



## Managing Contractors Policy

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GOAL: The goal of this policy is to ensure the safe, efficient, and high-quality completion of projects by contracted workers on school grounds.

## **1. Introduction**

This policy establishes procedures to ensure the School's compliance with relevant legislation regarding the use of contractors on its premises. Its primary objective is to safeguard the well-being of all pupils, staff, and visitors, while also promoting best practices. Furthermore, the School strives to extend these safeguards, as reasonably practicable, to others potentially impacted by its activities.

The School is committed to ensuring that contractors working on its premises conduct their work in a manner that minimises risks to pupils, staff, visitors, and the contractors themselves. This includes both planned and unplanned maintenance and repairs. While reactive and emergency situations may not allow for complete pre-planning, all reasonable efforts will be made to ensure their safe execution.

## **2. Legal Framework**

Due to frequent amendments and the introduction of new regulations, specific references within this policy may become outdated. At the time of this document's creation, the following legislation is considered relevant:

- Health and Safety at Work Act 1974.
- Electricity at Work Regulations 1989.
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Gas Safety (Installation and Use) Regulations 1998.
- Management of Health & Safety at Work Regulations 1999.
- Work at Height Regulations 2005.
- Control of Asbestos Regulations 2006.
- Construction (Design and Management) Regulations 2016.
- Keeping Children Safe in Education 2023.

Further guidance is obtained via the Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk)

### **3. Definitions**

A contractor is any person not employed or managed by the School and who has the freedom to plan how they will carry out the work they are contracted to do. This includes the full range of contractors, sub-contractors and consultants.

### **4. Roles and Responsibilities**

Works undertaken by contractors can be risky because they have to be carried out on site and in situations which are unfamiliar to those contractors. Accidents and incidents can occur if contractors do not know about the hazards on site, and the employees on that site do not know the demarcation lines between what the contractors are doing and they themselves should be doing. These problems can be avoided if the work is properly assessed and managed.

#### **School Business Manager**

The School Business Manager is responsible for :

- Selecting the contractors depending on the work involved.
- Arranging works to be carried out after school hours wherever possible.
- Ensuring pupils, staff and visitors are safe and do not interfere with the contractor's legitimate activities during work in occupied premises.
- Ensuring that pupils and staff are clearly informed of areas that they may not enter.
- Ensuring that all people are protected from harm caused by work activities. Therefore, the School Business Manager will advise the contractor through the appropriate channels, about any hazard which arises as a result of the contractor's operations.
- Ensuring the school's insurance covers the activity.
- Keeping a record of works completed by contractors.

#### **Contractor**

The main contractor is responsible for:

- Adhering to the rules as set out in the Contractor's Induction Pack – see Appendix 1.
- Every contractor who enters occupied premises to carry out works must report to school reception
- The health and safety, induction and checking safeguarding and ID of all personnel on their site (If works being conducted when students are onsite).

- Giving adequate notice of any disruption to services to enable appropriate alternative arrangements to be made.
- Providing any required documentation and equipment required. These may include, but are not limited to:
  - Risk assessments
  - Permits (e.g. Hot Work certification)
  - Equipment (e.g. ladders, fire-fighting equipment)
  - DBS checks

All employees, as well as employers, have a general duty under the Health and Safety at Work etc. Act 1974 to have due regard for their own and other's health and safety, ensuring that maintenance and building work is carried out in a safe manner and with the minimum of risk is a matter for all concerned.

## **5. Safeguarding of Students**

All contracted works will be completed outside of school hours where possible, in the event where this is not possible then students will not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with students. However, it may be impossible to control this and there may be occasions when contractors do come into contact with students (such as when entering or leaving the site).

The School will ensure that contractors are always accompanied when on site.

These contractors should sign in and sign out when visiting the premises.

## **6. Minor Work and Short-term Maintenance**

All contracted Minor and Short-term Maintenance works should be completed outside of school hours where possible e.g. after 14:45 of a school day, Weekends or half term.

Before agreeing the specification for such work, the contractor will visit the premises, explain the scope, nature and implications of the proposed work to the School Business Manager or Site Manager.

Every contractor who enters occupied premises to carry out works must report to school reception who will report to the School Business Manager or Site Manager.

Sometimes, for minor repair and maintenance work, no written contract exists until after the event, but common law still requires the works to be executed in a safe and timely manner.

## **7. Major Development Work**

All contracted major development works should be completed outside of term time such as half term or during the summer holidays.

Major development work includes new buildings, extensions and significant refurbishment. In this instance, the entire site/building, or part of it, defined by a temporary screen or fence, is handed over to the contractor for the duration of the contract.

The defined work area becomes the responsibility of the contractor and is generally out of bounds to all but the contractor's workforce. School staff may only enter the area, for instance, to view the progress of work, with the permission of and by prior arrangement with the contractor. Such visits are normally arranged by the project architect/surveyor and staff must observe all the relevant regulations e.g. reporting to the site office on arrival, wearing a hard hat and any other protective clothing deemed necessary by the contractor who is responsible for the health and safety of all personnel on site.

