



NEWBURY ACADEMY TRUST

Control and Management of Contractors Policy

DATE APPROVED: May 2016

DATE FOR REVIEW: May 2018

A handwritten signature in black ink that reads 'S. H. Way'. The signature is written in a cursive style and is positioned above a dotted line.

SIGNED: ...

On behalf of the Board of Directors

Policy Statement

The aim of this Policy is to provide guidance to all staff within the Newbury Academy Trust (NAT) who are directly involved in the appointment, use and management of contractors.

The Policy will be most applicable for Site team, Science and ADT departments, however, other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

Definitions and Acronyms

“Contractor” means an individual, company or organisation engaged by the Trust (other than an employee) to carry out work for gain or reward.

“Sub-contractors” are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

“All Contractors” are both Contractors and Subcontractors

“Responsible Person/Competent Person” individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

“HSE” The Health and Safety executive

“HASWA” The Health and Safety at Work etc. Act 1974

“DSE” Display screen Equipment Regulations

“COSHH” Control of Substances Hazardous to Health

“CDM” Construction, Design and Management Regulations

“PPE” Personal Protective Equipment

Control and Management of Contractors Policy

1.0 Introduction

The Health and Safety at Work etc. Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust or its undertakings. This includes contractors or sub-contractors.

2.0 Scope

Newbury Academy Trust uses contractors to undertake a wide variety of different tasks. This ranges from support services such as cleaning and catering, maintenance, emergency repairs and waste disposal through to technical works such as electrical or building repairs and major construction.

3.0 Objectives

The purpose of this policy is to ensure that contractual arrangements comply with legislation. It shall ensure all parties fulfil their legal duties as well as contractual obligations.

4.0 Summary

The policy and procedure gives guidance on how to manage and control contractors in relation to services provided on Newbury Academy Trust premises.

5.0 Responsibilities

The Governors have overall responsibility for Health and Safety within The Newbury Academy Trust, devolved to The Executive Headteacher, Associate Headteacher and the named person/s. As laid out in the Health and Safety Policy.

5.1 The Employing Manager/Department

Newbury Academy Trust must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/organisations. Throughout the contract period Newbury Academy Trust will monitor the standard of the contractor's work and the progress made.

It is also the duty of the Deputy Headteacher responsible for site to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may come into contact with the Trust and its undertakings. The Trust has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and visitors.

The health and safety needs of any contract must be assessed. Resources such as additional training, equipment and in some cases staffing will be provided as required. Any equipment provided to contractors must be managed appropriately.

Some contractors on site will have duties under the The Construction (Design and Management) Regulations (CDM Regulations). These will generally be those who undertake large construction projects. In some cases works will require more than one contractor at a time to be working in the same area or on the same premises. It is vital that the parties share relevant information under the statutory requirements of the CDM regulations.

To achieve this the Deputy Headteacher must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically they should undertake a risk assessment and set out suitable control measures in order to manage any significant risk.

The provision of this information will enable the contractor/s to plan for costs etc.

It is the duty of the Deputy Headteacher to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area (This may include Control of Substances Hazardous to Health – CoSHH assessments) for example, gases, chemicals or biological hazards.

The Deputy Headteacher will set out standards for working in high risk areas. Information on specialist hazards such as Asbestos, contaminated land or high risk activities must be supplied by the Site Manager. In some cases work in these areas will require a permit to work.

6.0 Contractors

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information from the Site Manager as it is for the Deputy Headteacher to inform them. Once this information has been obtained by the contractor they must then develop safe systems of work relevant to the premises and work activities. The Deputy Headteacher should be made aware of the impact of the systems of work on the health and safety and normal systems of work within the area in which work is being carried out.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others. For example, staff, students, visitors or passer's by (the general public).

It is the contractor's responsibility to make their own provisions for first aid. (This includes trained/competent first aiders and equipment.)

7.0 Sub-Contractors

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

Managing Contractors Procedure

1.0 Purpose of Procedure

The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities.

The Deputy Headteacher, Site Manager and contractors must follow this procedure; however, it does not remove the legal obligations placed upon the contractor/s.

2.0 Employing Manager Requirements

The Deputy Headteacher and Site Manager has a duty to follow Newbury Academy Trust procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities.

3.0 Before the works commence

The Deputy Headteacher must inform all those affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.

Suitable and sufficient risk assessment must be carried out by the Deputy Headteacher, Site Manager and where appropriate CDMC before contractors begin their work.

Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional policies and procedures will need to be issued to contractors. These will cover areas of high risk including the following:

- Asbestos
- Medical Gases
- Electrics
- Steam pipes
- Working at height
- Confined spaces
- Hot work

Specific works will require a permit to work and activities requiring the permit must be fully risk assessed before the permit is issued.

Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements throughout the Newbury Academy Trust.

The Deputy Headteacher must ensure that the contractor is given a copy of this procedure and related policy before work commences.

4.0 Security

The Deputy Headteacher must ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and high-risk areas.

5.0 Emergency Planning

The Deputy Headteacher must inform the contractor of the emergency planning arrangements, for Example, Fire Procedures. This will include the relevant phone numbers.

