



## [Moorlands Schools Federation] Managing Contractors Policy

<b>Review Due:</b>	May 2023
<b>Last Review</b>	May 2020
<b>Applicable to:</b>	All Trust Schools
<b>Reviewed By:</b>	SP
<b>Approved By:</b>	Board of Trustees May 2020

### Comments:

This is a new policy to assist schools with engaging and managing external contractors in a compliant and safe way. Includes an agreement for schools to sign with contractors, health & safety guidance and information about who is responsible for what. The policy is in line with HSE guidance. Draft approved by external solicitors.

The Board of Trustees of the Bath and Mendip Partnership Trust have agreed this policy, which applies to all schools within The Bath and Mendip Partnership Trust (the “Trust”).

## 1. Context

- 1.1 The Trust recognises and accepts its responsibility for providing a safe and healthy environment for its staff, for the pupils attending each of its schools and for the visitors and contractors who come on to school premises.
- 1.2 Contractors themselves also have legal health and safety responsibilities. This policy has been created to ensure that contractors comply with their legal responsibilities and do not cause risk to the health and safety of themselves, or others when carrying out their work.
- 1.3 Poor contractor management can lead to injuries, ill health, additional costs and delays. Working closely with contractors will reduce the risks to school employees and the contractor themselves. The level of control needed will, of course, be proportionate to the complexity of the task.

## 2. Scope

- 2.1 This policy applies to all contractors appointed by the Trust or Academy to carry out any work falling under the Construction (Design and Management) Regulations 2007. It is not exclusively for any building, refurbishment, installation or maintenance works.

## 3. Definitions

- 3.1 Contractor(s): means any party (whether a company or an individual) that the Trust hires to project manage or complete work (other than Trust employees) including sub-contractors.
- 3.2 Risk assessment(s): means a careful examination of what could cause harm to people and how. An assessment is made whether enough precautions have been taken or whether more should be done to protect people from any of the residual risks identified.

## 4. Responsibilities

- 4.1 The **Executive Principal / Head Teacher** (the “**Head Teacher**”) is responsible for:
  - acting as the designated contact with contractors. No other staff member may give Contractors instructions without authority being delegated by the Head Teacher;
  - ensuring that all planned work is organised out of school time, wherever possible including out of school hours clubs etc.;
  - ensuring that all contractors work within the school’s health and safety policy;
  - ensuring that all contractors work in a responsible and professional manner;
  - ensuring that arrangements are made for contractors to work safely on site; and
  - notifying the contractor of any potential risks posed by the premises and the school activities.
- 4.2 In addition, the **Head Teacher** must:
  - ensure that all contractors have appropriate DBS clearance to work on site having regard to obligations set down in relevant statutory guidance;

- be clear about the scope of the work expected of the contractor;
- be clear about the standards of competence required of the contractor and consider:
  - whether the contractor can demonstrate previous health and safety expertise;
  - whether the contractor can evidence appropriate health and safety training; and
  - whether the school can verify the contractor's licensing as required for the undertaking of the works.
- ensure the work is sufficiently planned and resourced;
- ensure adequate procedures are in place to respond to contingent risks; and
- stop work if there are serious health and safety concerns.

4.3 The **Office Manager / Business Manager / Health and Safety Lead** is responsible for:

4.3.1 monitoring the contractor's health and safety performance, by:

- considering how the work will be managed and supervised before it commences;
- obtaining a copy of the contractor's health and safety plans;
- obtaining a copy of the contractor's indemnity insurance;
- ensuring that the school's insurance covers the work before it commences;
- holding a pre-start meeting to ensure co-ordination and communication between the school and its contractors - ensure that incorrect assumptions are not made and consider whether the contractor will need a site induction before commencing work;
- including all contractors' activities in all inspections and checks; and
- holding regular meetings with contractors to review or raise health and safety issues as they arise.
- ensuring adequate welfare facilities are made available to the contractor (such as toilet and hand-washing facilities and an area for contractors to shelter/eat) proportionate to the work or, where an area of the property/site is handed over to the contractor, ensuring that the contractor has provided these facilities within that area.

