Facilities Management

General Requirements for Contractors

**Visitors Register**

In order to comply with Yeovil College’s HR policy to exercise the duty of care for the protection of children and vulnerable adults, all persons visiting site to carry out works must do the following:

Please report to the Facilities Management Office, read, understand the contractor information supplied, sign in and collect an ID badge and a parking permit during term time. Upon job completion in whole or part please report to the Facilities Management Office so that paperwork can be updated, work can be inspected and signed off; then sign out. In the event of any dispute the register may be used as proof of attendance to site.

ID badges must be worn at all times whilst the person is on site. Any keys required must be signed for and returned before leaving site.

Parking permits for cars must be displayed in your vehicle whilst on site during term time, please adhere to the parking terms and conditions as displayed on campus.

**Fire Precautions**

No smoking is allowed anywhere on campus. The Contractor must comply with the guidance contained in Fire Prevention on Construction Sites, the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation, published by The Fire Protection Association; along with the College's own Fire procedures. In the case of hot work a permit to work system must be used. In the event of a fire alarm persons must leave the building and go to the nearest designated fire assembly point.

**General**

Facilities Management have produced General Specifications in relation to electrical, mechanical, plumbing, and building works that must be adhered to by those contractors. Any contractor or service agent carrying out work of a similar nature to that mentioned above should request a copy of the relevant specification to ensure compliance with college requirements.

Site parking restrictions apply to contractors unless specifically advised to the contrary by Facilities Management.

**Equipment**

In order to comply with the Provision and use of work equipment regulations, and the Working at height regulations all tools, equipment, access equipment and materials are to be supplied by the Contractor and are to be maintained and used in a safe manner and in accordance with those regulations. On no account will the College supply or loan such items to the Contractor.

**Asbestos**

**Asbestos and asbestos-containing materials are known to be present in the college buildings.  
It is most important not to disturb any material suspected of being or containing asbestos**.

Contractors personnel on site are expected to have undergone Asbestos Awareness Training.   
A register showing the location and type of any known asbestos is kept with Centre Manager & Facilities Management. In the event of a suspected asbestos product being discovered, work in the location must be stopped and Centre Manager or Facilities Management notified immediately.

Any work, even that of a minor nature must be carried out in accordance with the Control of Asbestos Regulations 2006.

**Health and Safety**

The Contractor must comply with the requirements of the Health and Safety at Work etc. Act 1974. Work must be carried out in accordance with any relevant Codes of Practice, guidance notes and Safe Working Practices.

**First Aid**  
  
In the event of an accident a First Aider can be contacted via 07977453610; Facilities must be informed as soon as possible.