

# PROVISION CONTRACTOR PROCEDURE

Next Gen  
Support  
Services

**Approved by:** Omar Salahuddin **Date:** 08/08/25

**Last reviewed on:** 08/08/25

**Next review due by:** 31/08/26

## INTRODUCTION

First of all, we would like to welcome you to Next Gen Support Services. We hope your time with us will be a pleasant one.

This pack has been drawn up with the intention of familiarising you, the contractor, with the physical layout of our provision and the names of important contacts who can assist you whilst you are working on our site. In addition, it details some key health and safety arrangements that you should be aware of regardless of the type of work you are about to undertake.

We would like to draw your attention to page 7 on this booklet, Contractor's code of conduct and Safeguarding of Young People/Vulnerable Adults. Please sign the contractors log book at reception to acknowledge receipt of this Induction Pack.

**Thank you for taking the time to read this information which is provided for both your safety and that of our Young People/Vulnerable Adults.**

## CONTACTS

### ALL STAFF

STAFF NAME	POSITION	CONTACTS
Omar Salahuddin	Head of Services, Governor	<a href="mailto:Head_of_Services@nextgensupportservices.co.uk">Head of Services@nextgensupportservices.co.uk</a>
Shamshad Bano	Cover Teaching Assistant	<a href="mailto:shamshadbano@nextgensupportservices.co.uk">shamshadbano@nextgensupportservices.co.uk</a>
Zilu Miah	Compliance	<a href="mailto:compliance@nextgensupportservices.co.uk">compliance@nextgensupportservices.co.uk</a>
Jamil Alam	IT	<a href="mailto:it@nextgensupportservices.co.uk">it@nextgensupportservices.co.uk</a>
Foysol Sayefuddin	HR	<a href="mailto:hr@nextgensupportservices.co.uk">hr@nextgensupportservices.co.uk</a>
Sumbal Bano	Administrator, Attendance	<a href="mailto:admin@nextgensupportservices.co.uk">admin@nextgensupportservices.co.uk</a> , 07307 191 338
Majeda Shams Uddin	Governor, Post 16	<a href="mailto:gbp16@nextgensupportservices.co.uk">gbp16@nextgensupportservices.co.uk</a>
Saleha Hafiz	Governor, Primary and Transition	<a href="mailto:gbpt@nextgensupportservices.co.uk">gbpt@nextgensupportservices.co.uk</a>
Madeha Shamsuddin	Governor, Secondary	<a href="mailto:gb@nextgensupportservices.co.uk">gb@nextgensupportservices.co.uk</a>

### DESIGNATED SAFEGUARDING LEADS

STAFF NAME	POSITION	CONTACTS
Omar Salahuddin	DSL	<a href="mailto:dsl@nextgensupportservices.co.uk">dsl@nextgensupportservices.co.uk</a>
Sandra Bricknell	DDSL	<a href="mailto:cp@nextgensupportservices.co.uk">cp@nextgensupportservices.co.uk</a>

### HEALTH AND SAFETY

STAFF NAME	POSITION	
Omar Salahuddin	H&S, First Aider, Fire Marshall	<a href="mailto:Head_of_Services@nextgensupportservices.co.uk">Head of Services@nextgensupportservices.co.uk</a>
Kirsten Phillips	First Aider	<a href="mailto:tyler.selway@nextgensupportservices.co.uk">tyler.selway@nextgensupportservices.co.uk</a>

## **ACCESS AND SECURITY DURING THE PROVISION DAY**

- All contractors must only access the provision via the main reception entrance where a designated member of staff will meet them.
- All Contractors must wear a contractor's badge, and Hi-Vis waistcoat which will be issued to you by reception, these are to worn at all times whilst on the provision site. This badge and the Hi-Vis waistcoat must be returned to reception on leaving the site
- In particular, you must read and note the fire evacuation and accident reporting procedures within this booklet.
- Please be aware that you must not open the door for other visitors whilst visiting the provision.