4.3.2 carrying out a joint risk assessment of the works with the contractor, being mindful that the contractor is likely to be unfamiliar with any specific risks associated with the school (e.g. the presence of asbestos in the fabric of the school buildings), sharing method statements / safe systems of work and informing all those affected by the works of the risks identified, including any new risks introduced by the contractor (e.g. generators, cabling etc);

4.3.3 having the correct procedures in place, by ensuring that:

- safe systems of work are documented and carried out;
- contractors are competent to carry out the works;
- contractors receive a site induction before commencing works;
- isolation procedures for machinery and plant are clear; and
- DBS clearance is obtained for all contractors.

4.3.4 Informing all those involved with the works of the associated risks by:

- ensuring that all staff have clear lines of communication to report concerns;
- ensuring that work does not start until adequate controls are in place to mitigate them;
- identifying the routes of utility and power lines on site;
- identifying pupil and staff movement in and around the school;
- agreeing an approach to ensure safe access and boundaries are maintained; and
- communicating with and coordinating employees and contractors to know what is expected of them and when, to ensure that everyone understands their role.

4.4 All members of school staff are responsible for taking reasonable care for their own health and safety, as well as the health and safety of pupils, visitors and contractors, ensuring that maintenance and building work is carried out in a safe manner and with the minimum of risk is a matter for all concerned.

## **5. Main Contractors:**

### **5.1 Induction and safeguarding**

5.1.1 Before any contractor undertakes any work on school premises, the Office Manager / Business Manager / Health and Safety Lead must ensure that:

- the contractors' induction pack (appendix 1) has been completed;
- the contractor has valid DBS clearance;
- the contractor is aware of and follows school health and safety procedures;
- adequate notice of any disruption to services is given to all those affected; and
- contractors provide all required documentation and equipment, including:
  - risk assessments;
  - permits (e.g. hot work certification); and
  - equipment (e.g. fire-fighting apparatus)

### **5.2 Safeguarding of Children**

5.2.1 Pupils should not be allowed in areas where contractors are working and, as such, contact between contractors and pupils should not occur. However, it may be impossible to control this and there may be occasions where contractors do come into contact with children (e.g. when entering or leaving school premises).

5.2.2 The Office Manager / Business Manager / Health and Safety Lead will therefore ensure that robust arrangements are in place to ensure that all contractors have the appropriate DBS clearance in the same way as Trust employees (in accordance with the Department for Education's "[Keeping Children Safe in Education](#)" guidance, last updated September 2019).

5.2.3 In any case where a contractor does not provide the Office Manager / Business Manager / Health and Safety Lead with evidence of the appropriate DBS clearance, the Office Manager / Business Manager / Health and Safety Lead may carry out the appropriate DBS checks provided they have first obtained the contractor's consent to do so.

5.2.4 All contractors should report to school reception and sign in when entering school premises. The school receptionist will then inform the Office Manager / Business Manager / Health and Safety Lead as required. All contractors should report to school reception and sign out when leaving school premises.

### **5.3 Minor building work and routine maintenance:**

5.3.1 In the case of minor building work and routine maintenance, it is not always possible to completely separate the contractor's activities from those of the School. The initial site meeting(s) and continuing liaison arrangements are therefore most important in ensuring that safe working practices are established and maintained.

- 5.3.2 Before agreeing specifications for minor building work and routine maintenance, the contractor must be required to visit the school premises, and explain the scope, nature and implications of the required work(s) to the Office Manager / Business Manager / Health and Safety Lead, and agree on any necessary safety precautions to be included in the contract.
- 5.3.3 Contractors should make all necessary arrangements to undertake the work(s) at such times and in such a manner as is convenient to the school and provide the Office Manager / Business Manager / Health and Safety Lead with the maximum practicable notice of the commencement of the work(s) and any temporary interruption(s).
- 5.3.4 In any case where the actions at 5.3.1 and 5.3.2 have not been completed, the Office Manager / Business Manager / Health and Safety Lead must instruct the contractor to not commence / cease undertaking the work(s) until those provisions have been complied with.
- 5.3.5 Sometimes, for minor building work and routine maintenance no written contract will exist between the Trust and the contractor until the works have been completed, but common law still requires contractors to undertake the works in a safe and timely manner.

