



Bassingbourn

Community Primary School

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Contractors Code of Conduct

This policy was ratified by Governors on: 29th January 2026

Implemented on: 29th January 2026

Review date: January 2027

Introduction

The code of conduct outlined in this document applies to all contractors and their employees working on Bassingbourn school premises.

This code is in place to protect you and those who might be affected by your work, such as our visitors, staff and pupils. We expect all contractors to work safely and not put themselves, or anyone else at risk. You must always work in a safe manner, whether what you are doing is covered by the code of conduct below.

The school reserves the right to require the removal from the premises of any contractor who does not comply with the school requirements, or who put themselves, or others, at risk. The school similarly reserves the right to require the removal of any plant, equipment, or material, which, in the opinion of the school representative, is dangerous when used in the way intended by the contractor.

A copy of the code must be provided to the contractor company, to be read, signed & returned to the school prior to the commencement of any work.

Code of Conduct Site Information

On arrival at our site

You must report to the school office/ reception and sign in. You must also sign out when you leave.

Contractors will follow the policy for visitors as follows:

- All visitors report to the reception desk on arrival.
- Identity is checked and confirmed using photo ID wherever appropriate.
- All visitors are issued with a badge to be always worn. This includes parents, helpers, contractors, LA staff, and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk to sign in or asked to leave the site.
- All visitors will be asked to read key visitor information including emergency procedures and safeguarding.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

If you are working on the site for the first time, a school representative will explain any local requirements, this will include, the location of toilets & washing facilities, any site hazards you should be aware of, (such as the location of asbestos) and the site emergency arrangements.

Safety Signs

Our school areas have clear safety signs, for example warning of hazardous materials, prohibited areas or no smoking. We expect you to follow any instructions on these signs.

Tidiness and Housekeeping

We expect you to keep our site tidy and not to leave rubbish. You must not obstruct any fire exit routes or form a trip hazard.

Fire

The Emergency Evacuation Procedure will have been explained to you on arrival / at the commencement of the contract.

You must ensure that you are aware of the nearest escape route from your work area, the location of the nearest call point and the outside assembly area.

If you start/discover a fire, you must immediately raise the alarm at the nearest fire alarm call point. If the fire alarm sounds when you are working, you must stop work, leave the building if you are working inside, and go to the assembly point. You must not return to work unless you have been told it is safe to do so.

Asbestos

If applicable, the location of any asbestos in the area where you will be working will have been explained to you on arrival/ at the commencement of the contract.

This will include giving you access to the school's Asbestos Management Plan. If you have any concerns regarding asbestos work cannot begin until your questions/concerns have been suitably answered.

You must not undertake any work which will disturb asbestos unless you work for a licensed asbestos contractor and this work has been agreed, in writing, prior to the commencement of work.

If you come across any material which you think is asbestos, you must stop work and immediately inform the school office/ school representative, (whichever is quicker).

Smoking

There is no smoking anywhere on the school site. This includes vaping or similar devices.

Electrical Equipment

Any electrical equipment you bring with you must be in good working order and subject to regular inspection & maintenance. All portable electrical hand tools used on school premises, and any electrical equipment used out of doors by contractors, must be supplied at a voltage of 110 volts CTE or lower.

The contractor must provide the necessary transformers for supplying this equipment. Extension leads required for the work must be used on the reduced voltage side of the supply.

Where there are any concerns regarding the condition or safety of any electrical equipment brought onto site the school reserves the right to stop work and request evidence of, when the item was last tested and confirmation that it is in full working order.

Electrical Installation

Only NICEIC qualified contractors are allowed to undertake any work to the fixed electrical system. You must not carry out any work on our electrical installation unless this has been agreed as part of the work you are to undertake.

Work on live electrical equipment/ installation requires a Permit to Work, (see Permit to Work Section on page 4) and you will not undertake any work unless the correct permit has been issued.

Gas Safety

You must not undertake any work on gas equipment unless you are a Gas Safe registered contractor for the type of work involved and have your Gas Safe Register identity card with you.

Working with Chemicals or Hazardous Materials

Only chemicals and/ or hazardous materials that have been agreed beforehand can be brought onto site and must be accompanied by suitable Control of Substances Hazardous to Health assessments.

They must not be left unsecured in areas accessible to students at any time.

Gas Cylinders

You are only permitted to bring gas cylinders onto site if their use has been previously agreed and a 3 safe place for storage has been identified. They must not be left unsecured in areas accessible to students at any time.

General Equipment

It is expected that any equipment you bring with you onto site is in full working order. Should there be any concerns, the school reserves the right to stop work and request evidence of inspection & maintenance.

This could include records of regular servicing or, in the case of lifting equipment records of load testing and Thorough Examinations, (in line with the requirements of LOLER).

Where a licence is required to operate a piece of equipment, you/ your staff may be required to show this prior to the commencement of work. No hazardous equipment can be left in areas accessible by students, unless suitably secured.

Personal Protective Equipment

You are expected to arrive on site with all required personal protective equipment, (PPE). Where you or your staff are found to be working without the correct PPE, work will be stopped and you/ your staff will be asked to leave site until you obtain/ provide the correct equipment.

Unless agreed previously, in writing, the school is not responsible for providing any personal protective equipment.

Permit to Work

The following work is prohibited unless a suitable permit has been issued:

- Hot work such as welding, flame cutting, the use of bitumen boilers, blow lamps. or of hot air paint strippers.
- The use of cartridge operated tools.
- Work in confined spaces such as entering tanks, drains, manholes, sumps, chimneys, ducting, boilers, or compressed air receivers.
- Work in lift shafts or under the lift cage.
- Work on steam plant or pipework.
- Work with high pressure water jetting equipment.
- Digging trenches and excavations or drilling boreholes.
- Work on roofs or involving scaffolding, or mobile, or suspended access equipment (except where the roof has permanent access arrangements and fixed guard railing).
- Work near overhead cables.
- The use of mobile cranes.
- Work on live electrical equipment.
- Work on remotely isolated electrical equipment.
- The use of radioactive materials, explosives, lasers or radiation generators such as X ray machines.

If you are given a permit to work for any of the above, you must follow the instructions on it and return it to the permit issuer when you have finished. If the job is continuing, you must return the permit at the end of the working day.

Waste Disposal

Waste must be disposed of following current legislation. You must not pour any waste down our site drains, or the public drains and you must ensure that any waste taken away is dealt with in a safe and proper way.

Waste Skips

You must ensure that any skips containing waste that can burn are not placed within five metres of any our buildings.

If this is not possible, the skip must have a lid which is locked at the end of the working day.

Accident and / or Injury

Should you be involved in an accident or sustain an injury whilst on site, as well as following your organisations accident reporting procedure, you must also ensure that this is reported to the school office/ representative, (whichever is quicker).

Should there be any further investigation, (by the school's Health & Safety provider, the Governing Body, the Local Authority or an enforcing authority, such as the Health & Safety Executive) the school may request copies of incident report form(s) and/ or reports of any internal investigation undertaken by your organisation.

Declaration: I _____ (name), on behalf of _____ (name of organization) can confirm that I have read and understood this Code of Conduct and agree that all staff will abide by these conditions.