



# Contractor Policy

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## Contractor Policy

Mossley CE Primary School

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## 1. Aims

Ensuring that there is sufficient supervision of contractors working in schools is a critical part of the management of a school site. Contractors bring added risk that is not a normal part of school operation, and it is essential that there is provision in place for this risk to be adequately controlled.

Our school aims to:

- › Provide and maintain a safe and healthy environment
- › Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- › Have robust procedures in place in case of emergencies
- › Ensure that external contractors are routinely inducted – including DBS checks (where appropriate), school policy acknowledgement and agreed adherence, relevant insurance checks and professional qualifications checked (where appropriate)

## 2. Legislation

This policy should be read in conjunction with the Health & Safety Policy which is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- › [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for health and safety and safeguarding matters in the school, but will delegate day-to-day responsibility to the Headteacher, Designated Safeguarding Lead and site maintenance officer.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health, wellbeing and safety. This applies to activities on or off the school premises.

The academy trust, as the employer, also has a duty to:

- › Assess the risks to staff and others affected by school activities in order to identify and introduce the measures necessary to manage those risks
- › Inform employees about risks and the measures in place to manage them
- › Ensure that adequate health and safety training is provided

### 3.2 Headteacher

The headteacher is responsible for health, wellbeing and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected
- › Providing adequate training for school staff
- › Reporting to the governing board on matters of health, safety or wellbeing.
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed

In the headteacher's absence, the deputy head assumes the above day-to-day responsibilities.

### 3.3 Lead & Roles

The nominated health and safety lead is Mr Gary Morton.

The governor who oversees health and safety is Mr. Adrian Swindells. The governor who oversees safeguarding is Mrs Jo Graham. The Designated Safeguarding Lead is Mrs Helen Harrison  
The Deputy Designated Safeguarding Lead is Mr Ben Heades

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters ›  
Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Pupils and parents will be made aware of any significant work being carried out on school premises and advised as to the safety measures accordingly.

## **4. Site security**

Mr Gary Morton is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mr Gary Morton, Mrs Helen Harrison and Mr Ben Heades are key holders and will respond to an emergency.

## **5. Induction of Contractors**

All contractors should receive an induction prior to being allowed to work on the site. A copy of the induction checklist for contractors is included as Appendix A. Contractors that visit the site regularly will not need a full induction on every visit. They will, however, need a brief induction reminding them of safety rules, evacuation procedures and any health and safety that is specific to the task they are carrying out.

## **6. Compliance with School Procedures**

While working on site, it is important that contractors are aware of any school procedures that may impact on their work or working day. These would include fire and emergency procedures, lockdown procedures and any other procedures that may be relevant.

Copies of these procedures must be explained to contractors as part of the induction process.

## **7. Gas Safety**

- › Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- › Gas pipework, appliances and flues are regularly maintained
- › All rooms with gas appliances are checked to ensure they have adequate ventilation

## 8. Asbestos

- › Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- › A record is kept of the location of asbestos that has been found on the school site

## 9. Security

It is critical that security is considered during any contract works whether these happen during term time or during school holidays.

- › A signing in and out procedure will be always followed.
- › Where keys are issued to a contractor, these will be signed for and returned at the end of the period of works.
- › Contractors will be made aware of the physical security requirements of the site and ensure that all doors that are accessible to the public are kept closed unless they are in direct line of site.
- › Where works are taking place during school term times (or in holidays where children are present for extracurricular activities), doors should be kept secure at all times.

## 10. Health & Safety

- › Contractors will be made aware of their duty to adhere to the school's health and safety policy.
- › Contractors will be required to provide risk assessments and method statements outlining their own safe methods of working which should be followed throughout the contract period.
- › The school representative (usually the Site Manager) will ensure that contractors are complying with all health and safety requirements and, should these be deviated from, will take appropriate steps to address the matter. This could involve speaking to the contractors, speaking to the contract manager or reporting to a line manager.
- › In all cases, unsafe practice should be stopped immediately.

## 11. Permit to Work

Under section 2 and 3 of the Health and Safety at Work Act 1974, schools are as responsible as the contractors that they employ for ensuring that adequate planning is in place to minimise the risk of fire from hot works undertaken on the school premises.

- › All hot works will be covered by a permit and adequate fire watch and sign off procedures form a part of the hot works process.
- › Permits to work will be requested for any and all high-risk activities. This is not limited to fire risk and can also include works on electrical systems, work where asbestos may be present, works involving excavations or works in confined spaces. This list is not exhaustive.