## **SAFEGUARDING OF YOUNG PEOPLE/VULNERABLE ADULTS**

- Only contractors that have produced an up to date and Enhanced DBS check to the provision had its number recorded by the Administrator and are able to display photo ID card may work on the provision site unaccompanied during the provision day in an agreed working area.
- All contractors that are unable to produce at Enhanced DBS Check will need to be accompanied at all times by a member of Next Gen Support Services Staff during the provision day.
- All contractors with or without Enhanced DBS check should not speak to or approach Young People/Vulnerable Adults at any time.

## **CONTRACTOR'S CODE OF CONDUCT**

- Contractors must avoid contact with Young People/Vulnerable Adults at all times
- Never be in contact with Young People/Vulnerable Adults without provision staff supervision.
- Appropriate clothing must be worn during the provision day, shirts worn at all times.
- Stay within an agreed working area and access routes
- If a student approaches any contractor for any reason this must be reported immediately to a senior member of Next Gen Support Services Staff.
- Do not use profane or inappropriate language
- The actions of contractors no matter how well intended could be misinterpreted.
- Owing to the movement of Young People/Vulnerable Adults, contractors working within the provision site during the provision day are strictly prohibited from moving around the provisions' corridors during the following times.

Morning Session: 9.30am to 2.30pm

Afternoon Session: 12.30pm to 7.30pm

- The contractor is responsible for ensuring that their deliveries do not arrive during the above times.

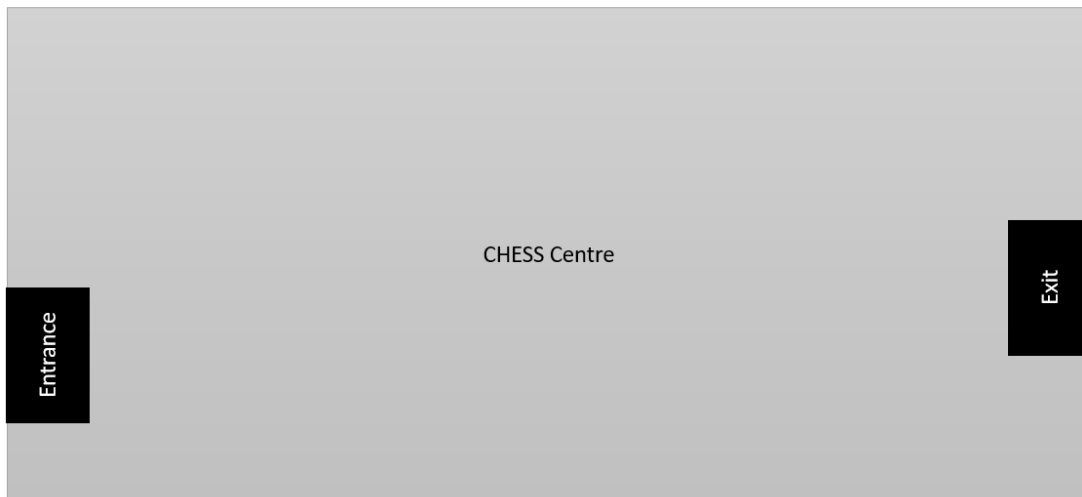
## **VEHICULAR MOVEMENT AND PARKING**

- Contractors' vehicles may only park near the centre.
- If parking in a bay is not practicable the driver is to park so that the vehicle may still be driven forward, and off the provision premises and not blocking any emergency exit.
- Drivers are to remember that the provisions Young People/Vulnerable Adults may not be aware of the dangers of a moving vehicle.

- Failure to observe will this code of conduct entitles the provision to exclude any member of contractors' staff from the premises.

