



**Truro and Penwith  
Academy Trust**

# **Management of Contractors Policy**

## **Pensans CP School**

**This is a Trust model policy. For a School specific policy please visit the School website.**

### **Review Summary**

<b>Approved By:</b>	<b>Trust Board</b>
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## Policy Index

AIMS.....	3
WHO IS THE POLICY FOR? .....	3
POLICY STANDARDS.....	3
THE LAW IMPACTING UPON THE USE OF CONTRACTORS .....	4
ROLES AND RESPONSIBILITIES.....	5
CONTRACTOR ENGAGEMENT.....	7
HSE NOTIFIABLE PROJECTS.....	8
PERMITS TO WORK (PTW).....	8
CONTRACTOR INDUCTION PACKS .....	9
PROCEDURE FOR MANAGING CONTRACTORS .....	9
CONTRACTORS REQUIREMENTS.....	11
SPECIFIC HAZARDOUS WORK ACTIVITIES.....	13
PERSONAL PROTECTIVE EQUIPMENT (PPE) .....	13
HAZARDOUS SUBSTANCES/AREAS.....	13
CONFINED SPACES.....	14
ASBESTOS .....	14
APPENDIX 1.....	15
APPENDIX 2.....	20
APPENDIX 3 .....	23

## **1. AIMS**

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

The Trust owes a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises. This policy sets out how the trust and associated schools will manage contractors whilst they are working on its premises.

For the purposes of this policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include temporary contracted office workers involved with office activities, or teaching staff.

## **2. WHO IS THE POLICY FOR?**

The Policy applies to all staff employed by the educational establishments which form part of Truro and Penwith Academy Trust (TPAT), as well as members of the Local Governing Bodies of those establishments, Trust Central Team staff, and any consultants undertaking work on behalf of the Trust. However, it will be most applicable for Facilities and Estate Services teams and individuals who will require the engagement of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons engaging contractors are required to follow this policy.

## **3. POLICY STANDARDS**

### **3.1 General Principles**

- The Trust, or school, acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any trust premise.

There can be a number of different types of contractor:

- short term one off, employed for a particular task
- short term repetitive, employed for a recurring task
- medium term, such as to carry out a small refurbishment or maintenance task
- long term, continuing function.

The following provides examples of the type of work that is covered:

- non trust employees working on buildings, plant or equipment
- service or maintenance engineers working on school equipment.
- support services suppliers such as cleaning and catering, security, portering and waste disposal through to technical works such as electrical or building repairs

Apart from the potential financial and legal penalties for failing to plan and manage contractors work, poor management of contractors is likely to expose people and property to unacceptable risks. Almost certainly, poor planning and management will increase costs, cause delays and/or disruption of services as well as increase the likelihood of accidents or ill health. This policy gives guidance on how to manage and control contractors in relation to services provided on Trust premises.

#### **4. THE LAW IMPACTING UPON THE USE OF CONTRACTORS**

As it is considered nationally that building works and in particular, maintenance within occupied premises, can be the more hazardous work activities, this policy regularly refers to construction and related activities. However, the principles outlined within this policy can equally apply to other situations where contractors or suppliers are appointed on behalf of the Trust and schools.

Principal legislation likely to impact upon the procurement of works (construction or otherwise), goods or services may include at least the following legislation and other forms of guidance which are being constantly revised and added to:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Occupiers Liability Acts 1957 and 1984
- Construction Design and Management Regulations 2007, amended 2015
- The Control of Asbestos at Work Regulations 1987 as amended
- The Pressure Systems Safety Regulations 2000
- The Noise at Work Regulations 1989
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations & Lifting Equipment Regulations 1998
- The Construction (Health Safety and Welfare) Regulations 1996
- The Construction (Design and Management) Regulations 1994 as amended
- Confined Spaces Regulations 1997
- The Control of Substances Hazardous to Health Regulations 1999
- The Highly Flammable Liquids and Petroleum Gases Regulations 1972
- The Manual Handling Operations Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996
- The Personal Protective Equipment Regulations 1992
- The Gas Safety (installation and Use) Regulations 1998
- The Occupiers' Liability Acts 1957 & 1984
- The Fire Precautions Act 1971
- The Fire Precautions (Workplace) Regulations 1997 & 1999
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

