



Contractors Policy

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Approved by	Trustee Safeguarding and Health & Safety Committee
Date approved	October 2023
Review date	October 2024
Related Trust policies	<ul style="list-style-type: none"> • Asbestos Register • Competitive Tendering • Critical Incident Plan • Fire Procedures • First Aid • Health & Safety
Related national guidance	<ul style="list-style-type: none"> • DfE: Health & Safety: responsibilities and duties for schools.
Availability	This policy must be issued to all contractors and a signed copy of Appendix C & D retained by the school.

Statement of intent

Hull Collaborative Academy Trust is committed to providing a safe and healthy working and learning environments for all its employees, pupils, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work etc Act 1974.

The main purpose of this policy is to protect employees, pupils and visitors from any incident which may be a result of any works undertaken by a contractor/sub-contractor. Alongside this, we also ensure that any contractor/sub-contractor working at any of our schools has high standards of diligence to the health and safety of their own employees.

All schools are required to ensure the safety of contractors by informing them of significant and foreseeable risks on the premises, such as asbestos, that may affect them during their activity.

This policy sets out the procedures to be followed so that the Trust can be satisfied, so far as reasonably practicable, that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work.

For the purpose of this policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include supply teaching staff or temporary office workers.

The Trust will make arrangements to monitor and review the effectiveness of this policy and associated procedures every three years, or sooner if necessary.

Roles and responsibilities

Any person(s) employed by the Trust with delegated authority to contract for works are required to ensure that the Contractor Policy is fully complied with as part of the procedures for selecting contractors for work on any Trust/School premises.

The Trust recognises its responsibility for the actions and safety of contractors on its premises, so far as reasonably practicable.

All contractors are required to read, understand and comply with the health and safety procedures, including emergency procedures, at each Trust/School premises; all contractors and any of their sub-contractors involved will agree the risk assessment and method statement (RAMS) prior to any works commencing.

Planning

Prior to commencing work, the school or Trust will identify all aspects of the work requiring a contractor and consider the significant and foreseeable health and safety implications of each.

Before moving forward, the school or Trust will ensure that the following have taken place:

- Where necessary, obtained the consent of the landlord (Hull, East Riding or North Yorkshire Council).
- Has all required statutory approval and planning permissions.
- Ensured that existing building utilities sustain the new works.
- Ensured the contractor is competent.
- Ensured the project falls under the Construction (Design and Management) Regulations 2015 (CDM).

CDM Regulations

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisors (Eddisons) for the procurement and management of any project likely to exceed 30 days or involve more than 500 person days of work. The professional advisor will be responsible for ensuring the following takes place within the CDM Regulations:

- Notification to the Health and Safety Executive (HSE), including F10, if required, for projects likely to exceed 30 days or involve more than 500 person days of work.
- Appointment of a principal designer.
- If more than one contractor, the appointment of a principal contractor
- Produce a health and safety file and construction phase plan.

Projects procured and managed by authorised individuals in the Trust

Any individual authorised to manage a project must ensure they follow the Trust's tendering process.

When inviting contractors to tender, the Trust will require assurances that the contractor has sufficient knowledge and understanding to do the job safely.

To determine competency, a series of checks should be undertaken. These may include:

- Previous experience of the works required.
- Clear health and safety policies and procedures
- Whether they sub-contract and how this is selected.
- Membership of any relevant trade or profession.
- References.
- Details of any HSE actions (improvement, or prohibition notices, or any prosecutions).

The authorised individual are advised to use the DfE 'Good Estates Management for Schools' (GEMS) – Estates Projects – process checklist to help consider key issues, regardless of the scale of the project. Please see Appendix A.

Risk assessments

Both the school and contractor are required to make a 'suitable and sufficient' assessment of the significant and foreseeable risks associated with any activities undertaken and put into place appropriate measures to control these risks.

Contractors must submit copies of site and task specific risk assessments and method statements (RAMS), at least 10 days prior to commencing work, unless agreed otherwise. All RAMS for small scale projects must be countersigned by a member of the Trust's Health and Safety Team, who in doubt will seek further advice from the Trust Health and Safety Competent person.

