

POLICY FOR CONTRACTORS

Presented to:

**Full Trustees Meeting
8 October 2020**

Date approved: ¹	9 May 2017 (AMVC Property Committee)
Date adopted:	6 July 2017 (Four Cs MAT Trustees)
Date reviewed: ²	8 October 2020
Date of next review: ³	Autumn 2023

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- References to School are taken to mean any school within the Four Cs Multi-Academy Trust

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1. Introduction

- 1.1 The school has a statutory and moral duty to protect the health and safety of persons using, visiting or working in/on our premises. It is our intention that this Policy should, in conjunction with current legislation allow Contractors working on the school's behalf to proceed safely. This does not replace any legislation and the school accepts no responsibility for any omissions contained herein.
- 1.2 It is the Contractor's responsibility to ensure that their employees, those of their sub-contractors and any others providing a service conform to current legislation and this Policy.

2. Prior to Arrival on Site

- 2.1 All Contractors are required to have read and understood the requirements of this Policy and put in place any measures deemed necessary to comply.
- 2.2 All Contractors are required to provide the school with:
- Confirmation that they have read and understood this Policy
 - A copy of their Health and Safety Policy
 - Copies of Insurance Certificates as appropriate
 - Copies of personnel Disclosure and Barring Service (DBS) checks. As a minimum there must be at least one member of the contractors staff in each working area with an approved Enhanced DBS at all times
 - Barred Check List for all staff
 - Signed Safeguarding children letter as Appendix 1
 - Copies of Construction Industry Scheme (CIS) Certificates where applicable
 - Copies of information verifying the competency of the staff they employ.
 - Copies of risk assessments and method statements relevant to works being carried out
 - Copy of Certificate of Membership of trade or professional bodies where applicable.
 - Valid Construction Skills Certification Scheme (CSCS) card
- 2.3 Safe systems of work must be agreed between the Contractor and the school's own Site Department before work begins. The school will advise the Contractor of any known special hazards in the area of work. The Contractor shall provide the school with work specific Risk Assessments and Method Statements before starting work, where this is required.
- 2.4 All Contractor's Staff should carry appropriate ID. Small maintenance operations should use school ID and sign in at Main Reception. For large projects, the Contractor will instigate a signing-in procedure with appropriate ID in accordance with agreed procedures.
- 2.5 Special arrangements are required to be made in advance in order to carry out work outside school opening times.
- 2.6 Contractors shall comply with any school rules or instructions in place at the time of their attendance on the premises. The school will advise the Contractor of any such rules or instructions.

3. Starting Work

- 3.1 It is a requirement that all Contractors carrying out work at any school premises have previously confirmed they have read and understood this Policy (see section 2.2). On arrival at site, Contractor's staff are to proceed to the signing in point and collect a Contractor's Card.
- 3.2 Before starting work Contractor's staff should familiarise themselves with the Asbestos and Hazard Registers for the premises they are working on.
- 3.3 Contractor's staff should familiarise themselves with the nearest firefighting equipment, escape route and assembly point.

4. Permits to Work

- 4.1 The school operates a written Permit to Work system for certain hazardous activities. Permits to work are required for the following activities:
- Work requiring entry into Confined Spaces
 - Work on any Roofs
 - Work near or on Asbestos Containing Materials
 - Hot Works
 - Demolition
 - Excavation
 - Overhead Work
- 4.2 Where a Permit is required for any other work the school will advise the Contractor prior to starting works. Permits to work are issued by the Site Department.
- 4.3 Contractors are required to produce their method statement for managing the risks to health and safety for the work they intend to carry out prior to the Permit being issued.
- 4.4 Entry into Sub-Stations, Switch Rooms and the like is strictly controlled by the Site Department.

5. Security

- 5.1 The Contractor shall be responsible for the intrinsic safety and security of any plant, machinery and building materials brought to a school site.
- 5.2 Where it is necessary for Contractors to store materials, plant and equipment on school grounds, the area to be utilised will be agreed with the Site Department prior to work starting on site. The Contractor will be responsible for providing any fencing, signage and lighting required for maintaining the security of this area.

6. Safeguarding

- 6.1 Students on the school campus are considered minors. To ensure that their safety and wellbeing is maintained and to prevent allegations against any Contractor, no lone worker where students are present is recommended. If a Contractor is to carry out works where there are students present and they are unaccompanied, the presence of Site Personnel is to be requested.

6.2 In the event of an allegation being made against a Contractor they will be asked to leave the school premises until the matter has been investigated. The school reserves the right to pass on any allegation to the appropriate external bodies.

7. Services

7.1 The use of the school services requires prior permission from Site Department Staff.

8. Electricity

8.1 All work on the school's electrical systems shall be carried out in accordance with The Electricity at Work Regulations 1989 and the approved standard in the current edition of the Institution of Electrical Engineers (IEE) Wiring Regulations. Test Certificate paperwork must be provided for all work carried out.

9. Tools, Equipment, Plant and Machinery

9.1 The Contractor shall be responsible for ensuring that all tools, equipment, plant and machinery used during works on school premises are:

- Suitable for the purpose to which they are applied
- Inspected prior to each use and use discontinued where any defect is found
- Subject to regular testing and inspection as required under The Provision and Use of Workplace Equipment Regulations 1998 (PUWER) or other relevant legislation
- Only operated by fully trained and competent persons
- Not left unattended on school premises at any time

9.2 Portable Tools shall be reduced voltage (110v or lower) or battery operated.

9.3 No petrol/diesel driven machinery shall be utilised inside school buildings.

9.4 Cartridge Operated Tools are not permitted for use on school premises without written permission.

10. Ladders and Stepladders

10.1 All ladders and stepladders used on school premises must be in good condition and free from defects.

10.2 Where ladders and stepladders are selected for use other than solely as a means of access, justification for this use must be arrived at through the risk assessment process. The Health and Safety Executive (HSE) publication INDG 402 'Safe use of ladders and stepladders - An employer's guide' is a useful document.

10.3 The Contractor shall lock away all ladders and stepladders when not in use and remove them from site at the end of the working day unless there is an ongoing need, then they shall be stored in a locked container/room.

11. Work at Height

11.1 The Work at Height Regulations 2005 – a 'place' is 'at height' if a person could be injured falling from it; there are many instances on the premises where a person working could be 'at height'.

- 11.2 The Contractor shall assess the risks of all 'work at height' and provide a safe system of working that does all that is 'reasonably practicable' to prevent a fall.

12. Work Below Ground

Contractors must obtain a Permit to Work before breaking the surface on school premises. Whilst the school will advise of any known underground hazards and services not all of these are recorded for all school sites, therefore, it is the Contractor's responsibility to identify all underground services prior to excavating.

- 12.1 The Contractor shall provide all necessary support for the excavation along with boarding over, barriers, notices and lights where required.

13. Work Adjacent the Public Highway

- 13.1 For all works on school premises that may be also adjacent to a public highway, the Contractor must ensure that provision for barriers, cones, traffic or pedestrian management is put in place prior to commencement of the works and that these measures are in accordance with The Traffic Signs Manual - Chapter 8.

14. The Works

- 14.1 In carrying out the works, including any demolition work, the contractor will comply with the Construction (Design and Management) Regulations 2015.

15. Noise

- 15.1 Where the Contractor's Risk Assessment requires action and/or Personal Protective Equipment (PPE) to be provided to employees under The Control of Noise at Work Regulations 2005, the Contractor shall inform the school of his findings prior to work commencing on site.
- 15.2 A safe system of work shall be agreed prior to any works deemed to produce disturbing noise levels.

16. Control of Pollution

- 16.1 The Contractor shall not use any drain, gully or fitting connected to a drain on school premises to dispose of any waste or surplus products.
- 16.2 Contractors shall arrange for the timely disposal of all waste arising from their works on school premises in accordance with relevant legislation.
- 16.1.3 No waste products shall be stored on school premises without prior agreement with the Site Department.

17. Personal Protective Equipment (PPE)

- 17.1 It is the responsibility of the Contractor to determine by means of the Risk Assessment process the personal protective equipment required by his/her employees.
- 17.2 Where the works are deemed to affect staff of the school or other persons likely to be present, a safe system of work will be agreed with the Site Department prior to the work starting.

18. Accidents and Incidents

- 18.1 The Contractor shall have in place his own system of reporting and what action should be taken should an incident occur that would be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The school also requires the Contractor to report any such incidents to the Site Department immediately.

19. Hazards

- 19.1 Contractors shall provide and erect safety and warning signs where the Contractor's activities create additional, increased or greater hazards than those already present.
- 19.2 Contractors are requested to report to the Site Department any unsafe conditions or hazards they become aware of whilst on school premises whether or not these are in connection with the work being carried out.

