



**Inspiring Futures  
Through Learning**

Inspiring Futures Through Learning

## **Control of Contractors Policy**

Valid From: September 2017

Review Date: September 2019

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

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**Scope: IFtL Multi-Academy Trust (MAT) & Academies within the MAT**

<b>Version:</b> V1 – September 2017	<b>Filename:</b> IFtL – Control of Contractors Policy
<b>Approval:</b> 21 <sup>st</sup> September 2017	<b>Next Review on or before:</b> <b>20<sup>th</sup> September 2019</b> <i>This policy will be reviewed annually by the IFtL Executive committee and approved by the Trustees at least on a bi-ennial basis</i>
<b>Owner:</b> IFtL Trustees	<b>Union Status:</b> Not applicable

<b>Policy type:</b>	
Statutory	Website compliancy – not required to publish

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# **Control of Contractors Policy**

## **Introduction**

Ensuring that there is sufficient control of contractors working in schools is a critical part of the management of a school site.

Contractors bring added risk that is not a normal part of school operation and it is essential that there is provision in place for this risk to be adequately controlled.

This policy aims to explain how IFTL schools can undertake steps to control the risk from contractors and to assist schools in setting their own procedures to comply with this policy.

## **Induction of Contractors**

All contractors should receive an induction prior to being allowed to work on the site. An example of items that could be covered in an induction document is shown in Appendix A. Contractors that visit the site regularly will not need a full induction on every visit. They will, however, need a brief induction reminding them of safety rules, evacuation procedures and any health and safety that is specific to the task they are carrying out.

## **Compliance with School Procedures**

While working on site, it is important that contractors are aware of any school procedures that may impact on their work or working day. These would include fire and emergency procedures, lockdown procedures and any other procedures that may be relevant.

Copies of these procedures must be explained to contractors as part of the induction process.

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## Security

It is critical that security is considered during any contract works whether these happen during term time or during school holidays.

A signing in and out procedure must be followed at all times. Where keys are issued to a contractor, these must be signed for and returned at the end of the period of works. Contractors should be aware of the physical security of the site and ensure that all doors that are accessible to the public are kept closed unless they are in direct line of site. Where works are taking place during school term times (or in holidays where children are present for extracurricular activities), doors should be kept secure at all times.

## Health and Safety

Contractors have a duty to adhere to the school's health and safety policy. Contractors should also provide risk assessments and method statements outlining their own safe methods of working which should be adhered to at all times throughout the contract period. The school representative (usually the Site Manager) will ensure that contractors are complying with all health and safety requirements and, should these be deviated from, will take appropriate steps to address the matter. This could involve speaking to the contractors, speaking to the contract manager or reporting to a line manager. In all cases, unsafe practice should be stopped immediately.

## Permit to Work

Under section 2 and 3 of the Health and Safety at Work Act 1974, schools are as responsible as the contractors that they employ for ensuring that adequate planning is in place to minimise the risk of fire from hot works undertaken on the school premises.

There have been cases where insurance companies have refused to pay out for damage caused by fire following works that were not covered by a hot works permit or procedure.

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It is essential that any hot works are covered by a permit and that adequate fire watch procedures and signing off of the works form a part of the hot works process.

Further information on hot works permits and the associated fire risks is available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/570646/Fire\\_Fire\\_Risk\\_During\\_School\\_Building\\_Works.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/570646/Fire_Fire_Risk_During_School_Building_Works.pdf)

Permits to work should cover any high risk activities. This is not limited to fire risk but can include works on electrical systems, work where asbestos may be present, works involving excavations or works in confined spaces.

A template permit to work is included in Appendix B.

## **RAMS and Documentation**

Prior to any works taking place, any contractors undertaking building or maintenance works will be required to provide Risk Assessments, Method Statements, proof of insurance and copies of any professional memberships or technical accreditations for any works that need certifying. Not all works will require membership of a trade association, however, electrical and gas engineers in particular are required to be registered with a recognised body to prove their competency in their particular trade. Schools should satisfy themselves that other contractors are competent and capable of carrying out the works required of them prior to appointing them to undertake such works.

All documents provided should be checked to ensure that they are current, suitable and sufficient and should be retained on a contracts file.

Contractors may also be required to provide evidence of DBS checks depending on the type of work they are undertaking and the frequency at which they undertake this work.

The right to request a DBS check is not automatic and the legislation covering this is not always easy to interpret. Generally, if a person is undertaking a regulated activity on a regular basis, they will need a DBS check. If this work is not regular, it may not be possible to insist on a DBS check being undertaken. Regular work will include work in other schools or similar establishments so any contractors that regularly work in schools will most likely check their staff as a matter of routine. DBS numbers can be recorded but DBS certificates

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should not be photocopied. If contractors are not DBS checked they should not be allowed to work unsupervised in any area where there is a potential for access to children.