Safeguarding

The risk of harm to pupils can be eliminated if contact between contractors' staff and pupils can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both.

For larger construction projects lasting a number of weeks, physical separation should be achieved by the contractors' staff working within secure and clearly defined areas behind fencing, hoardings, barriers and the like where pupils would be excluded for routine health and safety concerns.

Outside such secure areas, segregation can be maintained by confining the movements of the contractors' staff to specific areas and to specific times, so as to avoid any contact at any time throughout the school day.

In this context a marked-up plan should be agreed between the parties (including school representative) to show where and at what times during the day access will be permitted.

For routine maintenance visits or for emergency repairs lasting less than a day physical segregation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Such arrangements should be devised and agreed with the school representative prior to works commencing.

Where works are to be undertaken outside school hours then safeguarding measures should be implemented taking into consideration any pupil attendance in school outside normal school hours.

Whether or not contractors' staff should undergo a Disclosure and Barring Service (DBS) check should be determined by a risk assessment.

The risk assessment should take account of the likely amount of contact that the contractors' staff might have with pupils, given that measures to segregate and to supervise should irremediably be in place.

Appendix B gives guidance as to when such checks may be deemed appropriate.

Should DBS checks be required, this would need to be requested from the contractor at the earlier possible stage, preferably at tender stage and no later than the pre-start meeting to avoid any potential delay to construction once instructed.

Working together

All parties should exchange information regarding the works to be undertaken, risks, safety procedures etc, which may affect the other.

Pre-start meetings should take place between all parties prior to work commencing to discuss and agree the schedule of works, plus logistics and welfare facilities.

For large scale projects, regular progress meetings should take place with the principal designer, principal contractor, plus Trust and/or school representative. The purpose of these meetings is to ensure work is being carried out in accordance with the terms of the contract, plus provides an opportunity to discuss concerns or variations to the original design.

Managing contractors

The Trust's Estates Lead, Headteacher or other authorised individual is appointed as the designated school contact for contractors. No other staff members may give the contractors instruction without being delegated.

The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they too adhere to the agreed working practice.

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.
- Products will be suitably assessed via the RAMS process.
- Be aware of and comply with the school's fire and emergency evacuation procedures.
- Provide written risk assessment/method statements (RAMS) 10 days before work commences, unless agreed otherwise.
- Work in a safe manner that does not endanger staff, pupils, the public or themselves.
- Work behind substantial physical barriers/closed doors, with appropriate warning signs at all times, unless agreed otherwise.
- Adequately control physical/chemical hazards to prevent risk to school staff/pupils/visitors, including but not limited to: trailing leads, solvent fumes, absence of lighting etc.
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors or staircases or other fire escape routes may take place only with the consent of the designated school lead.
- Seek prior agreement to break through fire compartmentation and make good any damage to run electrical/data cabling, or pipework.

Contractors are responsible for:

- Removing all rubbish/debris at the end of each day.
- Where necessary, test all works on completion and supply the school with the required certification.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works, including the provision of dust sheets.
- The provision of their own first aid facilities.
- Displaying notices that works are being undertaken in the area.
- Dressing appropriately for the work being undertaken, including the wearing and correct use of personal protective equipment (PPE).
- Staying within the agreed work area and access routes

The following activities are prohibited on all school grounds:

- Smoking
- Possessing or drinking alcohol
- Taking, possessing or being under the influence of illegal substances
- During school operational times, playing radios
- 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 designated school/Trust Lead.
- Use mobile phones.

Please see Appendix C & D – Essential Site Information Checklist and Code of Conduct.

Asbestos

Work involving asbestos and/or asbestos-bearing material is strictly controlled by legislation. 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 from the area, close all doors in the area and inform the Site Facilities Officer immediately. Only contractors that are licensed by the HSE are permitted to work with asbestos.

