

Inspire Education Group

# HEALTH & SAFETY, WELFARE & SAFEGUARDING FOR CONTRACTORS

2022-23



**Inspire**  
Education Group

*Peterborough and Stamford,  
Thriving Together*

# CONTENTS

- 1. IEG Obligations.....3
- 2. Where Do The Safety Guidelines Apply.....3
- 3. To Whom Do The Safety Guidelines Apply.....3
- 4. Contractors Obligations.....4
- 5. Contractors Liability Insurance.....5
- 6. Construction (Design And Management) Regulations 2015.....5
- 7. Commencement Of Work And Entry To Premises.....5
- 8. Emergency Procedures.....6
- 9. Fire Prevention And Precautions.....6
- 10. Contractor Emergency Procedures On Discovering A Fire .....6
- 11. Fire Extinguishers.....8
- 12. Accidents And First Aid.....8
- 13. Reportable Accidents.....9
- 14. Roadways, Traffic Control And Parking.....9
- 15. Provision Of Warning Signs.....9
- 16. Building Services.....9
- 17. Working Site Security .....10
- 18. Work Above Ground – Working At Heights.....10
- 19. Work Below Ground – Excavations .....10
- 20. Entry Into Confined Spaces.....11
- 21. Plant, Tools And Equipment.....11
- 22. Personal Protection .....12
- 23. The Control Of Substances Hazardous To Health.....12
- 24. Lifting Equipment.....12
- 25. Storage And Use Of LPG And Other Flammable Liquids.....12
- 26. Hot Work.....13
- 27. Asbestos.....13
- 28. Demolition Work.....13
- 29. Precautions To Safeguard School Drainage Systems.....13
- 30. Housekeeping And Disposal Of Waste .....13
- 31. Welfare.....14
- 32. Disciplinary Procedures.....15
- 33. Harassment.....15
- 34. Safeguarding .....15
- 35. Advice And Guidance .....18
- 36. Equality And Diversity.....18

# INTRODUCTION

**These guidelines emphasise the duties and obligations of every contractor under current health, safety and welfare legislation, safeguarding, approved codes of practice and best trade practices. They include, but are not limited to, those referenced in this document.**

## 1. IEG OBLIGATIONS

1.1 Inspire Education Group (IEG) as an employer, has a legal responsibility, exercised through its Board of Governors, to ensure the health, safety and welfare of all its employees, learners and trainees and will take all reasonable steps within its power to meet this responsibility.

1.2 The principle objectives of the Group's policy as defined in the Health and Safety at Work etc. Act (HSWA) 1974 is the provision and maintenance of:

- Safe Plant, Equipment and Systems of Work.
- Safe Use, Handling, Storage and Transport of Articles and Substances.
- The provision of all necessary information, instruction, training and supervision.
- Safe Place of Work with Safe Means of Access and Egress.
- Safe Working Environment and Adequate Welfare Facilities.

1.3 The Health and Safety at Work etc. Act 1974 also imposes a duty on the Inspire Education Group to ensure that it conducts its activities such that any person not in its employment, learners and trainees, visitors, contractors etc., are not exposed to unnecessary risks to their health and safety whilst on the Group's premises.

1.4 In recognition of this duty it is necessary to set out safety guidelines for contractors who carry out work on the premises on behalf of the Group.

1.5 The principle objectives being to:

- Establish minimum but reasonably attainable standards of 'On-Site' safety provisions to ensure the health and safety of all persons who may be affected by the Group's undertakings.
- Establish routines and procedures to be adopted in all work activities.
- Develop and enhance awareness of the various hazards that may be encountered.
- Provide guidance on safe working practices.

1.6 The Group also has a duty to comply with all safeguarding legislation. The Group requires all contractors' operatives who regularly work at IEG to have undergone a Enhanced DBS check.

## 2. WHERE DO THE SAFETY GUIDELINES APPLY

2.1 The guidelines are to be followed when any contractor is appointed to provide a service for the Group. This includes such services as, building works, catering services, transport service and security service applying to all buildings and grounds owned, leased or occupied by IEG and whilst providing transport services away from the Group premises.

## 3. TO WHOM DO THE SAFETY GUIDELINES APPLY

3.1 The Guidelines apply to all contractors and their operatives or self-employed persons undertaking building construction,

maintenance or other similar work on the Group's premises and grounds and also apply to any contractor who supplies a service on or off the Group premises.

3.2 References to contractors in the guidelines also include their employees, their suppliers and sub-contractors and the employees of such suppliers and sub-contractors.

#### 4. CONTRACTORS OBLIGATIONS

4.1 Contractors, have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons including employees, sub-contractors, suppliers, IEG staff, learners and trainees and visitors, who may be affected by their business activities.

4.2 Contractors must carry out all work in accordance with all relevant statutory legislation, Approved Codes of Practice (ACoP), guidance notes and best trade practices.

4.3 Some of the legislation (this is not an exhausted list) includes:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Head Protection) Regulations 1989.
- The Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 2013.
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Construction (Design and Management) (CDM) Regulations 2015.
- The Personal Protective Equipment (PPE) Regulations 1992.
- The Provision and Use of Work Equipment (PUWER) Regulations 1998.
- The Health and Safety (Safety Signs and Signals) Regulations 1996.
- The Control of Asbestos Regulations 2012.