Although not strictly health and safety legislation, the following may be added:

- The Water Supply (Water Fittings) Regulations 1999
- The Building Regulations 2000 made under the Building Act 1984

In many instances, as is the case for Legionnaires Disease under the Control of Substances Hazardous to Health Regulations, compliance and understanding of legislation is aided by the provision of Guidance and/or Approved Codes of Practice (ACoP's). To this list could be added by numerous British Standards including:

- BS 6262: 1982 Code of practice for Glazing in Buildings
- BS 7671: 1992 Requirements for Electrical Installations
- BS 5839-1: 1988 Fire detection and alarm systems for buildings
- BS 5266-1: 1999 Emergency Lighting

Finally, as the bringing of contractors on to our premises itself gives rise to risks, Headteachers and managers are reminded of their duty to provide staff with relevant information and to consult on health and safety issues arising from the contract works.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 The Chief Executive Officer and Board of Trustees**

The CEO and Board of Trustees has overall responsibility for Health and Safety within TPAT. The Board of Trustees hold specific responsibilities throughout the Trust and assist in ensuring that the policy is implemented as appropriate and are responsible for:

- Ensuring that schools comply with health and safety legislation
- Ensuring that the policy and its procedures are implemented accordingly

### **5.2 The Chair of Governors**

The Chair of Governors is responsible for:

- taking all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- complying with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- Supporting and monitoring health and safety within the school.
- Reporting any failings to the Trust Health & Safety Team.

### **5.3 The Headteacher**

**The Headteacher is responsible for:**

- Implementing the policy and its related procedures
- Making appropriate staff aware of their responsibilities and providing training as appropriate to enable them to effectively deliver this policy.
- Ensuring that staff understand their duties regarding the use of contractors on site
- Ensuring that contractors are competent to carry out the works specified and where possible, will utilise certified or accredited contractors /organisations. Throughout the contract period the HT will monitor the standard of the contractor's work and the progress made.
- Ensuring this policy is presented to the Clerk to the Governing Body, to be noted at a full LGB meeting.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

#### **5.4 Staff**

Staff are responsible for:

- Enacting this policy, its commitments and procedures, and their responsibilities associated with this policy
- Attending such training and information opportunities as necessary to enact this policy and keeping up to date with health and safety law and legislation

#### **5.5 The Trust Head of Health, Safety and Estates**

The Trust Head of Health, Safety & Estates is responsible for:

The Trust's Head of Health, Safety and Estates will monitor compliance with this policy and its associated procedures at all times.

It is also the duty of each school 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, pupils and visitors.

It is the duty of the school 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. Refer to Appendix 1 – Contractor Induction Pack

Information on specialist hazards such as Asbestos, contaminated land or high risk activities must be supplied by the school. In some cases, work in these areas will require a permit to work. (Refer to PTW section)

#### **5.6 Contractors**

Contractors are responsible for:

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 TPAT

as it is for the school 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 school 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, TPAT staff, pupils, 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.)

Some contractors will have duties under The Construction (Design and Management) Regulations 2015 (CDM Regulations) and 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 schools 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.

## **5.7 Sub-Contractors**

### **Sub-Contractors are responsible for:**

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.

## **6. CONTRACTOR ENGAGEMENT**

All contract works to buildings, services and infrastructure across the Trust schools must be communicated and agreed by the Trust Head of Health, Safety & Estates. 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 the TPAT requirement to use approved contractors when making contract decisions.

