

# **HEALTH AND SAFETY POLICY – APPENDIX 6**

## **MANAGING CONTRACTORS POLICY**

**Initio Learning Trust**

**September 2023**

Reviewed Annually

## 1. Statement of Intent

The Trust is aware of the duties imposed by

- the Health and Safety at Work Etc Act 1974 in respect of employees, students, visitors and the general public.
- the Construction (Design and Management) Regulations 2015 (CDM) and the application of this legislation to construction, and building maintenance work.

The Trust will ensure that all services and works provided by contractors are planned and managed to minimise risks to the health, safety and welfare of staff, students and visitors to the Trust's schools.

The main purpose of this Policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:

- Effective planning of the contracted work or services;
- Selection of competent contractors;
- Ensuring safe working on-site;
- Maintaining effective cooperation and communication;
- Monitoring and review.

The Policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

## Contents

<b>1. Statement of Intent</b> .....	<b>2</b>
<b>2. Roles and Responsibilities</b> .....	<b>4</b>
2.1 Headteacher .....	4
2.2 Premises Manager.....	4
2.3 Obligations of All Employees.....	4
2.4 Obligations of Contractors and Sub Contractors.....	4
<b>3. Introduction and legislation</b> .....	<b>5</b>
3.1 Introduction .....	5
3.2 Legislation .....	5
<b>4 All projects</b> .....	<b>6</b>
<b>5 Large building/repair projects</b> .....	<b>13</b>
<b>6. Conclusions</b> .....	<b>15</b>
<b>Appendix 1 - Selecting a Contractor</b> .....	<b>16</b>
<b>Appendix 2 - Further Guidance</b> .....	<b>17</b>

## **2. Roles and Responsibilities**

### **2.1 Headteacher**

2.1.1 Will ensure the following principles are followed:

- a) This Policy is communicated adequately to all relevant persons, and appropriate information on significant risks is provided to contractors;
- b) Systems are put in place to ensure effective communication and cooperation with the contractors;
- c) Method statements and safe systems of work are in place for high-risk activities;
- d) Risk Assessments are collected and reviewed for all contractor work;
- e) Contractors are made aware of the school emergency procedures;
- f) The activities of contractors are adequately monitored and controlled;
- g) All accidents and incidents arising from the Contractor's activities are investigated appropriately;
- h) Contractors are required to stop work immediately if health and safety is compromised.

2.1.2 Will ensure for work and services:

- a) Any contracted work and services are carefully planned, and robust specifications prepared.
- b) Sufficient funding is available to complete the specified work without compromising health and safety or the standard required of the service/project.
- c) Responsibilities for the selection and management of contractors are allocated to specific people and that these persons are competent to undertake these responsibilities.
- d) Contractors are informed of any risks that may be present in their area of work.
- e) Contractor health and safety performance is measured both actively and reactively.

### **2.2 Premises Manager**

2.2.1 The Headteacher may delegate some of the above operational responsibilities to a designated Premises Manager.

2.2.1 The Premises Manager must report to the Headteacher any concerns they may have with Contractor working practices or the condition of the premises once work is complete.

### **2.3 Obligations of All Employees**

2.3.1 No member of staff should give instruction to contractors unless they have specific authority.

2.3.2 No member of staff should agree to direct requests from the contractor for access to classrooms, offices or equipment. All such requests must be referred to the Headteacher or Premises Manager.

2.3.3 No member of staff should enter the Contractor's work area or facilities unless by prior arrangement with the Headteacher or Premises Manager.

2.3.4 All staff must report any observed unsafe work practices to the Headteacher or Premises Manager without delay.

### **2.4 Obligations of Contractors and Sub Contractors**

2.4.1 All contractors who work on the school premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors.

2.4.2 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

2.4.3 Main contractors must ensure that all sub-contractors are competent and monitor their activities whilst working on the premises and ensure they follow the requirements of this policy.

### **3. Introduction and legislation**

#### **3.1 Introduction**

- 3.1.1. This Policy is intended as a guide to contractors working in the school on local maintenance tasks or under contracts placed by the school; this is to enable contractors and the school to operate simultaneously both safely and efficiently, this guidance defines the essential responsibilities.
- 3.1.2. The contents of this guide do not in any way, prejudice or detract from any formal contractual arrangements and do not form part of the contractual document.

