



GAT0006

# CONTRACTORS WORKING ON SCHOOL SITE POLICY

**POLICIES AND PROCEDURES PROFORMA**

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## **Definitions and Acronyms**

*Within this policy there will be references to certain aspects, or roles that will be abbreviated, or acronyms used. All those used in this policy will be detailed as below.*

**“Employing Manager”** the person ultimately responsible for all compliance, safety and welfare of not only contractors whilst on site but of staff, students and members of the public using the Trust premises.

**“Contractor”** means an individual, company or organisation engaged by the Trust (other than an employee) to carry out work for gain or reward.

**“Sub-contractors”** are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

**“All Contractors”** are both Contractors and Subcontractors

**“Responsible Person/Competent Person”** individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

**“HSE”** The Health and Safety executive

**“HASWA”** The Health and Safety at Work etc Act 1974

**“DSE”** Display screen Equipment Regulations

**“COSHH”** Control of Substances Hazardous to Health

**“CDM”** Construction, Design and Management Regulations

**“PPE”** Personal Protective Equipment

## **Contractors Working on School Site Policy – TGTAS002 – 05.01.18**

### **Control and Management of Contractors**

#### **1.0 Introduction**

The Health and Safety at Work Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust premises, or its undertakings. This includes contractors or sub-contractors.

#### **2.0 Scope**

The Gryphon Trust uses contractors to undertake a wide variety of different tasks within the Trust properties. This ranges from support services such as cleaning or water testing, through to more technical works such as electrical, building repairs and major construction / refurbishment.

#### **3.0 Objectives**

The purpose of this policy is to ensure that contractual arrangements comply with policies and procedures in line with legislation. It shall ensure all parties fulfil their legal duties as well as contractual obligations.

#### **4.0 Summary**

This policy and procedure gives clear guidance on how to manage and control contractors in relation to services provided on Trust premises, or to individual Trust departments.

#### **5.0 Responsibilities**

The Chief Executive has overall responsibility for Health and Safety within The Gryphon Trust. Directors and the Governing Body also hold specific responsibilities throughout the Trust and assist in ensuring that this policy is implemented as appropriate, and those directors may wish to delegate all Health & Safety management to an employee of the Gryphon Trust, for which they have appointed the Trust Facility Manager to carry out these duties.

### **Management of Contractors whilst on Trust Premises**

For all contractual works carried out at all Trust premises the Trust Facilities Manager will be the person responsible for all contractual works carried out within the Trust properties. It will be the responsibility of the Trust Facilities Manager to ensure all compliance and procedures are adhered to, and in the event that the Facilities Manager is unavailable, or not directly involved in any processes then the responsibility for any persons arranging for any contractual works to be carried out will be referred to in this policy as the *'employing manager,'*

The employing manager must ensure that the contractor is competent to carry out the works specified, and where possible, will utilise certified or accredited contractors/organisations. Throughout the contract period the employing manager will monitor the standard of the contractor's work, and the progress made.

The employing manager will also have to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may come into contact with the Trust premises, and its undertakings. The Trust has a duty 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 persons within any trust property..

The health and safety requirements of any contract must be fully assessed. Resources such as additional training, equipment and in some cases staffing will be provided as required. Any equipment provided to contractors must be managed appropriately, and the required documentation in relation to this must be readily available if required.

Some contractors on site will have duties under the The Construction (Design and Management) Regulations (CDM Regulations). These will generally be building contractors or those who undertake large construction / refurbishment projects, and in some cases works will require more than one contractor at a time to be working in the same area or on the same premises. It is vital that the parties share relevant information under the statutory requirements of the CDM regulations.

To achieve this the employing manager must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically the employing manager should undertake a risk assessment, and set out suitable control measures in order to manage any significant risk.

All documentation with regard to the above must be retained by the Facilities Manager, and the provision of this information will enable the contractor/s to plan for costs, put in the relevant safety, etc..

It is the duty of the employing manager to provide every contractor with information on emergency procedures relevant to the premise, and provide details of particular hazards in the area (This may include Control of Substances Hazardous to Health (*COSHH assessments*) for example, gases, chemicals or biological hazards.

The Trust will set out standards for working in high risk areas. Information on specialist hazards such as Asbestos, contaminated land or high risk activities must be supplied by the employing manager. In some cases work in these areas will require a permit to work. (*See permit to work policy*)

### **Contractors**

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain the relevant health and safety related information from The Gryphon Trust as it is for the employing manager to inform them. Once this information has been obtained by the contractor they must then develop safe systems of work relevant to the premises and work activities, and line with this policy. The employing manager should be made aware of the impact of the systems of work on the health and safety and normal systems of work within the area in which work is being carried out.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others. For example, staff, students, visitors or passer's by (*the general public*), and provisions for First Aid must be taken by the contractor including trained / competent first aiders.

### **Sub-Contractors**

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

## Managing Contractors Procedure

### Purpose of Procedure

- The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities.
- All employing managers and contractors must follow this procedure, however, it does not remove the legal obligations placed upon the contractor/s.

### Employing Manager Requirements

- The employing manager has a duty to follow Trust procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities.

### Before the works commence

- The employing manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.
- Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.
- Suitable and sufficient risk assessment must be carried out by the employing manager before contractors begin their work.
- Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional policies and procedures will need to be issued to contractors. These will cover areas of high risk including the following:

Asbestos  
Chemicals  
Electrics  
Working at height  
Hot Works

Specific works will require a permit to work and activities requiring the permit must be fully risk assessed before the permit is issued. **(See related permit to work policies)**

Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements throughout the Trust, this includes ensuring all contractors have the required public liability.

The employing manager must ensure that the contractor is given a copy of this procedure and related policy before work commences.

## **Security**

The employing manager must ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and high-risk areas that maybe used by the contractors that must ensure to be secured if the contractors are not working within that area.

## **Emergency Planning**

The employing manager must inform the contractor of the emergency planning arrangements, for Example, Fire Procedures. This will include the location of the Assembly Point in the event of any evacuation at School.

The employing manager must brief the Contractors and their employees on arrival at the work site, the following basic fire safety measures must be covered:

- The closest fire escapes
- The location type and method of operation of the nearest fire-fighting appliance.
- The location of the nearest fire alarm and the method of activation.
- The tone of the fire alarm which is a siren, and what to do on any activation.

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey all fire safety procedures whilst on Trust premises, and strictly must respond to any fire alarm activations. Smoking is strictly prohibited in all areas of the Arnewood School site, and contract staff are required to comply with this.

Hot works are strictly controlled by PTW system and before each daily use of any hot works the Facilities Manager must sign the relevant PTW to authorise use age of hot works and that the required fire-fighting materials are in place before any use.

## **Welfare Arrangements**

- Toilets within the School Site must not be used by Contractors, or Sub-Contractors, unless authorised by the Facilities Manager if contractors are working out of term time. The conditions for the use of such facilities are that they are used only during the time specified by the Trust. The Contractor, or Sub-Contractor should be suitably dressed and observe normal standards of hygiene if and when using these facilities.

## **Contractors Requirements**

- Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, effect the Health, Safety and Welfare of anyone who come into contact with them or their activities.

## **Before Works Commence**

- On large contracts it is the responsibility of the contractor to appoint a Site Manager / Site Supervisor, competent in the respective field of works being undertaken, and who must receive direct instruction from the employing manager and feed this information back to his/her staff.
- If a permit to work is required, the contractors will not begin works of any kind without the permit being issued first and the Facilities

### **Suitable Staff Allocation by Contractors**

- Contractors may only employ persons aged 18 or over.
- Due to the nature of the work undertaken at the Trust being a school environment , all contract personnel must be suitable to work on the site. Contractors are likely to come into contact with students, staff and members of the public. Some of these may be vulnerable due to physical or mental disability. For this reason, any contractor who may be in close contact with these people must have undergone the relevant clearances.

### **Accident/Incident Reporting**

- The contractor must report all accidents and near misses to the employing manager or directly to the Facilities Manager for the Trust. Contractors will assist the contractor in filling in relevant incident report forms. They may wish to also report using their own 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 employing manager and the Facilities Manager of the Trust.

### **Occupied Premises**

- If the School is operational and premises are occupied, the Contractor, or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business of the school site.

### **Delivery, Unloading and Hoisting of Materials**

- The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works. With regard to any vehicles using the school site it is strictly prohibited for any vehicles to be driven through the school site between 10.45am – 11.05am, and also 13.05 – 14.00, or when the school closes between 15.00 – 15.10

### **Electricity**

- All electrical equipment on site to be used in a safe and approved manner in accordance with current Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earth on 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period. The employing manager may require records of this testing if applicable.

