



Wychwood School

# Contractor Management Policy

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**Date of Next review: February 2022**

## **1 Scope**

This guidance is applicable to all those with responsibility for selecting and appointing contractors long-term, short-term and self-employed, to work for and on behalf of the school. The general points of this guidance will be applicable to such work.

## **2 Objectives**

- 2.1 To ensure that, so far as reasonably practicable, health & safety and safeguarding standards are complied with by contractors.
- 2.2 To ensure the health and safety of:
  - (a) school employees
  - (b) school pupils
  - (c) contractors employees
  - (d) sub-contractors
  - (e) any other persons who may be affected by the work being undertaken
- 2.3 All safeguarding requirements are fulfilled and documented.

## **3 Guidance**

- 3.1 The FSSM / Maintenance Technician/Caretaker will be responsible for the implementation of this policy.
- 3.2 The FSSM / Maintenance Technician/Caretaker will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:
  - (a) how the contractor manages health & safety, eg policy, conducting risk assessments, access to competent advice
  - (b) who has overall responsibility for health & safety

- (c) what training staff have had
  - (d) has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
  - (e) provision of example risk assessments for the type of work you will be undertaking
  - (f) details of any serious accidents in the last 3 years
  - (g) references for the type of work from previous clients
- 3.3 The FSSM / Maintenance Technician/Caretaker will ensure that:
- a) They ascertain if the contractor is DBS cleared and see documentation proving this
  - b) They have completed the Wychwood contractors checklist
  - c) If no DBS is provided the contractor will be accompanied on site during any time that there are pupils on the school site
  - d) Copy of the asbestos register will be provided if contractor is carrying out refurbishment works
- 3.4 The Contractors representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:
- (a) general description and scope of work
  - (b) timescale for the work
  - (c) areas affected
  - (d) work methods, safe systems of work / risk assessment as applicable
  - (e) any foreseeable hazardous operations
  - (f) any hazardous materials or dangerous work practices
- 3.5 The School Rep will advise the Contractor Rep on:
- (a) premises emergency procedures including evacuation / assembly points
  - (b) facilities available to the contractor
  - (c) relevant operational rules and procedures, eg no-go areas, times of working
  - (d) access arrangements
  - (e) school activities which may affect the contractors work
  - (f) documentation required by the school
- 3.6 Outside normal school hours, work may be allowed by prior agreement with the School Rep, taking into account pupils and staff present at those times.
- 3.7 The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)
- 3.8 The contractor will be required to:
- (a) ensure that work areas are safe

- (b) ensure that work areas are tidy
  - (c) remove rubbish and redundant materials
- 3.9 Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this includes:
- (a) hot work
  - (b) excavations
  - (c) scaffolding
  - (d) overhead work
  - (e) use of flammable liquids
  - (f) work involving electricity
  - (g) work at height and involving lifting equipment
  - (h) any construction work
- 3.10 Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed
- 3.11 The Contractor Rep will report any accidents to the School Rep.
- 3.12 The Contractor is responsible for the provision of their own first aid arrangements
- 3.13 Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

### References:

A: Commentary on the Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health & Safety Executive, Using Contractors a brief guide  
([www.hse.gov.uk/pubns/indg368.pdf](http://www.hse.gov.uk/pubns/indg368.pdf))

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)