



MARTIN PRIMARY SCHOOL

Contractors' Policy

Reviewed, updated and ratified: autumn 2020
Reviewed every three years

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Statement of intent

Martin Primary 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.

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.

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.

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.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - The Health and Safety at Work etc. Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - Construction (Design and Management) Regulations 2015 (CDM).
 - DfE (2020) 'Keeping children safe in education'
- 1.2. This policy operates in conjunction with the following school policies:
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy

2. Roles and responsibilities

- 2.1. The Governing Body is responsible for:
 - appointing a member of staff to be the coordinator for health and safety. In this school, the Headteacher and Premises Manager have been jointly appointed to the role.
- 2.2. The Headteacher and the Premises Manager are responsible for:
 - ensuring the health and safety of all staff, pupils, visitors and contractors by ensuring a risk assessment of the premises is undertaken
 - ensuring that all contractors work in line with the Health and Safety Policy
 - 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
 - ensuring that the working agreement is adhered to
 - notifying the contractor of any potential risks posed by the premises

- ensuring that lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest are available
 - ensuring that a F10 notification form has been submitted to the HSE
 - setting standards for the work expected
 - providing all building contractors and designers with pre-construction information
 - facilitating good working relationships between the school and the contractor's employers
 - monitoring and reviewing this Policy.
- 2.3. 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
- 2.4. Contractors are responsible for:
- complying with all health and safety policies and procedures provided by the school and their employer
 - acting in a responsible and professional manner
 - actively working towards an optimal working agreement between themselves and the school.

3. Planning

- 3.1. 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.
- 3.2. Before moving forwards, the school will ensure that:
- all required statutory approvals and planning permissions have been obtained
 - it is certain that existing building utilities sustain the new work
 - it is certain that the contractor is competent
 - it has been ascertained whether the project falls under the CDM regulations.

4. CDM regulations

- 4.1. The school, or the LA on the school's behalf, will always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.
- 4.2. If the project exceeds 30 days or involves more than 500 person days of work, the following will take place:
- the appointment of a principal designer
 - if more than one contractor is on site, the appointment of a principal contractor
 - the production of a health and safety file and construction phase plan
 - the notification of the HSE via F10 form.

5. Identifying a contractor

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

- 5.2. The school will pay regard to LA approved contractors when making contract decisions.
- 5.3. When choosing a contractor, the school will determine competency via a series of checks. These may include:
- previous experience of the work
 - clear health and safety policies and procedures
 - copies of their safety method statements and relevant risk assessments
 - their accident reporting systems, including the number of accidents in the last year
 - whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient
 - details about the health and safety training and supervision provided for their workforce
 - whether they have been independently assessed for competency and by whom
 - membership of any relevant trade or professional bodies
 - contact details for any references
 - details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions.

6. Risk assessments

- 6.1. Both the school and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.
- 6.2. Contractors will submit copies of site- and task-specific risk assessments and method statements prior to commencing work. A sample risk assessment is available in [Appendix 3](#).

7. Safeguarding

- 7.1. Contractors will be provided with a copy of the Safeguarding and Child Protection Policy.
- 7.2. The **H**eadteacher will be responsible for ensuring the relevant DBS checks are undertaken, where required.
- 7.3. A contractor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
- regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised
 - regularly providing advice or guidance on physical, emotional or educational wellbeing
 - regularly driving a vehicle only for children
 - regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children
 - all relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
 - all health care for children provided by, or under the direction or supervision of, a regulated health care professional.

- 7.4. Contractors who are not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children will be required to have an enhanced DBS check (not including barred list information). In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.
- 7.5. Contractors working outside, with no contact with pupils, will not require a DBS check.
- 7.6. Where possible, the school will aim to effectively manage the risk of potential harm via segregation.
- 7.7. Under no circumstance will a contractor who has not undergone a DBS check be left unsupervised with pupils.
- 7.8. If a contractor working at the school is self-employed, the school will consider obtaining the DBS check if one is required.

8. Lone working

- 8.1. Contractors will adhere to any relevant lone working policies enforced by their employer.
- 8.2. The Headteacher will conduct a risk assessment to identify and mitigate the risks associated with lone working, prior to lone working commencing.
- 8.3. A trained first aider will remain on site while contractors undertake lone work.
- 8.4. The identity of the first aider will be made known to all lone-working contractors.
- 8.5. Lone-working contractors will ensure they have the necessary equipment to assist with lone working and this equipment is in working order.

9. Working together

- 9.1. 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.
- 9.2. A pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of work will be established and agreed. During this meeting, the parties will discuss the following:
 - emergency procedures
 - the sound of the alarm
 - how and when to raise the alarm
 - whether any emergency alarm practices are due
 - the use of appropriate clothing
 - the use of appropriate language
 - limiting disruptive noise.
- 9.3. Designated persons from each party will meet on a weekly basis, or more frequently if needed, to discuss concerns and progress.

