

HAZELDENE SCHOOL



**MANAGING CONTRACTOR IN SCHOOLS POLICY
REVISED OCTOBER 2016**

SIGNED DATE.....
HEADTEACHER

SIGNED DATE
CHAIR OF GOVERNORS

TO BE REVIEWED JANUARY 2018

MANAGING CONTRACTORS IN SCHOOL POLICY

As the school develops and expands, it is often necessary to arrange for work to be undertaken by contractors: this may be a major build, for example a new Science block, or it may be something quite minor, such as the replacement of a broken window.

Whatever work is to be undertaken, however, both the client (usually the school) and the contractor are required to comply with the relevant Health and Safety legislation, the requirements of the local authority, and the school's procedures

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on our school premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risks to the health or safety of themselves or others; and the managers of School premises also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos).

Contractors, sub-contractors and specialists working on School premises - whether for day to day repairs, contract servicing, or on major works projects - are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this policy the term 'contractor' is deemed to include sub-contractors.)

2. Contractors and contractor staff will wear approved ID at all times when on School premises, and will fill in a signing-in book when entering and leaving site.

3. The Site Agent is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:

- prior arrangements for parking on site (not always possible)
- prior notice of work commencement, scale and possible disruption
- date / time of proposed visit / works commencement
- special arrangements to be agreed before work commences.

4. The Site Agent will provide the Contractor with information

on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor - prior to work commencing.

5. The Contractor must report to the Site Agent:

- any suspected asbestos area not indicated on the Asbestos Register
- (such asbestos not to be disturbed or removed)

all accidents / near miss-incident, no matter how minor and must give the Site Agent adequate prior notice of:

- all planned changes to programme or location
- any possible disruption of services.

6. Contractors are responsible for:

- removing all rubbish / debris at the end of each day
- testing all works on completion as necessary and supplying the Site Agent with commissioning/test data
- the provision of all necessary protection of floor /wall /door surfaces against damage through works - including the provision of dust sheets etc

7. The following activities are banned on School premises:-

- smoking
- alcohol brought on to, or consumed on, School premises
- the playing of radios/cassettes/CDs etc (during the school day)
- illegal substances being brought on to , or consumed on, School premises
- 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.

8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

9. Contractors will be required to make available if needed:

- a copy of their Health & Safety policy
- written risk assessments/method statements before work commences

10. Contractors will also be required to:

- comply with all relevant Health & 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 person in charge and go to nominated assembly area.
- work in a safe manner and not to endanger staff, pupils, the public or themselves
- work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Head Teacher
- adequately control physical/chemical hazards to prevent risks to School staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
- 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 after agreement by the Head Teacher/ Site Agent.
- get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or Pipework.