#### **5.4 Major Development Work:**

- 5.4.1 Major development work includes new buildings, extensions and significant refurbishment. In such instances, the whole school building, or part of it, defined by a temporary screen or fence, will be handed over to the contractor for the duration of the contract.
- 5.4.2 The defined area will become the contractor's responsibility; out of bounds to all but the contractor's workforce. School staff may only enter the area with the permission of, and by prior arrangement with, the contractor. During any such visits, school staff must observe all relevant regulations imposed by the contractor (e.g. reporting to the site office on arrival, wearing a hard hat and any other protective clothing deemed necessary by the contractor who is responsible for the health and safety of all personnel on site).
- 5.4.3 Under no circumstances may school staff make unscheduled and/or unsupervised visits to any area which has been handed over to contractors. For the duration of the relevant work(s) contract, the defined area will be the responsibility of the contractor and school staff may not be covered against accidental injury/damage or public liability.
- 5.4.4 Where only part of a site/building has been handed over to contractors, the contractor's workforce must not enter any area retained for school use and, for the avoidance of doubt, the contractor's workforce has no right of entry to do so, except with prior agreement. For the avoidance of doubt, electricity, gas and water authorities have the right to enter premises without notice to carry out emergency work on their own installations.)
- 5.4.5 As part of the briefing process for major development work, the architect and project co-ordinator will consult the Office Manager / Business Manager / Health and Safety Lead to ensure that all necessary safety precautions e.g. to protect inquisitive children, are incorporated into the relevant work(s) contract.
- 5.4.6 Before work(s) commence, the architect will arrange a pre-contract meeting, and subsequent site meetings between all interested parties to agree and monitor the practical arrangements (for first aid, welfare facilities, action in case of fire and car parking etc) to be followed whilst the work is in progress.

- 5.4.7 A suitable and sufficient risk assessment should be carried out on all proposed work(s) together with a health and safety plan prepared by the planning co-ordinator and/or architect and implemented by the contractor where required under the Construction (Design and Management) Regulations 2016 and in other cases where it is considered appropriate given the nature and degree of risk.
- 5.4.8 Contractors should produce method statements or other safe systems of work that match the significant risks in their risk assessments. This may require the amendment of local risk assessments for the duration of the work to reflect any school activities that are affected by the work. All subsisting safety arrangements (e.g. fire precautions and evacuation plans) must not be compromised by this process.
- 5.4.9 If any hazard which cannot easily be eliminated becomes apparent, or there are other imminent or obvious dangers, the Head Teacher should evacuate the affected area until the hazard is made safe. School staff should not act outside of their area of responsibility to deal with any hazard, but should draw the matter to the contractor's attention.
- 5.4.10 Where the Head Teacher / Office Manager / Business Manager / Health and Safety Lead considers that work is being carried out in an unsafe manner or is putting the health and safety of pupils, staff, or others at risk, the Head Teacher / Office Manager / Business Manager / Health and Safety Lead must instruct the contractor to stop work. The architect/project co-ordinator must be immediately informed of any such incident and the matter should be recorded.

## **5.5 Contractors' vehicle access**

- 5.5.1 Contractor vehicles may enter and leave school car parks during the school day except between 8:00am and 9:00am, and between 2:45pm and 4:00pm during term time.
- 5.5.2 Vehicular access to other areas is normally only permitted outside term time. If, exceptionally, access is required during the school day, then the Office Manager / Business Manager / Health and Safety Lead is to give specific approval and the Office Manager / Business Manager / Health and Safety Lead is to accompany the vehicle on foot to:
- act as banksman if the vehicle has to reverse; and
  - ensure any pupils are appropriately supervised in a safe area away from the vehicle and its intended path.
- 5.5.3 In the case of major development work, the contractor's defined work area is to include a vehicular access route from the car park to the actual work area, but movement restrictions (as at 5.5.1) will continue to apply.