- The Noise at Work Regulations 2005.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- The Health and Safety (First-Aid) Regulations 1981.
- The Regulatory Reform (Fire Safety) Order 2005.

4.4 Contractors must provide:

- Safe means of access and egress to working places.
- Safe systems of work, along with copies of risk assessments and method statements.
- Competent trained work people and adequate supervision.
- Suitable and adequate plant and equipment, maintained in safe working order.
- A dated, company headed, document with a list of all contractor representatives who are to work at IEG sites, their approved enhanced Disclosure and Barring Service check (DBS) number, its issue date and its confirmed approved status.
- A statement to confirm their representatives right to work in the UK and that their ID has been checked and 2 references have been received.
- Contractor representatives on site must bring with them a form of identification.

4.5 Additionally any specific Group requirements must be complied with at all times.

4.6 The Management of Health and Safety at Work Regulations 1999 outline the general principles of safety management. An essential requirement is a risk assessment to identify the hazards present in work activities, to evaluate the risks involved and to devise and implement the appropriate control measures. This requires the contractor to undertake a systematic general examination of the work activity and to record the significant findings of the risk assessment.

4.7 In addition, the contractor must take all reasonably practicable steps to prevent danger or ill health from specific details of the work not covered by these guidelines. Some of the actions required are solely the responsibility of the contractor whilst others will require liaison with IEG's Group Director of Estates, Facilities and Health and Safety. The Group has a legal responsibility to assist the contractors by the provision of information and the taking of action properly within its control. Copies of all contractor's risk assessments must be provided to the Group's Health and Safety Officers before work commences.

4.8 These guidelines, whilst comprehensive, do not cover all situations, which may occur whilst working on the Group's premises. Contractors must develop safe systems of work for each specific situation.

4.9 These guidelines may be revised periodically to reflect any changes in legislation, ACoP and guidance material.

#### 5. CONTRACTORS LIABILITY INSURANCE

5.1 The contractor shall be liable for and shall indemnify the Group against any expense, liability, loss claim or proceedings, arising under any statute or at common law in respect of personal injury or death to any person or any injury or damage to property that may arise out of the carrying out of any work.

5.2 The Group expects the contractor to have a Public and Products Liability Insurance with a minimum limit of £5 million. The policy should include an indemnity to Principals clause and this must be available on request.

5.3 Contractors must hold an approved insurance policy to meet the requirements of the Employers Liability (Compulsory Insurance) Act 1969 and this must be available on request.

#### 6. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

6.1 These regulations apply to construction, alteration conversion, fitting out,

commissioning, renovation, repair, maintenance, de-commissioning, and demolition or dismantling of structure. Also, site clearance and preparation, excavations, foundation work, removal of spoil and waste, installation, commissioning, maintenance, repair or removal of certain services that are normally fixed in or to structures.

6.2 They apply to the following types of work:

- Notifiable Work - Work lasting in excess of 30 days or involving more than 500-person days of work.
- Non-Notifiable Work - Work involving 5 or more persons on site at any one time.
- Demolition Work - Regardless of duration of work.

6.3 Where these regulations apply the Group, as the 'Client', will in accordance with its duties, ensure other duty holders are appointed, if more than 1 contractor involved then a principal designer and principal contractor will be appointed.

6.4 The Principal Designer will be responsible for the notification to the Health and Safety Executive, preparation and implementation of the Health and Safety Plan and completion of the Health and Safety File.

6.5 The Principal Contractor will be responsible for ensuring the co-ordination and co-operation of all contractors on site, ensuring contractor competence and compliance with health and safety plan, industry and the Group's own safety rules.

#### 7. COMMENCEMENT OF WORK AND ENTRY TO PREMISES

7.1 All Contractors must report to the Estates Department before commencing work on any Group building or site and on every subsequent day for the duration of the work.

7.2 A list of all persons being employed by the contractor(s) must be given to the Site Manager Contracts/Operations at the start of the work, and any subsequent alterations to personnel must also be notified. Each person will be issued with an 'Authorised Contractor' identity badge which must be worn in a prominent position on work

clothing at all times and be available to IEG staff on request.

7.3 Permission must be obtained from the Estates Department for access to the Group's premises outside normal working hours (8.00 a.m. - 5.00 p.m. Monday to Friday.)

## 8. EMERGENCY PROCEDURES

8.1 All contractors working on the Group premises must comply with the Group's Emergency Evacuation Procedures (see below).

8.2 They should familiarise themselves of the location of the nearest fire alarm call points, fire escape routes, fire exits and assembly points for the rooms/areas they are working in. Fire Action Notices are displayed throughout the Group buildings and summarise the emergency procedures and indicate the nearest assembly point for the room/area. They must ensure that all fire escape routes and exits are kept clear of any obstructions at all times.

8.3 All contractors working on site must understand the Prevent Duty and 'Run, Hide, Tell' implemented when needed.

## 9. FIRE PREVENTION AND PRECAUTIONS

9.1 The Group operates a no smoking policy on all its sites and restricts smoking to a small number of designated smoking areas outside the buildings. Smoking is not permitted where there are 'No Smoking' signs displayed, including electronic smoking devices. Contractors will be advised before commencing work on the appropriate policy requirements.

