

Contractor Policy

Heritage is committed to the careful selection and safe management of contractors who are not involved in the teaching, supervision or care of children, yet who may be required for a wide variety of tasks within the school. We ensure so far as reasonably practicable that contractors who carry out work on the school premises do so in a way that does not create health and safety risks for our pupils, staff, visitors or contractors.

There are additional legislative requirements for construction work (defined as the carrying out of any building, civil engineering or engineering construction work) under the Construction (Design and Management) Regulations 2015. However, the general points of this guidance will also be applicable to such work. For any project that could be considered a construction project, the HSE's [Need building work done? A short guide for clients on the Construction \(Design and Management\) Regulations 2015](#) must be consulted.

The Compliance Officer will be responsible for the implementation of this policy.

Appointing new Contractors

The Site Manager will check and file evidence of the following before the appointment of any new contractor. The exact details may vary from case to case but will typically include:

- membership of any recognised Trade Association,
- details of their professional qualifications, skills and experience,
- references for the type of work from previous clients, if possible from other schools,
- how the contractor manages health & safety (e.g. their Health & Safety Policy and risks assessments/method statements and access to competent advice),
- who has overall responsibility for health and safety in the organisation and what training staff have had,
- provision of a risk assessment for the type of work that they will be undertaking,
- details of any serious accidents in the last 3 years,
- whether or not the contractor has ever been prosecuted, served notices or investigated by an enforcing authority,
- satisfactory evidence of their insurance cover; whilst exact sums insured and type may vary from case to case: Public Liability Insurance, Professional Indemnity Insurance and Employer's Liability Insurance.

Existing Contractors

Existing contractors performing repeated works at the school will be required to re-submit the above information annually, with the exception of references from previous clients. On implementation of this policy there will be a transition period of nine months for existing contractors to provide the above information.

Safeguarding

Below is an excerpt from Keeping Children Safe in Education September 2021 and September 2022):

Contractors

289. Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.

290. Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

291. For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

292. Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

293. If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

294. Schools and colleges should always check the identity of contractors on arrival at the school or college.

Contractors vetting procedures on their employees and subcontractors

Heritage School expects that our contractors share our commitment to safeguarding children. In addition to complying with statutory requirements, the School expects contractors to undertake all reasonable steps (including carrying out all necessary checks and obtaining appropriate character references) to ensure that it supplies suitable workers, especially where the workers may come into contact with children (however infrequent). Employees of contractors and sub-contractors must hold an enhanced DBS disclosure when working on site when children are present. Where unchecked contractors are working on site when children are present they will be fully supervised at all times whilst on the school premises.

The Bursar maintains records of the named contractor employees working on their contract, along with written confirmation from the contractor that satisfactory DBS checks have been undertaken where these checks are required. Written confirmation from the contractor that satisfactory DBS checks have been undertaken must include specific information such as the names of the individual employees, checks undertaken and date when the original DBS certificate was seen with a clear result; an assertion that we "check all staff" will not suffice. This information must be available for review by the Bursar throughout the contract period.

Before the work commences

The contractor will provide the Site Manager with the following:

- details on the scope of works including: description of the work, timescale, areas of the school affected and risk assessments/method statements for the specific work in question. For regular contractors performing repeated works a risk assessment reassessed and re-submitted annually will be sufficient,
- details about any foreseeable hazardous operations, any hazardous materials or dangerous work practices including, but not limited to: hot work, excavations, scaffolding, overhead work, use of flammable liquids, electrical works, gas works, work at height, work involving lifting equipment, construction work, etc. In cases of hot work (all operations involving flame, hot air, arc welding, cutting equipment, grinding of metals or any other equipment producing heat) contractors must request a Hot Work Permit from the Site Manager.
- a complete list of all workers to be present on site (and if applicable details of all the necessary safeguarding checks completed)

The Site Manager will:

- inform staff of all works due to take place and of any steps they must take to avoid risk to themselves and to pupils, visitors and other persons including notifying staff of any areas that will be out of bounds during the period of the work.

The school will provide the contractor with the following details:

- premises' emergency procedures including fire evacuation and assembly points,
- relevant Health and Safety documentation including: the Contractor Policy, Fire Risk (Prevention) Policy, Health and Safety Practical Arrangements Policy, Safeguarding Policy and the Asbestos Register showing the location, type and condition of any known asbestos on site. Contractors will be required to sign a declaration to confirm that they have read and will abide by the content of these documents,
- relevant operational rules and procedures, eg. no-go areas and appropriate times of working,
- access arrangements,
- school activities which may affect the contractors work,

When on site

The Site Manager will:

- Remind contractors of the location of known asbestos on site by reference to the Asbestos Register,
- Before any work commences, obtain written confirmation from the contractor in the form of a signed declaration that they have read and will abide by the content of the school's health and safety documentation previously supplied by the school,
- Supervise and monitor the work of contractors or will appoint a competent person to do so.

At all times contractors will:

- On arrival at the school all workers will sign in with photographic identification (ID). If a worker fails to produce such ID they shall be refused entry to the site. For regular contractors, photographic ID will only be necessary the first time they come to the site.
- During opening hours, all workers must sign out whenever they leave the building and sign in when they return.
- Ensure that all workers are familiar with the fire evacuation procedures,
- Be required to conform to all health and safety requirements whilst on the school's premises
- Ensure that where used, sub-contractors are made aware of and conform to all health and safety requirements and emergency procedures whilst on the school premises.
- Notify the Site Manager of any possible interference with alarm systems and emergency escape routes and agree suitable remedial arrangements,
- Notify the Site Manager of the health hazards of any substance that is brought onto the site. The Site Manager will expect contractors to make the COSHH data sheet available. The contractor is responsible for the safe use of any substances. This must be detailed on their risk assessment. The contractor should be fully aware of all health implications and have information and measures in place to prevent hazards to health.
- Ensure that the school's smoke free environment is maintained at all times and that the policy of not playing loud music or radios is adhered to, and that music or radios are turned off if asked to do so,
- Ensure that all work undertaken complies with the Work at Height Regulations 2005. When a contractor uses a scaffold or other access equipment on site, they must ensure that it complies with the Construction Regulations. Scaffolding inspections are the responsibility of the contractor. When scaffold is erected a barrier must be immediately provided and maintained to prevent unauthorised access and to protect those below from falling objects. Ladders should be fully removed at ground level or access disabled at the end of the working day,
- The contractor is responsible for the provision of their own Personal Protective Equipment (PPE) and for the provision of their own First Aid arrangements,

- Any accident that occurs on site must be reported to the Site Manager without delay and an accident form completed.
- Before commencing and after finishing work, the contractor will be required to ensure that work areas are safe and tidy. They must remove rubbish and redundant materials either at the end of the job, or before the area is in use by the school, whichever is earlier.
- On the discovery of suspected asbestos material immediately stop work, evacuate the area and notify the Site Manager.

Authorised by	Jason Fletcher
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References:

- A. The ISI Commentary on the Regulatory Requirements.
- B. Keeping Children Safe In Education 2022
- C. The ISBA Contractor Management Policy Guidance/Template
- D. The Health & Safety Executive, Using Contractors a brief guide