Under no circumstances must school staff pay unofficial, unsupervised visits to (areas of) buildings which have been handed over to contractors. For the period of the contract, the buildings are the responsibility of the contractor and the member of staff may not be covered against accidents or for public liability.

Similarly, where only part of a site/building has been handed over to contractors, the contractor's workforce has no right of entry to the area retained for school use, except by prior agreement. (However, the Electricity, Gas and Water Authorities have the right to enter premises without notice to carry out emergency work on their own installations.)

As part of the briefing process for major schemes, the architect and project co-ordinator will consult the School Business Manager or Site Manager to ensure that any necessary safety precautions e.g. to protect inquisitive students, are built into the works contract.

Additionally, and before the work starts, the architect will arrange a pre-contract meeting, and subsequent site meetings between all interested parties will be held to agree and monitor the practical arrangements to be followed whilst the work is in progress, with health and safety issues being paramount. Arrangements for first aid,

welfare facilities, action in case of fire and car parking etc all need to be agreed at the outset. In any event, the maximum practicable notice of the start of work and any temporary interruption of services should be provided.

A suitable and sufficient risk assessment should be carried out on all proposed work and a health and safety plan prepared by the planning co-ordinator and/or architect and implemented by the contractor where required under the Construction (Design and Management) Regulations 2016 and in other cases where it is considered appropriate given the nature and degree of risk.

Contractors should produce method statements or other safe systems of work that match the significant risks in their risk assessments. This may require the amendment of local risk assessments for the duration of the work to reflect any of our activities that are affected by the work. However, any existing safety arrangements that have been made e.g. fire precautions and evacuation plans, must not be allowed to be compromised by this process.

If any hazard which cannot easily be eliminated becomes apparent, or there are other imminent or obvious dangers, the Headteacher should evacuate the affected area until the hazard is removed or made safe. The School staff should not act outside of their area of responsibility to deal with any hazard, but should draw the matter to the contractor's attention.

Where the School considers that work is being carried out in an unsafe manner or is putting the health and safety of pupils, staff, or others at risk, we will instruct the contractor to stop work. The architect/project coordinator must be immediately informed of any such incident and the matter should be recorded.

## **8. Contractors Vehicles**

Contractors' are unable to enter, leave or park in the school yard:

- Between 08:50 and 14:45 of a school day.

If, exceptionally, access is required during the school day, then the School Business Manager or Site Manager is to give specific approval and will accompany the vehicle on foot and is to:

- Act as "banksman" if the vehicle has to reverse.
- Ensure any children are carefully supervised in a safe area well away from the vehicle and its intended path.

## **9. Monitoring and Evaluation**

We review the effectiveness of our policy and practices yearly through student feedback, parent feedback, Staff reflection and changes in legislation.

## **10. Conclusion**

ARTS Education aims to establish a clear and professional working relationship with contractors. This will ensure efficient project completion, minimise disruption to the learning environment, and prioritise the safety and well-being of our students and staff. We are committed to fostering a collaborative approach that delivers high-quality results while safeguarding the best interests of our school community.

## Appendix 1 - Contractors induction pack

This pack has been drawn up with the intention of familiarising you, the contractor, with the layout of our school and the names of important contacts who can assist you while you are working on our site. In addition, it details some key health and safety arrangements which you should be aware of, regardless of the type of work that you are about to undertake.

If you're working as a contractor at ARTS Education, there are a number of obligations that the school has to the contractor, you as a contractor equally have obligations to us as a school and to all other site users.

|  |       |           |
|--|-------|-----------|
| Contractor Name  |       |           |
| Company Name, Address and Telephone number                                       |       |           |
| Emergency contact details if different from above:                               |       |           |
| Name of site contact   |       |           |
| Area and nature of work  |       |           |
| Check Public Liability Cover - minimum £5m                                       |       |           |
| Date:  | Time: | Duration: |
| Review Vehicle movements   |       |           |
| Agree delivery date of materials   |       |           |
| Check certification and licencing (if required)                                  |       |           |
| DBS check if working when students on site                                       |       |           |
| ID checks sighted or copied  |       |           |
| School Personnel advised and precautions in place                                |       |           |
| Signing in procedures agreed - check onsite supervision and communication lines. |       |           |

All contractors must:

- Report to the school secretary, senior teacher or the School Business Manager upon arrival at the school;
- sign the visitors' book upon arrival and collect a visitors' pass;
- abide by the school's Health and Safety Policy\*, and Fire Safety Policies\*.
- abide by the agreed vehicle movement arrangement with the School Business Manager or Site Manager, and drive with care on site.
- Complete the Contractor's Log (above) with the School Business Manager or Site Manager before any work commences;
- ensure that all workers, including any sub-contractors, are informed of the contents of this document
- abide by the School's Visitors Policy\* and Safeguarding Policy\*, including no smoking on site, no inappropriate language, no inappropriate use of phones or cameras, no contact with students on site unless they are accompanied by a member of the teaching staff. Under no circumstances can photographs of any students on the site be taken and under no circumstances should a contractors business on site be referred to on any social media unless authorised by the School Business Manager, Site Manager or Head Teacher.
- request a Hot Works permit before as required;
- consult the Asbestos Register prior to starting any activity School Business Manager or Site Manager;
- be mindful of their obligations to Health and Safety and safeguarding at all times;
- not leave the site without first clearing any debris left as a result of their activities, or without making safe any on-going works;
- remove any waste materials - unless otherwise agreed with the Facilities Manager.