9.2 Permission must be obtained from the Group Director of Estates, Facilities and Health and Safety and/or the Health and Safety Officers before any work commences which may interfere or obstruct any fire alarms and wiring, fire fighting equipment, fire escape routes and exits or other safety provisions.

9.3 Permission must be obtained from the Estates Department before any 'Hot Work' processes e.g. welding, flame cutting etc., are carried out.

9.4 The storage and use of flammable or explosive materials, liquids must conform under the requirements of the COSHH Regulations 2002, Pressure System Safety Regulations 2000 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). Petroleum based Spirits must be stored in accordance with the Petroleum (Consolidation) Act 1928 and the Petroleum (Consolidation) Regulations 2014 (PCR). When not in use, flammable liquids or LPG containers must not be stored in Group buildings. The Group Director of Estates, Facilities and Health and Safety must be contacted for advice on suitable external storage facilities or the cylinders must be removed from the site at the end of each working day. Gas supplies must be isolated to the equipment at the end of each working day.

## 10. CONTRACTOR EMERGENCY PROCEDURES ON DISCOVERING A FIRE

10.1 Minor fires:

- Call for assistance.
- Without taking risks, attack the fire with the appliances provided.
- When the incident has ended the Site Foreman/Supervisor must immediately inform the Group Director of Estates, Facilities and Health and Safety and/or the Health and Safety Officers and provide a written report of the incident within 48 hours.
- If the fire should get out of control, then it should be treated as a 'Major Fire'.

10.2 Major / serious fire:

- Raise the alarm by breaking the glass on the nearest fire alarm call point.
- Commence the evacuation of all persons in the area of the fire.
- Contractor Site Foreman/Supervisor must immediately report the details to the Group's Emergency Control Officer (ECO) who will be at the Emergency Control Point at the ECO hut/front entrance.

- When the incident has ended the Site Foreman/Supervisor must immediately inform the Estates Manager and/or the Health and Safety Officers and provide a written report of the incident within 48 hours.

10.3 On hearing the alarm:

- The activation of the fire alarm will immediately contact the Fire Service.
- Commence the evacuation of all contract personnel.
- Leave the building by the nearest safe exit.
- Go to the nearest Assembly Point and ensure all contracting personnel have evacuated. Should any be unaccounted for, report their last known location, to the Emergency Control Officer at ECO hut at the front of the main building.
- Remain at the Assembly Point until authorised to return.

10.4 Out of hours working:

- The Group is connected to a monitoring station: 999 - phone or 9 - 999 - Internal Telephone.
- Fire Service will require the address of the specific incident premises.
- Peterborough sites and premises are divided, for fire emergency purposes, into four distinct addresses. The table opposite indicates the four 'Emergency Addresses'.

Main Site - Main Buildings
Peterborough College Park Crescent Peterborough PE1 4DZ Tel No. 0845 8728722
Main Site - Outer Buildings
Name of Workshop/Building Peterborough College Eastfield Road Peterborough PE1 4BE
Media and Journalism Centre
Peterborough College 50 Broadway Peterborough PE1 1SB Tel. No. (01733) 863097
Jobsmart
Peterborough College Broadway Court Peterborough PE1 1RP Tel. No. (01733) 863068

- Stamford sites and premises are divided, for fire emergency purposes, into three distinct addresses. The table below indicates the three 'Emergency Addresses'.

Main Site - Main Buildings
Stamford College Drift Road Stamford Lincolnshire PE9 1XA Tel No. (01780) 484300
Borderville Sports Centre
Stamford College Ryhall Road Stamford Lincolnshire PE9 1US Tel No. (01780) 765590
Skills for Work and Living
Stamford College 25/27 Ryhall Road Stamford Lincolnshire PE9 1UF Tel. No. (01780) 767830



- The Group Director of Estates, Facilities and Health and Safety and/or the Health and Safety Officers will be able to provide advice to the contractor before the work commences which is the appropriate 'Emergency Address'.

## 11. FIRE EXTINGUISHERS

11.1 Fire extinguishers are provided throughout the Group on corridors and within rooms, workshops etc. These are suitable for dealing with small fires or as a means of 'first aid' but only if there is no personal risk involved, and the persons using them have received appropriate training and instruction.

11.2 Where the work involves specific fire hazards or risks then the contractor will be required to provide suitable, sufficient and well-maintained fire fighting equipment. The Group, on request, may assist in the provision of suitable fire fighting equipment. However, the contractor will be expected to fully meet the cost of replacement, recharge or loss of any such equipment provided by the Group.

## 12. ACCIDENTS AND FIRST AID

12.1 All accidents/injuries to contractors occurring at the Group or Centres should be immediately reported to the Estate Managers and/or the Health and Safety Estate Managers. Accidents/injuries to self-employed persons working at the Group or Centres should be recorded on a Group accident report form which can be obtained from the Medical room, Estate Managers or the Health and Safety Officers. All accidents should then be reported to your own company.

12.2 The Group employs a Nurse / Duty First Aider who is available, Monday to Friday 8.30 a.m. to 5.00 p.m., in the Medical Room, Room 83 Peterborough or First Aid room Stamford. During Term Time there are also Duty First Aider's available between 6.00 p.m. and 9.00 p.m.

