



## Contractors Policy

### Document Control

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<b>Document Reference:</b>	Contractors Policy	
<b>Version</b>	01	
<b>Status</b>	Final	
<b>Publication Date</b>	June 2020	
<b>Related Policies</b>	The ATLP Health and Safety Policy The ATLP Risk Assessment Policy The ATLP Construction Management Policy The ATLP Safeguarding and Child Protection Policy	
<b>Review Date</b>	June 2021	
<b>Approved/Ratified By</b>	Trust Board	Date: 1/6/20

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## **Statement of Intent**

**The Arthur Terry Learning Partnership (ATLP)** 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 legislation and HSE guidance.

In addition, the school is required to ensure the safety of all contractors, raising awareness of potential hazards, such as asbestos, through a rigorous hazards exchange process prior to the commencement of any works.

## 1. Definitions

- 1.1. Throughout this policy, the term 'contractor' refers to any party (company or individual) that the school hires to undertake work.

## 2. Roles and Responsibilities

### 2.1. ATLP is responsible for:

- Ensuring that any appointed contractors have provided evidence of suitable and sufficient public and employers liability insurance.
- 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 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.

### 2.2. Staff are responsible for:

- 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.
  - Raising concerns with Senior Leaders if they are aware of any practice or concerns that presents as unprofessional or dangerous.

### 2.3. 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.

### **3. The Planning Stage**

- 3.1. Prior to commencing work, the school, under advice and guidance from the ATLP Operations and Estates Team, 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 Operations and Estates Team will ensure that:
  - landlords' consent has been obtained, when appropriate.
  - the project complies with the Construction (Design and Management) Regulations 2015 (CDM).
  - all required statutory approvals and planning permission have been obtained.
  - the accommodation analysis has been reviewed.
  - the contractor is competent.

### **4. CDM Regulations**

- 4.1. The ATLP Operations & Estates Team 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 ATLP Operations & Estates Team must be satisfied that the contractor is competent to do the job safely.
- 5.2. The school will pay regard to ATLP approved contractors when making contract decisions.
- 5.3. When choosing a contractor, ATLP will determine competency by considering:
  - Previous experience of the work required.
  - Clear health and safety policies and procedures.
  - Copies of 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.
- What health and safety training and supervision is 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. A 'suitable and sufficient' assessment of the risks associated with any activities will be undertaken and appropriate measures put in place 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.
- 6.3. 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. Appendix 3.

## **7. Safeguarding**

- 7.1. ATLP will ensure that contractors, their employees and sub-contractors (contractor or employee of the contractor who is to work within our schools), have been subject to the appropriate level of DBS check through verification of this in writing from the contractor.
- 7.2. The level of the check will depend upon the nature of the work being carried out.
- 7.3. ATLP will consider the place of work and whether this affords access to children, the frequency of the work and the levels of proposed supervision as well as whether the work is carried out in term time or holiday time.
- 7.4. ATLP are mindful that schools are often used by children during holiday time and often during the weekends and evenings.
- 7.5. Contractors engaging in regulated activity will require an enhanced DBS certificate including barred information list.
- 7.6. All other contractors who are not engaging in regulated activity but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check not including the barred list information will be required.
- 7.7. Regulated activity is defined as in line with Keeping Children Safe in Education. Consideration should be given to:
  - Frequent contact – once a week or more on an ongoing basis.

- Intensive contact – 3 or more days in any 30-day period.
  - Overnight contact – between 2am and 6am.
- 7.8. Contractors working outside, with no possible contact with students, do not require a DBS check. In keeping with the law, the ATLP will not ask contractors to undergo checks if the activity is not deemed to be 'regulated activity'.
- 7.9. Under no circumstances should a contractor in respect of whom no checks have been made, be allowed to work unsupervised or engage in regulated activity.
- 7.10. ATLP is responsible for determining the appropriate level of supervision depending upon the circumstances.
- 7.11 ATLP remains responsible for the effective management of safeguarding and managing the risk of potential harm. For example, the use of segregation between students and contractors in social areas.

## **8. Working Together**

- 8.1. A pre-contract meeting will take place between the ATLP Operations & Estates Team, 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.
- 8.2. Designated persons from each party will meet on a weekly basis, or more frequently if needed, to discuss concerns and progress.
- 8.3. 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. ATLP Schools Operations and Estates Manager is the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by ATLP Schools Operations and Estates.
- 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 written risk assessments/method statements before work commences.
- Provide a copy of their Health and Safety Policy.
- Comply with all relevant health and safety legislation.
- 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.).
- 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.
- 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.
- Evacuate buildings at the sound of the fire alarm, assembling at the nominated assembly points(s) and report their safe evacuation to the headteacher or his/her nominated representative.
- Refrain from participation in any illegal activity.

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/Vaping.



- 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** or ATLP Operations and Estates Manager has the authority to stop work. If the headteacher believes a danger is posed to contractors, staff, pupils or visitors, they will stop the activity without delay.

## 10. Identification

10.1. In line with established procedures, all contractors will sign in and out of the premises for each visit. All contractors must wear a visitor's badge at all times while on ATLP premises. All visitors' badges will be returned at the conclusion of each visit.

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

10.3. 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 ATLP Operations and Estates Team will securely store all completed forms in an incident register.

11.3. The ATLP Operations and Estates Team will monitor the register to identify developing patterns and to consider the need for action.

