

Ormiston Academies Trust

Ormiston SWB Academy

Management of Contractors Policy

Policy version control

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Contents

1. Introduction and Context	4
2. Scope	4
3. Definitions	4
4. Responsibilities	4
5. Procedure	6
5.1 The planning stage	6
5.2 CDM Regulations	6
5.3 Identifying a contractor	6
5.4 Risk assessments	7
5.5 Safeguarding	7
5.6 Working together	7
5.7 Identification	8
5.8 Reporting incidents	8
6. Related Documents	8
7. Monitoring and Review	8
Appendix 1: Guidance for managing contractors on school premises	9
Appendix 2: Checklist for the management and control of contractors	10
Appendix 3: Guidance for the issue of a permit to work	11
Appendix 4: Example general permit to work	13

1. Introduction and context

Ormiston Academies Trust takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and Health and Safety Executive (HSE) guidance.

In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

2. Scope

This policy will apply to all contractors appointed by OAT to carry out any work. This policy is not exclusively for building, refurbishment, installation or maintenance work. The policy extends to any work which falls under the Construction (Design and Management) Regulations 2007.

This policy should be read in conjunction with SP02a: Contractor's Information Pack.

3. Definitions

- 3.1 Contractor: refers to any party (company or individual) that the school hires to complete work but is not an employee.
- 3.2 Risk assessment: a careful examination of what could cause harm to people and how. An assessment is made whether enough precautions have been taken or more should be done.

4. Responsibilities

- 4.1 The headteacher is responsible for:
- Acting as the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by the headteacher.
 - Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
 - Ensuring that all contractors work within the school's Health and Safety Policy.
 - Ensuring all planned work is organised out of school time, wherever possible.
 - Ensuring that contractors work in a responsible and professional manner.
 - Making arrangements for contractors to work safely on site during the school day.
 - Ensuring that the working agreement is adhered to.
 - Notifying the contractor of any potential risks posed by the premises.
 - Issuing the F10 notification form to the Health and Safety Executive (where appropriate).

- Facilitating good working relationships between the school, principal designer and principal contractor.

4.2. All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Making themselves aware of any upcoming work on site and associated working agreements.

4.3. Contractors are responsible for:

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school
- Providing full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school
- Ensuring that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

In addition, contractors will:

- Provide a copy of their Health and Safety Policy.
- Comply with all relevant health and safety legislation.
- Keep noise and dust to a minimum.
- Ensure that no products containing asbestos or CFCs are used on school premises.
- Be aware of and complying with the school's fire and emergency evacuation procedures.
- Evacuate buildings at the sound of fire alarm, report their safe evacuation to the headteacher and go to the nominated assembly area(s).
- Provide written risk assessments/method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times, unless agreed otherwise with the headteacher.
- Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only with the consent of the headteacher.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.
- Remove all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
- Test all works on completion as necessary and supplying the headteacher with commissioning/test data.
- Provide all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dust sheets etc.

- Provide their own first-aid facilities.
- Post notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dress appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

5. Procedure

5.1 The planning stage

Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each.

Before work commences, the school will ensure that:

- It has obtained the consent of the landlord (where appropriate)
- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.
- It is certain that the contractor is competent.
- It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM).

5.2 CDM regulations

The school will always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

If the project exceeds 30 days or involves more than 500 person days of work, the following must take place:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a principal designer
- If more than one contractor is on site, the appointment of a principal contractor
- Production of a health and safety file and construction phase plan
- Notify the HSE via form F10.

5.3 Identifying a contractor

Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to do the job safely.

When choosing a contractor, the school will determine competency via a series of checks. These may include:

- Previous experience of the work required.
- Clear health and safety policies and procedures.
- Copies of their safety method statements/relevant risk assessments.
- Their accident/dangerous occurrence reporting systems including the number of accidents etc. in the last year.

- Whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient.
- What health and safety training and supervision are provided for their workforce.
- Whether they have been independently assessed for competency and by whom.
- Membership of any relevant trade or professional bodies.
- Who to contact for references.
- Details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions.

5.4 Risk assessments

Both the school and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors will submit copies of site and task specific risk assessments and method statements prior to commencing work.

