



NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP
www.nineacrespri.iow.sch.uk 01983 522984
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

'Striving for Excellence'

Contractor Management Policy July 2022

Nine Acres Primary School

Approved By:	Lesley Smith
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Author:	<p>Barry Grant, Health and Safety Consultant, L & B Training (Official Franchisee of Good Skills Training Ltd)</p> <p>✉ barry@goodskillstraining.co.uk</p> <p>☎ (01983) 640142</p>
Consultation:	<p>Persons responsible for health and safety, Health and Safety Committee, Governing body.</p>

1. Introduction

- 1.1** The School recognises its responsibility for managing health and safety issues when using contractors.
- 1.2** The School will ensure, so far as reasonably practicable, that all contractors who undertake work on its behalf are selected, co-ordinated, controlled and monitored to ensure that any risks to health and safety of its employees, students and visitors are minimised.
- 1.3** The term contractor is applied to those who carry out a task on behalf of the School. This may entail visiting premises of others, often in connection with repair, maintenance, refurbishment or installation of plant and equipment. Contractors can also include catering, grounds maintenance, companies, etc.

2. General Information

- 2.1** Contractors must report to reception on arrival to the School site. They will need to be signed in and be issued with contractors/visitors' identification.
- 2.2** Contractors must abide by the School's Health and Safety Policy, a copy of which can be provided upon request from reception.
- 2.3** It is the contractor's responsibility to ensure that all workers (including any sub-contractors) are signed in and are informed of the contents of this procedure.
- 2.4** The School has a no smoking policy and smoking is prohibited within the School grounds.

3. Health and Safety

- 3.1** The Contractor will be expected to provide method statements and risk assessments for the work in which they are carrying out. Work will only be allowed to commence when these have been provided.
- 3.2** All contract workers are to fully comply with the conditions and procedures as defined by the method statements and risk assessment.
- 3.3** No contractor will be permitted to carry out work on behalf of The School on any contract unless it has satisfied the School of its competency to undertake the work.
- 3.4** The contractor must be familiar with the fire evacuation procedures of the School and this information will be provided when they sign in.
- 3.5** All contract workers shall be directly responsible for the acts and omissions of their workers.
- 3.6** If you are carrying out "hot work" you must obtain the appropriate permit before commencing work.

- 3.7 Any contractors working on site will be met by a member of the premises team who will ensure the contractor signs in and is given any information they need to ensure all procedures are followed, this will include the School's Health and Safety Policy, Asbestos Register, Information regarding First Aid, evacuation procedures and other relevant information.
- 3.8 Any contractor failing to follow agreed set guidelines or who do not provide the relevant information will be informed to stop work immediately and asked to leave the School site, until such a time they adhere to the guidelines or provide the necessary paperwork.

4. Safeguarding

- 4.1 If you come across an issue whilst on site, which causes concern, or in relation to one of our students, please contact the person who is responsible for child protection on the site you are working. This can be done via main reception.
- 4.2 Please be aware this School is a very busy School and you should not be engaging with students (unless necessary/appropriate for your visit).
- 4.3 If you are approached by a student in a way that is not appropriate to your, or their circumstances, please make a note of the child's name, time of contact and location and refer this to the person with responsibility for child protection. You are also advised that you politely request that the student ends conversation and returns to their studies or free time activity.
- 4.4 All contractors will be required to hold an enhanced DBS if they work on site alone, if they do not have an enhanced DBS they will need to be escorted at all times.

5. Asbestos

- 5.1 Contractors must be aware of the contents of the Asbestos Register before you begin any work on the School site.
- 5.2 The Asbestos Register is kept at main reception and contains all known asbestos on the School site.
- 5.3 Should you have **ANY** reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the Asbestos Register you **MUST**:
- Stop work immediately
 - Evacuate the immediate area
 - Close all doors behind you
 - Prevent further disturbance
 - Report your suspicions to the Health and Safety adviser/Premises team.

6. First Aid and Accident reporting

- 6.1** All serious accidents must be reported to the Headteacher and an accident form must be completed.
- 6.2** If you require any first aid treatment whilst you are carrying out work on the School site please contact reception or alternatively a member of the premises team for further instruction.
- 6.3** If you require an ambulance please do this through main reception with details regarding the accident.

7. Vehicle Parking/Movement

- 7.1** The speed limit within the School grounds is 5mph.
- 7.2** Contractors where possible are to park in the carpark. If you need closer access to your vehicle, please discuss this with the person that meets you at reception.
- 7.3** Contractors are to be aware that as this is a School site there can be times when student traffic movement can be very high, and driving is prohibited during lesson change over and break times and without prior notification to the premises or reception staff.
- 7.4** All movement beyond the School perimeter fence must be accompanied by using a banks man. When you are met at reception if require vehicle movement ensure you mention this.
- 7.5** Please ensure that you keep to designated roadways at all time.

8. Monitoring of contractors

- 8.1** Contractors will be given contact details for a point of contact whilst they are on any School site. This will generally be the person who meets them when they arrive on site.
- 8.2** Contractors may need to be escorted during the time of the work they are carrying out and a competent member of staff will be designated to do this.
- 8.3** Contractors will be monitored whilst on site and any unsafe practices will be dealt with immediately and if necessary, work will be halted and re-assessed.
- 8.4** The School will monitor on a random basis contract work that is carried out on its behalf. This is to ensure that contractors undertake work in the manner which has been agreed and are meeting legislative requirements for health and safety. A record will be kept of all contract monitoring work and reviewed as a result of the contents of the monitoring sheet.

9. Details required from contractors

All contractors must provide the following information:

- 9.1** The original relevant to the company they are working for, Data Barring Service (DBS) certificate, unless a formal letter of confirmation of all suitability checks including DBS clearances from the Company has been provided to the School for regular visits purposes, in advance
- 9.2** A valid insurance certificate with the company name and a minimum of £10 Million public liability.
- 9.3** An Employment Status Questionnaire with details including UTR number (Unique, Tax, Reference).
- 9.4** Relevant risk assessments and method statements for work to be carried out and these approved by the necessary person.

10. Covid19 - future outbreaks

- 10.1** When contractors arrive on site, they should use the hand sanitiser provided at the cleaning station at reception.
- 10.2** Contractors should observe social distancing at all times.
- 10.3** If a contractor has any COVID 19 symptoms they should not come onto site and should follow the government guidelines.
- 10.4** If a contractor develops any COVID 19 symptoms after they have been working on site, they should inform the School immediately.
- 10.5** Contractors should implement their own local COVID 19 arrangements agreed with the School and ensure this is covered on any risk assessment that is provided for the School.
- 10.6** The contractor should complete any declaration/questionnaire forms, as appropriate.