9.4. Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

10. Managing contractors

10.1. The headteacher and Premises Manager will be the designated contacts with contractors. No other staff member may give the contractors instructions without being delegated by the headteacher.

10.2. 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 the contractor.

10.3. 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.

10.4. Contractors will be required to:

- provide a copy of any relevant health and safety policies
- comply with all relevant health and safety legislation
- keep noise and waste 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 the fire alarm, report their safe evacuation to the Headteacher and go to the nominated assembly area(s)
- provide written risk assessments and method statements before work commences
- work in a safe manner and not endanger staff, pupils, the public or themselves
- work behind substantial physical barriers, with appropriate warning signs, at all times, unless agreed otherwise with the Headteacher
- adequately control physical and chemical hazards to prevent risks to school staff, pupils and visitors (e.g. trailing leads, solvent fumes, absence of lighting or fire alarm)
- avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors and 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 cabling or pipework.

10.5. Contractors are responsible for:

- ensuring they leave the school clean and tidy at the end of the day, e.g. removing any rubbish and debris left by themselves or a colleague (caterers have alternative disposal arrangements)
- testing all works on completion as necessary and supplying the Headteacher with test data
- the provision of all necessary protection of floors, walls and doors against damage through works
- the provision of their own first aid facilities

- dressing appropriately for the work being undertaken, including the use of correct PPE at all times
- 10.6. The following activities are prohibited on school grounds:
- smoking
 - possessing or drinking alcohol
 - playing radios, etc.
 - taking, possessing or being under the influence of illegal substances
 - shouting, swearing, an over-familiarity with pupils or staff
 - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the Headteacher.
- 10.7. 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 the work.

11. Identification

- 11.1. In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds, where appropriate. All visitors' badges will be returned at the conclusion of the work.
- 11.2. 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.
- 11.3. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 11.4. 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.

12. Reporting incidents

- 12.1. The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members will be expected to report the following incidents using the incident form provided in [Appendix 2](#) of this policy:
- trespassing
 - aggressive behaviour by persons other than pupils
 - security matters reported by pupils
 - other security-based incidents giving cause for concern.
- 12.2. The Premises Manager will securely store all completed forms in an incident register.
- 12.3. The Headteacher and Premises Manager will monitor the register to identify developing patterns and to consider the need for action.

Contractors on Site During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the Contractors' Policy set out above as much as possible; however, we understand that some changes are required to ensure the school observes social distancing and infection control guidelines when having contractors on site. This appendix sets out what additional actions the school will take at this time.

The information in this appendix is under constant review and kept updated to reflect any changes to national and local guidance.

1. Legal framework

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - The Health and Safety at Work etc. Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - DfE (2020) 'Guidance for full opening: schools'
- 1.2. This appendix operates in conjunction with the following school policies and procedures:
 - The School Risk Assessment for Opening the school September 2020
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy

2. Before the work commences

- 2.1. Contractors will only come onto the school site to carry out contracted work as directed – the Headteacher will advise contractors to avoid non-essential visits.
- 2.2. Contractor visits will be arranged to take place outside of school hours, where possible.
- 2.3. A record will be kept of all contractors who visit the school site.

Contractors will confirm they understand the infection control and social distancing measures in place and confirm that they have not experienced coronavirus symptoms, or been in contact with somebody who is experiencing symptoms, in the last 14 days.

- 2.4. Where necessary, additional risk assessments will be carried out relating to specific activities that pose an increased risk of spreading coronavirus, e.g. sporting activities.

3. Infection control

- 3.1. Upon or before the contractor's arrival at the school, the school's physical distancing and hygiene measures will be explained, and all contractors will be expected to follow these measures.
- 3.2. Posters will be displayed around the school to remind contractors to practice good hand and respiratory hygiene.
- 3.3. Contractors will not enter the site if they are displaying symptoms of coronavirus – they will inform the Headteacher of this as soon as possible via telephone.
- 3.4. Where required, contractors will be designated their own toilets, washing areas and rest areas to minimise social mixing – these areas will be disinfected before and after use.
- 3.5. All toilets, infection control areas and areas designated for contractors' use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- 3.6. Where there are multiple parties of contractors on site, the Headteacher and Premises Manager will ensure that all parties can adhere to infection control measures and that adequate infection control equipment, e.g. cleaning materials and clean facilities are available.
- 3.7. Contracted work will be rearranged or staggered if it is deemed unsafe by the Headteacher and Premises Manager for multiple parties to be on-site at the same time, e.g. adequate infection control provision cannot be put in place.
- 3.8. The Headteacher will reserve the right to ask contractors to leave the premises if they are not practising infection control measures adequately.
- 3.9. Contractors who become unwell with coronavirus symptoms while on-site will be sent home immediately.
- 3.10. Where contractors who are displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school and go home as soon as possible.
- 3.11. Areas that have been occupied by symptomatic contractors including toilets will be cleaned and disinfected as soon as possible.
- 3.12. Contractors who are required to deliver intimate care to pupils, or to provide care to pupils showing symptoms of coronavirus where a distance of two metres cannot be maintained, will be provided with adequate PPE either by the school or their own employer.
- 3.13. Contractors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.