## 12. Policy Review

12.1 This policy is reviewed **annually** by the **ATLP Operations and Estates Team**.

## 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.

<b>Member of staff reporting the incident</b>	
Name:	Position:
<b>Personal details of person assaulted/abused (if appropriate)</b>	
Name:	Gender:
Class:	Age:
Position (if staff):	
<b>Witnesses (if any)</b>	
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: <b>Annually</b>	Date of next review:

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

## Appendix 3 – Hazard Exchange Form

### Control of Contractors at [ insert school name here]

The purpose of this form is to ensure that information about the hazards is shared between the contractor and the premises to allow safe working practises to be agreed and suitable control measures implemented.

This form must be completed by the Premise Manager (or another responsible person) with each contractor who is undertaking activities/works on the premise **prior to any work commencing**. When work is arranged by the Property Surveyors it is important that they have the opportunity to input into this process.

Premise/Workplace			
Name of Contractor		Contractors Representative	
Brief Description of the Work		Project Start Date	
Areas Involved		Project Completion Date	

#### Hazard Information to be supplied to the Contractor

Inform the contractor of all known site hazards that may present a risk to his workforce to enable him to undertake a risk assessment and implement appropriate control measures.

Hazards identified and notified to the Contractor	Yes	No	Details/location and control measures to be taken.
Contact with vulnerable service users/pupils			
Violence from premises occupants			
Fragile roofs or structures			
High noise levels that could damage hearing			

Presence of flammable or explosive substances			
Vehicle movement in proximity to the work area			
Presence of underground cables, gas or water mains where any excavation work is to be undertaken (if known)			
Presence of fumes, gases or significant amounts of dust			
Presence of corrosive, toxic or other harmful substances			
Other hazards (specify).....			

**Asbestos Management**

All steps must be completed. Ensure that the Premises Asbestos Register is available to refer to.

The Asbestos Register must be shown to the contractor and all the contractors' staff working on site must sign Section 8 of the Asbestos Register.

Assessment Process	Yes	No	If Yes - actions to be taken
<b>STEP 1</b> Does the sites asbestos Register indicate that the proposed work involves working with or on asbestos containing materials/presumed asbestos containing materials?			Contact your ATLP Operations & Estates Manager or the Asbestos Management Team. This work will require a licensed contractor in accordance with your Asbestos Management Policy and the Control of Asbestos Regulations.
<b>STEP 2</b> Is the work intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting, accessing areas previously not inspected such as ducts and voids?			Complete the Intrusive Work Assessment Form prior to any work commencing and follow guidance detailed in the document.
<b>STEP 3</b> If information is unavailable, is it possible that the proposed work may disturb asbestos containing materials?			Contact the Asbestos Management Team who can arrange for any suspect materials to be sampled prior to any work commencing.

**General Site Arrangements to be notified to the contractor**

Detail how you expect contractors to work whilst on the premises.

Site Arrangements	Site Rules	Site Arrangements	Site Rules
a. Vehicle access and parking		f. Storage arranges including skips	

b. Fire evacuation procedure		g. Working/opening hours and signing in procedure	
c. Use of toilet and washing facilities		h. Waste disposal arrangements	
d. First aid arrangements		i. Security	
e. Accident reporting requirements		j. Other (specify)..... Damages	

**Hazard Information to be obtained from the Contractor.** Contractor must complete this section and communicate suitable control measures.

<b>Contractors Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Control Measures</b>
Working on the water/heating system? (Contractor to read & sign Water Hygiene Record System Manual)			
Hot working e.g. welding, cutting, brazing, use of blow lamps, grinding, soldering, bitumen boilers etc.)? Hot Work Permit must be completed and control measure outlined in this document implemented. Contractor and Premise Manager to sign the Permit to Work.			
Work on fragile roofs and structures?			
<b>Contractors Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Control Measures</b>
Fire safety management Is the work likely to damage the integrity of the walls, floors, ceilings etc? If so the contractor must repair any damage by fire stopping the area with suitable material which has a 1 or ½ hour fire rating (which ever is appropriate). Does the work require any fire precaution measures to be disabled? If so it is important they are reinstated at the end of each working day, e.g. tape/plastic bags removed from smoke detectors, zones reactivated, fire exits cleared etc.			
Work at height? (Contractors who will be working at height must detail the control measures/provide copy of their method statement).			
Material, tools or equipment likely to obstruct passageways/fire exits?			
Management of trip hazards such as cables etc?			
Management of excavation works?			
Management of open inspection chambers, pit covers, confined spaces?			
Generation of dust or fumes?			
Use and storage of hazardous substances?			

Generation of significant noise?			
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Demolition work?			
Other hazards? (specify).....			

Unsafe working by the contractor must not be tolerated; concerns about the safe completion must be raised **immediately** with the Contractor, Property Surveyor and Strategic Health and Safety Service.

**Certification**

Sufficient information has been exchanged to enable all parties to identify the hazards associated with the activity/work being undertaken. If there are to be any changes to the agreed works, please review this assessment.

Organisation	Position	Name	Signature	Date
	Premise Manager Tel No			
	Contractor Tel No			
	Property Surveyor Tel No			

**Assessment Review**

The assessment can be reviewed and resigned and dated if repeat work is regularly undertaken by the same contractor e.g. regular servicing and testing activities.

Organisation	Position	Name	Signature	Date
	Premise Manager Tel No			
	Contractor Tel No			
	Property Surveyor Tel No			