## PROVISION SITE PLAN

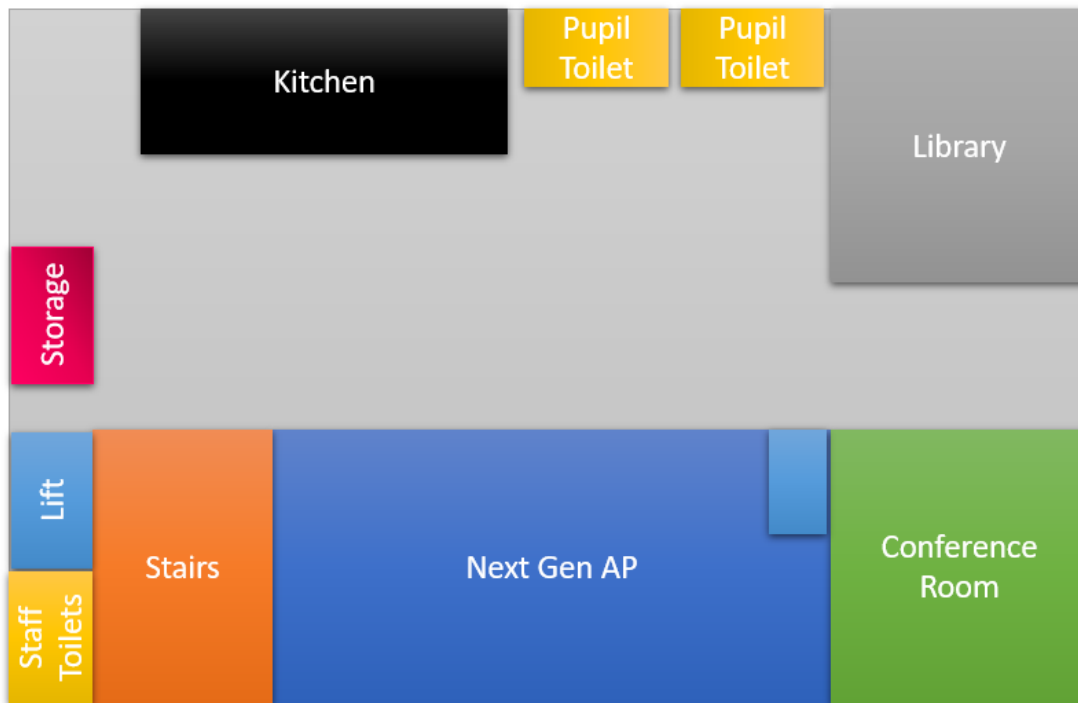
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## SITE PLAN



## GROUND FLOOR



## FIRST FLOOR

### HEALTH & SAFETY

**All contractors on Next Gen Support Services/Chess Centre site will comply with the Health & Safety at Work Act.**

### RISK ASSESSMENT

A risk assessment for the work to be carried out must have been completed before work starts and you must be familiar with its content. You must have a Method Statement of the work to be undertaken, and available for inspection by CDM or similar.

Suitable control measures must be put in place before the work commences.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

A risk assessment of the materials and processes to be used must have been completed by your employer. You must be familiar with the content. Suitable control measures must be put in place before the work commences.

Contractors shall NOT store ANY Hazardous substances on the provision premises without the express permission of the CDM / Consultant or SNC.

### WORKING AT HEIGHTS

You must be familiar with your risk assessments and method statement for working at heights. Suitable access equipment must be provided by yourselves and you must be trained in its use correctly.

## **CONTROL OF WORKS SITE**

You must ensure that your work area is secure and that Young People/Vulnerable Adults etc. are prevented from access. If you have taken part of the premises as your work site, this area must be securely fenced and access must be restricted to your personnel and authorised visitors only.

## **USE OF PROVISION EQUIPMENT**

You must not use any items of equipment which belong to the provision. i.e. ladders, steps scaffold tower etc. as the provision is unable to guarantee that such equipment meets all the required certification.

The provision will not supply any equipment to any contractor.

Contractors shall be directly responsible for the acts and omissions of their workers.

The Provision will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles

## **REPORTING OF ACCIDENTS AND FIRST AID**

There is a First Aid, Eye Wash and Burns Kit on the office of Next Gen Support Services base.

All serious accidents must be reported to the CDM / Consultant or SNC and an accident form must be completed. These are available from any member of staff at Next Gen Support Services.

In the absence of the CDM / Consultant or SNC, you should report the accident to the First aider.