12.3 The Nurse / Duty First Aider can be contacted:

- Directly in person, in the Medical room/First Aid room.
- By telephone Ext. 2183 direct line or via Reception Ext. 100 Peterborough.
- By Telephone Ext. 0 and reception will radio



for a campus officer, or via the campus officer mobile phone 07376674558 Stamford. At Borderville 07944650340.

12.4 If an ambulance is required it should be summoned via Reception Ext. 100 (Peterborough) Ext. 0 (Stamford) or if not available by dialling 999 on a public pay phone or 9 - 999 on an internal Group phone.

## 13. REPORTABLE ACCIDENTS

13.1 The Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 2013 require that certain accidents/injuries and diseases have to be reported to the Health and Safety Executive (H.S.E.) on the approved Form F2508, or in the case of reportable diseases F2508A. Contractors must report accidents etc. of their employees to the H.S.E. and additionally supply a copy of the completed F2508 to the Group's Health and Safety Officers.

13.2 Accidents / injuries or diseases to self-employed persons are reported to the H.S.E. by the Group's Health and Safety Officers.

## 14. ROADWAYS, TRAFFIC CONTROL AND PARKING

14.1 All roadways on the Group's premises are also emergency access routes and consequently parking is prohibited except in designated areas, unless it is for the purposes of loading/unloading. Parking on pavements or other pedestrian areas is strictly prohibited and entrances/exits must not be blocked.

14.2 Speed limits (10mph) must not be exceeded.

14.3 Vigilance must be exercised when reversing and suitable and sufficient warning must be given. If necessary the contractor shall provide a banksman to ensure safe moving of vehicles.

## 15. PROVISION OF WARNING SIGNS

15.1 Contractors are responsible for the provision and display of appropriate warning or safety signs that may be required, both internally and externally, as

a result of work being carried out. Signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

## 16. BUILDING SERVICES

16.1 Contractors must not interfere with, connect or disconnect gas, electricity, water or any other services without the specific permission of the Group Director of Estates, Facilities and Health and Safety. The connection of portable electrical equipment is excluded from this requirement.

### 16.2 Electrical Services

16.2.1 Work on electrical services must only be carried out by competent and qualified electricians or electrical engineers. All such work must be carried out in accordance with the requirements specified in the Electricity at Work Regulations 1989 and the 18th Edition IEE Regulations. The Group operates a 'Permit to Work' system.

16.2.2 Entry to substations and switch gear rooms is prohibited unless the express permission of the Group Director of Estates, Facilities and Health and Safety has been given.

16.2.3 Interruption of electrical supply to computer facilities could cause considerable disruption and loss of input to the Group's business. Contractors should seek guidance from the Group Director of Estates, Facilities and Health and Safety before disconnecting any supply in the Group or Centres.

### 16.3 Gas Services

16.3.1 Work on gas services must only be carried out by persons holding a current ACoP or National Accredited Certification Scheme (N.A.C.S.) Certificate. The contractor and/or sub-contractor must also be a member of an approved body i.e. Gas Safe Register.

16.3.2 All gas service work must be carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998.

### 16.4 Water Services

16.4.1 All water service work must be carried out by competent persons and in



accordance with the requirements of the Water Byelaws.

### 16.5 Permit to Work

16.5.1 Permit to work will be required from Estates Department prior to any of the following work commencing. Where such a document is issued, the contractor will ensure that all his employees (or his sub-contractor's employees) working under it are fully informed of, and comply with, all safety requirements listed.

### 17. WORKING SITE SECURITY

17.1 Any machinery, items of building equipment or materials brought onto the Group's premises is the responsibility of the contractor.

17.3 Additionally, ignition keys must be removed from any vehicle, plant and equipment when left unattended.

17.2 Working areas must be securely fenced or guarded by other effective means to prevent access to the working areas that may otherwise endanger people. It is particularly important that unattended works are left in a 'Free from Hazard' condition i.e. scaffolding access ladders are removed together with other safeguards to protect children, plant and equipment is secured i.e. keys are removed, vehicles are immobilised.

### 18. WORK ABOVE GROUND – WORKING AT HEIGHTS

18.1 Where the work involves the erection and use of scaffolding or any structure allowing access above ground level, the contractor is responsible for ensuring its inherent safety, and carrying out and recording weekly inspections. Scaffolding must be constructed and maintained in accordance with the Working at Height Regulations 2005. A Work Method Statement may be required before scaffolding or other structures are erected. All HSE guidance notes must be observed. The Group operates a 'Permit to Work' system.

18.2 Ladders must be of sound construction and free from defects, well supported or

footed at ground level and securely fixed near the upper end as per Working at Heights Regulations 2005. When not in use, ladders must be securely locked away or made safe against unauthorised use. Damaged ladders, steps or trestles must be removed from site immediately. Ladders should rise at least 1.0m above the place of landing unless there is a safe hand hold.

18.3 Any contractor intending to carry out roof work must be conducted in accordance with H.S.E. Guidelines (HSG33 Health and Safety in Roof Work). Contractors should attach themselves to suitable anchoring points, where these are provided, with a full safety harness system or guard rails must be used, or suitable scaffolding erected, when work is carried out close to the edge of any roof. The Estate Managers will identify suitable anchorage points.