The Deputy Headteacher or Site Manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

- 1) The closest fire escape
- 2) The location type and method of operation of the nearest fire-fighting appliance.
- 3) The location of the nearest fire alarm and the method of activation.
- 4) The tone of the fire alarm and what to do on activation.

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey alarm signals whilst on Newbury Academy Trust premises. Smoking is prohibited in all areas of site and contract staff are required to comply with this. Hot work is strictly controlled by PTW system.

6.0 Welfare Arrangements

Restaurants and washrooms may be made available to use by Contractors, or Sub-Contractors, as defined by the Deputy Headteacher and Site Manager or other suitable persons. The conditions for the use of such facilities are that they are used only during the time specified by Newbury Academy Trust. The Contractor or Sub-Contractor should be suitably dressed and observe normal standards of hygiene when using these facilities.

7.0 Contractors Requirements

Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, affect the Health, Safety and Welfare of anyone who come into contact with them or their activities.

8.0 Before Works Commence

On large contracts it is the responsibility of the contractor to appoint a supervisor, competent in the field, who must receive direct instruction from the Deputy Headteacher and feed this information back to his/her staff.

If a permit to work is required, the contractors will not begin works of any kind without the permit being issued first.

9.0 Suitable Staff Allocation by Contractors

Contractors may only employ persons aged 18 or over.

Due to the nature of the work undertaken in the Newbury Academy Trust, all contract personnel must be suitable to work on the site. Contractors are likely to come into contact with members of staff, students, parents and visitors. For this reason, any contractor who may be in close contact with these people must have undergone the relevant clearances.

10.0 Accident/Incident Reporting

The contractor must report all accidents and near misses to the Deputy Headteacher. Contractors will assist the Deputy Headteacher in filling in relevant incident report forms. They may wish to also report using their own system.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the Deputy Headteacher for reference.

11.0 Occupied premises

Where the school premises are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business.

12.0 Delivery, Unloading and Hoisting of Materials

The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works.

13.0 Electricity

All electrical equipment on site to be used in a safe and approved manner in accordance with current Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earth on 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period. The employing manager may require records of this testing.

14.0 Water Supply

A water supply will generally be made available as designated by the Deputy Headteacher or Site Manager. Contractors should restrict themselves to this supply and must ensure that the area is kept free of rubbish. The tap is to be kept fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

15.0 Housekeeping

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

Burning of rubbish on the Trust sites is prohibited.

Excessive dust build up is to be avoided.

Suitable dust control mats are to be used where the works area is immediately adjacent to student areas.

Good housekeeping is to be maintained at all times.

16.0 Control of pollution

Contractors may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on Trust premises unless express permission has been given by the Deputy Headteacher or Site Manager.

Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

17.0 Specific Hazardous Work Activities

Some contractors may be employed by The Newbury Academy Trust to carry out a specific Hazardous activity, some of which are explained below. If the activity in question is not contained within the text of the procedure the Deputy Headteacher will be required to carry out relevant risk assessment.

18.0 Working at Height

Scaffolding will be erected only by competent persons who will carry out statutory inspections and maintain records of inspections. Contractors must erect suitable scaffolding with guardrails, toe boards and the tower must be fully boarded. Scaffolding must be erected in line with relevant manufacturer standards and HSE legislation. This will include The Construction Design and Management Regulations (CDM).

Contractors should not carry out roof works without authorisation. Relevant Personal Protective Equipment must be worn, for example, harnesses, hardhats and appropriate foot wear.

19.0 Overhead Works

No work is permitted to take place over the heads of Trust staff unless this is agreed with the employing manager and provided suitable and sufficient risk assessment has been carried out.

20.0 Road Safety

All road works throughout the site must be agreed with the Trust. Any excavations, storage and skips must be guarded using appropriate signs, rails, traffic cones and lights etc. All works must consider Local Planning Authority guidelines.

21.0 Personal Protective Equipment

The Contractor is responsible for providing the personal protective equipment for his employees that is necessary for the work in hand. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances.

22.0 Hazardous Substances

Contractors must not bring hazardous substances (CoSHH specific substances) onto the site without informing the Deputy Headteacher or Site Manager. The substance may only be utilised once the appropriate documentation, for example, Material Safety Data Sheets (MSDS) and relevant CoSHH assessments have been presented.

23.0 Hazardous Areas

Contractors are not permitted to enter specific hazardous areas, for examples, radiation zones, without the permission from the Deputy Headteacher and relevant information, instruction and training has been given.

24.0 Confined Spaces

Contractors may not enter any confined space where there may be dangerous fumes or lack of oxygen, without the express permission of the employing manager. If permission has been given, work in such places must be carried out in compliance with the Trust's permit to work system, following the methods and taking the precautions detailed in the relevant HSE guidance.

25.0 Asbestos

Work involving asbestos and/or asbestos-bearing materials is strictly controlled by legislation and the Trust's policy and arrangements on the subject. 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 his employees from the area and report immediately to the Deputy Headteacher and Site Manager. Only contractors that are licensed by the Health and Safety Executive are permitted to work with asbestos.