Policies referred to above are available at reception and electronic versions can be requested for email.

### **Access and Security**

- All contractors must gain access to the school via the main entrances only, where the School Business Manager will greet them.
- Ideally no work should commence without consultation with the School Business Manager.
- All contractors must sign the visitors' book, wear a visitor's badge provided while in school, and show the badge if challenged. Contractors must sign out and return the badges on leaving the site.

- Please be aware that you must not open the door to the school for other visitors while visiting the school. If someone else needs to be admitted, please ask a member of staff to let them in.

### **Health and Safety**

- Contractors shall provide their workers with adequate P.P.E. as defined by the Health and Safety P.P.E. Regulations 1992.
- All contract workers shall use/wear relevant P.P.E. as necessary.
- Contractors shall provide suitable and safe work equipment as defined by the Provisions and Use of Work Equipment Regulations 1999.
- All contract workers shall cease to use and report any safety related defects found with all/any work equipment provided by the supplier.
- All contract workers shall comply with all provisions of this contractors induction pack and the Schools Health and Safety Policy.
- NO contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All contractors shall report to the School Business Manager or Site Manager any condition that may directly or indirectly affect Health and Safety while at work.
- Contract workers shall remain in the area of work undertaken and shall not enter any other area without the express permission of the School Business Manager or Site Manager.
- Contractors shall be directly responsible for the acts and omissions of their workers.
- All contract workers shall be familiar with all fire evacuation procedures.
- Contractors shall NOT store ANY Hazardous substances on the school premises without the express permission of the School Business Manager or Site Manager.
- Contractors are to review the asbestos register when first on site, if asbestos is present on NO-ACCOUNT is ANY work to undertaken without guidance.
- The School will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles.
- Welfare facilities are as directed by the School Business Manager or Site Manager.

### **Additional Health and safety guidelines if you have to work on site when learners are on site**

In addition to the points above, the following points should be taken into account if work has to be completed when learners are on site.

- Ensure you are fully aware of the number and type of tools you have brought to site and ensure you have them all when you leave.
- Ensure all tools are stored safely within bags or boxes when not in use
- Wherever possible, use one tool at a time only
- If there are issues regarding learners and their behaviour, do not approach them yourself. Instead allow the staff member who is with you to manage their behaviour.

## **Safeguarding Standards**

Below is an excerpt from Keeping Children Safe in Education (September 2023)  
Contractors

290. 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.

291. 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).

292. 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.

293. 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.

294. 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.

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

ARTS Education expects that contractors share their commitment to safeguarding students. In addition to complying with all statutory requirements, the School also expects contractors to undertake all reasonable steps (including carrying out all necessary checks and obtaining appropriate character references) to ensure that it supplies suitable staff, especially where the staff 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 students are present (normally term time only). Where unchecked staff are to be used they will be escorted / fully supervised at all times whilst on ARTS Educations School Site.

The School Business Manager must maintain robust records of the named contractor employees and subcontractors working on their contract, along with written confirmation from the contractor that satisfactory DBS checks have been undertaken, where these checks are required.

### **Accidents and First Aid**

There are first aid kits located in the medical room within the school.

All accidents must be reported to the School Business Manager and an accident form must be completed.

### **Fire and Evacuation**

#### **Alarm**

Anyone (staff, pupils, visitors or contractors) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm or raise the alarm. The alarm sounds like a continuous ringing bell.

#### **Calling the Fire & Rescue Service**

All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire & Rescue Service by dialling 999.

#### **Evacuation**

On hearing the alarm, leave the building by the nearest exit and make your way to the far side of the school yard. A roll call will then be taken. Do not re-enter the building until the Senior Person in charge so authorises.

## **Tackling the Fire**

Circumstances will dictate whether fire-fighting operations should be attempted. Fire-fighting must always be secondary to the safety of life. If you are fighting a fire always keep yourself between the fire and a door and under no circumstances tackle a fire if you are alone.

## **Notices**

Each fire alarm point is clearly indicated by FIRE ALARM followed by the appropriate operating instructions, there are also signs displaying the layout of the school displayed around the school building, as well as displayed in the school office on entering the school.

## **Asbestos**

You must be aware of the contents of the Asbestos register before you begin any work on the school site. The School Business Manager can provide a copy of this.

In short there is no asbestos located on the premises after the renovation of the building, however we would still suggest that you should review the asbestos register before work is started.

Should you have ANY reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the asbestos report you MUST:

- Stop work immediately.
- Evacuate the immediate area.
- Close all doors behind you.
- Prevent further admittance.
- Report your suspicions to the School Business Manager or Site Manager.

The School Business Manager or Site Manager who will coordinate an appropriate response.

## **Required policies read**

- YES
- NO

**Signed:**

**Date:**