

Safety Rules for Contractors



June 2021

To be reviewed September 2023

Statement of intent

The Viridis Federation takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

Definitions

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

Roles and responsibilities

The Governing Body is responsible for:

Appointing a member of staff to be the Coordinator for Health and Safety

The Headteacher/Executive Headteacher is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking that risk assessments of the premises are undertaken.
- Ensuring that all contractors work within the school's Health and Safety Policy.
- Ensuring that 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.
- Ensuring that contractor is notified of any potential risks posed by the premises.

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.
- Being aware of any workers on site and ensuring safe behavior around this.
- Contractors are responsible for:
 - Complying with all health and safety policies and procedures provided by the school.
 - Acting in a responsible and professional manner.
 - Adhering to the working agreement between themselves and the school.

The planning stage

Prior to commencing work, the person delegated by the Headteacher, usually the School Manager or Business Manager assisted by the premises manager, will identify all aspects of the work requiring a contractor and consider the health and safety implications of each.

Before moving forwards, the school will ensure it has taken the following steps:

- It has obtained the consent of the Local Authority or other parties involved as necessary.
- It has all required statutory approvals and planning permission if applicable.
- It is certain that existing building utilities sustain the new work.

It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2007 (CDM).

The Construction (Design and Management) regulations

Where applicable, the school will always ensure that the Local Authority has checked whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

Large projects will be funded and managed by the LA and contractors must notify the school of their Health and Safety Procedures.

Identifying a contractor

Before confirming a contractor to work on school premises, the premises manager must be satisfied that the contractor is competent to do the job safely.

When choosing a contractor, the school will determine competency via a series of checks. These may include:

- Previous experience of the work required.
- Clear health and safety policies and procedures.
- Copies of their safety method statements/relevant risk assessments.
- What health and safety training and supervision are provided for their workforce.
- Membership of any relevant trade or professional bodies.

Risk assessments

Both The Viridis Federation and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors will submit copies of specific risk assessments and method statements, prior to commencing work for the Federation.

Safeguarding

If working on site during term time, Contractors must typically possess Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

Where possible, the school will aim to effectively manage the risk of potential harm by not to leave the contractors unattended whilst on site when pupils are in the building.

Working together

The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures etc. that may affect the other party.

Except for in the case of minor works, a pre-contract meeting will take place between a representative from the school, typically the School Manager/Business Manager/Headteacher/Executive Headteacher, Premises Manager and contractor prior to work commencing. A programme of works will be established and agreed. During this meeting, the parties will discuss the following:

- Emergency procedures.
- The sound of the alarm.
- How and when to raise the alarm.
- Whether any emergency alarm practices are due.
- The use of appropriate clothing.
- The use of appropriate language and behavior around pupils and staff
- Limiting disruptive noise.

Designated persons from each party will meet weekly or more frequently if needed, to discuss concerns and progress.

Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

Managing contractors

The School Manager/Schools Business Manager/Premises Manager is the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by the Executive Headteacher/Headteacher.

The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.

The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

Contractors are required to:

- Provide a copy of their Health and Safety Policy.
 - Comply with all relevant health and safety legislation.
 - Keep noise and dust to a minimum.
 - Ensure that no products containing asbestos or CFCs are used on school premises.
 - Be aware of and comply with the school's fire and emergency evacuation procedures.
 - Evacuate buildings at the sound of fire alarm, report their safe evacuation to the site Headteacher and go to the nominated assembly area(s).
 - Provide written risk assessments/method statements before work commences.
 - Work in a safe manner and not endanger staff, pupils, the public or themselves.
 - Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.).
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- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only with the consent of the Headteacher.
- Obtain prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Contractors are responsible for:

- Removing all rubbish/debris at the end of each day.
- Testing all works on completion as necessary and supplying the Federation with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dustsheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety where necessary.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.

If any of these requirements are not met, the Headteacher has the authority to stop work. If the Headteacher believes a danger is posed to contractors, staff or pupils, they may also stop work.

Identification

In line with established procedures, all contractors must wear a visitor's badge at all times whilst on school grounds. All visitors' badges will be returned at the conclusion of the work.

No contractor will execute work on the school site without the express permission of the Headteacher, other than in an emergency or to make the area safe following theft or vandalism.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

Reporting incidents

The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members are expected to report the following incidents:

- Trespassing.
- Aggressive behaviour by persons other than pupils.
- Security matters reported by pupils.
- Other security based incidents giving cause for concern.

The School Manager will securely store all completed forms in an incident register.

Together with the Executive Headteacher, the Federation Business Manager will monitor the register to identify developing patterns and to consider the need for action.

Monitoring and review

The Executive Headteacher will monitor this policy and amend to reflect any changes to relevant legislation. This policy will be reviewed in full every 2 years (May 2023).

ACKNOWLEDGEMENT OF RECEIPT

Company Name: _____

Address: _____

Telephone No.: _____

We acknowledge receipt of The Viridis Federation, Health and Safety instructions relating to all work undertaken on their behalf and we have taken appropriate steps to ensure our employees and those of our subcontractors read, understand and follow the requirements stated in this document.

Name (Please Print): _____

Job Title: _____

Signature: _____ Date: _____

Appendix 1

The Viridis Federation shall provide to any contractors working on any site before commencing work:

- The Federation Health & Safety Policy
- The Safety Rules for contractors Policy
- The Site Asbestos Register

The contractor shall provide to The Viridis Federation:

- The company Health & Safety Policy
- Proof of Insurance
- A suitable risk assessment of the works to be carried out
- A Method Statement
- Return a signed copy of the Safety Rules for contractors Policy

Notes:

- A signed copy of the Safety Rules for contractors Policy will be retained by the Contractor.
 - A signed copy of the Safety Rules for contractors Policy will be put in the Contractor's file held by The Viridis Federation.
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