

Cavendish Close Infant and Nursery School
Contractor Visits to School Site Policy (Covid-19 Special Measures)

The measures listed below are MANDATORY.

Any contractors failing to meet the below requirements will be refused admission to site.

Any contractors failing to follow the below requirements, after admittance to the site, will be immediately removed from the site and the breaches will be reported back to their Head Office.

- Where contractors are coming into school they **must** have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus **must** be included within their RAMs. Digital copies of these are preferred, prior to the site visit. Email digital copies to the Site Manager at proberts@cavclosei.derby.sch.uk These will be stored by the Site Manager.
- The School will ensure that staff and children are **not** in the area where contractors are working. Should staff or children enter the contractors area then the contractor is expected to tell the staff member to observe social distancing protocol. If the breach is by a child then the contractor is expected to find a member of staff to deal with the pupil. If this is impractical, then the contractor is expected to make the area safe and then remove themselves from the area until safe return is possible.
- Contractors will be designated a toilet they can use whilst on site. This must not be abused and must be kept in a clean condition. The restoration and repair of any non-accidental damage to these facilities is chargeable to the contractor.
- Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. This will be carried out at the end of each working shift without exception.
- Contractors will be responsible for leaving their work area in a safe condition.
- **STRICTLY NO SMOKING OR VAPING ON SITE INCLUDING IN VEHICLES.**
- Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.
- If contractors become aware of a worker coming down with symptoms within 14 days of being at the school they must inform the school immediately.