

Contractor Checklist Site Specific Requirements

Date:	19 August 2022
Location:	McAuley College 30 Oakland Way Beaudesert Q 4285
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Site Specific Requirements

Schools are busy and constantly changing environments. Children are by their nature inquisitive, and they do not always evaluate the consequences of their actions. It is therefore critical that risks arising from contract work are managed to ensure children, as well as other members of the school community, are protected from harm. This will require action from both the contractor and the school to adequately plan contract work, to communicate effectively during the work and to remain ever vigilant in assessing and managing risks. Specifically, the following areas have been identified as being exposing schools to specific risks.

ACCESS PROCEDURES

Below outlines the site's requirements for accessing the site to gain entry to the contractor's work area. Information here may include but is not limited to:

- Times that the school's grounds/site can be accessed
- Procedure for contractors and subcontractors signing in and out
- How contractors and subcontractors are identified whilst on site
- Times when deliveries can be made
- How delivery trucks gain access to the contractor's work area (extending also to the use of spotters)
- Relevant school zones including school pick up/drop zones

- a. All contractors must report to the administration office and sign in prior to commencing work. The college office is open from 8:00am until 4:00pm. Access to the college at other times must be approved by the Business Manager.
- b. A visitor's pass shall be issued to the contractor and must be worn whilst at the College. It is the responsibility of the contractor to return to the office and sign out before leaving the college.
- c. Any vehicles that are required to leave the sealed roads and travel into college grounds require a spotter to walk in front of the vehicle and must travel at no more than 10km per hour.
- d. Vehicles are to park in the carpark, not the drop off area of the college and must follow that traffic flow entry and exits.
- e. There is daily supervised pedestrian crossing between 2:55pm – 3:15pm.

FIRST AID

It is expected that the contractor will provide their own first aid equipment. Information provided below details the extent to which the school may assist a contractor in dealing with incidents requiring first aid. This may include:

Limited basic first aid is available from Student Reception. We can provide a wheelchair.

EMERGENCY EVACUATION

In the event of an emergency, such as a fire or lockdown situation, contractors are deemed to be visitors to the school. Below are the procedures which the contractor must adhere to in the event of a fire, evacuation or lockdown.

EVACUATION ALERT: Long tone – Whooooooooooooooooop Whooooooooooooooooop Whooooooooooooooooop – triggered by an administration personnel – followed by the communication over the speaker system to Evacuate, Evacuate, Evacuate.

All contractors are to make their way to the College oval, using the safest possible route oval (follow the students and teachers if possible) and ensure that they identify themselves to the Communication's Officer (Yellow Hat), who must account for all employees, students and contractors and visitors.

It is expected that the contractor shall follow the directions of the college safety role staff identified by the wearing of hard hats and safety vests.

LOCKDOWN ALERT: Short tone – Whoop Whoop Whoop – followed by the announcement over the speaker system of Lockdown, Lockdown, Lockdown

All contractors must seek shelter within the closest building and remain out of site, where possible, until all clear is given. An account of all staff, students and visitors/contractors should be completed at the end of the lockdown.

SILENT LOCKDOWN – Whoop tone an announcement over the speaker system of – McAuley College Water Polo Team will have training on our pool tomorrow

All contractors must seek shelter within the closest building and remain out of site, where possible, until all clear is given. An account of all staff, students and visitors/contractors should be completed at the end of the lockdown.

SMOKING

Smoking (including tobacco and electronic cigarettes) is banned by legislation on school land and for an additional 5 metres beyond the boundary of school land. This includes all structures in this area such as bus shelters and carparks. Smoking laws relating to school land apply at all times – during and after school hours, on weekends and during school holidays. Land where other educational facilities, instruction or activities occur (e.g. sporting fields) is designated as school land. On premises that are not designated as school land, smoking is banned in enclosed areas, within 4 metres of any part of an entrance to a building while general access to the building is available and within 10 metres of any part of children's playground equipment.

Smoking is always prohibited on the College grounds. Refusal to adhere to this policy will result in the removal of the contractors from the grounds.

TOILETS

Use of student toilets is prohibited. Access to other toilets is subject to the details below.

Contractors are prohibited from using student toilets.

Staff toilets may be accessed in the administration building.

If construction is taking place at the college, then the main contractor is to supply toilets for their staff only to use – these shall be in a fenced off area not accessible by students or college staff.

WORK-SITE BOUNDARIES

All places where contractors perform work are to be delineated by an agreed site boundary. The boundaries shall be constructed according to the circumstances and the nature of work taking place and may include welded mesh fences, barricades, warning signs, locked doors/gates, “witches hats”, total enclosure and/or other agreed methods. Such boundaries shall be maintained to the satisfaction of BCE’s Contractor Liaison Person.

