

## FOUNDATION RULES:

- You should not talk to or engage with pupils other than in connection with your task and this should preferably be done in the presence of a Foundation staff member.
- Pupils should not be allowed access to areas where work is taking place
- No alcohol or drugs may be brought onto this site.
- Smoking is NOT permitted anywhere within the sites.
- All persons employed on this site must display a visitor's pass.
- Photography is not allowed.
- Escorts are required for entry into any of the following:  
Accommodation areas, classrooms, changing rooms and WCs.

## Foundation Contacts:

The following contact numbers may be obtained from any phone:

### **FIRE or OTHER EMERGENCY: 999**

#### **Main School Site Supervisor:**

01822 813151 / 07771 724015

#### **Prep School Site Supervisor:**

01822 612244 / 07728 384599

#### **Main Office: Mount Kelly: 01822**

813100 / Prep Site- 01822 612244

#### **Health and Safety Officer:**

01822 813176 / 07900430826

It is important that all staff, governors, volunteers, visitors and any relevant professional who are working with our pupils read the information in this leaflet.



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KELLY

“Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment”.

**Mount Kelly Foundation -  
Contractors/Visitors -  
Control process**

## - Mount Kelly Foundation – Contractors / Visitors - Control process

A guide for visiting workers and contractors. Your safety, health and wellbeing whilst working within the Foundation is of key importance. This leaflet describes the arrangements to ensure your protection and the protection of those working around you. It applies equally to Foundation staff and pupils, as well as to all other visitors. Please take a few minutes of your time to read this through. If there are any questions it doesn't answer, there is a list of contacts to whom you may refer for further guidance.

**Step 1:** Report to Reception in the appropriate Main School Building

- Sign visitor's book

**Step 2:** Report to host (usually Site Supervisor)

- Discuss detail of job and method of working
- Exchange of known hazard information (communication)
- Review of Risk Assessment
- Requirements for Permits to Work (Control)

**Step 3:** Report to Area Custodian

- Discuss detail of job and method of working (co-operation)
- Exchange information on particular site hazards
- Exchange information on other activity in the area (co-ordination)

- On Completion:
- Notify Area Custodian
- Notify Host

### **So what is Contractor Control exactly?**

Working within the Foundation schools is different from the majority of working environments as contractors and other visitors will be in close proximity to children. There are also a number of potential hazards within the sites. Equally, maintenance work and repair work can all introduce hazards of their own. Sometimes the two sets of activities can conflict.

#### **Step 1 – Arrival:**

When you arrive at the site, you will need to report to reception, in order to gain entry to the site. Here, your ID will be checked and you will be given a general site briefing on the collective safety and security arrangements for the site (Fire evacuation procedure; Speed limits; use of cameras; mobile phones etc.)

#### **Step 2 – Report to Host:**

Once you have been admitted to the school, you will be met by your **Host**. They will discuss the detail of the job you have come to do, and your intended method of working. They may also need to see your Risk Assessment.

#### **Step 3 – Report to Area Custodian:**

Usually the House Parent or other responsible person:

They will also need to know what work you intend to carry out, to ensure that this does not conflict with any school activity. Once this discussion has taken place, you will be able to commence work.

#### **Permits to Work:**

A Permit to Work **MUST** be obtained prior to carrying out any of the following activities: Excavation; Hot Work; work on electrical systems; work on fuel installations; work on boilers or other pressure systems; work at height; work in any manhole or confined space.

#### **Rules for vehicles:**

The speed limit around the sites is 15 mph or less in some areas – refer to speed roundels  
Pedestrians **ALWAYS** have priority  
Parking is only permitted in designated areas. Grassed areas are out of bounds.

Reversing delivery vehicles must always have a guide.

Updated - October 2020