## 12. RAMS & Documentation

Prior to any works taking place, any contractors undertaking building or maintenance works will be required to provide Risk Assessments, Method Statements, proof of insurance and copies of any professional memberships or technical accreditations for any works that need certifying.

Not all works will require membership of a trade association, however, electrical and gas engineers, in particular, are required to be registered with a recognised body to prove their competency in their particular trade. These requirements will be satisfied ensuring that contractors are competent and capable of carrying out the works required prior to appointing them to undertake such works.

All documents provided will be checked to ensure that they are current, suitable and sufficient, and will be retained on a contracts file.

Contractors will be monitored throughout the period of works to ensure that they are complying with their RAMS and that any PPE specified is being appropriately used. This role will usually be carried out by the site manager.

Under Construction, Design & Management Regulations 2015, contractors will also be required to provide a construction phase plan covering their works. These regulations are designed to cover building works to ensure that they are carried out safely, however, regulation 2(a) states that the regulations are applicable to 'construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance'. This means that CDM 2015 covers a very wide scope of works and even small jobs are likely to be covered by the requirement of the regulations.

## 13. Disclosure & Barring Service

Contractors may also be required to provide evidence of DBS checks depending on the type of work they are undertaking and the frequency at which they undertake this work.

The right to request a DBS check is not automatic however, if a person is undertaking a regulated activity on a regular basis, they will be required to undertake a DBS check. Regular work includes work in other schools or similar establishments.

DBS numbers will be recorded but DBS certificates will not be photocopied. If contractors are not DBS checked, they will not be allowed to work unsupervised in any area where there is a potential for access to children. The appropriate provision of staff will be managed by the Headteacher.

If contractors will not have the opportunity to contact children (for example, when the school is closed to children for a holiday) there is no legal right to ask for a DBS check

## 14. Isolation of Services

Isolation of services must be pre-agreed with the school and steps taken to ensure that such isolation does not adversely impact service delivery within the school.

- Electrical isolation will be strictly controlled and all persons within the building will be informed prior to services being switched off.
- All electrical isolations will be appropriately locked off and signage placed to ensure that no accidental re-energising of circuits occurs.
- Any ICT services that may be affected will be correctly shut down prior to works being undertaken.
- Checks will be undertaken to ensure that there are no systems in place that may supply a back-feed in event of de-energising the main system. These may include solar PV systems, UPS or automatic power generation systems. Care will be taken to ensure that such systems are identified and correctly isolated prior to any further work taking place.

- › Where water services are isolated, adequate flushing/running of services following works should take place to ensure that any air trapped in the system as a result of the isolation is removed.

## **15. Review**

At every review, the policy will be approved by the headteacher and Finance and Resources Committee

## **16. Links with other policies**

This Contractors policy links to the following policies:

- › First aid
- › Risk assessment
- › Child Protection & Safeguarding

# Appendix 1. Contractor Induction

## Contractor Safety Induction Form

(to be completed by each individual)

<b>Company Name:</b>	
<b>Manager's Name:</b>	
<b>Date conducted on:</b>	
<b>Name of person being inducted:</b>	

Please strike through one answer per statement, leaving your answer unmarked.

I will sign in and out when arriving or leaving the school grounds	<b>Agree</b>	<b>Disagree</b>
I have been shown copies of the following school policies and hereby agree to adhere to them: Child Protection & Safeguarding Policy Health & Safety Policy Contractors Policy	<b>Agree</b>	<b>Disagree</b>
Should I wish to see a school policy not listed or reread any policy above I know who to ask for this request.	<b>Agree</b>	<b>Disagree</b>
I agree to refrain from smoking on the campus	<b>Agree</b>	<b>Disagree</b>
I will not enter the school or work under the influence of drugs or drink alcohol	<b>Agree</b>	<b>Disagree</b>
I will only work in areas where I have been given permission. All other areas are out-of-bounds unless escorted by a fully inducted school staff member	<b>Agree</b>	<b>Disagree</b>
I will only park in designated parking places and never obstruct any exit or route required by emergency services	<b>Agree</b>	<b>Disagree</b>
I will not speak directly with or approach children unless there is a member of the school staff in attendance	<b>Agree</b>	<b>Disagree</b>
I have the necessary qualifications, experience and knowledge to undertake my job safely	<b>Agree</b>	<b>Disagree</b>
I will report all site or other associated work based hazards, accidents, incidents and near misses to my school contact immediately or failing that to the school reception	<b>Agree</b>	<b>Disagree</b>
I have been shown the site emergency procedures and the location of the assembly point(s)	<b>Agree</b>	<b>Disagree</b>
All plant and equipment I use will be in good order, regularly maintained and where applicable have guards fitted. All portable electrical equipment will be tested and tagged on a minimum 12 monthly basis	<b>Agree</b>	<b>Disagree</b>
Any chemicals I use on site will be applied as per the manufacturer's instructions and with the appropriate personal protective equipment. I will keep a copy of the safety data sheets in a folder on site for use in a medical emergency	<b>Agree</b>	<b>Disagree</b>
I am aware of the precautions required to do my job safely and what personal protective equipment to wear (if applicable)	<b>Agree</b>	<b>Disagree</b>
I agree to keep my working area clean and tidy on a daily basis	<b>Agree</b>	<b>Disagree</b>
I have been shown the location of the workplace amenities (toilets, wash areas, staff room etc)	<b>Agree</b>	<b>Disagree</b>
If hurt myself and require first aid, I know where to go, who to contact and the procedure to follow	<b>Agree</b>	<b>Disagree</b>
I agree to disclose any health condition I have, which could have an impact on my own safety, or that of other people I come into contact with on company business	<b>Agree</b>	<b>Disagree</b>
I hereby notify that I have completed this form to the best of my ability and all of the questions have been answered truthfully	<b>Agree</b>	<b>Disagree</b>
I hereby agree to my photograph being taken for use as ID. This will be attached to my completed induction and not used for any other purpose. The photo will be destroyed once the works have been completed.	<b>Agree</b>	<b>Disagree</b>

<b>Sign:</b>	
<b>Print name:</b>	
<b>FOR OFFICE USE:</b>	
<b>Induction carried out by:</b>	
<b>Photo of Inductee taken and attached by:</b>	



# Appendix 2. Contractor Form

## Contractor Checklist Form

(to be completed by named person with responsibility of contracted services)

**Company Name:**

**Company No.**

**Name of Person with Responsibility:**

**Date completed on:**

Please initial

Contractor with responsibility      Competent person - Mossley CE Primary

A copy of all required risk assessments been filed with the school office	<input type="text"/>	<input type="text"/>
A copy of any require method statements been filed with the school office.	<input type="text"/>	<input type="text"/>
A copy of all relevant insurance been filed with the school office?	<input type="text"/>	<input type="text"/>
I been introduced to the member of staff responsible for ensuring compliance with risk assessments and method statements?	<input type="text"/>	<input type="text"/>
A copy of all required Permits to Work have been filed with the school office.	<input type="text"/>	<input type="text"/>
I have been informed of any asbestos and I have checked and signed the log.	<input type="text"/>	<input type="text"/>
I am aware of what to do if I, or a member of my organisation, discovers asbestos.	<input type="text"/>	<input type="text"/>
I am aware that should need to invite new workers (those who haven't been inducted) to work on school grounds I must first alert the school office and allow them to carry out a thorough induction.	<input type="text"/>	<input type="text"/>
I am aware of the key contacts within the school (site manager, project lead, headteacher, deputy headteacher, designated safeguarding lead, etc)	<input type="text"/>	<input type="text"/>
I am satisfied with the facilities provided (washroom, toilets, etc)	<input type="text"/>	<input type="text"/>
I am aware of any areas that need locking off, barriers placing or signage displayed	<input type="text"/>	<input type="text"/>
I am aware of other contractors on site and am comfortable in working alongside them.	<input type="text"/>	<input type="text"/>
I, or a member of my team, can provide qualified first aid to any member of my organisation.	<input type="text"/>	<input type="text"/>
I am committed to limit vehicle movement to those hours outside drop off and pick up times and will liaise with the school whenever access may be temporarily impeded.	<input type="text"/>	<input type="text"/>
I am aware of fire and evacuation procedures. I know if there are to be drills or tests during our working time and where contractors should assemble in the even of an alarm. I have been shown all relevant fire exits. I have informed the school if there may be works which could impact the alarm system or trigger an alarm.I have spoken with the headteacher if there is a need to isolate detectors or zones and have been assured of the procedure to re-arm them at the end of each day.	<input type="text"/>	<input type="text"/>
I am aware that I am required to complete an Individual induction and recognise that this form does not replace that induction.	<input type="text"/>	<input type="text"/>
<b>Sign:</b>	<input type="text"/>	
<b>Print name:</b>	<input type="text"/>	
<b>FOR OFFICE USE:</b>	<input type="text"/>	
<b>Form completed by</b> (Competent Person - Mossley CE Primary):	<input type="text"/>	