In defining the work area to be delineated by the site boundary, consideration should be given to access routes, the space required to undertake the work safely and to store materials, minimising disruption to the normal activities, and a buffer zone to ensure the safety of any site staff, students and visitors.

Provision, construction, maintenance and removal of any construction site boundary is the responsibility of the Contractor and must be acceptable by the principal of college.

SITE PLAN

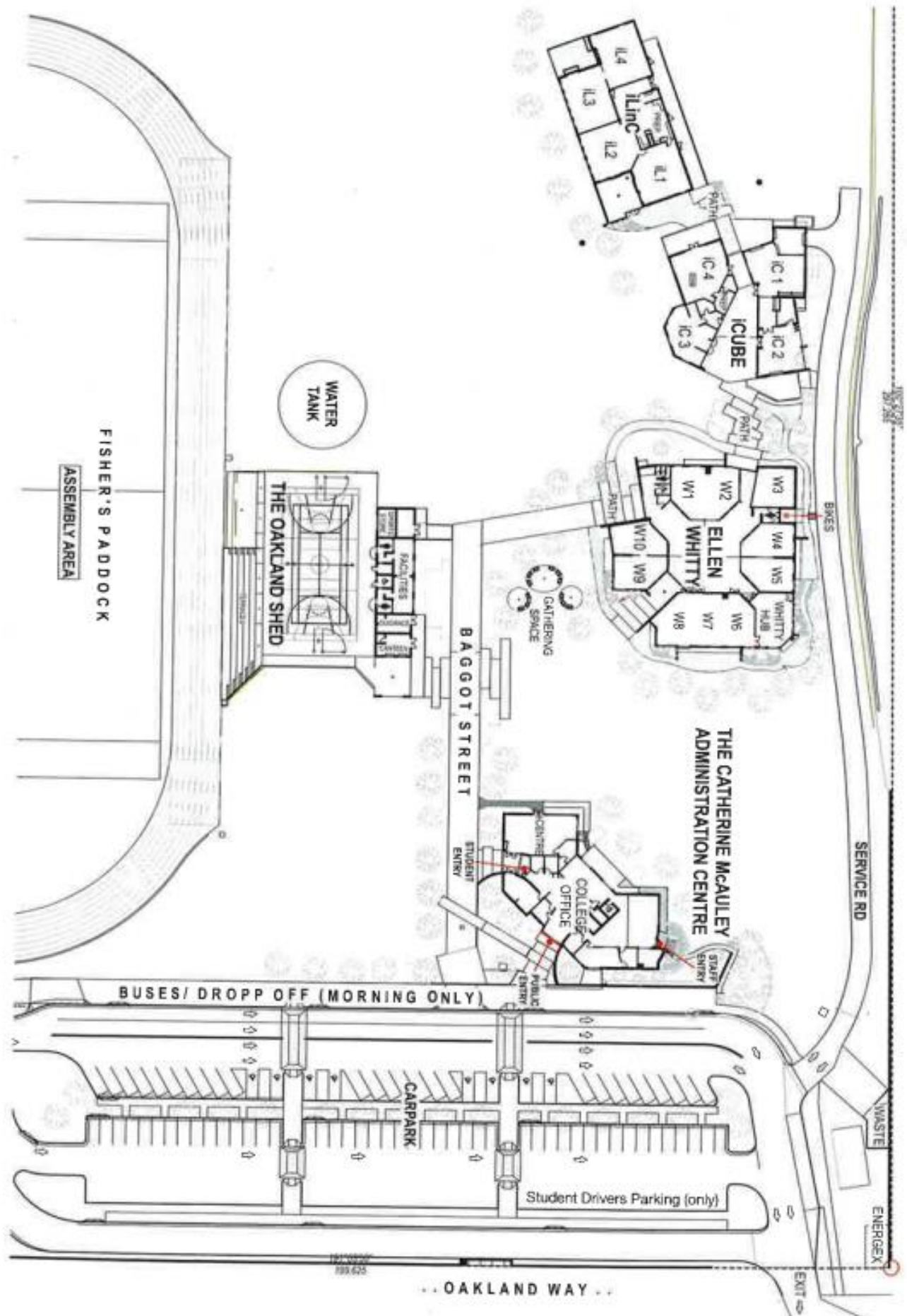
To assist a contractor to orientate themselves around the school grounds, please find following a copy of the College layout and our Traffic Management Plan.

