



Contractors' Health and Safety Booklet

NB. It should be noted that any Contractor prior to carrying out any work would be required to produce a copy of their Public Liability Insurance and Risk Assessments relevant to the work that they were to carry out and hold relevant certifications.

S. J. France

12 May 2020

Signed

Dated

Sarah France

May 2021

Print Name

Review Date

Subject to review, monitoring and revision by Girlguiding Royal Berkshire

Contents

1. General Information
2. Maintenance Log
3. Health and Safety
4. Vehicle Parking
5. First Aid
6. Fire Procedures

1. General Information

- Contractors must report to the Site Manager or member of the Management Committee upon arrival.
- Non DBS Contractors to be escorted/accompanies at all times whilst on site where children are present.
- Contractors must abide by the Management Committee's Health and Safety Policy - A copy of which can be provided upon request.
- Contractors **MUST** sign the Log in this book before **ANY** work commences.
- It is the Contractors' responsibility to ensure that all workers (including any sub-contractors) working for him/her are informed of the contents of this booklet.
- Contractors must NOT smoke within the building(s) or grounds.

2. Maintenance Log

I, the undersigned, have read and understood and will follow all procedures contained within this booklet

Date	Contractor	Work to be carried out	Name	Signature

Date	Contractor	Work to be carried out	Name	Signature

3. Health and Safety

- The Contractor must provide a Method Statement of the work to be undertaken, together with all relevant Risk Assessments, before any work commences.
- All contract workers are to fully comply with the conditions and procedures as defined by the Method Statement.
- Contractors shall provide their workers with adequate P.P.E. as defined by the Health and Safety PPE Regulations 1992.
- All contract workers shall use/wear relevant PPE as necessary.
- Contractors shall provide suitable and safe work equipment as defined by the Provisions and Use of Work Equipment Regulations 1999.
- All contract workers shall cease to use and report any safety related defects found with all/any work equipment provided by the supplier.
- All contract workers shall comply with all provisions of this Safety Handbook and Girlguiding's Health and Safety Policy.
- NO contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All Contractors shall report to the Site Manager or member of the Management Committee any condition that may directly or indirectly affect Health and Safety while at work.
- Contractors shall be directly responsible for the acts and omissions of their workers.
- All contract workers shall be familiar with all fire evacuation procedures.
- Contractors shall NOT store ANY Hazardous substances on the premises without the express permission of the Site Manager or member of the Management Committee.
- Contractors should ascertain from the Asbestos Management Report where they are undertaking work, if asbestos is present. On NO ACCOUNT is ANY work to be undertaken without guidance.
- The Management Committee/Girlguiding will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicle.

4. Vehicle Parking

- The Speed Limit within the car park should be kept to 5 mph.
- Contractors where possible are to park in the designated parking bays. Drivers are to reverse into the bay; this will eliminate reverse maneuvers when leaving.
- If parking in a bay is not practicable the driver is to park so that the vehicle may still be driven forward, out of the car park.
- Drivers are to remember that pedestrians, especially children, may not be seen easily because of the number of cars that may be using the car park, and that the children may not be aware of the dangers of a moving vehicle.

5. First Aid (subject to local arrangements)

- First Aid equipment is located in the Main Office
- All cases where first aid is necessary you are to report the incident to the Site Manager present, and to fill in an accident report.
- The Site Manager and most members of the Management Committee are trained in First Aid.

6. Fire Procedures (subject to local arrangements)

- The fire alarm within the building is a continual ringing bell.
- You or the Site Manager or member of the Management Committee will summon the fire and rescue service by dialing 999.
- You are to make (If safe to do so.) an attempt to put out the fire, with the correct type of fire extinguisher. (See next page.) But keep a fire exit between yourself and the fire.
- You are then to vacate the building, if safe shutting windows and doors behind you.
- The Fire Assembly Point is at the far end of the car park. You are to report to the Site Manager or member of the Management Committee that all workers are present or accounted for.

