMgIIADICCAAyCAguEMcBEK8BMgIIADoLCAAQsQMQgwEQyQM6DgguELEDEIMBEMcBEKMCOggILhDHARCjAjoICAAQsQMQyQM6CAguELEDEIMBOgsILhCxAxDHARCvAToCCC46BQguELEDOhEILhCxAxDHARCvARDJAxCTAjoOCC4QxwEQrwEQyQMQkwI6BQgAEMkDOgcIABDJAxAKOgQILhAKOgQIABAKOgoILhDHARCvARAKUKsKWMMyYJc_aAFwAHgBgAHzAYgBuhSSAQYxLjE1LjGYAQCgAQGqAQdnd3Mtd2l6&sclient=psy-ab) |

**Contractor Checklist**

|  |  |
| --- | --- |
| **Before Attending** | |
| Ensure the person/department responsible for your works are aware you are attending |  |
| Method Statements and Risk Assessments |  |
| **Attending the site** | |
| Meet with the person responsible for requesting your attendance. |  |
| Sign in at the Estates Helpdesk |  |
| Sign out any keys required |  |
| Present Method Statements and Risk Assessments to Health and Safety to obtain a Permit to Work |  |
| **Leaving the Site** | |
| Hand in any permits to Health and Safety Team or Estates Helpdesk |  |
| Sign in any keys borrowed |  |
| Sign out at the Estates Helpdesk and update the Estates Administrator on progress of the job |  |
| **After attending** | |
| Update the job on the TEC Partnership System |  |
| Send invoice through to Finance Department |  |

**ASBESTOS INFORMATION REQUEST FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **REQUEST:** To be completed by Contractor/Operative and sent to TEC Partnership Estates Team (PPM & Compliance Manager)\* | | | | | | | | |
| **Date:** |  | **Name:** |  | | **Dept:** | |  | |
| **Telephone:** |  | **Mobile:** |  | | **Email:** | |  | |
| **Site:** |  | **Building:** |  | | | | | |
| **Building Code:** |  | **Rooms / Areas:** |  | | | | | |
| **Materials/ Areas to be Investigated:** |  | | | | | | | |
| **Reason for Investigation:**  **(indicate yes)** | **Information from Asbestos Register/ Survey** | **Construction/ Refurbishment/ Demolition** | | **Inspection of Damaged Material** | | **Inspection of Material for Maintenance** | | **Other** |
|  |  | |  | |  | |  |
| **Access**  **Arrangements:** |  | | | **Anticipated Time Scale:** | |  | | |
| **\* Email to baughanm@grimsby.ac.uk.**  **Urgent requests can be telephoned to the TEC Partnership Estates Team – PPM & Compliance Manager on ext. 1424 but must be followed by a request form.** | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. RESPONSE:** To be completed by the TEC Partnership Estates Team (PPM & Compliance Manager) and issued to Originator | | | | | |
| **Materials Identified:** |  | | | | |
| **Date of Survey:** |  | | | | |
| **Precautions / Actions Required:** |  | | | | |
| **Additional Sampling Ref. and Analysis:** |  | | **Date Sent:** |  | |
| **Date Received:** |  | |
| **Consultant Job Ref:** |  | |
|  | | |
| **Issued To:** |  |  |  | |  |
| Originator | Date | Other | | Date |
| **Issued By:** |  |  |  | |  |
| PPM & Compliance Manager | Date | Other | | Date |

|  |  |  |
| --- | --- | --- |
| **3. ASBESTOS REGISTER UPDATE:** To be completed by the TEC Partnership Estates Team (PPM & Compliance Manager | | |
| **Register Updated By:** |  |  |
| PPM & Compliance Manager | Date |
| **AIRF Ref:** |  | |

**Contractor Agreement Form**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Company Address** |  |
| **Contract Telephone Number** |  |

I have read the enclosed Contractor Information & Guidance Booklet and have taken section 8 into careful consideration.

The above-named company agrees to fully comply with all the requirements of the enclosed Contractor Information & Guidance Booklet.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Appointment/**  **Position** |  |
| **Date** |  |

**Please read, sign and return this sheet to persons responsible for your appointment as an approved contractor.**

**GUIDE TO ASBESTOS INFORMATION REQUEST FORM**

All sections to be completed as follows:

**1. Request**

To be completed by contractor/operative, including date of request, name, Department, telephone number, mobile phone number and email address.

The TEC Partnership site, building, building code (if known), rooms / areas, material to be investigated must then be filled in so that the material can be readily located by the TEC Partnership Estates Team (PPM & Compliance Manager). This is to be accompanied by the reason for the investigation, any access arrangements that may be required and an anticipated timescale.

**Please note:**

Anticipated time scale should be completed so as responses can be suitably prioritised i.e. reporting damage sustained to an asbestos containing material (ACM) will need priority over a project to remove materials.

**2. Response**

To be completed by the TEC Partnership Estates Team (PPM & Compliance Manager) only.

This will include any identified materials and the date the inspection or survey was carried out.

Precautions or actions required must be listed and the details of any bulk analysis (if a sample or samples were taken), included.

Responses will be issued by the TEC Partnership Estates Team (PPM & Compliance Manager) to the originator and others, as identified.

**3. Asbestos Register Update**

To be completed by the TEC Partnership Estates Team (PPM & Compliance Manager) only.

The TEC Partnership asbestos register will be updated by the TEC Partnership Estates Team (PPM & Compliance Manager) should any ACM required alteration, removal or a reassessment of the risk.

