



St Luke's School: Management of Contractors on Site **2025**

Government of Jersey policies

St Luke's school works within the framework of the Government of Jersey policies and codes of practice. Please access the latest published copies of these via the link below:

[Children, Young People, Education and Skills Policies \(gov.je\)](https://www.gov.je/children-young-people-education-and-skills-policies)

General Policy Statement

The Headteacher and Senior Leadership Team (SLT) of St Luke's School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

The Headteacher and SLT will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

The Headteacher and SLT must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Deputy Headteacher will ensure that volunteers have the necessary safety information.

Safety Responsibilities of Groups and Individual Members of Staff are as follows:

The Caretaker will:

- a. ensure that safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control;

Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the School Caretaker for them to rectify or the Headteacher.

Staff must ensure that a contractor arriving at site, reports to reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the Government of Jersey's Asbestos

Management in the Workplace Policy and the Safety Management of Contractors Policy.



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General Emergency Procedures

The summoning of emergency services is via the School Secretary and the Headteacher. In the event of a major disaster the Critical Incident Management Team must be alerted.

Fire Procedures – (also see the Fire Safety Policy)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – **assume every alarm could be for real**. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc. are accounted for.

Health Issues

Smoking (also see the No Smoking at Work Policy)

In an effort to reduce the risk to health from passive smoking, this school is a no smoking site.

Alcohol and Drug Abuse (also see the Drugs and Alcohol at Work Policy)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

Specific Hazards

Schools are not generally considered dangerous places to work in, but they can still present risks which could lead to injury or ill health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the associated risks.

Asbestos (also see the Asbestos Management in the Workplace Policy)

The school has had an asbestos survey completed for the premises. This is stored in the red JPH Log Book. The School Caretaker has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.



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Pre-Arrival Communication

Contact Confirmation: Confirm the contractor's arrival date and time in advance.

Documentation: Request relevant documents such as risk assessments, method statements, and proof of insurance.

DBS Checks: Ensure that contractors who will have any contact with children have the necessary DBS checks.

Arrival Procedures

Sign-In: Require contractors to sign in at the school office upon arrival and receive a visitor badge.

Briefing Session: Conduct a short briefing on school policies, including health and safety, safeguarding, and emergency procedures.

Site Orientation

Tour of the Premises: Provide a quick tour of relevant areas, highlighting emergency exits, fire assembly points, and first-aid stations.

Restricted Areas: Clearly identify and communicate any restricted areas within the school.

Health and Safety Briefing

Risk Assessment: Discuss any site-specific risks and the contractor's risk assessment.

Personal Protective Equipment (PPE): Specify any required PPE and ensure contractors have the necessary equipment.

School Activities: Inform contractors of any school activities or events that may affect their work.

Safeguarding Protocols

Contact with Pupils: Reinforce that contractors should have no unsupervised contact with pupils and should report any concerns immediately to the school's designated safeguarding lead.

Emergency Contacts: Provide key contact information for the school's safeguarding lead and emergency procedures.

Ongoing Supervision

Point of Contact: The Caretaker is the primary point of contact for the duration of the contractor's work.

Check-Ins: Schedule regular check-ins to address any issues or changes in the work plan.

Departure Protocol

Sign-Out: Ensure contractors sign out at the school office upon completion of their work each day.

Feedback: Request feedback from the contractor on the induction process and their experience working at the school.

By following this induction process, you can help ensure that contractors are aware of their responsibilities and the school's expectations, which helps maintain a safe and productive environment for everyone involved.