4. Social distancing

- 4.1. Contractors' employers will communicate with the school regarding any contractors who are considered clinically vulnerable.
- 4.2. The Headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- 4.3. Contractors will be instructed arrive at the school outside of teaching hours, where applicable, to mitigate the risk of mixing with pupils and parents.
- 4.4. A full itinerary will be sent to contractors before the work commences, outlining where the required work will take place, the work that will be carried out, a suitable arrival route, and times that movement around the school will be restricted, e.g. pupils' breaktimes.
- 4.5. Arrangements to minimise mixing will be put in place for contractors who are delivering lessons or educational material, e.g. staggering lesson times and assigning them a cohort of pupils.
- 4.6. The Headteacher will communicate with contractors who are delivering regular education regarding what procedures they must follow, in line with the guidelines set for other members of teaching staff, e.g. staggered break times.
- 4.7. Where contractors must work in groups in order to complete the work, group sizes will be limited to minimise the risk of spreading potential infection, **where it is safe to do so.**

Appendix 2 – Incident report form

Members of staff should use this form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property occurring on school premises.

The form should be completed as fully as possible – a member of staff should complete the form for an incident witnessed by a pupil.

Member of staff reporting the incident	
Name:	Position:
Personal details of person assaulted/abused (if appropriate)	
Name:	Gender:
Class:	Age:
Position (if staff):	
Witnesses (if any)	
Name:	Age:
Gender:	Position (if staff):
Address:	
Name:	Age:
Gender:	Position (if staff):
Address:	

Incident details

Time and date of incident:	
Type of incident:	[Identify the type of incident, e.g. trespassing, assault.]
Location of incident:	
Description of incident:	[Describe the incident, including events leading to it and who else was involved.]
Outcome:	[Describe how the incident was resolved, e.g. whether police were called, parents were contacted.]
Further information:	[Use this section to provide any further information you feel is relevant.]

Appendix 3 – Sample risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: contractors, visitors, staff, and pupils.
Date of assessment:	Review interval: Annually	Date of next review:

Related documents

Safeguarding Policy, Contractors Policy, Health and Safety Policy, Security Policy, Central Record of Recruitment and Vetting Checks, School Emergency Incident Procedure, Traffic Management Risk Assessment.

Risk Rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	Controls in place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Access control	H	<ul style="list-style-type: none"> Access to the school is restricted to staff and authorised visitors only. 	Yes	<ul style="list-style-type: none"> Staff responsibilities reiterated and advice given when needed. 	Name	Date	L

		<ul style="list-style-type: none"> • ID badges are issued to visitors and contractors, where appropriate. • Provided they do not feel threatened, school members of staff challenge any visitor on school grounds without a visible ID badge and escort them to reception. • Additional procedures, beyond controls on doors, are in place to reduce the risk of intruders. 		<ul style="list-style-type: none"> • Reception staff trained appropriately. • Staff issued with photo ID passes. • Security systems installed on high risk entrance points. • Security survey undertaken by local authority. 			
Security of grounds		<ul style="list-style-type: none"> • Procedures are in place to safeguard pupils in areas where public access is impractical to prevent. • Staff safety is considered in all safeguarding procedures. • A member of staff should explain the precise nature of the issue to their line manager or, if immediate danger or threatening behaviour is encountered, call 999. 		<ul style="list-style-type: none"> • Main vehicle entrances to be barrier protected during nights and weekends. • Door access systems installed on high risk entrance points. • Detailed Visitors' Policy introduced, distributed to all staff and made available for viewing on the school's website. • Supply staff issued with ID passes. • School staff members are trained to raise awareness in the event of intruders. • CCTV systems for high risk areas considered. 			
Safeguarding		<ul style="list-style-type: none"> • Contractors are DBS checked or supervised while on school 		<ul style="list-style-type: none"> • School office to request evidence of DBS checks for 			

		<p>grounds.</p> <ul style="list-style-type: none"> • Their access and egress to and from school grounds is always via a designated safe route. 		<p>contractors and local authority appointed visitors, where appropriate.</p>			
Children accessing work areas		<ul style="list-style-type: none"> • Internal fence with controlled exits and entrances. 		<ul style="list-style-type: none"> • Re-routing system in place for duration of work. 			