Copies of the Asbestos Information Request Form recorded and referenced by the TEC Partnership Estates Team (PPM & Compliance Manager)

**APPENDIX 1**

**Code of conduct for Contractors undertaking work at colleges across the TEC Partnership**

1. Observe this code at all times whilst on college premises
2. Stay within the designated work area
3. Obtain consent from the engaging member of college staff is access is required outside designated site or work area
4. Use only the agreed access routes and ask permission from the engaging member of staff to avoid charge
5. Avoid contact with children/young people/students
6. NEVER be in contact with children/young people/students without contracting organisations supervision or member of College Staff
7. If you are spoken to by a child/young person/student, be polite but do not engage in lengthy conversation
8. If spoken to by a child/young person/student, avoid physical contact (such actions could be easily misinterpreted or misconstrued).
9. Do not use inappropriate or profane language
10. Dress appropriately at all times
11. Keep the engaging member of staff and security informed of where you are and what you are doing
12. Immediately report to the engaging member of staff or security any matters out of the ordinary or of concern, involving children/young people/students
13. Do not give out addresses or mobile phone numbers to the children/young people/students
14. Do not arrange to meet with children/young people/students either inside or outside of the College Premises
15. Do not offer to buy/sell items from/to children/young people/students
16. Do not take photographs of children/young people/students
17. Do not bring alcohol onto the College premises
18. Do not share food or drinks with children/young people/students
19. Remember that your actions no matter how well-intentioned, could be misinterpreted

**APPENDIX 2 – CHECKS ON CONTRACTORS WORKING ACROSS TEC PARTNERSHIP SITES**

| CONTACT WITH PUPILS | RECOMMENDED MEASURES | DESIGNATED PERSON RESPONSIBILTIES |
| --- | --- | --- |
| Nil  e.g works undertaken on a separate site, or when there are no children or vulnerable adults on site | * Contractors staff to comply with code of conduct * Contractors staff to sign in and out of premises * Contractors staff to wear Company ID at all times * NO DBS required | * Undertake a Risk Assessment * Requires contractor to adopt code of conduct * Requires contractor sign in and out of premises * Requires contractor to wear ID on site |
| Minimal  Where contractors staff are segregated from pupils and any contact that does occur is supervised e.g. new build and major repairs projects | * Segregate * Supervise any contact * Contractors staff to comply with code of conduct * Contractors staff to sign in and out of premises * Contractors staff to wear Company ID at all times * No DBS required (however, it may be necessary for some individuals in particular areas) | * Undertake a risk assessment * Agrees arrangements with contractors before work commences * Ensures segregation arrangements in place * Ensures arrangements for any contact to be supervised * Requires contractor to adopt code of conduct * Requires contractor to sign in and out of premises * Requires contractor to wear ID on site * Ensures any required DBS checks completed before works start * Reviews and amends arrangements to accommodate any change |
| Regular  e.g. where contractors staff are segregated from pupils but there is likely to be regular supervised contact e.g. foreman liaising with schools on new build or major repair projects, service engineers making routine maintenance visits | * Segregate * Supervise any contact * Contractors staff to comply with code of conduct * Contactors staff to sign in and out of premises * Contractors staff to wear Company ID at all times * Consider DBS (undertake a risk assessment) | * Undertake a risk assessment * Agrees arrangements with contractors before work commences * Ensures segregation arrangements in place * Ensures arrangements for any contact to be supervised * Requires contractor to adopt code of conduct * Requires contractor to sign in and out of premises * Requires contractor to wear ID on site * Ensures any DBS checks completed before works start * Reviews and amends arrangements to accommodate any change |
| Unsupervised  e.g. where contractors staff are unsupervised but are on site irregularly or on an ad hoc basis | * Contractors staff to comply with code of conduct * Contractors staff to sign in and out of premises * Contractors staff to wear TEC Partnership Contractors ID at all times * Enhanced DBS | * Undertake a risk assessment * Agrees arrangements with contractors before work commences * Required contractor to adopt code of conduct * Requires contractor to adopt code of conduct * Requires contractor to sign in and out of premises * Requires contractor to wear ID on site * Ensures any DBS checks completed before works start * Reviews and amends arrangements to accommodate any change |
| Unsupervised Regular  e.g. where contractors staff are unsupervised and are on site regularly | * Contractors staff to comply with code of conduct * Contractors staff to sign in and out of premises * Contractors staff to wear TEC Partnership Contractors ID at all times * Enhanced DBS with children’s barred list check | * Undertake a risk assessment * Agrees arrangements with contractors before work commences * Requires contractor to adopt code of conduct * Requires contractor to sign in and out of premises * Requires contractor to wear ID on site * Ensures any DBS checks completed before works start * Reviews and amends arrangements to accommodate any change |

Appendix 3

|  |  |
| --- | --- |
| Supplementary Permit for Fire Alarm System Works  Section 1 and 2 must be completed before any work starts.  This permit must be accompanied by a regular permit to work. | |
| Section 1. To be filled in by the contractor working on the fire alarm system | |
| Date and time when works will start: |  |
| Date and time when works expected to be complete: |  |
| Name of person carrying out fire alarm works  (inc. Company name): |  |
| Room number or Block in which works will carried out: |  |
| Fire alarm zone number/numbers: |  |
| Description of the works to be done: |  |
| Contractor signature and date: |  |
| Section 2. To be filled in by the authoriser (usually the Estates Officer) | |
| Have all affected occupants been informed of the proposed works? |  |
| Have Security been informed of the works? |  |
| Are there any special notes to consider? |  |
| Permit to work number: |  |
| Authoriser’s signature: (Usually Estates Officer) |  |
| Section 3. To be filled in by the authoriser when works are complete (usually the Estates Officer) | |
| Are the works complete? |  |
| Are all devices operable? |  |
| Is the fire panel back in normal mode? |  |
| Contractor’s signature: |  |
| Authoriser’s signature: (usually Estates Officer) |  |