



the *King's* school

Specialising in maths and computing

# Management of Contractors

Governor Committee: Health & Safety

## MANAGEMENT OF CONTRACTORS POLICY

### General Statement of Intent

The King's School (TKS) recognises its responsibilities to ensure the safety of its employees, pupils and visitors while on its premises. TKS also recognises that the operations of contractors on TKS premises must not affect the health and safety of employees of either the School or the contractor.

### Context

This policy should be considered in the context of:

- The King's School Health, Safety and Environment Policy
- The Health and Safety at Work Act (1974)

### Roles and Responsibilities

As the employer the Pontefract Academies Trust has ultimate responsibility for the Health and Safety of all employees.

The Governing Body has responsibility under the relevant legislation for ensuring that there is due regard to matters of health, safety and environmental matters within the School.

The overall responsibility for all aspects of health and safety at work within The King's School rests with the Governing Body through the safety organisation objectives set out in the Health, Safety and Environment Policy.

The Headteacher has overall responsibility for the effective implementation of the Health, Safety and Environmental Policy and for encouraging staff to implement health and safety arrangements. The Headteacher has primary responsibility for ensuring that TKS meets the objectives set out in this policy.

The Headteacher has delegated the Business Manager to act as the Competent Person acting as adviser to the Headteacher on health, safety and welfare issues, including the Management of Contractors, and ensuring that the objectives of the policy are achieved in practice.

The Senior Leadership Team, Middle Managers, Subject Team Leaders and all staff are responsible for the detailed adoption and implementation of the Lone Working Policy in their respective workplaces and ensuring in particular that they follow a safe approach to their working practices.

The Facilities, Health and Safety Manager is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors.
- Ensuring that all contractors work within TKS Management of Contractors Policy.

- Ensuring all planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.
- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Monitoring and reviewing the Contractors' Policy.

All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Attending staff briefings to ensure that they are aware of any upcoming work on site and associated working agreements. If they are not able to attend keeping abreast of updates posted in the Staffroom and email updates.

Contractors are responsible for:

- Complying with all health and safety policies and procedures provided by TKS.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and TKS.

**Competent Contractors**

No contractor will be employed by TKS unless that contractor is deemed to be competent. TKS will ensure that all works undertaken by contractors, for, or on its behalf are carried out in such a manner as to avoid, reduce or control all foreseeable risks to health and safety. They undertake to work in a safe manner in accordance with the requirements of the Health and Safety at Work Act 1974 and its associated regulations.

This will include both the ability to perform the particular activity and in terms of health and safety. The following criteria are those by which competency will be determined.

- Satisfactory completion of TKS Contractor Appraisal Questionnaire that is attached as Appendix 1.
- Proof of competence - including membership of professional associations and references from previous clients.
- Training and qualifications of employees (including safety training)
- Proof of adequate Employers' and Public Liability Insurance.
- Acceptance by TKS of the Contractor's Safety Policy, including the relevant procedures for the activity to be undertaken.
- Safety performance of the contractor - including records of accidents, ill-health and any enforcement action taken against the contractor.
- Safety organisation of the contractor - how safety is maintained during work, inspections and appointed persons responsible for health and safety during the work activity.
- Provision of suitable site specific risk assessments and method statements.

Once a contractor has satisfied the above criteria, that contractor will be added to the list of approved contractors for engagement by TKS / Pontefract Academies Trust (PAT)

TKS will review and update the list of approved contractors as required and having regard to the nature of current activities within the School.

The inclusion of a contractor on the approved list in no way is intended to guarantee the issuing of any contracts. A current list of approved contractors is maintained by the Facilities, Health and Safety Manager.

### **Definition**

Throughout this policy, the term 'contractor' refers to any party (company or individual) that the school hires to complete facilities work but is not an employee.

The policy applies to the management of contractor's activities, which include: installation, commissioning, inspection, service, maintenance, cleaning, repair, alteration, moving, decommissioning or removal of equipment, plant, services, building fabric or other articles at TKS.