18.4 All means of access must be removed daily when work ends.

18.5 Equipment and materials must be safely lowered to the ground and not thrown down. Work must not be carried out over the heads of passers-by, employees, roadways, or gangways until all precautions have been taken to ensure the safety of persons and below. The contractor must provide and position suitable warning notices and barriers. All materials and refuse must be removed from the roof as the work proceeds and must be tidied up on completion. Care should also be taken to ensure that skylights are adequately protected to avoid the dangers of persons or objects falling through.

### 19. WORK BELOW GROUND - EXCAVATIONS

19.1 The Group Director of Estates, Facilities and Health and Safety must grant permission before any excavations are commenced on the Group sites. The Group operates a 'Permit to Work' system.

19.2 Contractors must obtain all available information about the location of underground services before the start of any excavation work. The site must be securely fenced and warning signs and lights used to ensure the safety of all persons working

in and/or passing through the area of the excavation.

19.3 The excavation itself must be adequately shored and supported to ensure the safety of the persons involved in the actual work.

### 20. ENTRY INTO CONFINED SPACES

20.1 No contractor is permitted to enter a confined space where there may be toxic or flammable fumes or a lack of oxygen unless permission has been given by the Group Director of Estates, Facilities and Health and Safety. H.S.E. Guidance INDG258 'Confined Spaces' provides information on the necessary actions required to gain such approval. The Group operates a 'Permit to Work' system.

### 21. PLANT, TOOLS AND EQUIPMENT

21.1 Contractors will not be allowed to use any Group plant, tools or equipment unless permission has been obtained from the Group Director of Estates, Facilities and Health and Safety.

21.2 Contractors plant, tools or equipment used on Group premises must be safe and suitable for the work involved. The contractor shall not interfere with, remove, or misuse any guard or protective device fitted to or used with any Group plant, equipment or machinery without the prior consent of the Group Director of Estates, Facilities and Health and Safety.

21.3 Work equipment must comply with the requirements of current legislation including:

21.3.1 Provision and Use of Work Equipment 1998 - Work equipment must be suitable for its intended purpose, location and environment to be used in and health and safety risks arising from or due to its use. It must be adequately maintained and operatives trained in its safe use. Suitable measures must be taken to prevent access to dangerous parts.

21.3.2 Control of Noise at Work Regulations 2005 - Equipment must be fitted with silencers, mufflers and acoustic screens to reduce noise levels in the vicinity of the work

area. The regulations define the actions which must be taken at specific noise levels:

Action	Noise Level	Action Required
First	80dB(a)	Provide ear protection and alert persons to risks.
Second	85dB(a)	Ear protection must be worn.
Peak	137dB(a)	Immediate action required to reduce noise levels.

21.3.3 Electricity at Work Regulations 1989 - All electrical hand tools and extension leads shall be in good condition, all joints and connectors sound and of the approved type, and all portable appliances shall be subject to regular tests and be within their test date. The Group may request copies of any test certificates or reports.

All portable electrical equipment to be used on site should be supplied at a maximum of 110 volts by means of a mains isolation transformer with secondary winding centre tapped to earth. Where the equipment is supplied at more than 110 volts the Contractor must gain the approval of the Group Director of Estates, Facilities and Health and Safety before the work commences, and additionally, provide suitable Residual Current Devices (R.C.D.) for use with the equipment, including any extension leads/cables. No three phase 415-volt equipment shall be used without approval of the Group Director of Estates, Facilities and Health and Safety.

Additionally, ignition keys must be removed from any vehicle, plant and equipment when left unattended.

## 22. PERSONAL PROTECTION

22.1 Contractors must provide, maintain and ensure the use of suitable personal protective equipment appropriate to their work and in compliance with Personal Protective Equipment Regulations 1992; this would also include visitors to the site.

22.2 Contractors must wear hi-vis jackets, safety shoes and wear a Group issued contractor pass at all times whilst on any of the Group sites.

22.3 Additionally, contractors must obey any Group requirements in this respect, e.g. eye protection in workshops or laboratories.

## 23. THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

23.1 All substances brought on to the Group's premises by the contractor must have been subject to assessment and approved for use by the contractor's appointed COSHH assessor.

23.2 All substances shall be used in accordance with the manufacturers' instructions and / or other instructions issued by the contractor's COSHH assessor.

23.3 All recommended safety precautions shall be adhered to and any personal protective equipment required shall be provided by the contractor, who will ensure that it is used.

23.4 The Group may request copies of COSHH assessments for any substances brought on to their premises.

23.5 Contractors are required to conform to the Control of Substances Hazardous to Health Regulations 2002.

23.6 Substances hazardous to health are:

- Classified as Very Toxic, Toxic, Harmful, Corrosive, And Irritant.
- Have a Maximum Exposure Limit (M.E.L.) or Occupational Exposure Standard (O.E.S.).
- Substantial quantities of dust.
- Micro-Organisms.

- Any other substances with similar hazards.

23.7 Contractors are required to carry out a 'risk assessment' on any substance used or process carried out to ensure the health and safety of all persons who may be exposed to them during the work activity. Exposure must be prevented, or where this is not reasonably practicable, adequately controlled.

23.8 The Group Director of Estates, Facilities and Health and Safety must authorise the use of any hazardous substance or process before work commences and the contractor must supply copies of all relevant information and assessments on request.