Those persons that then engage contractors, shall be responsible for ensuring that:

- All applications to undertake works are considered by a suitably competent person (someone who has sufficient training and experience or knowledge and other qualities that allow them to assist. The level of competence required will depend on the complexity of the situation and the particular help required).
- Details are asked to be provided by the main contractor of any sub-contractor who is engaged to undertake work on the contractor's behalf.
- Mechanisms are established to ensure that all applications to undertake works at the schools are considered in a timely manner.
- Agreed works are designed by competent persons.
- Agreed works are managed by suitably competent people in accordance with relevant policies and procedures.
- Arrangements are available to ensure that all contractors are visibly identifiable when working on school premises e.g. wearing of an identity badge issued by school
- Sufficient competent persons are appointed to ensure that works can be properly managed on behalf of the Trust.
- Appropriate induction training (including refresher training where appropriate) is available for contractors
- Appropriate access and security arrangements are in place

- Arrangements are in place to review risk assessments, method statements and safe systems of work before work commences, and monitoring of practices takes place during contracted works.
- Arrangements are in place to ensure sufficient communications with those that may be affected by the works undertaken.
- Any contractor-related incidents, including near misses, reportable accidents, diseases and dangerous occurrences are reported and that appropriate actions taken to prevent a recurrence, so far as is reasonably practicable.

## **7. HSE NOTIFIABLE PROJECTS**

In the event that an F10 notification is required, it will be the responsibility of the Trust's Health and Safety team to notify the Health and Safety Executive. It will however be the responsibility of the school/contractor to ensure a copy is on display for the full length of the contracted works. Please visit <https://www.hse.gov.uk/forms/notification/f10.htm> For more on info F10 notifications.

## **8. PERMITS TO WORK (PTW) (SEE APPENDIX 2)**

Non routine work can produce health and safety risks over and above those normally encountered in the workplace. To control these risks, the Trust has in place a "Permit to Work" system for the following activities:

- 1) Hot work – any hot work outside of a controlled workshop environment which would reasonably be foreseen as posing a hazard to others or buildings and equipment;
- 2) Machinery – where dangerous parts of plant or machinery could reasonably be foreseen as a hazard;
- 3) Confined spaces – where entry into any area where by reason of its enclosed nature there arises a foreseeable risk from the following hazards:
  - Injury to any person from fire or explosion;
  - Loss of consciousness arising from raising of body temperature
  - Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or lack of oxygen;
- 4) Electrical / Gas work (including pipe work containing heated bitumen)
  - work which poses a hazard from electrocution, fire and explosion;
- 5) Work at height / roof access – access to fragile roofs or where the roof has no safety edge protection or parapet, any work involving the risk of falling more than 2m;
- 6) Excavation work – where there may be a risk to underground services and to preserve the structural integrity of nearby structures

The Permit to Work system is designed to ensure that the nominated Trust / School contract manager is consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

The Permit to Work will involve the following steps:

- a) A thorough risk assessment and determination of who is at risk and what control measures are necessary to eliminate the hazards and the level of residual risk;
- b) Complete a written system of work identifying the following:
  - The level of competence of all operatives and any specialist skills;



- List isolation / pre-work precautions;
- List prohibited activities (communicate to others as necessary);
- List plant and equipment required
- List personnel protective equipment to be used
- List sequence of events as planned with identified hazards / residual risks and controls clearly defined;
- Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent person(s) and fully understood.

(c) Brief those who will be required to operate under the permit to work on the hazards and controls necessary to avoid them being realised;

(d) Ensure that those conducting the task know that the safe system must be followed in full and that no other methods or sequence of work are allowed. If the safe system is found to be flawed then the permit must be cancelled, the system of work reassessed, a new permit raised, and those conducting the task re-briefed.

(e) Display the permit at the work site / isolation point to ensure that all individuals that need to know do so;

(f) Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to the inspection by the authorised person. Please note that the authorised person must not sign the 'hand back' section of the form until the area is fully clean and safe.

