

Managing Contractors Policy

Policy area	Managing Contractors Policy
Policy Author	Community and Facilities Manager
Status	Approved
Category	Trust Policy
Implementation Date	Autumn Term 23
Review cycle	Annual
Next review date	Autumn Term 24
Related policies	<ul style="list-style-type: none"> • Health and Safety Policy & Fire Safety Policy • Policy for The Delegation of The Financial Powers and Duties of the Trustees.
Related documents	<ul style="list-style-type: none"> • Permit to Work • Hot Work Permit

Document Control

Date	Version	Comments

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1 Introduction and Aims

The South Downs Education Trust (SDET) will ensure that the safety of all persons, on or within the vicinity of any premises from which we conduct our business activities are protected, so far as is reasonably practical.

This will be achieved by correctly ensuring that the Health and Safety Work Act of 1974, as well as the Construction Design and Management Regulations 2007 (CDM) is followed where reasonably practicable. Thereby ensuring that safety procedures and precautions are met and maintained in order to minimise the potential risk of incident or injuries occurring.

2 Legal Requirements

The Trustees have overall responsibility within the school for the implementation of all SDET Policies, including the Managing Contractors Policy. The Trustees ensure that all statutory requirements are adhered to. This policy and all our policies are continually reviewed to ensure their effectiveness.

3 Obtaining Quotes

Any works which are to exceed £5,000.00 must have 3 separate contractors quotes obtained.

Any capital projects over £10,000.00 at Clapham and Patching Primary School must have approval by the Diocese Trustees.

Any projects over £75,000.00 must go out to tender and be approved by Governors and Trustees.

Further information on financial powers and duties can be found in the, Policy for The Delegation of The Financial Powers and Duties of the Trustees.

4 Vetting and Due Diligence

Before any order is placed the following must be obtained from the contractor.

- Public liability Insurance
- Health and Safety Policy or Statement
- Certificates of Competence or Professional Accreditations
- Risk Assessment and Method Statement (RAMS) to be prepared and supplied before the proposed works start date.

5 Contractors

The Community and Facilities Manager must ensure that any contractor employed by the Trust are competent to carry out the works specified. Only certified or accredited contractors/organisations will be used. Throughout the contracted works period the Community and Facilities Manager will monitor the standard of the contractor's work and the progress made.

All contractors are required to submit copies of their public liability insurance for no less than £10 Million Pounds, along with copies of their current health and safety policies. All contractors must read and accept the Schools Health and Safety Policy.

Any contractor performing Gas or Electrical works must hold a Gas Safe registration or a recognised electrician's accreditation such as NICEIC.

Contractors will also be required to produce a Risk Assessment and Method Statement (RAMS) for any works to be carried out.

All contractors are expected to supply and use their own Personal Protective Equipment (PPE)

Contractors are to provide their own plant, machinery, tools and equipment. Under no circumstances are contractors to use any equipment belonging to SDET. All employees must be competent in the use of equipment provided.

The Community and Facilities Manager will ensure that all relevant safety measures are implemented, not only to protect the contractors, but all persons who may come into contact with the Trust and its undertakings. The Trust has a duty of care to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and visitors.

The health and safety needs of any contract must be assessed prior to commencement of works. Resources such as additional training, equipment and in some cases extra staffing will be provided as required.

Some contractors on site will have duties under The Construction Design and Management Regulations (CDM Regulations). These will be assessed by the Community and Facilities Manager. In some cases work will require multiple contractors on site at one time. In this instance all contractors must share relevant information under the statutory requirements of the CDM regulations.

Contractor must make themselves aware of and comply with the Trust Policy's relevant to the works undertaken. A record of hazards which contractors may come into contact with, including Control of Substances Hazardous to Health (COSHH) for example, gases, chemicals or biological hazards must be outlined prior to the planned works.

All contractors and sub-contractors will be issued with a copy of the Schools permit to work document, which must be read, completed and signed, including a Hot Works Permit if required before the commencement of any works. They must also agree with and read the schools Health and Safety Policy.

Should contractors require Loft access then a formal loft induction will be conducted by a trained member of the Facilities Staff prior to any access granted. They will also be required to sign in and out of the Loft Entry log book each time they enter and exit.

The Trust will set out standards for working in high risk areas. Information on specialist hazards such as Asbestos, or high risk activities must be supplied by the Community and Facilities Manager.

6 Before The Commencement of Works

The Community and Facilities Manager must inform Senior Leadership Team (SLT) as well as any departments affected by contractors work in reasonable time, so as to allow sufficient time to plan for any disruption to normal working/teaching routines.

Before any works/activities commence essential information regarding risk identification must be addressed. Preliminary site visits may be required to allow for formal risk assessment planning before any contractors begin their work.

Contractors who work on the site should be made aware of any hazards identified within the risk assessment. In some cases an additional policies and procedures will need to be issued to contractors. These will cover areas of high risk including the following

- Asbestos Policy
- Electrical Circuit Charts
- Plant Rooms and Boilers
- Gas Pipes routes
- Loft Access
- Working at height Policy
- Hot Works Permit
- Lone Working
- Manual Handling

All contractors must report to the Facilities office upon arrival on site and before any work commences. Before leaving the site, contractors must report to a member of the Facilities staff to confirm work is complete for that day and the work area is left safe and secure

7 Suitable Staff Allocation by Contractors

Contractors must only employ persons aged 18 or over and who are entitled to work in the UK. Contractors may supply a copy of their DBS if held.

8 Security

The Trusts security procedures must be enforced while working on site. This will require informing the contractors of their access routes throughout the site.

9 Roles and Responsibilities

The roles of staff responsible for Health and safety are as follows:

Overall Responsibility for Health and Safety	Trustees
Responsibility for Health and Safety	Heads of School
SDET Health and Safety Representative	Chief Operating Officer
SDET Competent Person	Community and Facilities Manager

10 Emergency Evacuations

Should the fire alarm sound (continuous siren) while you are on site, you must evacuate the building by the most direct route and muster at the assembly point on the school field. This is to ensure that all persons can be accounted for.

The School Emergency Evacuation Procedure can be found in the **Fire Safety Policy's Appendix B**

A copy of the School Fire Evacuation Notice can be found in the **Fire Safety Policy's Appendix A**

11 Lockdown Procedure

Should the signal be given for a lockdown (3 x long rings of the class change bell) you are to immediately report to the Facilities Office if safe to do so, or if accompanied by a member of staff, they should remain with that person and find a suitable safe location.

12 Welfare Arrangement

Site facilities such as washrooms may be made available to use by contractors and sub-contractors, as defined by the Community and Facilities Manager or other representative. The conditions for the use of such facilities are that they are used during the time specified by the Trust. The contractor or sub-contractor should be suitably dressed and observe normal standards of hygiene when using Trust facilities.

13 Delivery and Unloading of Materials

Contractor or Sub-Contractor are responsible for the delivery, unloading, hoisting and storage of all their own materials. They must consider how this may impact the normal operation of the Trust site. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works.

14 Electrical Equipment

Any electrical equipment that is used on site must be PAT tested and within the validity period. They must be used in a safe and approved manner in accordance with manufacturer's instructions. The Community and Facilities Manager may require records of this testing.

All items of electrical equipment must be used via residual current device protection (RCD)

15 Water Supply

If a water supply is needed contractors will be made aware of the sites water tap locations and the isolation valves. Contractors must restrict themselves to this supply and ensure that the water supply is fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

16 Ground Works and Road Safety

All ground/road works across all Trust sites must be agreed with the Trust. All excavations, storage and skips must be cornered off and guarded using appropriate signage, rails, traffic cones and lights etc. Works taking place may need approval by Local Planning Authorities.

17 Housekeeping

All contractors must ensure that all rubbish generated is not allowed to accumulate in the immediate work area, and should be stored ready for disposal as per the contracted works agreement for rubbish/material disposal. Materials for disposal must be stored externally to the trust premises in the contractor's, or sub-contractor's own authorised skip/container. All surplus materials and/or rubbish must be cleared from the site on completion of the contracted works.

The following is strictly prohibited:

- Burning of rubbish.
- Excessive dust build up.

Good housekeeping by all contractors is to be maintained at all times to ensure a safe working environment.

18 Hazardous Substances

Hazardous substances that are to be used must be assessed prior to use and agreed with the Trust. COSHH assessments must be made available to the person-in-charge or other authorised officer on request.

Where flammable products or substances are used the appropriate precautions are to be taken.

LPG cylinders must be stored outside buildings in secure and ventilated compounds.

Only minimum fuel is to be kept on site and provision for safe storage must be agreed with the person-in-charge.

19 Asbestos

Before any invasive work (drilling, sawing, sanding or cutting into the building) is carried out on a building, consult the asbestos register in conjunction with the person-in-charge.

Work with known Asbestos will only be permitted following the production of a written safety method statement.

The HSE recommends that you wear the appropriate Personal Protective Equipment (PPE) when drilling into ANY fabric of the building.

If you think that you have disturbed Asbestos;-

- Stop the work immediately;
- Get everyone to leave the area and physically seal it off where practicable;
- Prevent access to the area (children and visitors can be overly inquisitive);
- Notify the Person-in-Charge so that they can seek advice.
- When in doubt, assume that it is Asbestos and act accordingly.

20 Control of Pollution

Any waste, chemicals or any other substances agreed for use must be correctly stored and disposed of. Under no circumstances should any materials or hazardous substances be disposed into drains or waste containers on Trust premises, unless express permission has been given by the Community and Facilities Manager

Suitable arrangements must be made to prevent sand, soil, cement or any other solid materials from being washed into any drainage or sewage systems.

21 Accident and Incident Reporting

All contractors must report any and all accidents or near misses by completing an incident/accident form. This will then be reported to the Community and Facilities Manager or the Chief Operating Officer. Contractors may wish to also report using their own incident reporting system.

If an incident/accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the Community and Facilities Manager or the Chief Operating Officer for reference.