Oxenhope Church of England Primary School

Contractors Policy – October 2018

Created By:	Date:	Next Review Date:
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Statement of intent

Oxenhope Primary School 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 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.

Signed by:

_____ **Headteacher** Date: _____

_____ **Chair of governors** Date: _____

1. Definitions

1.1. 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.

2. Roles and responsibilities

2.1. **The Governing Body** is responsible for:

- Appointing a member of staff to be the Coordinator for Health and Safety. In this school, the headteacher has been appointed to the role.

2.2. 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.
- 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 project.
- Providing all contractors and designers with pre-construction information.
- Facilitating good working relationships between the school, principal designer and principal contractor.
- Monitoring and reviewing the Contractors' Policy.

2.3. 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.

2.4. **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.

3. The planning stage

3.1. 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.

3.2. 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 Construction (Design and Management) Regulations 2015 (CDM).

4. CDM regulations

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

4.2. 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. Identifying a contractor

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

5.2. The school will pay regard to local authority approved contractors when making contract decisions.

5.3. 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.

6. Risk assessments

6.1. 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.

6.2. Contractors will submit copies of site and task specific risk assessments and method statements, prior to commencing work. A sample risk assessment is available in Appendix 2.

7. Safeguarding

7.1. 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.

7.2. 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.

7.3. 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'.

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

8. Working together

8.1. 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.

8.2. 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.

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

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

9. Managing contractors

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

9.2. 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.

9.3. 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.

9.4. 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.
- 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.

9.5. 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 dust sheets 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.

9.6. The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc.
- 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.

9.7. 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.

10. Identification

10.1. 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.

10.2. 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.

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

10.4. 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.

11. Reporting incidents

11.1. 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 using the incident form provided in Appendix 1 of this policy:

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

11.2. The school business manager will securely store all completed forms in an incident register.

11.3. Together with the headteacher, the school business manager will monitor the register to identify developing patterns and to consider the need for action.

12. Policy review

12.1. This policy is reviewed every two years by the Business Manager and the headteacher.

12.2. The scheduled review date for this policy is November 2020.

Appendix 1- Incident report form

Members of staff should use this form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property occurring on school premises.

The form should be completed as fully as possible, and a staff member should complete the form for an incident witnessed by a pupil.

Member of staff reporting the incident	
Name:	Position:
Personal details of person assaulted/abused (if appropriate)	
Name:	Gender:
Class:	Age:
Position (if staff):	
Witnesses (if any)	
Name:	Age:
Gender:	Position (if staff):
Address:	
Name:	Age:
Gender:	Position (if staff):
Address:	

Time and date of incident:	
Type of incident: (e.g. trespassing, assault etc.).	
Location of incident:	
Description of incident: (describe the incident including events leading to it and who else was involved).	
Outcome: (e.g. whether police were called, trespasser was removed, parents were contacted, legal action was taken etc.).	
Further information: (provide any further information you feel relevant).	

Appendix 2 – Sample risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: Contractors, visitors, all staff and pupils.
Date of assessment:	Review interval: Annually	Date of next review:

Related documents
Safeguarding Policy, Contractors' Policy, Health and Safety Policy, Security Policy, Central Record of Recruitment and Vetting Checks, School Emergency Incident Procedure, Traffic Management Risk Assessment.

Risk Rating		**Likelihood of occurrence**		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/Issue	**Risk rating prior to action H/M/L**	**Recommended controls**	**Controls in place? Yes/No**	**Recommended further actions to be taken to reduce risks**	**By whom**	**Deadline**	**Risk rating following action H/M/L**
Access control		• Access to the school is restricted to staff and authorised visitors only. • ID badges are issued to all visitors and contractors. • Provided they do not feel threatened, school members of staff challenge any visitor on school grounds without a visible		• Staff responsibilities reiterated and advice given when needed. • Reception staff trained appropriately. • Staff issued with photo ID passes. • External signage improved to direct visitors to reception.			

		ID badge and escort them to reception. • Additional procedures, beyond controls on doors, are in place to reduce the risk of intruders.		• Security systems installed on high risk entrance points. • Security survey undertaken by local authority.			
Security of grounds		• Procedures are in place to safeguard pupils in areas where public access is impractical to prevent. • All procedures are detailed in the school's Security Policy. • Staff safety is considered in all safeguarding procedures. • A member of staff should explain the precise nature of the issue to their line manager or, if immediate danger or threatening behaviour is encountered, call 999.		• Main vehicle entrances to be barrier protected during nights and weekends. • Door access systems installed on high risk entrance points. • Detailed Visitors' Policy introduced, distributed to all staff and made available for viewing on the school's website. • Supply staff issued with ID passes. • School staff members are trained to raise awareness in the event of intruders. • CCTV systems for high risk areas considered.			
Safeguarding		• Contractors are DBS checked or supervised while on school grounds. • They are issued with ID badges and wear them at all times. • Their access and egress to and from school grounds is always via a designated safe route.		• School office to request evidence of DBS checks for contractors and local authority appointed visitors.			
Children accessing work areas		• Internal fence with controlled exits and entrances.		• Re-routing system in place for duration of work.			