The nominated persons responsible for First Aid are given below:

Omar Salahuddin.

You should consult with these people in cases where treatment is required.

\* Onsite during Provision Holidays

## FIRE AND EMERGENCY EVACUATION IN PROVISION

The fire routine detailed below should be followed in the event of a fire:

### ALARM

Anyone (staff, Young People/Vulnerable Adults, visitors Contractor) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm/ raise the alarm. The alarm sounds like a two-tone Klaxon with a verbal warning.

### CALLING THE FIRE & RESCUE SERVICE

All outbreaks of fire, however small, or any suspected fire should be reported **immediately** to the Duty Caretaker who will call the Emergency services.

### EVACUATION

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point as identified as the car park. Do not re-enter the building until the Fire & Rescue Service gives permission, or in case of drill, the senior person in charge so authorises.

### ASSEMBLY

The assembly point is located in the car park.

### ROLL CALL

Immediately you have assembled, a roll call must be taken by your nominated person and the outcome reported to the duty caretaker.

### ATTACKING THE FIRE

Circumstances will dictate whether fire-fighting operations should be attempted.

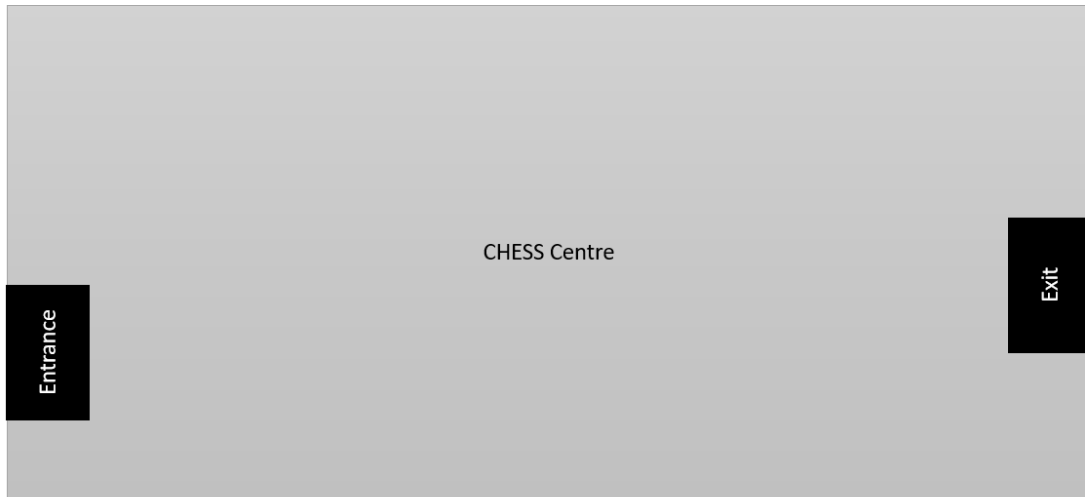
**FIRE FIGHTING MUST ALWAYS BE SECONDARY TO THE SAFETY OF LIFE.**

### NOTICES

Each fire alarm point is clearly indicated by "**FIRE ALARM**" followed by the appropriate operating instructions.