Contractors attending site to carry out routine service and equipment maintenance are managed by the Facilities, Health and Safety Manager. Prior to commencing work the contractor must be informed of any local risks that could affect their Health and Safety. Emergency arrangements in place must always be given to contractors while on site.

### **Access**

The King's School has two entry points to TKS, depending on the works being undertaken a suitable entrance will be agreed with the Facilities, Health and Safety Manager. For service contracts the Mill Hill Entrance is to be used, reporting to reception upon arrival.

### **Information Prior to Commencement of Works**

Once an official order has been raised by TKS, the contractor's representative will be given the following information:

- Details of the scope of works and physical area of these works.
- Details of any particular hazards (e.g. asbestos) that are known by the School.
- Details of access and egress for the works.
- Details of First Aid and Accident Reporting procedures.
- Details of Fire precautions and Emergency procedures.
- Details of other contractors working on site.
- Details of site safety rules.

The contractor will be required to supply the following to TKS before any works commence:

- Details of the contractors' nominated site contact.
- Site specific method statement.
- Site specific risk assessment.
- Proof of third party liability Insurance if not already received.
- Requests for any shared equipment.

## **Safeguarding**

Contractors may be required to hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out. A contractor will require a DBS check if they meet the criteria determining 'regulated activity'.

Regulated activity is defined as:

- Frequent contact - once a week or more on an ongoing basis.
- Intensive contact - on four or more days in any 30-day period.
- Overnight contact - between 2am and 6am.

Contractors working outside, with no contact with students, do not require a DBS check. In keeping with the law, the school will not ask contractors to undergo checks if the activity is not deemed to be 'regulated activity'.

Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

Individual contractors will be required to sign in at reception using the InVentry system, ensuring all fields are populated with the required information. The badge produced is to bear a good likeness to the holder and is to be worn for the duration of time on site and is to be worn on a prominent part of the upper body. When required the contractor will be provided with a health and safety induction, this will also include notification of any current safety arrangements. Where relevant, acceptable conduct advice will also be given before work commences. Induction training or the safety orientation given to contractors will always be recorded.

A site induction sheet and summary sheet are attached at Appendix 2 and 3.

## **Construction (Design and Management) Regulations 2015**

The school will appoint an appropriate person to check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work. If the project exceeds 30 days or involves more than 500 person days of work, the following must take place:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a CDM Co-coordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

## **Permit to work**

Safety instructions or procedures are adequate for most work activities, but some require extra care. A 'permit to work' is a more formal system stating exactly what work is to be done and when, and which parts are safe. A responsible person should assess the work and check safety at each stage. Contractors completing the works sign the permit to show that they understand the risks identified and the control measures required to mitigate the risk.

Permits to work are required for the following:

- Hot work such as welding and grinding.
- Confined space or vessel entry. (Contractor to provide Risk Assessment and monitoring equipment)
- Cutting into pipework carrying hazardous substances.
- Work that requires electrical or mechanical isolation.
- Work on gas services.
- Work involving excavation (Permit to dig).
- Work at height.
- Work on pressure systems.

Permits-to-Work are only issued and closed by suitably competent persons. This will normally be the Facilities, Health and Safety Manager. An example of a Hot Works Permit is attached at Appendix 4.

### **Whilst Works are On-going**

Regular monitoring will take place for the duration of the works, both for the standard of works undertaken, safety inspections and quality of materials being used. This monitoring can be completed with or without the contractor's nominated site contact in attendance.

Where the work undertaken by a contractor could result in the health and safety of staff, students and/or visitors being compromised, the work and work site will be inspected by the Facilities Health and Safety Manager or their nominated representative. Where unsafe conditions are found, contractors will be advised that leaving the workplace in an unsafe condition is not acceptable, work may be suspended until the unsafe condition or practice has been resolved. Where necessary, agreed action plans will be drawn up to ensure the works are completed on time.

The contractor is not to enter areas that they have not been authorised to do as part of the induction process, this includes switch and Plant rooms.

Services belonging to the school, including mains electricity or gas, compressed air systems, steam lines or bottled gas cylinders are not to be connected to by contractors. Authority to connect to such items will only be authorised if part of the project scope of works, this must be reflected in the contractors risk assessment and method statements (RAMS).

### **Equipment**

Tools and equipment used by contractors on TKS premises must be fit for purpose and be suitable for the work being undertaken. All items must comply with all the relevant legal standards and must be maintained in accordance with the appropriate safety standards. Contractors are not to use any equipment belonging to TKS.

Personal protective equipment is to be provided by the contractor appropriate to the works, as a minimum, contractors will be expected to wear safety shoes/boots and a high visibility vest/jacket for the duration of their time on site.

### **Conclusion of Works**

The contractor will be responsible for ensuring that the site or working area is left in a clean, tidy and safe condition by removing all waste and redundant materials. Access panels are to be replaced on a daily basis to ensure sound fire stopping. TKS bins are not to be used by contractors unless authorised to do so.

An inspection will be undertaken by the School's Facilities Health and Safety Manager before any works are signed off as complete.

### **Exemptions**

In order for the smooth running of TKS the following service providers are able to access the site without first reporting to reception:

- Refuse vehicles collecting waste bins will go direct to waste bin areas on pre-arranged days.
- Catering suppliers - Report to dining room for members of the Catering Team. (Their time on site will be under the responsibilities of the Catering Manager)

### **Monitoring and Evaluation**

The Health and Safety Committee will monitor this policy and amend to reflect any changes to relevant legislation. This policy will be reviewed in full every 2 years.

### **Publicity**

The Policy will be posted on the Shared (G) drive of the School's IT Network and the School's website.



KINGS SCHOOL  
CONTRACTOR APPRAISAL QUESTIONNAIRE



PLEASE COMPLETE THE FOLLOWING SECTIONS AND SUPPLY RELEVANT INFORMATION AS REQUESTED.

<b>Section 1</b>	
<b>1. Company details</b>	
Full company name:	Trading address:
<b>2. Number of employees (including directors):</b>	
<b>3. Who in your organisation is ultimately responsible for health and safety?</b>	
Name:	Position:
<b>4. Who is appointed to provide competent advice on health and safety matters?</b>	
Name:	Contact details:
Position:	Qualifications: <i>(attach separate details if preferred)</i>
<p><b>5. Attach details of your experience in the field of work including previous similar projects.</b>                  Details enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>6. Supply contact names and addresses of two organisations that you have carried out similar work for in the past 18 months</b>	
Client name:  Address:   Tel: E-mail:  Nature of contract completed:	Client name:  Address:   Tel: E-mail:  Nature of contract completed:

<p>7. Are you a member of a Health and Safety Assessment Scheme, i.e. CHAS, Safe Contractor, NHBC Safemark, EXOR or SMAS Worksafe?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If “Yes” please attach certificate</p> <p><b>Note.</b> If “Yes” you may skip Section 2</p>
<p>8. Details of trade/professional organisations of which your company is accredited by or is a full member of (including membership numbers):</p>
<p>9. Details of licences or certificates for specific types of work, e.g. asbestos, gas (where applicable):</p>
<p>10. Does the company undertake work on construction sites?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If “Yes”, do all workers have an appropriate CSCS safety passport?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>11. Attach copies of current Employers’ and public liability insurance certificates (and as applicable, contractual all risks, professional indemnity, product liability) Minimum of £5,000,000.</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>12. Attach details of any health and safety enforcement notices received or prosecutions over the past two years. Use a separate sheet if required</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>13. Attach details of numbers of RIDDOR reportable accidents/incidents reported by or on behalf of your organisation over the past three years. In the case of fatalities please attach details separately of the actions taken to resolve deficiencies</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>

<p><b>Section 2</b>    If you answered “Yes” to Question 7, you may skip this section</p>
<p>14. Supply a copy of your organisation’s health and safety policy statement and, if applicable, the index of your health and safety procedures manual</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>15. Supply a worked example of a method statement and associated risk assessment for work similar to which you would expect to undertake for us if selected</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>16. Supply examples of specific risk assessments for work with hazardous substances and for manual handling tasks (if applicable)</p> <p>Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>

<p><b>17. Attach details of your accident reporting and investigation procedure</b>  Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>18. Attach details of your arrangements for health and safety inspections of site work</b>  Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>19. Attach details or evidence of your arrangements for consulting with staff on health and safety matters, e.g. details and example minutes of your health and safety committee meeting</b>  Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>20. Attach summary details of health and safety or skills training for employees and managers undertaken within the last two years. Attach example certificates and copies of competence cards</b>  Details enclosed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>21. Does your organisation use sub-contractors for work on site?</b>  <input type="checkbox"/>Yes <input type="checkbox"/>No  If “Yes”, attach details of the work undertaken by sub-contractors, your arrangements for assessing the competence of sub-contractors used and for monitoring their ongoing health and safety performance</p>
<p><b>22. Does your organisation use casual labour or temporary staff for work on site?</b>  <input type="checkbox"/>Yes <input type="checkbox"/>No  If “Yes”, attach details of the work undertaken by these staff, your arrangements for ensuring their competence and for monitoring their ongoing health and safety performance</p>
<p><b>23. Can you confirm that you do not permit sub-contractors to appoint their own sub-contractors?</b>  <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/> N/A</p>
<p><b>24. Please provide Criminal Records Bureau or Disclosure Baring Service information for all contractors, including sub contractors.</b></p>

<p><b>Note.</b> If you are accepted on to our approved list, you will need to supply us with updated copies of your insurance certificates as they renew, in order to retain your place on our list.</p>	
<p>Questionnaire completed by:</p>	
Name:	Telephone:
Position:	E-mail:
Signature:	Date:



THE KINGS SCHOOL  
SITE INDUCTION CHECKLIST FOR  
CONTRACTORS AND SUB CONTRACTORS



<u>DETAILS</u>	<b>APPLICABLE</b>	
	<b>YES</b>	<b>NO</b>
Detail Fire/Emergency Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Detail First Aid Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Detail No Smoking Rules	<input type="checkbox"/>	<input type="checkbox"/>
Detail Permit to Work System	<input type="checkbox"/>	<input type="checkbox"/>
Shown Toilets/Welfare Facilities	<input type="checkbox"/>	<input type="checkbox"/>
Overall Description of Project	<input type="checkbox"/>	<input type="checkbox"/>
Areas of Work	<input type="checkbox"/>	<input type="checkbox"/>
Rules for use of Vehicles on site	<input type="checkbox"/>	<input type="checkbox"/>
Tour of Site/All Plant Rooms	<input type="checkbox"/>	<input type="checkbox"/>
Key Storage (Where Keys are held)	<input type="checkbox"/>	<input type="checkbox"/>
O & M Manuals and Drawings Storage	<input type="checkbox"/>	<input type="checkbox"/>
Book in and out of Premises	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos - Show File	<input type="checkbox"/>	<input type="checkbox"/>
Employer Training	<input type="checkbox"/>	<input type="checkbox"/>
Weekly Routines	<input type="checkbox"/>	<input type="checkbox"/>
PPE/Hard hats, Hi-vis Jackets etc.	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment - Have you seen and have a copy?*	<input type="checkbox"/>	<input type="checkbox"/>
Method Statement - Have you seen and have a copy?*	<input type="checkbox"/>	<input type="checkbox"/>