## 24. LIFTING EQUIPMENT

24.1 All lifting equipment, cranes, hoists, chains etc. must be maintained, inspected, tested and examined in accordance with current legislation and standards. All items of lifting tackle shall be clearly marked with their safe working load and shall be used within this. Inspection Records and Test Certificates must be produced on request by the Group. All work involving cranes, hoists or lifting tackle shall be carried out in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations.

## 25. STORAGE AND USE OF LPG AND OTHER FLAMMABLE LIQUIDS

25.1 The storage and use of flammable liquids must conform to the requirements of the COSHH Regulations 2002, Pressure System Safety Regulations 2000 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

25.2 Petroleum based spirits must be stored in accordance with the Petroleum (Consolidation) Act 1928 and the Petroleum Spirit (Plastic Containers) Regulations 1982. When not in use, flammable liquids or L.P.G. Containers must not be stored in Group buildings.

25.3 The Group Director of Estates, Facilities and Health and Safety must be contacted for advice on suitable external storage facilities or the cylinders must be removed from the site at the end of each working day. Gas supplies, to the equipment, must be isolated at the end of each working day.

## 26. HOT WORK

26.1 All 'hot work' (which includes welding or cutting using oxy-acetylene or other gas equipment; soldering, brazing, paint stripping or any other activity using LPG gas torches or burners and any other burning or heating processes) will only be carried out with the consent of the Group Director of Estates, Facilities and Health and Safety, who may require such work to be carried out under a 'Permit to Work'.

26.2 If a contractor introduces hazards of this nature, then they must provide suitable and sufficient, adequately maintained fire-fighting equipment for use in relation to their activities.

## 27. ASBESTOS

27.1 The Group holds an Asbestos Register in accordance with the Control of Asbestos Regulations 2012, this is held with the Group Director of Estates, Facilities and Health and Safety. Prior to starting work the register must be viewed to confirm whether there is asbestos located in the area where the work is to commence.

27.2 Where any material that is thought to contain asbestos has been discovered, work must stop immediately and be reported to the Group Director of Estates, Facilities and Health and Safety. The Group will arrange for the analysis of a bulk sample and any subsequent environmental monitoring. Work in connection with any asbestos material is strictly controlled at the Group, and only Health and Safety Executive approved licensed contractors will be authorised to carry out any work.

27.3 As the Group buildings were built pre-2000 anyone working on the fabric

of a building MUST have had Asbestos Awareness training along with evidence which should be provided on request.

## 28. DEMOLITION WORK

28.1 All demolition work must conform to the precautions outlined in the Construction (Health, Safety and Welfare) Regulations 1996. All demolition works must be fenced off or other steps taken to protect persons who may be at risk from the operations. The effects of noise and dust must be adequately controlled.

28.2 All demolition work falls within the scope of the Construction (Design and Management) (C.D.M.) Regulations 2015. The Group will appoint a Principal Designer and a Principal Contractor who will be responsible for ensuring compliance with the regulations.

## 29. PRECAUTIONS TO SAFEGUARD SCHOOL DRAINAGE SYSTEMS

29.1 Contractors rubble and waste shall be removed and disposed of in accordance with the requirements of the Environmental Protection Act 1990 and the Duty of Care Regulations.

29.2 Contractors rubble and waste shall be removed from roof surfaces to prevent the obstruction of guttering and downpipes.

29.3 Contractors tools and equipment must not be washed or cleaned where cement, mortar, chemicals or similar materials could be washed into a drain.

29.4 No sand, soil, ballast, cement, mortar, chemicals or plastic may be deposited down any drain, and rubble and other waste may only be disposed of in Group skips with the permission of the Group Director of Estates, Facilities and Health and Safety.

29.5 Sand, soil, ballast or similar materials stored on school premises must be suitably protected to prevent them being washed into any drain.



### 30. HOUSEKEEPING AND DISPOSAL OF WASTE

30.1 Contractors are to carry out their work in a clean and orderly manner to prevent injury to persons or loss of access to essential building services or roadways. Equipment and materials should not be left unattended in corridors, hallways, and staircases or in other common areas without adequate safeguards.

30.2 Waste, dust, dirt and other debris arising from the work should be removed on a regular basis. The throwing and tipping of materials from upper storeys is prohibited, unless an enclosed chute is used. On completion of the work, the contractor must remove all waste, surplus materials or substances, and equipment from the site.

30.3 The Environmental Protection Act 1990 and subsequent environmental regulations dealing with waste and waste management must be complied with, when removing from the Group premises.

30.4 Polluted or surplus materials must not be disposed of into surface drains. Rubbish or other materials must not be burnt on the Group's premises without the prior permission of the Group Director of Estates, Facilities and Health and Safety.

30.5 The Contractor, as a producer of construction or demolition waste, is responsible for the care and containment of waste whilst on site, and for ensuring it's safe and authorised disposal.

### 31. WELFARE

31.1 The following rules apply to all contractors when working on the Group premises:

- No smoking within any of the Group buildings.
- No smoking is allowed in the vicinity of the work area.
- Consumption of alcohol prior to or during work being carried out is not permitted.
- No radios, singing etc shall be permitted.
- Food and drink will not be consumed within the working area.



- Removal of work overalls, t-shirts and shirts will not be permitted within the Group premises. (Please refer to the leaflet INDG147 'Keep your top on' obtainable free from the HSE for further guidance)
- Toilet and washing facilities are available in all buildings but must first be agreed with the Group Director of Estates, Facilities and Health and Safety.