## **9. CONTRACTOR INDUCTION PACKS (See Appendix 1)**

Contractors who work on the site should be made aware of any of the known hazards before they commence and all schools within the trust should provide a Contractor Induction Pack (refer to Appendix 1) at the main reception to enable the contractor to read the key information regarding the school building and its procedures and sign to confirm his understanding before works commences.

Schools are required to keep copies of the signed packs at school for inspection should the need arise.

## **10. PROCEDURE FOR MANAGING CONTRACTORS**

### **10.1 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.

All schools and contractors must follow this procedure, however, it does not remove the legal obligations placed upon the contractor(s).

### **10.2 Requirements**

The school has a duty to follow Trust procedures to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities.

Before the work commences the school must inform departments 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 school before contractors begin their work.

### **10.3 Security**

The school 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.

### **10.4 Safeguarding**

Safeguarding of the Trusts pupils is very important and all contractors must adhere to the local policies and procedures in relation to safeguarding and issued with the school's safeguarding leaflet.

The aim of the safeguarding measures for the academy and contractor will be to manage the risk of harm to pupils and vulnerable adults. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered at the planning stage will include any or all of the following depending on the outcomes identified by the school in their risk assessment:

- Segregate - To avoid contact\* between contractors and pupils as far as possible
- Supervise - To supervise any contact\* that does take place with a member of staff or a suitably vetted volunteer
- Code of conduct - To require contractors to observe a code of conduct
- Regulate Access - To regulate access to the premises
- Checks - To undertake checks where appropriate.

The contractor must ensure that the relevant safeguarding requirements are met at all times, including, but not limited to; enhanced DBS checks, being completed on proposed staff and must adhere to the School's safe guarding policy at all times. Schools reserve the right to request copies of this data should it be required.

On small emergency works or unplanned works any staff without an enhanced DBS check MUST be accompanied at all times whilst schools are open to pupils.

NOTE - Contractors must sign in using the contractor induction pack and install their Enhanced DBS number as part of the induction process

## **10.5 Emergency Planning**

The school must inform the contractor of the emergency planning arrangements, for example, Evacuation Procedures. This will include the relevant internal phone numbers.

The school must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

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

Contractors are responsible for the provision of suitable and sufficient fire-fighting equipment appropriate to the work involved and must obey alarm signals whilst on Trust premises.

Smoking and Vaping is prohibited in all areas of TPAT sites and contract staff are required to comply with this.

## **10.6 Contractor Insurance Policies**

Although not strictly a health and safety issue, you should seek evidence of the contractor's current and relevant insurance policies as well as their waste disposal/waste carrier's licences. These documents must meet the Trust's recommendations as stated within the contract documents.

## **10.7 Welfare Arrangements**

Canteen and washroom facilities may be made available to use by Contractors, or Sub-Contractors, as defined by the school. The conditions for the use of such facilities are that they are used only during the time specified by the school. The Contractor or Sub-Contractor should be suitably dressed and observe normal standards of hygiene when using canteen facilities.

## **11 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, effect the Health, Safety and Welfare of anyone who come into contact with them or their activities.

### **11.1 Before Works Commence**

On large contracts it is the responsibility of the contractor to appoint a supervisor or working foreman, who is competent in the field of work being delivered, who must receive direct instruction from the contractor 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 and all the relevant documentation is in place.

### **11.2 Suitable Staff Allocation by Contractors**

Due to the nature of the work undertaken at TPAT sites, all contract personnel must be suitable to work on the site. Contractors are likely to come into contact with members of the public, staff and pupils; some of these pupils may be vulnerable. For this reason, any contractor who may be in close contact with these people must have undergone the relevant clearances.

### **11.3 Accident /Incident Reporting**

The contractor must report all accidents and near misses to the HT or to the Head of Facilities and Estates for the Trust. 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 Head of Facilities and Estates for reference. Any correspondence from the Health and Safety Executive must be shared with the Trust for information purposes. If an agency visit is required, the Trust must be informed to allow time for a representative of the Trust to attend the visit.