**\* Sign only if your employer has communicated his risk assessment to you.**

FACILITIES, HEALTH & SAFETY MANAGER

CONTRACTOR/STAFF

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Print name \_\_\_\_\_

Date Induction completed \_\_\_\_\_

Company \_\_\_\_\_

Trade \_\_\_\_\_



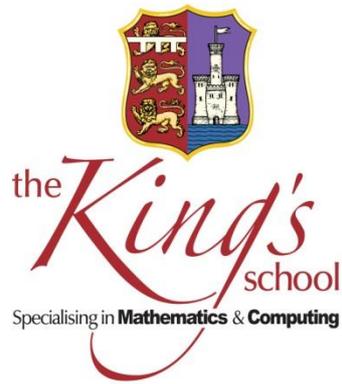
# THE KINGS SCHOOL

## SUMMARY OF SITE RULES



1. Any work at height must have a risk assessment and be fully comply with the working at height regulations.
2. All contractors are to book in and out when entering or leaving site.
3. First aid may be available in an emergency situation
4. No bare torsos.
5. This is a no smoking site.
6. Report all accidents incidents and near misses to the Facilities, Health & Safety Manager.
7. Keep your work area tidy all of the time.
8. No access to any washrooms or toilets other than those designated at induction.
9. Access and egress only where indicated at induction.
10. All power tools to be via 110 volt transformer.
11. No foul language or suggestive behaviour.
12. All contractors are responsible for providing their own PPE.
13. The speed limit is 5mph on School grounds.
14. Theft - the School will always take legal action.
15. No drinking (alcohol); No drugs (use, influence, carriage or supply).
16. Playing radios
17. Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.
18. All contractors understand the fire drill.
19. Report any suspect Asbestos containing materials (ACM) immediately.

I (name) \_\_\_\_\_ have read, understood and agree to be bound by all the above. I understand that if I breach any point, I may be asked to leave Kings School's property.



### HOT WORKS PERMIT CONDITIONS OF ISSUE

1. All hot works must be accompanied by a suitable and sufficient Risk Assessment.
2. All combustible materials adjacent to the works must be clearly identified and listed on the Risk Assessment.
3. Protective measures to prevent the spread of fire must be in place, i.e. heat shields.
4. Suitable and sufficient first aid fire fighting equipment must be at hand at all times throughout the works.
5. **There is to be no welding or hot works near to any flammable substance or process (especially near to gas mains or gas pipes).**
6. The permit holder must ensure that he/she remains in the vicinity of the hot works for a minimum of one hour and regularly check the area in case of fire.
7. All operatives are to be familiar with the locations of manual alarm points and in the case of fire must raise the alarm and call 999 and ask for the **“Fire Brigade”** to attend **“The Kings School Mill Hill Road Pontefract”**.
8. The person responsible for the works must report back to the Facilities, Health and Safety Manager after the lapse of one hour in accordance with paragraph 6 above.

<b>PERMIT TO UNDERTAKE HOT WORKS</b>		<b>PERMIT NUMBER:</b>		<b>DATE:</b>	
Location:				Job No:	
Project Title:					
Person in Charge of Operation:					
Details of Equipment To Be Used:					
<b>Precautions to be taken</b>				<b>Yes</b>	<b>No</b>
Sprinkles and/or fire hose					
Portable fire extinguishers available on site (state type)					
Cutting/burning/welding in good state of repair					
Operator/s competent (certification checked)					
Other processes that may be affected? Give details of arrangements to make safe)					
Areas clear of combustibles (within 50ft) including dust, debris, fumes etc.					
Combustible surfaces made safe by screening or other means					
Combustible substances or liquids that cannot be moved, made safe					
All wall and floor opening covered					
If work site is elevated, are precautions in place to prevent sparks etc, falling below or restrict access to area below work site and make safe.					
Services in area identified and protected (gas, water, electricity, telephone, cabling etc)					
Is work taking place in confined area/space? (State precautions taken):					
Fire watch during operation and for 60 minutes following completion of operation					
<b>Note: Permit to be cancelled at least 60 minutes before leaving site. Permit is valid for date shown only</b>					
Date:		Start Time:		Finish Time:	
The area has been inspected and is certified safe for the above work to take place provided the above mentioned precautions are taken:					
Authorised By:					
Accepted by Person in Charge of Work:					
Works complete/suspended by:					
Signature:				Time:	
Inspected for signs of ignition (1 hour after cessation of works)	Signature:				