### **If you have an incident:**

- **stop the work if there are serious health and safety concerns;**
- **report any incident to the Trust central team immediately;**
- **investigate and address the root cause of the incident; and**
- **feed back results of the investigation to all parties concerned.**

For more information please refer to the Health & Safety Executive's [Using Contractors, A brief guide](#) guidance.

## Appendix 1 - Contractor's Induction Pack

### Introduction

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

There are a number of obligations that we, the Trust have to you, the contractor. You as a contractor equally have obligations to us as a Trust and to all other site users.

### Contractor's Log

1	Contractor's name:		
2	Company name, address and telephone number Emergency contact details if different from above:		
3	Name of site contact:		
4	Area and nature of work:		
5	Check Public Liability Cover – minimum £5m		
6	Date:	Time:	Duration of Works:
7	Review risk assessment and method statement		
8	Review vehicle movements		
9	Agree delivery arrangements for materials		
10	Asbestos survey read and contractor signed to confirm		
11	Check certification and permits if licensing required for activity		
12	DBS & ID checks sighted/copied		
13	School personnel advised and precautions in place		
14	Signing in procedures agreed – check onsite supervision and communication lines		



## **General Contractor obligations:**

All contractors must:

- report to the school office or Site Manager upon arrival at the school;
- sign the visitors' book upon arrival and collect a visitors' pass;
- comply with all school policies including, but not limited to, the school's health and safety , fire safety and safeguarding policies, copies of which are available from the school's office;
- comply with the vehicle movement arrangements agreed with the Site Manager (as set out at 5.5 above) and drive with due care and attention at all times while on site;
- complete the Contractor's Log (appendix 1) before any work commences;
- ensure those undertaking the work(s) are informed of the contents of this document;
- abide by the school's Code of Conduct including no smoking on site, no inappropriate language, and no inappropriate use of phones or cameras. Under no circumstances can photographs of any child on school premises be taken and under no circumstances should a contractor's business on site be referred to on any social media unless authorised by the Head Teacher;
- request a hot works permit before commencing work(s) as required;
- consult the asbestos register (available from the Site Manager) prior to commencing any work;
- record any work(s) undertaken to the school's water and/or heating systems in the legionella log book (available from the Site Manager);
- be mindful of their health and safety and safeguarding obligations at all times;
- not leave the school without first clearing any debris left as a result of the work(s);
- not leave the school without first making safe any on-going work(s); and
- remove all waste materials unless otherwise agreed with the Site Manager.

## **Access and Security**

All contractors must:

- enter via main entrances only, where a designated member of staff will meet them;
- sign the visitors' book, wear a visitor's badge provided while in school, and show the badge if challenged. Contractors must sign out and return the badges on leaving the site;
- consult the Head Teacher / Office Manager / Business Manager / Health and Safety Lead before commencing any work(s) on school premises; and
- not allow third parties into school premises. If you are aware of any third party requesting access to school premises, you must ask a member of school staff to let them in.

## **Contacts**

### **School [Moorlands Schools Federation]**

Main Office: 01225 421912  
Site Manager: 01225 421912  
Headteacher: 01225 421912  
Office Manager: 01225 421912

### **Trust Central Office**

Main Office: 01761 404207

### **Water**

Wessex Water  
Emergencies: 0345 600 4600

### **Gas**

National Gas Emergency Service 0800 111 999

### **Electricity**

SSE Emergencies: 0345 070 0243

### **Environmental**

Environment Agency Emergency Hotline 0800 80 70 60  
Environment Agency Flood Line 0345 988 1188

### **Hospitals**

Royal United Hospital, Bath 01225 428331  
Bristol Royal Infirmary 0117 923 0000  
NHS Non-emergency medical helpline 111

<b>Acknowledged on behalf of the school:</b>	<b>Acknowledged on behalf of the contractor:</b>
Signature:	Signature:
Print:	Print:
Date:	Date: