Langley Fitzurse Church of England School

#### 

#### 

Amaze Excite Inspire

‘Jesus offers life in all its fullness’

**Contractors Working on Site Policy**

**November 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Status:** | **Adopted** |  |  |
| Date adopted by governing body: | December 2017 |  |  |
| Review Date: | December 2017 |  |  |
| Approved by the L&R Committee |  |  |  |
| Revision History: |  |  |  |
|  |  | V1.1 |  |
|  |  |  |  |
| Created by | Head | V1.0 | December 2017 |

**Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Governing Body will ensure that all services and works provided by contractors is planned and managed so as to minimise risks to the health, safety and welfare of staff, pupils and visitors to the school.

The main purpose of this policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:

* Effective planning of the contracted work or services
* Selection of competent contractors
* Ensuring safe working on site
* Maintaining effective co-operation and communication
* Monitoring and review

Further information regarding these points can be found in the ‘Contractors’ section of the Local Authority’s Health & Safety Manual for Schools (available via the Wiltshire Council Right Choice website).

The health and safety of our pupils, staff and visitors is of paramount importance, and it is school policy that all contractors are made aware of our Health and Safety procedures. All contractors working on the school premises will be given a copy of the attached policy guidelines (Appendix A) upon commencement of their contract, or upon their arrival to start the works required. Contractors will be asked to sign a record confirming they have read this document (Appendix B).

Only minor works will be permitted to be carried out during the school day, for example general maintenance duties. More significant works will be completed during school holidays only. The Headteacher will determine what works may be completed during term time, and which cannot.

A contractor will only be allowed to work unaccompanied by a member of staff during the school day if he/she has provided identification and evidence of their Disclosure & Barring Service (DBS) check upon arrival. If no such evidence is presented, the contractor will be accompanied at all times by a member of school staff for the duration of his/her visit. Wherever possible, the school should be informed in advance of the intended date/time of the contractor’s visit. Contractors may be asked to return at a more convenient time if they arrive unannounced and their visit is inconvenient to the smooth running of the school at that time.

Where the Local Authority (LA) has selected the Contractor, it will be responsible for all issues relating to the Contractor. LA

The LA no longer advises schools to usea contractor recommended by the LA, and the LA nolonger maintains a list of ‘selected contractors’ for schools to carry out building works, plumbing, flooring, glazing, heating, electrical and specialist work as before.Instead, the LA advises that Governing Bodies are free to use any contractor to undertake work at their school, but they must ensure that contractors have correct insurance, are members of the appropriate trade bodies and registered with the relevant statutory bodies for the work required.

The school can use the ‘Selection of Safe Contractors checklist and questionnaire’ (Appendix C) as a basis to assess the proposed contractor before work is offered, and also the checklist of items for discussion with contractor before work commences (Appendix D)

Should any member of staff feel that work is being carried out in an unsafe or unprofessional manner by a contractor, they should report it immediately to the Headteacher.

Langley Fitzurse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.

**APPENDIX A**

**Health & Safety Policy for Contractors**

Welcome to Langley Fitzurse Primary School. It is school policy that you are advised of our Health & Safety procedures before you begin your work here.

We expect all work to be carried out in a safe manner. The list below details the important rules that the School expects you to comply with. Failure to do so may result in you being asked to stop working and if necessary, you will be asked to leave the premises.

* You may park your vehicle in the staff car park, or along the roadside. Parking in the driveway and in front of the school gates is not permitted.
* Please sign-in at Reception on arrival and wear your visitor badge at all times.
* The use of mobile phones is not permitted on the school premises and site. If you need to use your mobile phone you must seek permission from a member of staff beforehand. Ideally use of mobile phones should be restricted to your work vehicle.
* There is asbestos in the school. Further information is available in our Asbestos Register, which you will be asked to sign if you are planning to work in these areas (Cleaners’ cupboard and soil pipe behind shed in Early Years Play Area).
* In the event of a fire you will hear a continuous loud bell. Please stop work immediately and exit the premises via the nearest fire exit and report to the assembly point on the Common at the front of the school.
* All work at height must be approved by the Headteacher before work commences.
* The Headteacher must be advised of any work that could potentially cause a fire (e.g. welding).
* All accidents and near misses must be reported to the Headteacher immediately.
* The school has a No Smoking or Vaping Policy which applies to all areas inside the school gates.
* Please use the staff toilet. Under no circumstances must contractors use the children’s toilets.
* Pupils are inquisitive and may show interest in what you are doing. Please refrain from engaging with them and ensure there is always a member of staff with you if you are working in the vicinity of children.
* Please do not use or leave your equipment/materials where they may be reached or used by children.
* Please tidy up after you finish your work.
* Don’t forget to sign-out at Reception upon leaving

**THANK YOU FOR WORKING SAFELY IN OUR SCHOOL**

**CONTRACTOR DECLARATION**

**APPENDIX B**

|  |  |  |  |
| --- | --- | --- | --- |
| ***I confirm I have read the attached ‘Contractors Working on Site Policy’ and ‘Health & Safety Policy for Contractors’.*Date** | **Name** | **Company/Contractor** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***APPENDIX C***

**SCHOOL MANAGED PROJECTS**

**CONTRACTORS**



Version 01- March 08

**FORM CC01**

**SELECTION OF SAFE CONTRACTORS CHECKLIST AND QUESTIONNAIRE**

|  |
| --- |
| **FIRST CONSIDERATION – IS THE WORK CDM NOTIFIABLE?** |
| CDM refers to the Construction (Design and Management) Regulations 2015. The requirements of this legislation apply **to any** building, demolition, maintenance or refurbishment work.  Any such work, including a series of associated smaller works, likely to cumulatively exceed 30 days and have more than 20 workers working simultaneously at any point in the project or the equivalent of more than 500 person days, **must be notified** to the Health and Safety Executive using a F10 Form **signed by the Headteacher**. In addition the two specific and specialist roles of Principal Designer and Principal Contractor **must be appointed**.  In such cases, **the appointed of a Principal Designer and Principal Contractor will subsequently be responsible for advising on the competence of contractors involved** and this checklist need not necessarily be used by the school.  Schools should refer to the School Managed Projects Guidance Notes **before embarking upon any notifiable project** and for advice on the selection of competent Principal Designers and Principal Contractors. |

|  |
| --- |
| **ASSESSING COMPETENT CONTRACTORS IN OTHER CIRCUMSTANCES (Works of less than 30 days** and have less than 20 workers working simultaneously at any point in the project **or less than 500 person days)** |
| You are reminded that those in Schools responsible for selecting contractors have statutory obligations to ensure that contractors are competent and safe to carry out the work. This requires a procedure that is demonstrable and auditable. Such a procedure can require a significant level of detail and so you are advised if possible to always use contractors recommended by the Council who have already been assessed as competent on your behalf.  This checklist can be used to assist Schools in the selection of a contractor when, for local reasons, you opt to use the services of a contractor that has not been recommended by Wiltshire Council or which has not otherwise been previously adequately vetted.  This checklist is not exhaustive but addresses the generic checks to be undertaken prior to engaging a ‘non-select list’ contractor. Schools are strongly advised to be thorough and diligent in seeking documented confirmation of the checklist requirements and not to rely on verbal assurances alone.  **When making a final decision to determine the Result of Assessment, you are strongly advised to refrain from engaging the contractor where answers give rise to significant doubt about the contractor’s commitment to safety or the ability or means to fulfil the safety requirements of the work. This might be apparent through unfavourable answers or a lack of documentation or inadequate evidence of safety procedures.**  **Do not allow attractive costings to over-ride health and safety concerns when selecting contractors.** |

|  |  |
| --- | --- |
| **Name and Address of Contractor** | Insert details of contractor under assessment and nature of the type of work the assessment applies to. |
|  | |

|  |  |  |
| --- | --- | --- |
| **Summary of assessment** | Based on answers to attached questionnaire , delete answer which is NOT applicable | |
| **Contractor has demonstrated competence and has documented safe systems of work in place** | | **Contractor has not demonstrated competence and/or does not have safe systems of work in place** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person assessing** | **Signature of person assessing** | | **Date** |
|  |  | |  |
| **1 Insurance** | | Does the contractor have the correct insurances? | |
| When considering engaging a contractor to carry out work on your behalf, it is very important that the correct types and levels of insurance are held by the contractor. Checking the contractor’s insurance validity and level is a mandatory part of the contractor selection process. The three types of common insurance that a contractor may require are Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance.  Where insurance levels do not meet Council minimum levels, then you may carry out a suitable and sufficient risk assessment in order to try and demonstrate that the work is of a very low risk and that as such, a lesser level of insurance may be adequate. Advice can be sought from the school’s own insurer or from the Council’s Insurance Officer (01225 718302) who *may* consider that a lesser insurance is acceptable and approve a determined lesser level of insurance. | | | |

|  |  |  |
| --- | --- | --- |
| **1a Employers Liability Insurance** | Does the contractor have appropriate & valid insurance? | |
| If the contractor has employees, check that there is a current and valid certificate of insurance that insures the company against claims from employees for damage or injury. Once you have viewed this certificate, you are advised to contact the issuing insurance company and check the authenticity of the certificate against the contractor who holds it. (The level of insurance provided should be appropriate to the complexity and size of the project, and the school should document in the form of a risk assessment the justification of level accepted. Advice should be sought from the school’s own insurer or from the Council’s Insurance Officer (01225 718302). | | |
| **YES – Checked and Adequate** | | **NO – Not Available or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **1b Public Liability Insurance** | Does the contractor have appropriate & valid insurance? | |
| Check that the contractor has a current and valid certificate of insurance that insures their company against third party claims for damage or injury. Once you have viewed this certificate, you are advised to contact the issuing insurance company and check the authenticity of the certificate against the contractor who holds it. (The level of insurance provided should be appropriate to the complexity and size of the project, and the school should document in the form of a risk assessment the justification of level accepted. Advice should be sought from the school’s own insurer or from the Council’s Insurance Officer (01225 718302). | | |
| **YES – Checked and Adequate** | | **NO – Not Available or Inadequate** |

|  |  |  |  |
| --- | --- | --- | --- |
| **1c Professional Indemnity Insurance** | | Does the contractor have appropriate & valid insurance? | |
| If the contractor is to provide professional consultancy or advice to you, for example as an architect, you need to ensure that they are insured in case their advice or direction leads to injury or damage. Check that the contractor has a current and valid certificate of insurance. Once you have viewed this certificate, you are advised to contact the issuing insurance company and check the authenticity of the certificate against the contractor who holds it. (The level of insurance provided should be appropriate to the complexity and size of the project, and the school should document in the form of a risk assessment the justification of level accepted. Advice should be sought from the school’s own insurer or from the Council’s Insurance Officer (01225 718302). | | | |
| **YES – Checked and Adequate** | **Not Applicable or Required** | | **NO – Not Available or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **2 Health & Safety Policy** | Does the contractor have a health & safety policy? | |
| Check that the contractor has a comprehensive policy that addresses all the health and safety responsibilities and arrangements required to work safely. The policy should have been reviewed periodically, ideally within the last year, and should be signed, dated and belong to the contractor who has offered it to you. | | |
| **YES – Checked and Adequate** | | **NO – Not Available or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **3 Safety Advice** | Does the contractor have access to adequate safety advice? | |
| Check who provides the technical safety advice for the contractor. The provider whether the contractor’s own employee or an external source should hold either a Diploma or Certificate in Safety accredited by NEBOSH, or be a chartered member of IOSH or hold some other similar qualification. In some instances, suitable safety expertise may come from membership of a Trade Association or from specialised training from CITB or similar. Be wary of relying *solely* on claims of experience – legislation, best practice and technology have advanced significantly in recent times. | | |
| **YES – Checked and Adequate** | | **NO – None or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **4 Risk Assessments** | Does the contractor have suitable risk assessments? | |
| Check that the contractor has carried out risk assessments for all aspects of the work where **significant risks** may exist. For example – working at height, working around children, working with hot tools or substances, vehicles on site, noisy or dust-creating tools and so on. These risk assessments should accurately quantify the extent of any risk; identify those who may be exposed to the risk; and most importantly, set out the effective control measures which remove or adequately reduce the risk to an acceptable level. These risk assessments should have been signed, dated and, if necessary, reviewed within the last year. | | |
| **YES – Checked and Adequate** | | **NO – Not Available or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **5. Written Method Statement** | Does the contractor have a written method statement? | |
| Check that the contractor has produced, or is able to produce, a written safe system of work based on the risk assessments that have been produced. The contractor may refer to it as a Method Statement. This document should identify the safe way in which the contractor intends to carry out the work and should include the control measures that have been identified in the related risk assessments. The method statement should take account of any local issues so beware of generic models. | | |
| **YES – Checked Able and Adequate** | | **NO – Not Able or Inadequate** |

|  |  |  |
| --- | --- | --- |
| **6. Appropriate Equipment Selection** | Is the contractor using equipment suitable for the work? | |
| Discuss the selection of work equipment with the contractor. Does the equipment appear to be suitable and safe for the work to be carried out? If in doubt, question the contractor or seek advice from the Corporate Health and Safety Service at County Hall. | | |
| **YES – Checked and Suitable** | | **NO – Not Known or Unsuitable** |

|  |  |  |
| --- | --- | --- |
| **7. Equipment Maintenance Records** | Does the contractor have suitable maintenance records? | |
| Check that the contractor has appropriate maintenance records for the equipment proposed for use during the work. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment log book. | | |
| **YES – Checked and Current** | | **NO – Not Available or Out of Date** |

|  |  |  |
| --- | --- | --- |
| **8. Work Related Training Records** | Does the contractor have suitable evidence of training? | |
| Check that the contractor has adequate training certificates for all employees involved in the work. Training certification may be in the form of course attendance certificates, operating identity cards, safe operating certificates or other suitable evidence of competence to carry out the work. | | |
| **YES – Checked and Suitable** | | **NO – Not Available or not Valid** |

|  |  |  |
| --- | --- | --- |
| **9. Prosecutions and Notices** | Does the contractor have previous convictions/notices? | |
| Check the Health & Safety Executive’s Prosecutions and Notices Databases to find out whether the contractor has been subjected to previous convictions for breaches of safety legislation, has a case going through the courts, or has received any Improvement or Prohibition Notices.  Check HSE database for enforcement notices at: [http://www.hse.gov.uk/notices/](http://www.hse.gov.uk/notices/%20%20%20)  Check HSE database for prosecutions and breaches at: [http://www.hse.gov.uk/prosecutions/](http://www.hse.gov.uk/prosecutions/%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20) | | |
| **NO – Checked Clear of Prosecutions/Notices** | | **Yes – Prosecutions or Notices Identified** |

|  |  |  |
| --- | --- | --- |
| **10. Accident History** | Does the contractor have an accident record or history? | |
| Ask the contractor to share its record of accidents. A complete absence of any history may be an indication that safety is not afforded any profile or a poor understanding of the importance of accident investigation rather than a sign of a totally safe operation and environment. Look for evidence that accidents are investigated and lessons learned. On its own, any omission should not prevent you from using the contractor but may assist in an overall assessment of the contractor’s competence and safety attitude. | | |
| **YES – Checked and Adequate** | | **NO – Not Available or Inadequate** |