OTHER

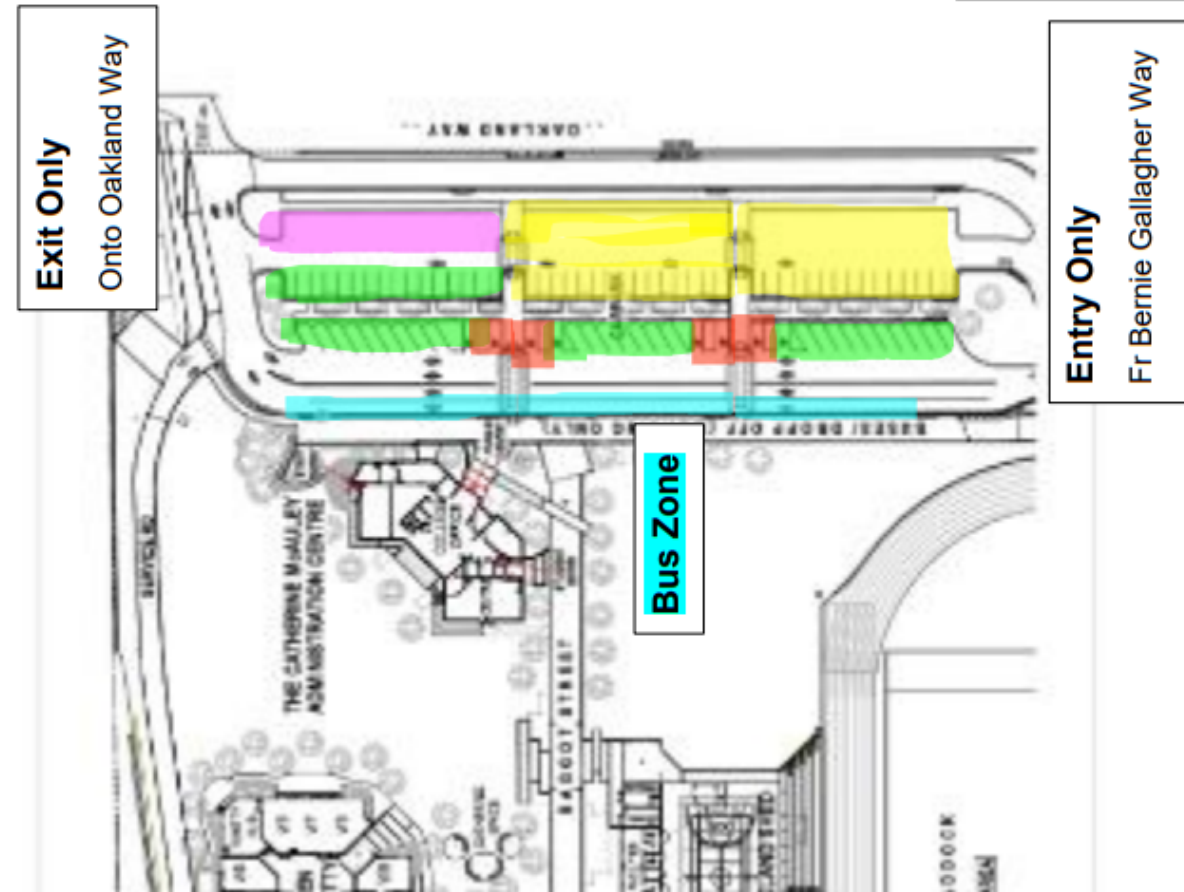
Should you be onsite and trigger the alarms, phone ABC Alarms 1300 857 310 and the Business Manager 5542 3000 or 0401 679 435

Any identified hazards must be reported immediately to the administration office.

College Map



McAuley College – Traffic Flow for Car Park (Drop off and Pick up)



Car Zone (pm ONLY)
Parents must be parked to collected students in the afternoon.

Car Zone (am ONLY)
Shared with Bus Zone
Drop off – Morning only

NOTE: If you are wanting to come in with your child for whatever reason, at any time of the day, please park and walk together across the designated crossings.

Staff and Student Parking Only
The map indicates allocated parking for staff and students.
The College discourages students from driving to and from school, but where permission is granted by the parents or guardian, the College has developed a set of expectations and procedures to guide this practice.
To support these procedures, in 2021, there is allocated parking specifically for students where the required permissions have been completed.
Students who are on an 'L' plate are not permitted to drive on the College grounds.
Disability/Access Parking is marked in red.

Traffic Flow
All vehicles will enter the College on Fr Bernie Gallagher Way, at the bottom of the site.
All vehicles will exit the car park via the top driveway... and use the roundabout on Oakland Way to move off in the appropriate direction.
The arrows indicate that all traffic flows in the one direction in the College car park.