# FIRE ESCAPE ROUTES AND ASSEMBLY POINTS MAP

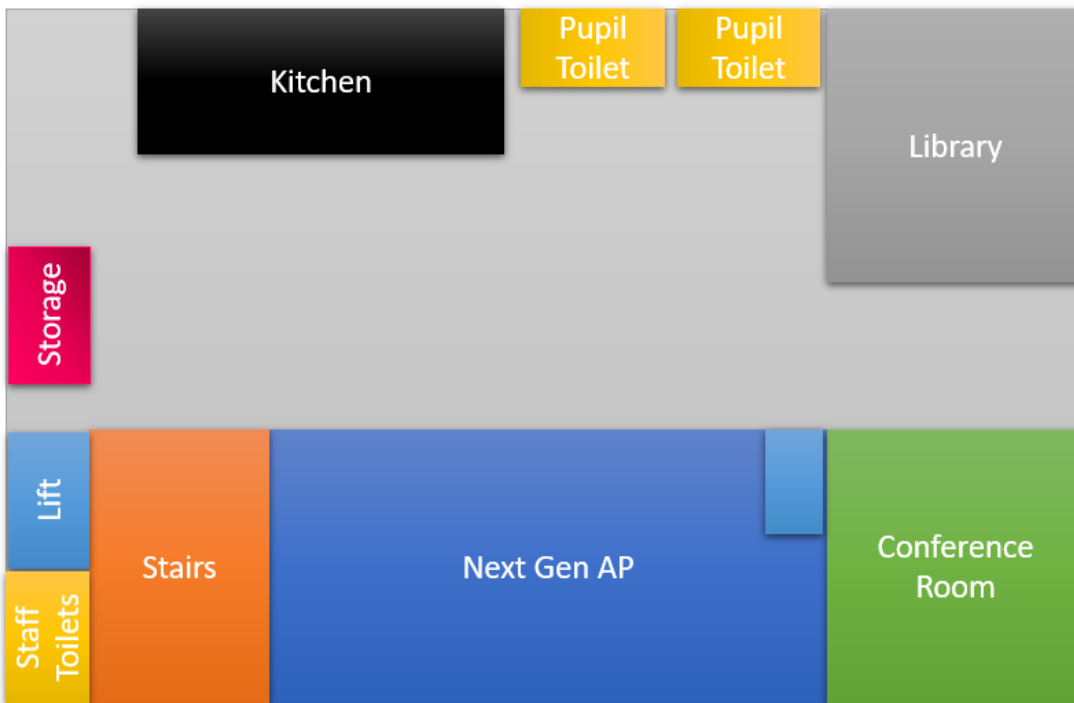
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**SITE PLAN**



**GROUND FLOOR**



## FIRST FLOOR

### HOT WORK

A hot work permit system is in place within our provision. If you are involved in hot work, you should ensure that the permit has been completed prior to starting the work. Copies of the Hot Work permit are available from CDM / Consultant or SNC.

Hot work can be described as any activity in the establishment that generates heat which if uncontrolled could lead to fire.

Typically, contractors' tasks that are categorised as hot work will include the following:

- Repair and maintenance activities involving the use of gas flame or electric heating elements on equipment, fixed plant or the building structure in order to affect repairs.
- Installation of new plant and equipment involving the use of gas flame or electrical heating elements.

The CDM / Consultant or SNC should complete the hot work permit in conjunction with the contractor's personnel who are to carry out the work.

### **THE PROCESS OF COMPLETING THE PERMIT MUST BE CARRIED OUT AT THE ACTUAL LOCATION WHERE THE HOT WORK WILL TAKE PLACE.**

Contractors are reminded that it is a condition of the permit to ensure that a firewatcher is in attendance for one hour following the completion of the work or shift.

### ASBESTOS

A copy of the provision's asbestos site plan is attached to this pack. The original and up to date version will be made available on request from SNC or the Head of Services.

**YOU MUST BE AWARE OF THE CONTENTS OF THE ASBESTOS REPORT BEFORE YOU BEGIN ANY WORK ON THE PROVISION SITE.**

The contractor must carry out a visual survey of the area, (in conjunction with the asbestos survey) that they are working in and identify any possible asbestos hazards, areas containing asbestos must be avoided.

If the contractor, CDM, Consultant or SNC has any doubt that asbestos may be present within the working area and has not identified previously, a pre contact asbestos survey must be carried out by the CHESS Centre and an authorisation to work permit issued before any work starts.

Should you have any reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the asbestos report you should:

- Stop work immediately
- Evacuate the immediate area
- Close all doors behind you
- Prevent further admittance
- Report your suspicions to the Provision's Nominated Contact.

The SNC will immediately contact the Head of Services who will coordinate an appropriate response.

## CONTRACTOR NOTES

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Contractors Name	
Date	
Signature	
I can confirm that I will abide the Health and Safety Act and of the rules set out by the CHESS Centre and Next Gen Support Services.	