PLEASE NOTE: Schools are responsible for providing information to the contractor about possible areas containing asbestos. The Asbestos Register should be shared and the signed by the contractor, to confirm they have been notified.

Hazardous Substances

Contractors must not bring hazardous substances onto the site without informing the Site Facilities Officer. The substance may only be used once appropriate documents have been received (Material Safety Data Sheet (MSDA) and COSHH assessment).

Emergency Planning

The school's designated member of staff (Site Facilities Officer or Officer Manager) must inform the contractor of the emergency planning protocols eg Fire Procedures. This must include the location of assembly points in the event of any evacuation from the school.

The school staff member must brief the contractor and their employees on arrival, and must include the following basic fire safety measures:

- The nearest fire escape/s.
- The location type and method of operation of the nearest fire-fighting equipment.
- The location of the nearest first alarm and method of activation.

Smoking is strictly prohibited in all of the Trust's sites, and contract staff are required to comply.

House Keeping

All contractors must ensure that rubbish or excess equipment and material is not allowed to accumulate in the immediate work area.

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 any building.

Suitable dust controls must be used where the work area is immediately adjacent to any teaching areas and excessive dust build up is to be avoided.

Good housekeeping must be maintained at all times.



Estates projects - process checklist

Projects on your estate will vary in size, complexity and cost. You should read the full guidance in good estate management for schools (GEMS) on [estate projects](#) to understand the principles and process of identifying, planning and delivering projects on the estate.

The purpose of this process checklist is to help you ensure you are aware of and consider key issues throughout the project process. You should use a consistent approach for all projects.

The Royal Institute of British Architects (RIBA) [Plan of Work 2020](#) defines the lifecycle of a project through 8 stages. This checklist does not replicate these 8 stages, but is focused on helping you understand the practical issues and how to get the early stages right.

The role of the client

Every project must have a client to commission the works. Anyone having maintenance, small-scale building work or other construction work carried out is a client. Even if you are not an expert in construction work, as a client in a school project you have legal duties under the [Construction \(Design and Management\) Regulations 2015](#). You must make sure you understand these responsibilities before commissioning any works.

For larger or more complex projects you may need to create a client team and use specialist advice to help your strategic thinking.

Step 1

Be clear about the purpose and priority of the project

Consider	Yes	No
Are you clear what the purpose of the project is?		
Have you prepared a business case and strategic brief?		
Does this align with the project budget?		
Has the project been prioritised using a transparent process?		
Do you have the necessary approvals to start the project?		
Have you considered the skills and resources required for the project?		

Step 2

Prepare the project brief and consider options

Consider	Yes	No
Do you have the right skills and time to develop the brief and take on client responsibilities?		

Do you need specialist advice to develop the brief?		
Do you have sufficient information to inform the project such as site information, surveys, what the budget is and any time constraints?		
Have you considered spatial requirements using space standards guidance ?		
Have different options been identified to meet the requirements, such as internal redesign, refurbishment, extension or new build?		
Have you considered whole life issues as part of the option appraisal process?		

Step 3

Understand the roles and responsibilities

Consider	Yes	No
Do you understand your legal responsibilities under the Construction (Design and Management) Regulations 2015?		
Do you understand the legal, safety and procedural responsibilities associated with the project?		
Do you understand the risks associated with the project - have you considered potential risks associated with asbestos, fire safety and the safety of children, staff and contractors during construction?		
Do you have the right skills and resources to meet your responsibilities within the project?		

Step 4

Have the right skills to develop the design

Consider	Yes	No
Have you taken procurement advice and are you clear on the best procurement route to deliver the project?		
Have you appointed the right specialists to form the project team?		
Are all members of the project team clear of their roles and responsibilities?		
Have you established formal project management processes with clear project stages requiring sign off?		

Step 5

Prepare for project delivery and manage the contract

Consider	Yes	No
Do you have a clear project plan, including understanding and planning for implications to school operation?		
Do you have robust contract management and financial management systems?		
Do you have the right skills in place and necessary resources to undertake the project and contract management role?		