#### **3.2 Legislation**

- 3.2.1 Failure to manage contractors has broad implications under the Health and Safety at Work Etc Act 1974, where Sections 2, 3, and 4 can be applied to occupiers and contractors, depending upon the circumstances. Similarly, civil claims for damages can be made against occupiers as well as contractors.
- 3.2.2 The following legislation also applies to the management of contractors and the control of building work:
  - a) The Construction (Design and Management) Regulations 2015
  - b) The Management of Health & Safety at Work Regulations 1999
- 3.2.3 The school and contractors both have legal responsibilities under health and safety regulations dealing with specific hazards:
  - a) The Control of Substances Hazardous to Health Regulations 2002
  - b) The Control of Lead at Work Regulations 2002
  - c) Control of Asbestos Regulations 2012
- 3.2.4 The Construction (Design and Management) Regulations 2015 (CDM) impose the duty of 'Client' for maintenance and repair work as detailed below.
- 3.2.5 As a Client with control of budgets, the school takes on legal duties that cannot be transferred to a client's agent or third party. These duties apply to all projects and require the client to:
  - a) Check competence and resources of all consultants, architects and contractors.
  - b) Ensure there are suitable management arrangements for the project.
  - c) Allow sufficient time and resources for all stages of the project.
  - d) Provide pre-construction information to designers and contractors.

## 4 All projects

- 4.1 These general requirements apply to all contracted construction, maintenance, repair, and refurbishments works on school premises.
- 4.2 The Contractor's person in charge must make contact with the Premises Manager or nominated contact at the school before any work is started initially or access to an area of the building or grounds is made.
- 4.3 The Contractor must submit a method statement covering the work activities intended in any area of the premises and the measures being taken to ensure health and safety of the workforce and school staff, students and visitors. Once the Premises Manager has been made aware of the intended activities and methods of operation, the Contractor must not deviate from them without further discussions taking place. For higher risk projects, a permit-to-work system should be used. Such projects are:
- a) Roof work - Open edge, fragile roof working;
  - b) 'Live' electrical working – specified work;
  - c) Specified 'Dead' electrical working involving circuit repairs or component repairs/replacement within a system – e.g. replacing fuses, breakers, isolators, transformers;
  - d) Confined spaces working – High-risk activities identified by assessment;
  - e) Hot working – where flammable or combustible materials are present and cannot be removed or adequately isolated.

Permit-to-work guidance and templates are available from the Documents section of [JEDU](#).

- 4.4 The Premises Manager will ensure that the Contractor's person in charge is made aware of any risks, special precautions or safety rules applicable to the intended work area and cooperate in site induction arrangements given to the Contractor's staff or subcontractors. Reasonable cooperation will be given to the Contractor's workforce at all times in order to create a safe place to work throughout their period of working at the school. Site access and exit times must be adhered to.
- 4.5 Contractors working in or on school premises must ensure the protection of all persons who may be affected by their work. This includes staff, students, and visitors. The contractor/s must pay particular attention to the following items:-
- a) All staff working in areas in which it might be possible to come into contact with students will be required to comply with the Trust's safeguarding requirements.
  - b) All electrical equipment on-site must be at or below 110 volts unless alternative protection measures have been agreed with the Premises Manager.
  - c) The contractor/s must apply the requirements of the Noise at Work Regulations and use the most effective noise reduction measures available and plant likely to cause disturbance may only be used within the time periods previously agreed by the Premises Manager and Headteacher. This is intended to minimise any disruption to teaching and learning and to neighbours.
  - d) The Contractor must agree to abide by all relevant provisions of the school safety policy, fire safety and procedures which will be made known to him prior to work commencing. If any part of the work is sub-contracted out the Contractor must undertake to inform any sub-contractor of all safety requirements.
  - e) Contractors will not be permitted to use school tools and equipment, e.g. ladders, Tower Scaffolds, power tools.
  - f) Machinery is only allowed on site if it has satisfactorily completed necessary statutory inspections and the operator has the required training and experience.
  - g) The Contractor should leave the work area clean and tidy, removing all waste, materials, tools and equipment at all times. Skips and storage containers should be lockable.
  - h) Tools should not be left unattended at any time, especially where school staff and students can have access to them.

## **4.6 Provision of Site Supervision**

- 4.6.1 The Contractor must provide adequate site supervision. This person will maintain day to day communication with the Premises Manager or nominated school contact and will be responsible for the supervision of the works, receiving and acting promptly (on behalf of the Contractor) all instructions and requests by the Premises Manager or nominated contact.
- 4.6.2 Where works are carried out in areas which have been handed over for the sole use of the Contractor, all visitors to the site must report to the Contractor.
- 4.6.3 The Contractor must provide hard hats (to relevant British Standard) and any other appropriate safety equipment, for the use of all visitors to the site, and must ensure that any particular/exceptional hazards are made known.

## **4.7 Site Perimeter Fencing**

- 4.7.1 Arrangements for fencing, etc. protection will be agreed at the pre-contract meeting and must be to the same standard irrespective of holiday periods.
- 4.7.2 If required, fencing will be at least two metres (2.0m) high unless this is already achieved by a boundary wall or other adequate barrier. The Contractor must provide a secure compound; the siting of which will be agreed at the pre-contract meeting. All materials and plant must be stored within the compound.
- 4.7.3 The Contractor will ensure entrance gates are securely closed when not in use and kept locked when the site is unattended. Fencing must be adapted as and when required during works and be dismantled and removed at the completion of the works.

## **4.8 Scaffolding – Erecting, Protecting and Dismantling**

### 4.8.1 All scaffolds must comply with:

- a) The Work at Height Regulations, 2005 and Approved Code of Practice.
- b) BS EN 12811-1: 2003 Scaffolds - performance requirements and general design.
- c) The BSI Code of Practice BS 5974:2010 for the planning, design, setting up and use of temporarily suspended access equipment.
- d) The Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) - Operators Code of Practice and any amendment or substitution of these standards at such time in force.

### 4.8.2 Barrier Fencing Around Small Works or Scaffolding:

- a) Where ladders, scaffolds, cradles, towers, etc. are to be in position for less than a working day, a barrier of warning tape or similar must be provided, 2 metres clear of the scaffold, etc. During this period, scaffolds, ladders, etc. must not be left unattended.
- b) Where ladders, scaffolding, towers, cradles are erected and positioned for more than a working day, a barrier must be provided to prevent unauthorised access to the scaffolding etc. The barrier shall be sufficient to avoid access and to be erected 2m high from the base of the scaffolding etc. This fencing must be of solid construction.
- c) Where practical, barriers should be provided 2.0m from the face of scaffolding, etc. Where this cannot be achieved, the fence should be fixed to the face of the scaffolding, and where appropriate, be fitted with an overhead fan.
- d) Fencing provided on existing paving must be supported so as not to cause damage.
- e) The Contractor must maintain the safety arrangements of the scaffold and obtain all necessary licences.
- f) Glazed roof lights or similar areas must be suitably protected from damage by falling objects during work.

- g) Sensitive areas (e.g. toilets, changing rooms, showers, etc.) shall, where necessary, be screened before works.

#### 4.8.3 General

Where scaffolding is required, the following arrangements apply:

- a) The main Contractor is responsible overall for scaffolding, and may only use Sub-Contractors who are registered members of the National Association of Scaffolding Contractors.
- b) All scaffolds shall be suitably tied. Aluminium towers must be used in accordance with the PASMA Code of Practice.
- c) Scaffold ties must be fixed as necessary during the erection of the scaffold. Care must be taken to ensure stability during dismantling.
- d) Scaffolds and perimeter/barrier fencing etc. may only be erected/dismantled when the surrounding areas are clear of occupants. Similar precautions are to be taken when mobile towers are moved. The Contractor must ensure that the Premises Manager is advised prior to commencement and any movement or alterations to scaffolds/hoists etc.
- e) Entrances/access ways in occupied premises should, where necessary, be protected with suitable fans. All scaffold tubes must be arranged so that the operation of the doors is not obstructed. Additional requirements will be required in wet or very dusty conditions. If natural or artificial lighting, including emergency lights, is obscured, then alternative lighting must be provided. Scaffold tubes must not protrude into an access way. Caps must be provided to protect ends of tubes.
- f) It is the Contractor's responsibility to inspect as required and to sign the statutory registers within the seven days immediately prior to their use, and to obtain a Handover Certificate from the scaffolder.
- g) All working platforms must be fully boarded out and provided with guard rails, toe-boards and brick guards together with extra sheeting or sealing during demolition or similar operations.
- h) Ladders must be in good condition and suitable for their use. They should be checked before use for any damage, wear or faults.
- i) Storage arrangements for scaffold tubes and fittings should be agreed prior to their arrival on site.

## 4.9 Ladders

- 4.9.1 Ladders must be adequately tied, and access to them kept clear. Ladders at ground level must be removed at the end of each working day. Both ladders and ropes must be secured out of the reach of children and unauthorised persons.
- 4.9.2 Ladders must not be painted or otherwise treated so as to conceal any defects.
- 4.9.3 Ladders must be placed at any angle of 75 degrees (1:4) to the supporting structure.
- 4.9.4 Ladders must be used on a firm level base and be of adequate length for the job, extending at least 1.07m (3 rungs) above the landing place.

## 4.10 Hoists

- 4.10.1 Hoists must comply with the Lifting Operations and Lifting Equipment Regulations 1998, including the following:
  - a) The Hoist tower must be adequately tied in (at every lift) to the scaffolding and building as necessary.
  - b) Hoist towers and motor areas must be adequately fenced.
  - c) Gates must be kept closed at all times except when loading and unloading materials.
  - d) Access ways must be kept clear at all times.

- e) Only competent trained persons may operate the hoist from one position only with good visibility to all landings.
- f) In no circumstances may persons ride on a hoist platform.
- g) The hoist motor and tower must be immobilised and effectively secured at ground level at the end of the working day.
- h) A competent person must inspect the hoist once a week and the necessary entry made in the register (F91 Pt.).
- i) Test certificates must be provided before the hoist is used and thereafter every six months or after substantial movement or repair.

#### **4.11 Hazardous Substances (including Asbestos and Paint Stripping)**

- 4.11.1 The Contractor must provide the Premises Manager with copies of any COSHH assessments for substances or processes to be used on-site, which may present a risk to the health and safety of persons using the premises.
- 4.11.2 Assessment must include details of the substance to be used, or processes to be undertaken, and the precautions and protective measures the Contractor intends to take. Such information must be provided at least 14 days prior to works.
- 4.11.3 The Contractor must ensure that all substances, etc. are stored safely, and these are used as per COSHH requirements and assessments.
- 4.11.4 Suitable precautions must be taken where work is excessive or likely to create dust, e.g. sealing, totally enclosing, damping down, and localised dust extraction.
- 4.11.5 All work with asbestos must be in accordance with the Control of Asbestos at Work Regulations, approved Code of Practice and the school Asbestos Policy.
- 4.11.6 The Contractor must consult the Premises Manager regarding the location of known asbestos, and must refer to any available Asbestos Survey Report.
- 4.11.7 If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The Premises Manager must be notified immediately, and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.
- 4.11.8 Most painting contracts incur some stripping of internal/external paint. Specifications allow either chemical or heat stripping externally, but prohibit heat stripping/burning off internally. Dry rubbing down of known lead paint is prohibited under the Regulations.
- 4.11.9 The safety precautions required for stripping and rubbing down of all internal and external paintwork throughout the building are as follows:
  - a) Where premises are occupied during stripping of paint, the Premises Manager must be advised in advance of the time these operations are to take place.
  - b) During stripping, dustsheets must be placed beneath the work area, whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets must not be used when burning off is carried out.
  - c) Cleanliness is essential, e.g. periodic cleaning of the floors, playground and paths, etc. beneath areas stripped is to take place regularly while work is in progress. Cleaning up should always be done immediately before any known major use of the area, e.g. break time, lunchtime, end of the day etc. unless the work areas, including any area into which stripped material or dust, is allowed to fall, is securely fenced off.
  - d) All rubbing down of paint must be with wet abrasive and all debris removed before it dries.
  - e) Dust must be dampened down and removed by industrial vacuum cleaner fitted with a HEPA Filter.
  - f) Contaminated dustsheets must not be used elsewhere on the site.

- g) All debris from stripping is to be placed in sealed bags and be disposed of. It must not be stored on-site nor placed in school dustbins, etc. Affected areas are to be suitably cleaned by industrial vacuum cleaner and washing, if internal, and hosed down to the nearest gully if external.

#### **4.12 Security**

4.12.1 Perimeter fencing is not always sufficient to prevent intruders from gaining access. Alternative security measures may be necessary. This can be provided via a combination of methods, and the following options should be considered:

- a) All windows adjacent to any scaffold or access equipment must be secured.
- b) Screens must be fixed to areas of high risk, e.g. IT Suites unless alternative storage has been arranged, or existing security arrangements are adequate.
- c) Additional fencing to be installed around higher elevations of scaffolding where this is near entrance railings.
- d) Horizontal fencing or boards should be used to secure lower lifts.
- e) Implement additional patrols of Contractor's or Premises staff.
- f) Where scaffold ties pass through open windows, these are to be secured, and plywood screwed to the inside of the windows over the open areas, to the satisfaction of the Premises Manager.
- g) All Contractors' access must be adequately secured at night and during weekends.
- h) Scaffolding or other building works must not interfere with or obstruct access to any part of the alarm systems, e.g. alarm wiring, sensor units, door contacts, control panels, strobe light units, etc.

#### **4.13 Vehicular Access**

4.13.1 The Contractor must take all appropriate precautions to avoid danger to the occupiers or the public arising from the movement of Contractors/Sub-Contractors vehicles on the site. Where practicable, separate access to the site for Contractors should be arranged.

4.13.2 Appropriate warning notices must be provided e.g.

"THIS ENTRANCE IS FOR THE USE OF CONTRACTORS ONLY - NO ACCESS FOR ANY OTHER PERSON"

#### **4.14 Public Access**

4.14.1 Areas remaining open to the occupiers or the public must be provided with proper footways, and where appropriate, protective measures to ensure safety. Where scaffolding is erected over or adjacent to an entrance, suitable screens and fans must be provided. The Contractor must not block the access of occupiers or the public, to roads, parking areas or pathways during the course of the works. Excavations must be adequately tested with suitable warning notices in accordance with Section 15. Suitable barriers must be provided to stop vehicles negotiating too close to excavations or scaffolding.

#### **4.15 Internal Access**

- 4.15.1 The Contractor must maintain existing access or provide alternative access and ensure that work within lobbies corridors and stair areas proceeds safely. Corridors, staircases, intake cupboards, WCs, or emergency escape routes must not be obstructed with plant or materials, etc.
- 4.15.2 Materials must be distributed on a daily basis with no localised storage. The Contractor must remove all rubbish, plant, tools and materials from areas used by the occupiers to a central storage point as work proceeds and at the end of each working day. Intake cupboards or WCs, etc. must not be used for storage. On completion, the Contractor must also properly clean floors, woodwork, steps, yards, clear out all gutters, drains and gullies and leave the whole of the area in a clean and suitable condition for occupation.
- 4.15.3 Works undertaken above-occupied areas must be suitably risk assessed to prevent any risk to occupants.
- 4.15.4 If this is not possible, arrangements must be made with the Premises Manager for the occupants to vacate the area for the duration of the work.

#### **4.16 Protection of Property**

- 4.16.1 The Contractor must take all appropriate measures to ensure the stability of the building and adjoining properties that may be affected by the works, and provide all appropriate shoring, strutting, needling and other supports and precautions that are necessary to preserve the stability of these buildings. Protective measures must remain until all risk of damage or settlement is eliminated.

#### **4.17 Fire Precautions**

- 4.17.1 The Contractor should ensure that all fire escape routes are kept clear at all times.
- 4.17.2 If the blocking of a fire exit is unavoidable contractors must notify the school, so the school Fire Risk Assessment is reviewed to ensure that suitable temporary signage is in place directing occupants to an alternative route.
- 4.17.3 Combustible materials must be appropriately stored in agreed areas. The unnecessary build-up of combustible materials must be avoided. Flammable liquids or compressed gases, etc. may only be kept in the building in such quantities as are required for the immediate work. The Contractor must provide suitable and sufficient fire extinguishers.
- 4.17.4 Fire stopping must be restored after the installation of cabling or pipework is completed.
- 4.17.5 A Hot Work Permit must be completed before any Hot Work can take place.

#### **4.18 Provision of Warning Notices**

- 4.18.1 The Contractor must provide suitable signs to warn persons of dangerous operations, plant and chemicals and of freshly applied materials. All safety signs must conform to the Safety Signs Regulations.

#### **4.19 Site Clearance**

- 4.19.1 The Contractor shall comply with all relevant Environmental legislation. Waste, dust, dirt and other debris caused by the building operations or other work shall be cleared regularly as work progresses and be placed in skips sited to reduce inconvenience and nuisance.
- 4.19.2 Contractor must ensure that there is no "bombing" of waste, etc. from upper storeys. The Contractor shall take all reasonable steps to prevent water accumulation, which may present a hazard on site.

#### **4.20 Minimising Interference to Occupiers and the Public**

- 4.20.1 All works must be carried out so as to cause the minimum of interference to the occupiers, and other persons using the premises. Works must be carried out in phases agreed with the school at the pre-contract meeting. The Contractor shall take measures to minimise noise on site. All reasonable means must be used to avoid inconvenience to adjoining properties. Should it be necessary for plant, machinery or equipment to project over the adjoining property, the Contractor shall obtain the prior written permission of the adjoining owner/occupier. If the work requires operatives to enter adjoining properties, written permission must be obtained by the Contractor who will ensure that any conditions imposed by the owner/occupiers of these properties are met.
- 4.20.2 Because Contractor staff (and any subcontractors they may employ) are working on a school site there should be no smoking on-site, or within 50m of the entrance to the site, no use of radios, no alcohol brought on to the site, no swearing or bad language, no catcalling, no provocative behaviour, and Contractor and subcontractor staff should always wear suitable clothing – e.g. no bare torsos.
- 4.20.3 Contractor's and subcontractor's staff must wear badges or corporate clothing which identifies them clearly to anyone checking the right of an individual to be on the site.

#### **4.21 Building Services**

- 4.21.1 No diversion of any of the existing services other than that prescribed in the specification may be effected without the written agreement of the Supervising Officer. Any necessary temporary disconnection of services will be done at a time agreed by the Premises Manager.

#### **4.22 Precautionary Measures When Site is Unattended**

- 4.22.1 All reasonably practicable precautions must be taken to prevent unauthorised access.
- 4.22.2 All plant and vehicles must be immobilised.
- 4.22.3 Hazardous substances such as chemicals gas cylinders and flammables must be inaccessible.
- 4.22.4 Gas and electricity supplies must be isolated, or if floodlighting is required, supplies must be properly protected.
- 4.22.5 Scaffolding ladders and hoists shall be protected
- 4.22.6 The Contractor shall provide all barriers and lighting necessary by day and night for the protection of the persons.

#### **4.23 Reporting of Accidents and Dangerous Occurrences**

- 4.23.1 The Contractor must make adequate arrangements for reporting accidents and dangerous occurrences as required by the Reporting of Injuries Diseases & Dangerous Occurrence Regulations. In addition, accidents and dangerous occurrences must be reported to the Premises Manager.

## **5 Large building/repair projects**

5.1 The following procedures and arrangements are related to significant building/repair works which require tender or contractual agreement before commencement. Whether the works in question fall under these requirements will be considered and agreed by the Headteacher and the Trust's Director of Resources. In most instances the Trust will appoint an external contract manager to support the planning and delivery of such projects.