|  |  |  |  |
| --- | --- | --- | --- |
| **11. CDM compliance** | | Does the contractor understand his/her role in CDM compliance? | |
| CDM refers to the Construction (Design and Management) Regulations 2015. The requirements of this legislation apply **to any** building, demolition, maintenance or refurbishment work. Where any such work is likely to exceed 30 days and have more than 20 workers working simultaneously at any point in the project or the equivalent of more than 500 person days, the specific roles of a Principal Designer and Principal Contractor must be appointed and are responsible for advising on the competence of selected contractors.  Schools should use this form only to assess a contractor working on a non-notifiable CDM project. The school should also check for an awareness and understanding of the CDM principles of co-operation and co-ordination with other parties on-site.  The Principal Designer and/or Principal Contractor may use this form to assess Contractors on notifiable projects. | | | |
| **CDM Notifiable project – Principal Designer and/or Principal Contractor** | **YES – Checked and Adequate** | | **NO – Unaware or Inadequate** |
|  | | | |
| **CONTRACTORS WITH FOUR OR LESS EMPLOYEES (SMALL CONTRACTORS)** | | | |
| The above Checklist represents the minimum checks that should be carried out for any ‘non-select list’ contractor being considered.  For smaller contractors, some of the above requirements do not have to be documented under health and safety legislation and, therefore, evidence of competence and safety will be more difficult to determine. Nevertheless schools should still ask the same sort of questions and expect answers commensurate with the level of risk involved.  Note: the requirements relating to Insurance apply irrespective of the size of the company subject to the caveats set out in the advice above. | | | |

|  |
| --- |
| **MONITORING CONTRACTORS DURING THEIR WORK** |
| Schools are required to provide adequate supervision and monitoring of contractors to ensure:   * Adherence to method statements and agreed safe working practices; * Identification and management of any unforeseen risks which become apparent during the work. * Discuss, agree and document the supervision and monitoring procedure that are to be in place. |

|  |
| --- |
| **HEALTH & SAFETY GUIDANCE & SUPPORT** |
| For advice and guidance on all aspects of health and safety contact the Health and Safety Team at County Hall  01225 713185  [schoolhealthandsafety@wiltshire.gov.uk](mailto:schoolhealthandsafety@wiltshire.gov.uk) |

|  |
| --- |
| **SCHOOL MANAGED BUILDING PROJECTS GUIDANCE & SUPPORT** |
| For advice and guidance on submitting details of school managed building projects contact the School Premises team at County Hall  01225 713967 |

|  |
| --- |
| **PROPERTY AND MAINTENANCE GUIDANCE & SUPPORT** |
| For advice and guidance on all aspects of property maintenance; and technical interpretations of CDM duties; and details of Council recommended contractors contact the Facilities Management team at County Hall  0845 6024149 |

|  |
| --- |
| **INSURANCE GUIDANCE & SUPPORT** |
| For advice and guidance on insurance matters contact the school’s own insurer or the Insurance Officer at County Hall  01225 718302 |

***APPENDIX D***

**Contractor Checklist - items for discussion with contractor before work commences**

|  |  |
| --- | --- |
| 1 | Determine the nature, scope, commencement date and duration of the works. Does the specification cover all the necessary health and safety requirements? |
| 2 | Does the contractor know and agree the reporting of arrival arrangements? |
| 3 | Is there any relevant health and safety information to give to the contractors? (e.g. fire alarms, lesson break-times, access needs etc.) |
| 4 | Will the contractor’s vehicles need to pass through open access? If so, can they be segregated from staff and pupils by timing or barriers? If not, what alternative arrangements can be made? |
| 5 | Will the contractor’s work create any potential risks for staff, pupils or visitors?  Examples include:  a) objects falling from heights  b) collapse of scaffolding or overturning of mobile scaffolds  c) materials and equipment obstructing passageways and fire escapes  d) scaffolds, ladders, materials and equipment being left unattended  e) moving vehicles on site  f) electrical leads passing through occupied areas  g) excavations  h) dust or fumes  If so, what precautions do the contractors intend to take? |
| 6 | Does the school need to take any complementary precautions of its own to prevent danger to staff, pupils and visitors? Should announcements be made at assembly or should break and dinner time supervision be increased? Have affected staff been involved and informed? |
| 7 | What are the arrangements for the storage and transport of materials and waste? Are these likely to create any danger for staff, pupils or visitors? |
| 8 | What are the arrangements for site security? |
| 9 | Is the contractor aware that school equipment will not be available for use and that the contractor must provide all of the equipment necessary for the work to be completed? |