Step 6**Prepare for project handover and project review**

Consider	Yes	No
Do you have a handover strategy that is agreed with the contractor and includes documentation such as a certificate of practical completion and an operations and maintenance manual (O&M)?		
Do you understand the handover process and do you need to provide training for staff?		
Do you need to update your fire safety plan or other statutory testing/inspection schedules?		
Have you updated your maintenance plan?		
Have you scheduled a formal post project review and a process to share the learning for future projects?		
Have you considered the impact on the school operation of the handover – have you allowed enough time for fitting out the space ready to use?		

Level of contact with pupils	Recommended measures	Authorised individual's responsibility
<p>Nil [e.g. works undertaken on a separate site, during out of hours or in school holiday periods]</p> <p>Minimal [where contractors' staff are segregated from pupils and any contact that does occur is supervised e.g. new build and major repair projects]</p> <p>Regular [e.g., where contractors' staff are segregated from pupils but there is likely to be regular supervised contact, e.g. foremen liaising with schools on new build or major repair projects, service engineers making routine maintenance visits]</p>	<ul style="list-style-type: none"> ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ No DBS check required <ul style="list-style-type: none"> ○ Segregate ○ Supervise any contact ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ No DBS check required <ul style="list-style-type: none"> ○ Segregate ○ Supervise any contact ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ DBS check required 	<ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Requires contractors to adopt code of conduct ○ Requires to contractors sign in and out of premises ○ Requires contractors to wear ID on site <ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Ensures segregation arrangements in place ○ Ensures arrangements for any contact to be supervised ○ Requires contractor to adopt code of conduct ○ Requires contractor to sign in and out of premises ○ Requires contractor to wear ID on site ○ Ensures any DBS checks completed before works start ○ Reviews and amends arrangements to accommodate any change <ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Ensures segregation arrangements in place ○ Ensures arrangements for any contact to be supervised ○ Requires contractor to adopt code of conduct ○ Requires contractor to sign in and out of premises ○ Requires contractor to wear ID on site ○ Ensures any DBS checks completed before works start ○ Reviews and amends arrangements to accommodate any change

Essential Site Information Checklist

This checklist will help support schools manage arrangements for visiting contractors to ensure they stay safe and healthy when working onsite.

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Have the contractors made an appointment to visit your school?	
Have your contractors signed in/reported to the school office?	
Have you provided the contractors with details of your fire and evacuation procedures?	
Have they been made aware of and given access to your Asbestos Register?	
Have you discussed with them details of their work, including where they will be working, for how long, and who they should speak to in the event of a problem?	
Have you discussed the importance of maintaining effective 2-way communication whilst working onsite?	
Have you made them aware of the presence of children and staff who may be affected by their work, especially if they are working alone?	
Have you discussed any alternative arrangements needed for your school to operate whilst work is undertaken, such as alternative access to parts of the site?	
Have you provided them with welfare information such as the location of WCs, kitchen facilities etc, including any facilities that are off limits)	
Have you discussed first aid arrangements?	
Are contractors aware of the need to supervise their tools and equipment to ensure they do not become a hazard to others, and they do not go missing?	
Are contractors aware that they will not automatically have access to your whole site and should remain in the area where they are working?	
Have you drawn their attention to any relevant signage or high-risk areas/activities that they need to be aware of?	
Where the work is high risk or 'hot-works' e.g welding, grinding, or paint stripping with a heat source, have appropriate systems or permits been put in place?	

Contractor Code of Conduct

We are delighted that you are working at our school, but to ensure the safety of all our pupils and staff, plus you and your colleagues, please take five minutes to read our Code of Conduct. If you have any queries, our admin or site staff will be more than happy to help. Thank you for your co-operation.

The contractor named below will comply with this Code of Conduct, will induct all staff working on the site, and include the Code in their Health and Safety Plan, Method of Work Statements and Risk Assessments.

The lead person (Contractor) must sign this form before commencement of work. The contractor, their staff, sub-contract staff and its visitors to a school site will always observe this code.

Observe this Code at all times.

- As a contractor you are competent and will not create a risk to staff, pupil's or visitors to the premises or the intended continuity of normal day to day business.

Parking

- Contractors are asked to park their vehicles within the parking bays arranged and not in disabled or delivery bays (unless for unloading).
- Vehicles and contents are left at owner's risk.

Deliveries

- Contractors are advised that no deliveries will be offloaded or signed for by Academy staff. • Delivery times of bulk items, plant and equipment must be pre-arranged with the school

Access

- Only use agreed access routes.
- Obtain consent if alternative access routes are required
- Stay within the confines of the agreed site or work area.
- Sign-in each day at school reception, as agreed.

Dress Code

- Dress appropriately: no bare chest, no inappropriate imagery or wording on T-shirts etc. All Contractors must be dressed in corporate identifiable work wear (a high viz vest is acceptable where corporate work wear is not provided) and may be essential due to the nature of the work along with other PPE such as a Hard Hat

Security

- Contractor vehicles should remain locked at all times
- External doors and Fire doors must not be wedged open at anytime
- Material, tools and equipment left on site remain at the contractor's risk.

School Equipment

- Contractors are requested to ensure they have all necessary plant and equipment to undertake the work they are contracted to carry out.
- Only in exceptional circumstances will equipment be loaned.

Welfare facilities

- Toilet facilities and Welfare facilities will be provided, if required.
- Food cannot be purchased on site.

Fire Safety

- All contractors must sign in and out on every visit. If leaving the site temporarily, you are required to inform a member of staff and give an approximate time of return.
- All equipment and materials are to be stored in a safe manner so as not to obstruct corridors, stairs and access routes.
- Fire doors must not be wedged open.
- No flammable materials or substances are to be stored on the premises.
- The fire alarm is tested on a regular basis. Please liaise with school Site Facilities Officer for further information. If you hear the fire alarm sound at any other times you should evacuate your work area immediately via the nearest fire exit and make your way to the nearest Assembly point.
- A copy of the fire plan is available, and contractors are advised to familiarise themselves with this document.

Health and Safety

Health and Safety at Work Act 1974, particularly sections 2, 3 and 4 The Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 the Control of Asbestos at Work Regulations 2002, the Construction (Design and Management) Regulations 2007

- The school is a No Smoking Site. Contractors are asked to leave the site to smoke and to move from site entrances.
- The nearest first aid kit is located at the main reception.
- All accidents, incidents and near misses shall be reported and an accident form completed. (This is in addition to any contractor company requirements).
- Ensure that your work area does not create a hazard for school users.
- Only Low Voltage equipment is to be used i.e.: 110v or battery operated.
- The contractor has had access to the Asbestos Risk Register and appropriate surveys have been carried out, if applicable.
- Only proprietary access equipment is to be used that meets the requirements of the Work at Height Regulations' 2005
- The following high-risk work requires a permit to work (PTW) issued by the Trust Estates Lead
 - Hot Work
 - Demolition
 - Excavation
 - Live Electrical Work
 - Overhead Work

Safeguarding

- Avoid all contact with children as is reasonably practicable during building works.
- If spoken to by a child, please be polite but do not enter lengthy conversation and do not engage children in conversation.
- Do not engage in any physical contact with a child (it could easily be misinterpreted or misconstrued).
- Do not use inappropriate language.
- Keep staff informed of where you are and what you are doing.
- Report any matters out of the ordinary / of concern to either the office staff or Site Facilities Officer as soon as possible.
- Do not give your address or telephone number to children.
- Do not arrange to meet / contact children either inside or outside school.
- Do not offer to buy or sell items to children.
- Do not join in/play games with the children.
- Do not share food and drink with the children.
- **Remember:** your actions, no matter how well-intentioned, could be misinterpreted.

Contractor Signature: Company Name:

Date:.....

Table of changes

Date	Change or inclusion
September 2023	The following sections have been added: <ul style="list-style-type: none"><li data-bbox="464 367 775 403">• Emergency Planning<li data-bbox="464 409 699 443">• Housekeeping