### **5.2 Planning and Specification**

The following Health & Safety provisions will be considered for inclusion in the tender documents and final contract:

- a) A clear definition of the work to be carried out including the preparation and completion stages;
- b) The respective obligations of the school and the contractors for health & safety matters;
- c) Particular health and safety requirements of the school which may impact on costs, e.g. Additional HERAS fencing, enhanced scaffold protection, lockable skips;
- d) The need for particularly hazardous or disruptive activities to be undertaken out of school hours or at weekends;
- e) Procedures to be followed in the event of an accident, dangerous occurrence or environmental incident;
- f) Arrangements for site supervision, e.g. Foreman on-site at all times;
- g) Arrangements for communication and cooperation, e.g. pre-site and weekly progress meetings;
- h) Provision for the Trust to terminate the contract in the event of a gross breach of Health & Safety responsibilities by the Contractor

### **5.3 Selection of Competent Contractors**

- a) Contractors with a proven track record of working in educational premises will be preferred.
- b) Where applicable, the Contractor's previous clients will be contacted regarding the Contractor's previous works.
- c) All prospective contractors will be interviewed and asked to explain how they work, what they know about health and safety and how they implement their own health and safety policy.
- d) Where sub-contractors are appointed by the Principal Contractor, the Principal Contractor is responsible for ensuring their competency and the Principal Contractor will be asked to provide evidence of their company procedures for the selection, training and management of sub-contractors.

### **5.4 Pre-Site Meetings**

- a) Before any work begins a pre-site meeting will be held to agree on safety standards and arrangements.
- b) The meeting will be minuted and copies of the minutes provided to all parties.

### **5.5 Managing the Contract**

- a) There will be regular site meetings with the Contractor's site foreman/supervisor weekly to discuss the work planned and to review work completed.
- b) The purpose of the meeting will be to identify any potential impact on the school activities or health and safety and agree on control measures.
- c) Any incidents or concerns will also be discussed and resolved at this meeting.
- d) If necessary, the client will stop the work until the faults have been remedied.

### **5.6 Post contract review**

- a) The Trust will maintain a Contractor file for each project.

## 5.7 Construction (Design and Management) Regulations – larger projects

For projects that require the appointment of a Principal Designer, Contractor and Duty Holders

### 5.7.1 Principal Designer:

The role of Principal Designer replaces the role in the 2007 regulations of the CDM Coordinator. The Principal Designer is responsible for managing health and safety in the pre-construction phase of a project and includes:

- a) Informing the school of their duties under the regulations,
- b) Planning, managing and monitoring health and safety in the pre-construction phase, including; identifying, eliminating or controlling foreseeable risks; and ensuring designers carry out their duties,
- c) Helping compile pre-construction information and providing it to designers and contractors,
- d) Preparing the health and safety file and then reviewing, updating and revising it as the project progresses,
- e) Liaising with the Principal Contractor to help in the planning, managing, monitoring and co-ordination of the construction phase;
- f) Taking into account the general principles of prevention;
- g) Ensuring that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other;
- h) Checking that designers have sufficient skills, knowledge, experience and (if they are an organisation) the organisational capability to carry out the work.

### 5.7.2 Principal Contractor

The Principal Contractor manages the construction phase of a project. This involves liaising with the Client and the Principal Designer throughout the project, including:

- a) Plan, manage and monitor the construction phase;
- b) Coordinate health and safety to ensure that construction work is carried out without risks;
- c) Decide design, technical and organisational aspects;
- d) Consider stages of work which are to take place simultaneously or in succession;
- e) Estimate the period of time required to complete work stages;
- f) Take into account the general principles of prevention.

### 5.7.3 Appointment of Duty Holders

If a project requires the appointment of Principal Designer and Principal Contractor (as noted above, when more than one Contractor is working on the project), the Client (school) is responsible for appointing both the Principal Designer and Principal Contractor in writing. Failure to make these appointments means that the Client takes on the duties of the Principal Designer and Principal Contractor;

CDM 2015 specifies the need for duty holders to have appropriate skills, knowledge and experience;

When appointing duty holders, the Client is responsible for ensuring that they:

- a) Have the necessary capabilities and resources;
- b) Have the right blend of skills, knowledge, training and experience;
- c) Understand their roles and responsibilities when carrying out the work.

### 5.7.4 Health and Safety

At the end of the project, it will be the Principal Designer's responsibility to provide the school with the Health and Safety file.