### **Water Supply**

- A water supply will generally be made available as designated by the employing manager or other suitable person. Contractors should restrict themselves to this supply and must ensure that the area is kept free of rubbish. The tap is to be kept fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

### **Housekeeping**

- All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be



stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. If a skip is used then this must be contained in an agreed compound area, or if no compound is available then the skip must be fenced off in full, and not placed near to any building that could create a fire safety hazard. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

- Burning of rubbish on the school site is totally prohibited.
- Excessive dust build up is to be avoided.
- Suitable dust control is to be used where the works area is immediately adjacent to any teaching areas, or rooms that are in use whilst the works are being carried out.
- Good housekeeping is to be maintained at all times

### **Control of Pollution**

- Contractors may not deposit any waste, chemicals or any other substances into any drainage, or waste containers on Trust premises unless express permission has been given by the Facilities Manager, or agreed representative.
- Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

### **Mobile Phones**

- Mobile phones are to be turned off in any areas where it may have a disruptive effect on any teaching areas. Also mobile phones must not be used by contractors if it impedes their ability to work safely when on trust premises, or in any areas where it could impede the contractors safety.

### **Specific Hazardous Work Activities**

- Some contractors may be employed by The Gryphon Trust to carry out a specific hazardous activity, some of which are explained below. If the activity in question is not contained within the text of the procedure the employing manager will be required to carry out a relevant risk assessment, and method statement if required.

### **Working at Height**

- Scaffolding will be erected only by competent and qualified persons who will carry out the required statutory inspections and maintain records of inspections. Contractors must erect suitable scaffolding with guardrails, toe boards and any mobile scaffold towers must be fully boarded. Scaffolding must be erected in line with relevant manufacturer standards and HSE legislation. This will include The Construction Design and Management Regulations (CDM).
- Contractors should not carry out roof works without authorisation, and without any discussions from the Facilities Manager. Relevant P.P.E (Personal Protective Equipment) must be worn, for example, harnesses, hardhats and appropriate foot wear.

### **Over Head Works**

- No work is permitted to take place over the heads of ANY staff, students or visitors unless this is agreed with the Facilities Manager, and provided a suitable and sufficient risk assessment has been carried out.

### **Road Safety**

- All road works throughout the site must be agreed with the Facilities Manager. Any excavations, storage and skips must be guarded using appropriate fencing, signs, rails, traffic cones and lights etc. All works must consider Local Planning Authority guidelines.

### **Personal Protective Equipment**

- The Contractor is responsible for providing the personal protective equipment for his employees that is necessary for the work in hand. PPE must also comply with the statutory requirements, or equivalent guidance appropriate to the circumstances.

### **Hazardous Substances**

- Contractors must not bring hazardous substances (COSHH specific substances) onto the site without informing the Facilities Manager. The substance may only be utilised once the appropriate documentation, for example, Material Safety Data Sheets (MSDS) and relevant COSHH assessments have been presented to the Facilities Manager.

### **Hazardous Areas**

- Contractors are not permitted to enter specific hazardous areas, for examples, chemical storage areas, fume extraction, boiler rooms, without the permission from the Facilities Manager, and relevant information, instruction and training has been given.

### **Confined Spaces**

- Contractors may not enter any confined space where there may be dangerous fumes or lack of oxygen, without the express permission of the Facilities Manager. If permission has been given, work in such places must be carried out in compliance with the Trust's permit to work system, following the methods and taking the precautions detailed in the relevant HSE guidance, and the Facilities Manager giving authorisation prior to the works taking place.

### **Asbestos**

- All contractors carrying out any work duties within any buildings of the school site will be asked to view the Asbestos Register and sign the appropriate documentation as provided by the Facilities Manager to ensure they are fully aware of any asbestos risk in the area they have been requested to carry out works. Work involving asbestos and/or asbestos-bearing materials is strictly controlled by legislation and the Trust's policy and arrangements on the subject.
- If, during the course of a contract the work is likely to involve disturbing asbestos in such a way as to give rise to dust the Contractor must cease work, withdraw his employees from the area and report immediately to the Facilities Manager.
- Only contractors that are licensed by the Health and Safety Executive are permitted to work with asbestos.