If contractors will not have the opportunity to contact children (for example, when the school is closed to children for a holiday) there is no legal right to ask for a DBS check

Contractors should be monitored throughout the period of works to ensure that they are complying with their RAMS and that any PPE specified is being appropriately used.

Under CDM 2015, contractors are also required to provide a construction phase plan covering their works. These regulations are designed to cover building works to ensure that they are carried out safely, however, regulation 2(a) states that the regulations are applicable to 'construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance'. This means that CDM 2015 covers a very wide scope of works and even small jobs are likely to be covered by the requirement of the regulations.

For smaller companies that may be unaware of the requirements of the regulations, further information is available from <http://www.hse.gov.uk/construction/cdm/2015/index.htm> and a template CPP is available at <http://www.hse.gov.uk/pubns/cis80.pdf>

## Isolation of Services

Isolation of services must be pre-agreed with the school and steps taken to ensure that such isolation does not adversely impact service delivery within the school.

Electrical isolation, in particular, should be strictly controlled and all persons within the building should be informed prior to services being switched off. All electrical isolations must be appropriately locked off and signage placed to ensure that no accidental re-energising of circuits occurs.

Any ICT services that may be affected should be correctly shut down prior to works being undertaken.

Checks should be undertaken to ensure that there are no systems in place that may supply a back-feed in event of de-energising the main system. These may include solar PV systems, UPS or automatic power generation systems. Care should be taken to ensure that such systems are identified and correctly isolated prior to any further work taking place.

Where water services are isolated, adequate flushing/running of services following works should take place to ensure that any air trapped in the system as a result of the isolation is removed.

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## **Appendix A: Example topics to cover on induction of contractors**

The induction process for contractors should cover how the contractor and the school are aiming to provide safe systems of work and look after the welfare of everyone that may be present on the site.

Inductions for works during term time may cover different topics to those during holidays. Schools that run activities during school holidays must ensure that these activities are considered during the induction process.

Topics that should be covered during the induction process include;

RAMS, safe systems of work, CDM and any other applicable paperwork (has it been provided? how will you be monitoring compliance with RAMS? Do any works require a permit to work? Has it been issued?)

Asbestos (Is asbestos present? Has the contractor checked the log and signed it? Is the contractor aware of what to do if they discover suspected asbestos?)

Signing in and out procedures (How you keep track of who is and isn't on site)

Key contacts for both parties (Site Manager for school, principal contractor etc)

Welfare facilities available to contractors (washrooms, refreshment areas etc.)

Other persons on site (are there staff or pupils present, where are they in relation to the work being undertaken? Do areas need locking off, barriers placing or signage? Are there other contractors on site? Who is responsible for overseeing communication between groups of contractors? Which contractors needs take priority?)

Arrangements for first aid (Does the contractor have an appointed first aider? Have you seen proof of qualification?)

Parking and vehicle movement restrictions (Particularly in term-time, vehicle movement should be prohibited during drop-off and pick-up times. Are there any other times that you need to limit vehicle movement?)

Fire and evacuation procedures (Are there drills or tests planned? Where do contractors assemble in event of an alarm? Where are their nearest fire exits?)

Any site specific issues that contractors need to be aware of.

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## Appendix B: Permit to work

*This permit is valid for the work specified on the day and time specified only. If work is delayed or rescheduled, this permit must be cancelled and a new permit must be issued.*

***A copy of this permit should be displayed in a central location in the school where it is visible to staff on site (staff room or main office for example). A copy should also be given to the works supervisor. Once complete, this document should be retained on file.***

Date of issue \_\_\_\_\_ Expires (Time) \_\_\_\_\_

<b>Type of work</b> - (Hot work/work at height/excavations/trench work/ electrical/ acm/ other (specify))	
<b>Location of work:</b>	
<b>Details of work:</b>	
<b>Method of making safe</b> – (isolation/locking off/other)	
<b>PPE Required:</b> (Specify)	
<b>Controls:</b>	
Warning signs posted	YES / NO / NA
RAMS provided and checked	YES / NO / NA
Contractor induction given	YES / NO / NA
Firefighting provision	YES / NO / NA
PPE supplied & in use?	YES / NO / NA
Other (State):	

<b>Fire Watch</b> (for hot works)	
Start time:	End time:
Sign:	Print name:

***p.t.o for authorisations***

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**Contractor:**

I hereby declare that the works as stated on this permit will be carried out as stated in the supplied method statements using the supplied risk assessments and control measures. Any additional control measures identified during the works will be implemented as required:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Completion:**

I hereby declare that the work in this permit is complete and any post-work systems (fire-watch, for example) have been completed to ensure that the site is left in a safe condition.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Cancellation:**

I hereby declare that this permit is cancelled and that the work is complete / incomplete. If work is to be rescheduled or resumed, a new permit will be required prior to work commencing.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Were there any issues or problems completing the works covered by this document?
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***Once the permit is complete /cancelled, a signed copy should be retained on the contracts file.***

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