



Farnborough Road Infant School

Contractor Policy

“Learning, Caring and Achieving Together”

Intent

Farnborough Road Infant School takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school. This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities. Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

Definitions

Throughout this policy, the term ‘contractor’ refers to any party (company or individual) that the school hires to complete work but is not an employee.

Roles and responsibilities

The Governing Body is responsible for:

- Appointing a member of staff to be the Coordinator for Health and Safety. In this school, the Headteacher has been appointed to the role.

The Headteacher is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
- Ensuring that all contractors work within the school’s Health and Safety Policy.
- Ensuring that the Safety Management Checklist is completed with the Contractor – See Appendix 1
- Ensuring due diligence checks should be conducted on contractors working at the school or providing extracurricular activities in line with the PREVENT Duty
- Ensuring that any visiting contractors are suitable and appropriately supervised within school
- Ensuring all planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.
- Making contractors aware of the fire evacuation procedures in school. Fire notices are displayed around the building.
- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Monitoring and reviewing the Contractors’ Policy.

All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Making themselves aware of any upcoming work on site and associated working agreements.

Contractors are responsible for:

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.
- Signing in at the appropriate school office every day. This is so the school can be sure who is on site at all times. Contractors should also sign out on leaving the premises.
- Agreeing parking arrangements with the school office / Headteacher.
- Asking about toilet facilities and then use only those toilets which have been agreed.
- Making sure that they have consulted the asbestos register before they start work. This document is available from the Office Manager.
- Ensuring that their working area is safe for the children of the school.
- Leaving working areas as clean as possible both during and on the completion of projects.

Any difficulties/problems encountered by contractors whilst on site should be communicated to the site manager or the Headteacher so that appropriate action can be taken.

The planning stage

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

Before moving forwards, the school will ensure it has taken the following steps:

- It has obtained the consent of the Local Authority or other parties involved.
- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.

Identifying a contractor

Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to do the job safely.

The school will pay regard to local authority approved contractors when making contract decisions.

Risk assessments

Contractors will submit copies of site and task specific risk assessments and method statements, prior to commencing work

Safeguarding

Contractors must hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

Where possible, the school will aim to effectively manage the risk of potential harm by trying not to leave the contractors unattended whilst on site.

Working together

The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures etc. that may affect the other party. A pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of works will be established and agreed. Designated persons from each party will meet weekly or more frequently if needed, to discuss concerns and progress. Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties

Managing contractors

The Headteacher is the designated contact with contractors. No other staff member may give the contractor's instructions without being delegated by the Headteacher.

The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school. The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

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.
- 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 Headteacher and go to the nominated assembly area(s).
- Provide written risk assessments/method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- 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 with the consent of the Headteacher.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Contractors are responsible for:

- Removing all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
- Testing all works on completion as necessary and supplying the Headteacher with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dustsheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- 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.

If any of these requirements are not met, the Headteacher has the authority to stop work. If the Headteacher believes a danger is posed to contractors, staff or pupils, they may stop work.

Identification.

In line with established procedures, all contractors must wear a visitor's badge at all times whilst on school grounds. All visitors' badges will be returned at the conclusion of the work. No contractor will execute work on the school site without the express permission of the Headteacher, other than in an emergency or to make the area safe following theft or vandalism. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

All staff members are expected to report the following incidents:

- Trespassing.
- Aggressive behaviour by persons other than pupils.
- Security matters reported by pupils.
- Other security based incidents giving cause for concern.

Monitoring and review

This document will be reviewed regularly

The policy will be shared with contractors by the site manager before any work commences.

Updated October 2023

Signed:- _____ Date:- _____ Headteacher.

Signed:- _____ Date:- _____ Chair of Governors.