5.5 Safeguarding

Contractors may be required to hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

A contractor will require a DBS check if they meet the criteria determining 'regulated activity'. Regulated activity is defined as:

- Frequent contact – once a week or more on an ongoing basis.
- Intensive contact – on four or more days in any 30-day period.
- Overnight contact – between 2am and 6am.

Contractors working outside, with no contact with students, do not require a DBS check. In keeping with the law, the school will not ask contractors to undergo checks if the activity is not deemed to be 'regulated activity'.

Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

5.6 Working together

The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures etc. that may affect the other party.

A programme of works will be established and agreed. During this meeting, the parties will discuss the following:

- Emergency procedures.
- The sound of the alarm.
- How and when to raise the alarm.
- Whether any emergency alarm practices are due.
- The use of appropriate clothing.

- The use of appropriate language.
- Limiting disruptive noise.

5.7 Identification

In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds. All visitors' badges will be returned at the conclusion of the work.

No contractor will execute work on the school site without the express permission of the headteacher, other than in an emergency or to make the area safe following theft or vandalism.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

5.8 Reporting incidents

The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members are expected to report the following incidents:

- Trespassing.
- Aggressive behaviour by persons other than pupils.
- Security matters reported by pupils.
- Other security based incidents giving cause for concern.

The health and safety lead will securely store all completed forms.

6. Related Documents

- Safeguarding Policy
- Health and Safety Policy
- Incident Reporting
- Risk Assessment and Guidance

7. Monitoring and Review

This policy will be reviewed annually and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

Appendix I.

Guidance for managing contractors on school premises

I. What you need to do

I.1 Identify the job

Identify all aspects of the work you want the contractor to do. Consider the health and safety implications of the job. The level of risk will depend on the nature and complexity of the work. You should provide potential contractors with this information and make sure they know and understand the performance you expect of them. You could include this information in the job specification.

If the work is construction or building work, as the client you have duties under the Construction (Design and Management) Regulations 2007.

I.2 Select a suitable contractor

You will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Will they be producing a safety method statement for the job? A safety method statement is not required by law. It does however describe in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced.

I.3 Assess the risks of the work

Both you and the contractor need to think about the planned work:

What can harm people?

Who might be harmed and how?

How will the contractor control the risks?

You need to think about any risks to your workers and members of the public, because you have contractors on site. Also, make sure you agree the measures needed to control risk with the contractor before work starts.

Appendix 2

Checklist for the Management and Control of Contractors on School premises

Question:	Yes	No
Have all aspects of the work the contractor has to do been identified?		
Have the health and safety implications of the work in the job specification been included?		
Is the work construction or building work? If so, what more needs to be done to do to comply with the Construction (Design and Management) Regulations 2007?		
Have enquiries been made about the competence of the contractor? If so, have they been checked for evidence before they get the job?		
Have the risks of the work been assessed and agreed action to control the risks with the contractor?		
Has the contractor and their employees been provided with the school's emergency procedures?		
Are there arrangements in place with the contractor to coordinate the school's activities during the work?		
Have staff been consulted about the work and how they can raise any concerns?		
Are there arrangements in place to keep a check on how the work is going against what has been agreed with the contractor?		
Has it been agreed how the job will be reviewed so as to learn any lessons from it?		
Has the contractor received a copy of the OAT Contract Information Pack?		

Appendix 3

Guidance for the issue of permits to work (PTW)

When should a permit be issued?

A PTW is required whenever a formal safety control system is required to protect people/equipment/product when potentially hazardous work is to be carried out. It will not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it rigorously under supervision and control.

A formal Permit to Work will be issued for the following activities:

- Excavations.
- Work on plant containing steam, hazardous chemicals, gases or liquids under pressure.
- Work likely to cause environmental pollution.
- Work at heights, in isolated locations, or where access is difficult.
- Work on systems/machinery requiring isolation from electrical or other forms of energy.
- Hot Work – except where this is part of normal production activities - (welding, grinding, soldering, braising, cutting) involving the use of flame or capable of generating incendiary sparks.
- Work on (or adjacent to) certain electrical (particularly high voltage) systems.
- Work involving potential exposure to hazardous substances covered by the COSHH Regulations, or legislation on Asbestos or Lead.
- Plant/equipment modifications and new installations.

