

Appendix 01: Contractor Pre-Work Checklist

Academy/ Site:		
Operative Name:		
Company Name:		
Date of works:	From:	To:
Hours of work:	From:	To:
Reason for Visit/Works Summary:		
Emergency Contact:		

Please complete all sections

Safeguarding Children
Dudley Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.
If you have any concern about any child or adult, receive a disclosure, or witness inappropriate behaviour by any adult in the academy you must report these concerns immediately to the designated safeguarding team in the academy. Please refer to the separate safeguarding information poster that is displayed around the academy.
If you will be or are likely to be working unsupervised in our academy you are required to present a copy of your Enhanced DBS and ID upon signing in at reception. Any contractors that are not able to provide confirmation of enhanced DBS will not be permitted to work unsupervised on the premises.

Fire Safety Checks	Yes	No
Are you planning to carry out any hot work? (Such as flame cutting, soldering, welding or paint stripping?)		
If you answered yes to the above question, you must complete a hot work permit. A permit system is in operation across all Trust sites and you must complete and obtain authorisation from the Estates team before work can commence.		
Will you need to block or change any emergency escape routes?		
Will your work affect any fire safety or detection systems?		
Is your work likely to activate the fire alarm system in any way?		
Do you require any additional fire safety equipment to be provided?		
Do you know your way around the premises and are you aware of the emergency evacuation procedures that are in operation on this site?		
Asbestos Management Checks	Yes	No
Is your work likely to disturb any area that may contain asbestos containing materials?		
If you answered yes to the above question, you must complete an asbestos work permit. A permit system is in operation across all Trust sites, and you must complete and obtain authorisation from the Estates team before work can commence.		
Have you discussed and reviewed the contents of the site asbestos register and management plan with the estates team and have areas known to contain asbestos been communicated?		
Electrical Safety Checks	Yes	No
Are you using any temporary electrical equipment that does not belong to the academy or Trust?		
If Yes to (a) is this equipment PAT tested within the last 12 months?		
Will you need to isolate or access any fixed electrical circuits during the course of your work?		

If you answered yes to the above question, you must complete an electrical work permit. A permit system is in operation across all Trust sites, and you must complete and obtain authorisation from the Estates and IT Support team before work can commence.

Power Sources – Specify what power source is to be used

Electrical		Hydraulic		Pneumatic		Internal combustion	
Confirm that 110 voltage will be used?						Yes	No

Pre-work Safety Assessment

The purpose of this section is to identify any issues, which may create danger to contractor employees engaged on work undertaken for the Trust or staff and learners that may be affected by the work. The contractor is obliged to provide evidence of safe systems of work and/or to demonstrate that suitable risk assessments and method statements have been carried out and provided.

Other Checks						Yes	No
Confirm Public/Employers Liability Insurances are in place							
Confirm Emergency/1st Aid arrangements in place							
CDM Regulations applicable? (If yes Health & Safety Executive notification is required)							
Complete only those sections relevant the work project						Yes	No
Are access arrangements required to complete this work?							
Scaffolding		Ladders		Tower		Mobile Elevated Platform	
Outline methods for ensuring safe access (permanent and temporary) to and from the place of work							
Work site specific precaution – please specify the equipment to be used							
Barrier Tape		Fixed Barriers		Look-out person		Warning Notices	
Outline how work area is to be secured (attach sheet if necessary)							
Following a site survey indicate whether the work would involve working in/near/on any of the following high-risk areas.							
Confined spaces				Roof			
Machinery				Roads			
Piped services				Gas risk area			
Playgrounds				Excavations			
Mobile plant				High voltage equipment			
Pressure systems				Low Voltage equipment			
If any of the above are applicable will safe arrangements/ procedures be put in place?						Yes	No
Will there be any work at height?						Yes	No
Materials, Substances & COSHH Regulations							
Give brief details of all hazardous substances that will be used/produced or encountered and what safety precautions will be taken to ensure the safety of all personnel in or near the work area.							
Flammable				Fume			
Noise				Corrosive			
Toxic				Irritant or Harmful			
Does any item of plant need to be isolated?						Yes	No
If yes, please specify how this will be achieved?							
Cranes/lifting devices				Grinders			
Power/hand tools				LPG			
Excavators				Burning			
Site vehicles				Mobile plant			
Lifting tackle				Cartridge tools			
Lighting				Welding			
Heating							
Have current testing/inspection certificates been verified?						Yes	No

Have appropriate arrangements been made for Housekeeping?		
Safe storage of materials and equipment	Yes	No
Removal of waste/surplus material	Yes	No
Maintaining clear walkways	Yes	No
Have risk assessments been carried out?	Yes	No
Where necessary adequate precautions are in place?	Yes	No
Will risk assessments/method statements available for inspection	Yes	No

Contactor	Academy Representative
Name:	Name:
Signed:	Signed:
Date:	Date

Fire Safety Notice

The academy buildings have a single stage fire alarm system which means at when the alarm is activated the bells sound and the whole building is evacuated immediately to the designated assembly point.

Upon hearing the alarm, switch off any equipment that is being used and leave safely before making your way to the designated assembly point which is located: _____

<Site Plan>

On arrival at the assembly point, please report to _____

If you discover a fire:

1. Operate the nearest break glass alarm point
2. Leave the building by the nearest available exit and report to the assembly point

Be aware of the risk of fire and keep your work areas tidy at all times.

Disconnect any power tools and temporary lights before leaving the area or premises. Please remember you are working in a live academy and need to ensure risks to learners and colleagues are minimised.

Other important points:



The entire site is no smoking area. Please fully leave the site before smoking or vaping and do not loiter near the academy gates when smoking.



Appropriate safety clothing must be worn at all times, including no topless working.



Contractors must use designated staff toilets only. Learner toilets should not be used at any time