### **11.4 Occupied Premises**

Where the Trust 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 as well as limiting contact with students.

### **11.5 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.

### **11.6 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 volts 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.

### **11.7 Water Supply**

A water supply will generally be made available as designated by the school. 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.

### **11.8 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 a clinical area.  
Good housekeeping is to be maintained at all times.

### **11.9 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 school.

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.

### **11.10 Mobile Phones**

Mobile phones are to be turned off in areas that display the No Mobiles signs.

## **12 SPECIFIC HAZARDOUS WORK ACTIVITIES**

Some contractors may be employed by TPAT 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 school will be required to carry out relevant risk assessment.

### **12.1 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 and the issue of a Permit to Work were applicable. Relevant Personal Protective Equipment must be worn, for example, harnesses, hardhats and appropriate foot wear.

### **12.2 Over Head Works**

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

### **12.3 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.

### **13 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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.

### **14 HAZARDOUS SUBSTANCES /AREAS**

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

Contractors are not permitted to enter specific hazardous areas, for example, science laboratories, machine workshops, without the permission from the school and relevant information, instruction and training has been given.

### **15 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 school. If permission has been given, work in such places must be carried out in compliance with the permit to work system, following the methods and taking the precautions detailed in the relevant HSE guidance.

### **16 ASBESTOS**

Work involving asbestos and /or asbestos-bearing materials is strictly controlled by legislation. 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 Head teacher along with the Trust's Head of Health, Safety and Estates. Only contractors that are licensed by the Health and Safety Executive are permitted to work with asbestos. Only when the Trust is happy all safety measures are in place can work commence. It will be the contractor's responsibility to complete the F100 notice to the HSE.

## **APPENDIX 1 - CONTRACTORS INDUCTION PACK**

### **INTRODUCTION**

Truro and Penwith Academy Trust have a responsibility to ensure work on its premises is undertaken with due regard to the Health, Safety and Wellbeing of all persons on site or likely to be affected by the work. Every effort has been made to explain local hazards and risks, the School site rules and Contractor obligations to work safely at all times. The responsibility to understand and observe relevant legislation remains with the contractor at all times.

All contractors must sign in and out with the School reception, where they will receive a 'Visitor' ID badge, which must be worn at all times and receive a site safety brief. All work is to be undertaken to meet the requirements of the Construction (Design and Management) Regulations 2015. All contractors and their employees should be conversant with the current Health and Safety requirements and be made aware of the emergency procedures in place where they are working. The Contractor's Representative has the responsibility for ensuring that these requirements are maintained at all times. Any issues found whilst on school premises must be reported to the school immediately.

### **SAFETY BRIEFING FOR CONTRACTORS AND THEIR (SUB-CONTRACTORS)**

All construction type projects must be undertaken as required by the Construction (Design and Management) Regulations 2015. The school has a responsibility to ensure that all Contractors or Sub-contractors who will be working within the school building and grounds are made aware of any known hazards and risks. This however does not in any way, relieve the contractor of his legal or contractual obligations to assess risk prior to and during works undertaken and disseminate this information to any sub-contractors they may use under their control. Failure to comply or to provide safe systems of work and competent and trained personnel could result in work being stopped. The schools are occupied by young and vulnerable people and contractors must be aware of standards expected of contractors and safeguards in place. Access will be provided to work areas and 'Contractor or visitor ID badges' which must be worn at all times. Contractors must sign in and out through the reception and return ID badges following completion of work or at the end of the working day. In the event of an emergency the Fire alarm sounding contractors should stop work, leaving by the nearest available exit to the dedicated assembly point.