31.2 Anyone who does not comply with the above or with any other health and safety requirements will be asked to leave the Group premises.

31.3 There are a number of places available within the Group where food can be purchased and consumed.

31.4.1 No name signs are allowed to be erected without prior agreement of the Group Director of Estates, Facilities and Health and Safety.

### 32. DISCIPLINARY PROCEDURES

32.1 Contractors found to be in breach of the conditions of these guidelines or relevant health and safety legislation will be liable to have their contract terminated, in writing, by the Group.

### 33. HARASSMENT

33.1 The Group is committed to providing a working and learning environment in which everyone is treated with consideration and respect. It will not tolerate treatment of any of its staff, learners, trainees or visitors, which denies them their right to live and work without harassment.

### 34. SAFEGUARDING

#### 34.1 What is Safeguarding?

Safeguarding means:

- Protection from abuse, neglect and maltreatment.
- Promotion of health and development.
- Ensuring safety and care.
- Ensuring optimum life chances and best outcomes.

- Safeguarding is defined by the Children Act 1989 and means that organisations working with young or vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's wellbeing are minimised.

#### What is Prevent?

- In 2011 the government introduced the Prevent Strategy, part of the overall counter-terrorism strategy, CONTEST; this outlines objectives and measures to protect vulnerable people from being drawn into terrorist or extremist activity and from being exposed to radicalisation. Prevent is about safeguarding our communities from the threat of terrorism by stopping people from supporting it or becoming terrorists themselves. Radicalisation is the process by which a person comes to support terrorism and extremist ideologies.
- We have a common law duty of care to ensure that the student is safe at all times. This does not just mean within the workplace, but also means we must be able to identify and act on causes for concern outside of work where appropriate.

#### What does safeguarding mean for you?

- Providing students with a safe working Environment.
- Recognising and reporting to us any young person or vulnerable adult who is suffering, or likely to suffer significant harm.

#### What are the main roles and responsibilities of employers and staff?

Organisations working with young people or vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's wellbeing are minimised.

Responsibilities include:

- Understanding what is meant by Safeguarding and Prevent Duty and promoting the welfare of students.
- Be aware of your statutory duties regarding the welfare of children and vulnerable adults and prevent them from being drawn into terrorism.



- Provide a safe, supportive environment for learners both on and off-site.
- Identify if there are learners who are suffering, or likely to suffer, significant harm.
- Be familiar with our guidance and reporting arrangements.
- Being aware of the responsibility of the employer to ensure that staff working alongside learners do not pose a risk to their wellbeing.

Further information on Safer recruitment and selection can be found: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>.

#### **Safeguarding concerns may present as:**

- Significant changes in behaviour
- Over-dependency on staff
- Deterioration in work
- Poor/over attendance
- Low self-esteem or withdrawn
- Inappropriate behaviour including risk-taking
- Aggressiveness, anger, anxiety
- Drug and/or alcohol abuse
- Being asked/leaving home
- Harm to self or others
- Bullying or discrimination (victim or perpetrator)
- Serious financial hardship
- Emotional distress including mental health concerns
- Fabricated or induced illness
- Involvement in gangs and youth violence

The presence of one or more of these factors does not necessarily mean that a student is being harmed. It could, however, alert you to a potential problem that there may be a serious cause for concern. Abuse can be:

- Emotional, Physical, Sexual, Neglect, Psychological, Financial, Sexual.
- Between students - peer on peer abuse.

- Discrimination, bullying and cyberbullying.
- Child Sexual Exploitation and Child Criminal Exploitation.
- Domestic violence and violence against women and girls.
- Female Genital Mutilation and Forced Marriage.
- Human trafficking and modern slavery.

#### **Key 'at risk' / vulnerable groups:**

- People with learning difficulties and or disabilities.
- Young offenders and other ex-offenders.
- Young carers, young parents.
- Looked after or in care and care leavers.
- Homeless including temporary or insecure accommodation.
- Students with social-emotional and behavioural difficulties.
- Chaotic family backgrounds or violence in families, family members in or out of prison.
- Addiction and substance misuse issues.
- Students who are isolated or have mental health issues.
- Having asylum-seeking or refugee status.

#### **Bullying, Harassment, Sexual Harassment and Sexual Violence**

There must be a culture of zero tolerance for incidents of bullying and harassment including sexual violence or sexual harassment. This type of behaviour is never acceptable and will not be dismissed as 'banter', 'part of growing up' or 'just having a laugh'. Various forms of sexual violence and harassment can be considered peer on peer (or child on child) abuse and can occur in an otherwise consensual relationship. It can occur online and offline both inside and outside of the workplace.

It is recognised that a student's progress and emotional wellbeing may be adversely affected if they are subjected to any form

of bullying and or harassment. It is also important to recognise the negative impact that engaging in these behaviours or witnessing the bullying and or harassment of another can have. This type of unwanted conduct has the purpose or effect of violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Factors which may increase the risk of bullying, prejudice-related incidents or discrimination:

- Sexuality
- Gender identity e.g. transgender
- Black and Asian Minority Groups
- Minority religions or other minority factors

There are three types of harassment that are unlawful under the Equality Act 2010:

- Harassment related to a relevant protected characteristic.
- Sexual harassment.
- Less favourable treatment of a student because they submit to or reject sexual harassment or harassment related to sex.

