



Contractors Policy

Last Reviewed : July 2022

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Statement of intent

St Margaret's Academy 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.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and 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.

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.

Throughout this policy, the term '**contractor**' refers to any party (company or individual) that the school hires to complete work but is not an employee.

Agreed by the Full Board of Trustees 20th July 2022

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Construction (Design and Management) Regulations 2015 (CDM)
- DfE (2021) 'Keeping children safe in education 2021'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- First Aid Policy
- COSHH Policy
- Lone Working Policy
- Tendering and Procurement – detailed in Finance Policy
- Data Protection Policy

2. Roles and responsibilities

The Board of Trustees is responsible for appointing a member of staff to be the coordinator for health and safety. In this school, the Premises Manager has been appointed to carry out the role in conjunction with the School Business Manager and the Headteacher who has overall responsibility.

The Premises Manager is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors by ensuring a risk assessment of the premises is undertaken.
- Ensuring that all contractors work in line with the 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.
- Providing lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest.
- Issuing the F10 notification form to the HSE.
- Setting standards for the work expected.
- Providing all building contractors and designers with pre-construction information.
- Facilitating good working relationships between the school and the contractor's employers.
- Monitoring and reviewing this policy.

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.

Contractors are responsible for:

- Complying with all the above policies and procedures provided by the school and their employer.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.

3. Planning

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 moving forwards, the school will ensure that:

- It has obtained the consent of the landlord.
- 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 CDM regulations.

4. Construction Design and Management Regulations (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 will take place:

- The appointment of a principal designer
- If more than one contractor is on site, the appointment of a principal contractor
- The production of a health and safety file and construction phase plan
- The notification of the HSE via F10 form

5. Identifying a contractor

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

Contractors that are to be employed to provide goods or services will be appointed in line with the school's Tendering and Procurement Procedures (documented in the Finance Policy).

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

- Previous experience of the work.
- Clear health and safety policies and procedures.
- Copies of their safety method statements and relevant risk assessments.
- Their accident reporting systems, including the number of accidents in the last year.
- Whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient.
- Details about the health and safety training and supervision provided for their workforce.
- Whether they have been independently assessed for competency and by whom.
- Membership of any relevant trade or professional bodies.
- Contact details for any references.
- Details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions.

6. Risk assessments

Both the school and the contractor will 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.

7. Safeguarding

Where possible, Contractors are discouraged from working on site during school hours, but on occasions this is not possible. Contractors should read the Child Protection and Safeguarding Policy available on the School Website when working on site in school hours.

A contractor will require an enhanced DBS check with children's barred list information if they work in regulated activity relating to children.

Contractors who are not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children will be required to have an enhanced DBS check (not including barred list information). In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Contractors working outside, with no contact with pupils, will not require a DBS check.

A contractor who has not undergone a DBS check will not be left unsupervised with pupils.

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

If a contractor working at the school is self-employed, the school will consider obtaining the DBS check if one is required.

The identity of contractors will always be checked upon their arrival at the school.

When appointing contractors, the school will consider their responsibilities under the Prevent Duty. Due diligence checks will be conducted on contractors working at the school or providing extra-curricular activities.

The DSL will manage any concerns regarding contractors that relate to safeguarding, in line with the Child Protection and Safeguarding Policy.

8. Lone working

Contractors will adhere to the school's Lone Working Policy (available on the school website) and any relevant lone working policies enforced by their employer.

The headteacher will conduct a risk assessment to identify and mitigate the risks associated with lone working, prior to lone working commencing.

A trained first aider will remain on site while contractors undertake lone work. The identity of the first aider will be made known to all lone-working contractors.

Lone-working contractors will ensure they have the necessary equipment to assist with lone working and this equipment is in working order.

9. 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 pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of work will be established and agreed. During this meeting, the parties will discuss the following:

- Emergency procedures
- Whether any emergency alarm practices are due
- The use of appropriate clothing
- The use of appropriate language
- Limiting disruptive noise

Designated persons from each party will meet on a weekly basis, or more frequently if needed, to discuss concerns and progress.

Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

10. Managing contractors

The Premises Manager will be the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by the Premises Manager.

The contractor will provide 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.

The contractor will ensure 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.

Contractors will be required to:

- Provide a copy of any relevant health and safety policies.
- Comply with all relevant health and safety legislation.
- Keep noise and waste to a minimum.
- Ensure that no products containing asbestos or CFCs are used on school premises.
- Be aware of and comply with the school's emergency procedures, including the evacuation, invacuation and lockdown procedures.
- Evacuate buildings at the sound of the fire alarm, report their safe evacuation to the Headteacher or Premises Manager and go to the nominated assembly area(s).
- Provide written risk assessments and method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Work behind substantial physical barriers, with appropriate warning signs, at all times, unless agreed otherwise with the Headteacher.
- Adequately control physical and chemical hazards to prevent risks to school staff, pupils and visitors (e.g. trailing leads, solvent fumes, absence of lighting or fire alarm).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors and 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 cabling or pipework.

Contractors are responsible for:

- Ensuring they leave the school clean and tidy at the end of the day, e.g. removing any rubbish and debris left by themselves or a colleague (caterers have alternative disposal arrangements).
- Testing all works on completion as necessary and supplying the Premises Manager with test data.
- The provision of all necessary protection of floors, walls and doors against damage through works.
- The provision of their own first aid facilities.
- Posting notices to inform staff, pupils and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the use of correct PPE at all times.

The following activities are prohibited on school grounds:

- Smoking
- Possessing or drinking alcohol
- Taking, possessing or being under the influence of illegal substances

- Shouting, swearing, an over-familiarity with pupils or staff
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the headteacher
- Taking photos of pupils at any time

If any of these requirements are not met, the headteacher has the authority to stop work. If the headteacher believes a danger is posed to contractors, staff or pupils, they may stop work.

11. Identification

In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds during school hours. 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.

12. Reporting incidents

All major incidents are to be reported via email to sholland@st-margarets.torbay.sch who will record the incident and pass to the relevant body.

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

13. Monitoring and review

This policy is reviewed on subject to change basis by the Premises Manager and the School Business Manager.