### **GENERAL HAZARDS ON SCHOOL PREMISES:**

- The School is a busy site with open access to staff, young students and other site visitors.
- Vehicle movements are to be kept to a minimum in school hours and school pick up times.
- Buildings built pre 2000 may contain Asbestos or ACM's – Surveys are available and should be checked prior to work on the building fabric.
- Some areas may contain hazardous and flammable materials or equipment and machinery used for building services and curriculum learning – work areas should be assessed for risk prior to work starting and safe systems of work established.
- Roof surfaces may be fragile or slippery – safe systems of work must be established prior to access when working at height.
- Some areas of the school may contain stored "Flammable" products, such as gas and heating oil. Extreme caution should be taken when working on this equipment at all times.

## **SAFEGUARDING ASSURANCE**

Contractors are required to confirm that, all reasonable steps have been taken to assure themselves that any employee working on Truro and Penwith Academy Trust schools has been recruited and vetted, you should ensure that the school has a letter of assurance or evidence of enhanced DBS checks from the Contractor prior to working at the school.

For working in an environment with young and vulnerable adults. Appropriate identity checks with proof of identity and evidence of address must have formed part of the process (DBS Checks). Adequate induction, supervision and training must be given to ensure any contracted employee or Sub-contractor has the appropriate skills and knowledge to carry out their work without incident. Contractors must not engage or have contact with pupils at any time.

## **PERMIT TO WORK GUIDANCE & TEMPLATE**

Permits to work are put in place when there is a very high risk of accident or injury, therefore it's critical that workers know the implications if they have been issued with one and understand how they work. Not following the process may put themselves and others at risk of serious injury or death. The Trust expects that a permit to work system (PTW) shall be implemented for all particularly hazardous operations on site. Works requiring permits to be in place may include, but are not restricted to:

- Working with Asbestos or ACM's
- Duct cleaning.
- Works in confined Spaces (including lift shafts and sewage storage pits).
- Works on high voltage or live electrical systems.
- Grounds excavation works.
- Works on fire alarm systems that involve system isolation or disablement (Not required for fire drills)
- Works with hazardous materials that pose a significant risk to health.
- Hot Works (Work which involves, or may result in, an open flame, the production of sparks, or other potential sources of ignition).
- Works on roofs and fragile surfaces, this includes ladders and scaffolding.

## **ISSUING A PERMIT TO WORK**

If a permit to work is required you will be informed of this by your manager or supervisor, the competent persons who are to issue a permit are:

- The Headteacher
- Business Manager
- Site Supervisor
- TPAT Head of Health, Safety & Estates (TPAT)

The Permit to Work will be raised when signing in where contractors will inform site staff of the work planned and what's involved. The permit is a formal authorisation to carry out specific high risk work in a particular way. If you need to change from the planned method of work or undertake work in a new area, check that it's acceptable to the permit issuer before proceeding.

**Note.** It has been known for workers to accidentally disturb asbestos, receive an electric shock or suffer other serious accidents because they worked in an area without authorisation. The permit to work will set a start and finish time, i.e. period of time in which you are authorised to do the work. Never operate outside of the timeframe. If you need longer, ask the permit issuer for an extension. The permit to work must be signed off by all parties on completion of the works or the time allocated on the permit. When you have finished work, leave the area in a tidy and safe condition and sign off your part of the Permit to



Work and return it to the issuer for signing off their part. Sometimes you will finish the job when the permit issuer has left, if this the case you must have one of the other authorised staff sign it off as completed. If you know this is going to happen, please contact the other authorised members of staff notifying them of your intentions.

### **ENVIRONMENTAL RESTRICTIONS**

If you are working at heights or carrying out works to the external of the school, you must take in to account the local environmental restrictions.

For example, if you are working on the school roofed area, wind speed and rain will be a factor in which a permit to work will be refused if the issuer is concerned for the workers' safety. This may also come in to effect if the weather deteriorates throughout the working day. If you are unhappy with the decision you may speak to the permit holder about this, however they will have the final say as to if the permit will be issued.

### **NO SMOKING or Vaping**

In line with the current legislation ALL areas of the school premises are classified as NO SMOKING or Vaping areas. Any operative or contractor not following this policy may be asked to leave site.

### **TOILETS**

The Trust are happy for you to use the toilets facilities at the schools. We would ask that you respect other users leaving them in a clean and tidy condition.

### **RESTRICTED ACCESS TO WORK AREAS**

#### **Barriers, fencing and signs**

It is the contractor's responsibility to provide all such equipment as required to protect from danger all third parties.

This will include all segregation of work areas, from all students and teachers to members of the public. This must also include all hazard and information signage. This will need to be treated on a project to project bases.

### **DELIVERY OF GOODS**

Contractors will be facilitated as much as possible by the school. However prior approval must be sought from the school to arrange for a safe and suitable time to allow the delivery of goods. Any damage or mess to any surface or building must be made good at the contractor's expense.

### **REMOVAL OF WASTE**

It shall be the contractor's responsibility to ensure all waste is removed, this must be disposed of in accordance with current legislation. For example, if a contractor has blown light bulbs they must be removed and disposed of under the WEE Regulations 2013. Ensuring any disposal notice is given to the school for their records.

### **ACCESS EQUIPMENT**

It is the contractor's responsibility to provide their operatives with the correct access equipment. If the use of ladders is being considered they must only be used for short duration and light tasks.

Where scaffold is erected and left in place arrangements must be made for it to be checked every seven days by a competent person. This will need to be recorded and filed.

Where scaffolding is erected and left in place overnight, arrangements must be in place to prevent unauthorised access to the scaffolding.

### **FIRST AID AND ACCIDENT, INCIDENT REPORTING**

All contractors are responsible for making their own arrangements for first aid facilities for their employees.

Every accident or near miss must be recorded. A copy of the accident form must be made available for the school to file with in their safety folders.

The contractor must ensure compliance with the regulations relating to accident reporting using the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 for notice to the Health and Safety Executive if required.

### **MONITORING OF CONTRACTORS**

When contractors are working within our schools, there may be occasions that the Trust Head of Health, Safety and Estates may visit to ensure the contractor is complying with:

- Site rules and conditions.
- Permit to work
- Safe systems of work
- Standards of working practices expected by the Trust
- Current legislation

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All Contractors must supply their own PPE/RPE for their own employees as identified in the risk assessment. This should also include protective clothing for the task in hand. The employees must have the correct training in the safe use and storage of their own PPE/RPE. This again will need to be followed under the PPE Equipment at Work Regulations 1992.



Truro and Penwith  
**Academy Trust**

Please fill in the information boxes below and return to the school office prior to any work commencing.

---

Company Name and Co Registration number

---

Company Address

---

Post Code

---

On behalf of

\_\_\_\_\_

I confirm acceptance of the terms and conditions of this document and agree to adhere to the Health, Safety and Safeguarding arrangements required by the School for contractors invited to work on all sites under the control of Truro and Penwith Academy Trust.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 2 - RESPONSIBLE PERSON PERMIT TO WORK GUIDANCE NOTES AND TEMPLATE

### Who can issue the permit?

The permit to work can only be issued by the following listed people:

- Head Teacher
- Business Manager
- Site Supervisor /Caretaker
- Head of Health, Safety & Estates (TPAT)

However, for the above people to issue the Permit to Work they must be deemed competent and feel happy to issue the permit to work. For the permits to be issued there should be in place the following, having been provided to us by the contractor:

- Copies of the company insurance documents
- Copies of any individual qualifications if required for the engineer to carry out this work
- Risk Assessments
- Method statements
- C.O.S.H.H Assessments

No contractor can be allowed to work on our schools or be issued a Permit to Work if they have not had a site safety induction and completed the site induction document and signed and returned it to the school. The completed documentation will need to be kept by the school and filed in the site safety files.

Please remember if a contractor is working at heights, they must not work alone or be allowed access to the roof area. They must be escorted by a member of the school staff or have a second engineer with them at all times.

There are always factors to take in to consideration prior to issuing a permit to work.

For example:

- Has the contractor or in house staff in placed a safety fence or a barrier to stop any children or teaching staff, member of the public from coming in to the danger zone, or having access to the roof?
- Weather conditions - if the contractor is working on the roof or off a ladder but **YOU** consider the weather conditions will make the working conditions too dangerous for the work to be carried out safely for all parties, then you have every right to not issue the permit and asking the contractor or team member to carry out the work on a different day, when the weather conditions allow for the work to be carried out safely.

If you are unsure that the engineer who you are issuing a permit to work, does not have the correct qualifications to carry out the work he/she has been sent to carry out, you have every right to refuse to issue the Permit and contact the Contractors office and asking them to send a different engineer.

However, you can also request to see a copy of the engineer's qualifications. If you are then happy with the qualifications, you may issue the Permit to Work.

The Permit to Work is only to be used in high risk tasks. You will not need to issue a permit to work if an electrician is only coming to change some light bulbs, or a plumber is coming to change a tap washer. If you are unsure what the permit to work is to be used for please feel free to give John Eddy TPAT Head of Health, Safety and Estates a call on 01872 308186. Please, if you are unsure, ASK.

The Permit to Work System, has been put in to place to protect the school, ensuring us as a Trust we are protecting our teams and the contractors who come to schools to carry out high risk tasks.

Here are a few useful links to check if your contractors are a member of a professional body they say they are part of.

<https://www.gassaferegister.co.uk/> Gas Safe for your Gas engineers

<https://www.oftec.org.uk/Consumers/FindTechnician> OFTEC for your oil engineers

<http://www.niceic.com/find-a-contractor/find-contractors> NICEIC for your electrical contractors

<https://www.bafe.org.uk/> BAFE for all you fire protection services

[https://www.wras.co.uk/consumers/approved\\_plumber\\_scheme/](https://www.wras.co.uk/consumers/approved_plumber_scheme/) Approved Plumbers (WIAPS)

<https://www.nfrc.co.uk/> Approved federation of roofers (NFRC)

<http://www.arca.org.uk/> Approved Asbestos removal register (ARCA)

**Contractor Permit to Work**

School/Building..... Date of issue ..... /...../.....

Company Name	Company Address
Registration number	
Permit issued to	Mobile Number
Known Hazards if any	Location & Description of work

Name of staff carrying out the work:

1	2	3
4	5	6
Has the Risk Assessment been read and signed off?	YES	NO

This permit allows you to do the following works (please tick all that apply):

Asbestos		Excavation/trenching	
Duct cleaning		Fire Alarm system	
Work in confined space (C2/C3)		Working at heights	
Electrical		Hot works (welding/Brazing)	
Gas		Other (please specify)	

Plant, Tools Equipment being used

Site induction completed

Authorised by ..... Signature ..... Position .....

Competent Person .....

- By signing this permit to work, you confirm the work will be carried as per the Risk Assessment & Method Statement supplied to the School or Trust.
- Signing this Permit to Work confirms that the company holds suitable and sufficient insurance, training records and method statements for the task involved.

Signed ..... Position .....

### **APPENDIX 3 - SCHOOL CODE OF CONDUCT FOR CONTRACTORS**

A code of conduct should be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognized and challenged by all concerned.

A suggested code of conduct for contractors would be:

- Work safely and responsibly and be aware of responsibility for own actions and behaviour.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number
- Work and be seen to work, in an open and transparent way.
- Never be in contact with children without school supervision
- Stay within the agreed work area and access routes
- Obtain permission if you need to go outside the agreed work area or access routes.
- Keep staff informed of where you are and what you are doing
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious slogans
  - Is not considered to be discriminatory and is culturally sensitive
- Observe the code at all times

To ensure the effectiveness of any code it should be Issued to all contractors direct by the school/educational establishment when they first attend and before any work has commenced.