Peer on peer abuse occurs when a young person is exploited, bullied and or harmed by their peers who are the same or similar age. This can include:

- Bullying, including cyberbullying.
- Physical abuse such as hitting, kicking, shaking, biting, hair-pulling or otherwise causing physical harm.
- Sexual violence and sexual harassment.
- Initiating or hazing type rituals.

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature. This can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual "jokes" or taunting.

- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes.
- Displaying pictures, photos or drawings of a sexual nature.
- Upskirting – a criminal offence.
- Online sexual harassment.
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos. Taking and sharing nude photographs of U18s is a criminal offence.
- Sharing of unwanted explicit content.
- Sexualised online bullying.
- Unwanted sexual comments and messages, including, on social media.
- Sexual exploitation; coercion and threats.
- Coercing others into sharing images of themselves or performing acts they're not comfortable with online.

When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003<sup>132</sup> which are:

- Rape
- Assault by penetration
- Sexual assault
- Causing someone to engage in sexual activity without consent

#### **What is consent?**

- Consent is about having the freedom and capacity to choose.
- Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom.
- Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.
- A child under the age of 13 can never consent to any sexual activity.

- The age of consent is 16.
- Sexual intercourse without consent is rape.

**For any concerns, employers need to:**

- Report to the estates team immediately or to the number below.
- If a student starts to disclose anything, immediately ask them to talk to their member of staff. Do not ask any leading questions.
- Stay calm and show that you are taking it seriously.
- Do not promise confidentiality explain that it may be necessary to share information with other relevant people.
- You do not have to decide whether the student is telling the truth or not.
- Pass on any allegation of abuse about a member of staff and report this to the college key contact immediately.
- Record and date all concerns using the student's own words as much as possible and pass them immediately to the relevant College contact -
  - **Peterborough College contact line: 01733 762356**
  - **Stamford College contact line: 07180 484300 ext. 390**
- The college will then take advice from our own internal Safeguarding Team and will advise on the best course of action.
- Any serious cases of harm should be reported to the Police or Social Services. Our Safeguarding Team can help give guidance on how to report an issue.

**Accidents and Incidents**

- Please report any accidents/incidents involving a student to your contact on the above number.

**Professional Boundaries**

All employers must protect themselves from allegations of abuse and build positive relationships with our students. Always remember that these relationships are professional and that employers should

protect themselves as well as our students.

Remember:

- Avoid situations where staff can be vulnerable and open to the possible allegation.
- Do not ignore anything you see, hear or read about a student that troubles you.
- Seek to develop mutual respect through your example.
- Do not provide students with personal details. E.g. personal mobile phone, home phone, personal email address or Facebook / social media following.

**35. ADVICE AND GUIDANCE**

35.1 Should any further advice, guidance or explanation be required on any matters contained in these guidelines, contact the Group Director of Estates, Facilities and Health and Safety Tel. No: (01733) 762295 or the Health and Safety Officers Tel. No. (01733) 762170 (Peterborough), 01780 484396 (Stamford).

**36. EQUALITY AND DIVERSITY**

36.1 The Group has an Equality and Diversity Charter and the key points for contractors are as follows:

- It is important that all contractors understand that the Group will not tolerate any form of behaviour or activity that discriminates, without proper justification, on the grounds of gender, marital status, familiarity responsibilities, sexual orientation, race, nationality, religious belief, ethnicity or disability.
- If a contractor is alleged to have discriminated against someone, including harassment, a full investigation will take place and they will be immediately escorted off site.



# CONTRACTORS ACKNOWLEDGEMENT

This is to confirm that I have read the 'Inspire Education Group – Health and Safety, Welfare and Safeguarding Guidelines for Contractors' and, I understand and acknowledge the contents.

<b>Name of Contractor</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Name of Representative</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Are your employees / contractors checked by the Disclosure and Barring Service?</b>	<b>YES / NO</b> <i>If yes please provide details as per the example opposite.</i>
<b>Have your employees / contractors attended any Asbestos awareness training?</b>	<b>YES / NO</b>

**NOTE: Must be on your company headed document.**

Date

I (Name), (Position) of (Company) provide the below information for representatives that may attend your sites at Peterborough or Stamford College including University Centre Peterborough.

I can confirm the below have the right to work in the UK, I have checked their photo identity and that we have received 2 satisfactory references for them, along with a clear enhanced DBS check of which details are below:

First Name	Last Name	Position	DBS Number	DBS Type <i>(must be Enhanced)</i>	DBS Issue Date	DBS Status <i>(must be Approved)</i>	Right To Work In The UK

Our employees upon arriving to site will have their company photo ID badge displayed at all times and will report to estates upon arrival.

I confirm the information provided is correct.

Name:

Signature:

Date:

Position:



**OUR VISION IS TO BE THE  
FIRST CHOICE PROVIDER  
OF EDUCATION AND  
TRAINING IN OUR REGION.**

**OUR MISSION IS TO  
TRANSFORM LIVES  
THROUGH INSPIRATIONAL  
EDUCATION AND TRAINING.**





This document can be made available in large print, audio, and Braille. Translation can also be available upon request.