It should be noted that the above list is not exhaustive. A PTW system should be implemented on any hazardous activities where strict, formal safety controls are deemed necessary. In general, visiting contractors are less familiar with the workplace and its associated risks and often carry out more hazardous work. Notable exceptions are:

- Routine servicing of office equipment (photocopiers, printers, etc.)
- Cleaning, replenishing coffee/drinks dispensing machines
- Routine reading of gas/electricity/water meters
- General cleaning where risks are minimal
- Simple building maintenance and upkeep (painting, cleaning, joinery repairs, etc) in low risk environments where work at heights, exposure to hazardous substances, etc., is not involved
- Routine gardening/landscaping work not involving power tools
- Window cleaning in low risk environments at ground floor level
- Servicing/fault finding of IT equipment in office environments.

A Permit to Work does not remove the need for a detailed Method Statement to be submitted by the Contractor. The work should also be covered by a suitable Risk Assessment, which may need to be developed in consultation with the appropriate Remploy representative.

Principles of a Permit System

1. The information given in the permit must be precise, detailed and accurate.
2. The work to be done – and who will supervise and carry it out – must be clearly stated.
3. It must specify which area, machine, etc., has been made safe and should state what safety precautions have already been undertaken.
4. It should also specify what precautions must still be taken before work can start (e.g. use of protective equipment, etc.)
5. The permit should specify the time at which it comes into effect and for how long it remains in force. A re-issue must take place if the work is not completed within the allocated time.
6. The permit should be regarded as the master instruction, which – until it is cancelled – overrides all other instructions.
7. Work must not be undertaken in an area not covered by the permit.
8. No work other than that specified should be undertaken. If any change is considered necessary, a new PTW must be issued.
9. Before signing the permit, the issuer must satisfy himself – and those doing the work – that all the precautions necessary to make the plant and environment safe for the task have been undertaken.
10. When signing the permit, the acceptor becomes responsible for ensuring that all the specified precautions are maintained, and that only the specified work is undertaken.
11. A copy of the permit should be clearly displayed in the work area.
12. All persons not involved in the work should be kept well away from the defined area.
13. Where relevant, regular environmental monitoring should be undertaken throughout the time the permit is operative.
14. The procedure to be followed for cancelling the permit should be clearly understood to ensure a smooth hand-over.

Appendix 4: Example of a general permit to work

Permit No:.....

PERMIT-TO-WORK			
Academy _____		Dept: _____	
Location of Proposed Work (Including Plant/Equipment):			
Description of Proposed Work To Be Carried Out:			
Type of Operation (with safety checklist):			
Isolation & lock off : <input type="checkbox"/> No _____	Electrical work: <input type="checkbox"/> No _____	Work at Height: <input type="checkbox"/> No _____	
Hot Work: <input type="checkbox"/> No _____	Excavation: <input type="checkbox"/> No _____	Confined Space: <input type="checkbox"/> No _____	
Other: <input type="checkbox"/> No _____	Other: <input type="checkbox"/> No _____	Other: <input type="checkbox"/> No _____	
Permit valid on (date): _____ From: _____ am/pm		To: _____ am/pm Date: _____	
Work to be completed by (tick box): In House <input type="checkbox"/> Contractors* <input type="checkbox"/>			
*Contractors name & address			
Person in charge of area notified.....Yes <input type="checkbox"/> No <input type="checkbox"/>			
Checklist completed & signed?(permit not valid without checklist).....Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>AUTHORISATION</i> (permit issuer)- I certify that all preparations, precautions and emergency planning measures are in place prior to work commencing. This permit is valid from: (maximum of 8 hours)			
Date:	Signed:	Print name:	
<i>ACCEPTANCE</i> (permit acceptor)- I understand & accept the conditions of this permit on behalf of the work party			
Date:	Signed:	Print name:	
<i>EXTENSION</i> – to be completed by permit issuer. I am satisfied that the conditions for work previously stated remain and that it is safe for the work to continue subject to the conditions being observed. Each extension is valid for a max 8 hours only.			
Work May Continue Until:			
Time	date	Name	Signature
<i>CANCELLATION</i> - I have examined the work area and being the permit issuer confirm that the plant is now safe, all personnel, equipment and isolations removed and the plant can now be returned to service.			
Name:	Signed:	Date:	Time: