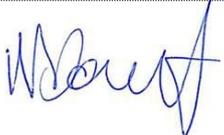




# Contractor's Procedures

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**November 2017**

<b>Signed (Chair of the Local Governing Body):</b>	
<b>Date:</b>	<b>November 2017</b>
<b>Date of Review:</b>	November 2018

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

### **Statement of intent**

Arbor Academy Trust takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on a school's 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 HSE guidance. In addition, the trust 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.

### **Definitions**

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.

### **Roles and responsibilities:**

**The Governing Body** is responsible for:

- Appointing a member of staff to be the Coordinator for Health and Safety.

**The Headteacher** is responsible for:

- 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.
- Monitoring and reviewing the Contractors' 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 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.

### **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** moving forwards, the school will ensure it has taken the following steps:

- It has obtained the consent of the LA, Local Government or other parties involved.
- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.

It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2007 (CDM).

### **CDM regulations**

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

Large projects will be funded and managed by the LA and contractors must notify the school of their Health and Safety Procedures.

### **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.

The school will pay regard to local authority approved contractors when making contract decisions. 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.
- 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.
- Membership of any relevant trade or professional bodies.

### **Risk assessments**

Both Arbor Academy Trust 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 to the school.

### **Safeguarding**

Contractors must 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. Where possible, the school will aim to effectively manage the risk of potential harm by trying not to leave the contractors unattended whilst on site.

### **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 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.

Designated persons from each party will meet weekly 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.

### **Managing contractors**

The Headteacher is the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by the Headteacher.

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 are required to:**

- 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 comply 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.
- 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.

**Contractors are responsible for:**

- Removing all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
- Testing all works on completion as necessary and supplying the Headteacher with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dustsheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.

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.

**Identification**

In line with established procedures, all contractors must wear a visitor's badge at all times whilst 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.

### **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 School Business Manager will securely store all completed forms in an incident register.

Together with the Headteacher, the School Business Manager will monitor the register to identify developing patterns and to consider the need for action.

### **Monitoring and review**

The Headteacher will monitor this policy and amend to reflect any changes to relevant legislation.

*This policy will be evaluated and reviewed regularly.*