20.0 Hazardous Substances or Materials

- 20.1 All substances brought on to the school's premises by the Contractor must have been subject to assessment and approved for use by the Contractor's appointed Control of Substances Hazardous to Health (COSHH) assessor, copies of these assessments may be requested by the school.
- 20.2 It is the Contractor's responsibility to ensure that their staff are aware of any safety precautions and PPE required for substances brought on to school premises and to ensure that these are adhered to/worn.

21. Asbestos

- 21.1 The school has an Asbestos Register on site containing a management survey for each building. The Contractor's staff are required to familiarise themselves with the register upon each visit, giving special attention to the area they will be working in.
- 21.2 The Contractor shall agree a safe system of work for any work adjacent any asbestos containing material in order to prevent damage occurring to that material.
- 21.3 Should the Contractor discover a material on the school premises that he suspects may contain asbestos that has not been noted in the register, he shall report his suspicions to the Site Department immediately. Work shall cease in that area until the situation has been clarified. If the material has been disturbed, the Contractor will prevent access to all other persons and seal the area until the situation has been clarified.

22. Smoking

- 22.1 Contractors are not permitted to smoke on the school premises.

23. Fire

- 23.1 Equipment or work methods used that involve the production of a naked flame or high temperatures (including abrasive wheels) will require a Permit to Work. Permit to Work paperwork includes a minimum of one hour fire watch on completion of the work.
- 23.2 Contractors must report all fires, however small, to the Site Department even when they have been fully extinguished.

- 23.3 Contractors are prohibited from bringing flammable gases and liquids onto school premises unless prior permission has been granted from the Site Department. All such materials will not be stored on school premises without appropriate storage facilities and written permission.
- 23.4 Contractors shall ensure that escape routes are not impeded by the work they are carrying out.
- 23.5 Contractors shall not render inoperative any fire alarm or firefighting equipment without prior consent of the Site Manager.

24. Escape and Evacuation

- 24.1 On hearing the school's Fire Alarm, all Contractors shall proceed immediately to the nearest fire assembly point.
- 24.2 The Fire Alarms are tested on the same day and at the same time each week.

25. General Standards

- 25.1 Contractors will be expected to:
- Keep dust, fume and noise levels to a minimum
 - Operate good housekeeping systems
 - Ensure their staff are aware of the contents of this Policy
 - Ensure any Sub-Contractors they employ are aware of and abide by this Policy
 - Make proper arrangements for the sharing or provision of sanitary and welfare facilities.
 - Obey all speed limits on school premises and park so as not to obstruct roadways
- 25.2 The school is committed to the development and positive application of procedures that promote equal opportunities regardless of gender, marital status, race, ethnic origin, sexual orientation, religion or age. It is the policy of the school to promote equal opportunities for disabled persons.

26. Legislation

The Contractor shall at all times comply with all current regulations, those listed below (including any updates to these regulations) are particularly important to work carried out at the school, however this is by no means an exhaustive list.

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Work at Heights Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health 2002 (COSHH)
- The Provision and Use of Workplace Equipment Regulations 1998 (PUWER)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Electricity at Work Regulations 1989
- The Noise at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Site Waste Management Plans Regulations 2008

27. Policy Review

27.1 The Trust Board will review this policy in line with the procedure for policy review.

27.2 Date for Review

If no other reason for review, this policy will be reviewed every three years by the Trustees with the next review being Autumn 2023.

Appendix 1 – Safeguarding Children Letter

Reference:

Date

School Name and Address

Dear Headteacher

SAFEGUARDING CHILDREN

I can confirm that Name of Company fully complies with the Department for Education 'Keeping Children Safe in Education; statutory guidance for schools and colleges', (September 2016) statutory guidance and recommended practices and that as a result all contractors and sub-contractors are subject to rigorous personal checks including:

- An enhanced DBS disclosure
- Barred Check List for all staff
- Immigration and eligibility to work in the UK checks
- Two references relating to previous employment / training and / or full employment history
- Two verifications of identity

The information provided is then collated on our Single Central Record. Any contractor or sub-contractor working on behalf of this company, working within your establishment, will have been subject to this process.

I can further confirm that whilst contractors or sub-contractors are on site they will comply with the following:

1. Restricted access areas during school session times
2. Avoiding use of school facilities, ie Dining / Toilets, that will bring them into direct contact with students
3. Provide sight of identification upon request
4. Observe rules relating to restricted times for deliveries, drop-offs

Yours sincerely