On projects where the principal designer's role has finished before the end of the project, the Principal Contractor is required to take responsibility for the file and for handing it over to the school.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

## 5.8 Construction (Design and Management) Regulations – Notifiable Projects

The Health and Safety Executive's Notification level under CDM 2015 – is that notification (e.g. online

notification form F10) is required for projects lasting more than 500 person-days, or lasting more than 30 days with more than 20 workers simultaneously.

**Note:** The requirement to notify was previously the responsibility of the CDM Coordinator and is now the responsibility of the Client (school).

Further information on how to notify construction work can be found at [www.hse.gov.uk/construction/cdm/faq/notification.htm](http://www.hse.gov.uk/construction/cdm/faq/notification.htm)

## 6. Conclusions

- 6.1 The key to the effective management of contractors is communication, including a clear understanding of role and responsibilities and the arrangements in place to facilitate the management of contractors.
- 6.2 This Policy specifies the roles and responsibilities and the arrangements that should be put in place and provides sources of further guidance to ensure that the school manages its contractors effectively.

## Appendix 1 - Selecting a Contractor

The following questions can be used to assist in the process of selecting a competent contractor:

1. Does the Contractor have an up-to-date Health and Safety Policy?
2. Are the main health and safety responsibilities defined within the Contractor's organisation?
3. Does the Contractor have adequate Employer Liability Insurance and Third-party and Public Liability Insurance?
4. Does the Contractor have access to professional advice on health and safety?
5. Has the Contractor any written safety procedures or reference manuals?
6. What health and safety training has been provided by the Contractor to their site manager, supervisors and operatives?
7. Has the Contractor previously worked in schools, and does he understand the particular risks?
8. Does the Contractor have a membership of or accreditation by a Trade Body?
9. What is the Contractor's system for the maintenance of plant and equipment?
10. Does the Contractor have a system for the reporting and investigation of accidents, diseases and dangerous occurrences?
11. What is the Contractor's system for assessing the competence and resources of his subcontractors? (if applicable)
12. Are the Contractor's risk assessments and method statements applicable to the work he is going to carry out in your school? Has he taken into account the presence of children in an occupied building?

Ask for documentary proof of the above items as applicable.

The questions below may be helpful:

### QUESTIONS FOR CONTRACTORS

- What experience do you have of working in schools?
- How familiar are you with the potential hazard in schools?
- Have you worked on this type of project before? What are the main problems?
- Can you provide existing risk assessments or safety method statements for a similar job?
- Can you supply references from previous, similar projects?
- Do you have a health and safety policy?
- Has the HSE ever taken action against your activities?
- What are your health and safety procedures?
- Will you provide a Safety Method Statement for this job?
- What safety checks do you make on equipment and materials?
- Are you a member of a trade/professional body?
- How do you ensure your subcontractors are competent?
- How do you prepare them for working safely while on-site?
- What health and safety training do you provide? Ask for certificates of competence and attendance at training.
- How is information about health and safety passed on to staff and subcontractors?
- Can you show us your training programme and records?
- How do you plan to supervise this job?
- Who will be responsible for supervision on-site?
- How are changes, which arise during a job, dealt with?
- If you identify a problem, what action do you take concerning your staff or subcontractors?
- Will you report accidents, incidents or near misses to us?
- Can you provide certificates of employer and public liability insurance?

## Appendix 2 - Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education.

- HSE  
<https://www.hse.gov.uk/>
- HSE – Managing contractors  
<https://www.hse.gov.uk/managing/delivering/do/organising/managing-contractors.htm>
- HSE – Key actions in managing contractors effectively  
<https://www.hse.gov.uk/managing/delivering/key-actions/key-actions-in-managing-contractors-effectively.htm>
- HSE – Using Contractors - A brief guide  
<https://www.hse.gov.uk/pubns/indg368.pdf>

### Further Resources

- National Education Union (NEU) - School maintenance and construction work  
<https://neu.org.uk/advice/school-maintenance-and-construction-work>
- Surrey County Council - Guidance on contractors working in education settings  
[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0008/207089/SCC-Guidance-on-contractors-working-in-education-settings-September-2019.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0008/207089/SCC-Guidance-on-contractors-working-in-education-settings-September-2019.pdf)