

# Woodthorpe J.I. School

## Working with Contractors.

### 1. Policy

It is the policy of Woodthorpe J&I School to ensure that all contractors engaged by the School are controlled and supervised appropriately while on School premises.

This policy and associated guidance is designed to meet employee, environmental and transport safety requirements to protect School and contractor employees, facilities and equipment from injury, accident or loss.

The main legislation that is relevant to this subject is the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, the **Construction (Design & Management) Regulations 1994**, **Construction (Health & Safety & Welfare) Regulations 1996** and the **Regulatory Reform (Fire Safety) 2005**.

---

### 2. Procedures/Guidance

#### 2.1 Types of Contractor

Contractors, in the main, are defined as non-School individuals or businesses that are retained by the School to provide specific labour or services. **It does not relate solely to 'building or construction contractors'**.

Examples of contractors are:

- Construction companies
- Utility service or repair companies
- Equipment repair companies
- Service engineers
- Pest control services
- Food service and vending groups
- Transport & shipping services

Contractor compliance is a condition of doing business with Woodthorpe J&I School.

#### 2.2 Compliance with Legislation and School Procedures

Specific compliance is required in the following:

- National safety, environmental and transport legislation
- Building regulations
- Insurance requirements
- School health and safety policy and procedures
- Appropriate industry led standards
- All contractors must have photo ID
- All contractors must only attend by appointment

## **2.3 Responsibilities**

**School Management** must, where applicable or relevant

- Ensure that contract bids contain appropriate information concerning contractor safety, including all requirements for specialist work
- Provide access to relevant material safety data sheet information upon request of contractors prior to work commencing
- Monitor all contractor activity at their location
- Ensure that any areas in which contractor employees are expected to work are maintained safe and free of hazards which may be caused by School staff or operations
- Provide contractors with specific safety requirements relevant to the defined work area
- Inform all School staff who might be directly affected by the work, or by any change in conditions caused by the work.

**Contractors** must, where applicable or relevant

- Provide a satisfactory and sufficient method statement and an assessment of risks involved in carrying out the intent of the contract. Additional risks should be identified: hot work such as flame cutting, soldering, welding or paint stripping; temporary electrical equipment; blocking of escape routes including external escape routes; introduction of combustibles into an escape route; loss of normal storage facilities; fire safety equipment, such as automatic fire-detection systems becoming affected; fire resisting partitions being breached or fire doors being wedged open and additional personnel who may be unfamiliar with the premises.
- Provide information on any hazardous materials that are to be brought onto site to fulfil a contract, prior to work commencing. Such information shall be made available to the Education Safety and Security Office if the Head Teacher and School Health and Safety Co-ordinator have doubts about the use of that material on site
- Conduct daily safety inspections of all assigned areas
- Identify and correct hazards which are under their control
- Provide their own employees with required personal protective equipment
- Ensure their own employees have the proper training for assigned tasks
- Coordinate with School staff for safety related issues
- Maintain required insurance coverage
- Establish and maintain an effective safety and health system
- Establish and maintain effective housekeeping

## **2.4 Training**

Contractors must ensure that their employees are appropriately trained. Training should reflect the activities to be carried out and the location of the task.

## **2.5 Induction**

Contractors and their staff must be inducted onto the school site. This induction must be appropriate to the scope of work, and must address the issues listed below.

The Head Teacher will arrange this with the Building Sites Supervisor (BSS).

- Required Training for Contractor Employees
- General safety rules, including reporting of unsafe conditions
- Hazard communication
- Chemical safety
- Electrical lockout systems
- Electrical safety, including School permitted procedures
- Evacuation routes, alarms & procedures
- Hot work procedures
- Confined space procedures
- Personal protective equipment required (as a result of risk assessment)

## **2.6 Safety Reviews**

To ensure the safety of school and contractor employees, company facilities and equipment, a comprehensive pre-contract safety review must be conducted for all contractor work that involves:

- Construction
- Renovation
- Equipment installation & repair
- Utility modifications
- Electrical work
- Work at elevated locations
- Confined space entry
- Use of hazardous substances
- Hot work or welding

As a minimum, the safety review participants will consist of the School Health and Safety Co-ordinator, the BSS and contractor safety representative.

All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor

## **2.7 Hazardous Substances**

Contractors must establish a control programme for hazardous substances, including safe use, handling and storage of chemicals.

Contractors are required to inform the school of all hazardous substances which may be brought on to its property, including providing the most current Material Safety Data Sheet for each substance.

All spills and leaks of hazardous chemicals occurring during normal school working hours must be immediately reported to the Headteacher and Health and Safety Co-ordinator who will initiate an appropriate response. Any such occurrences outside normal hours must be reported to the BSS, who will initiate an appropriate response.

The school secretary or BSS will give contractors the Asbestos Management Plan and ask them to sign to acknowledge this.

## 2.8 Welding and Hot-Work

All hot work and welding operations must be conducted under the supervision of the BSS and pre-approved by the Education Safety and Security Office. Contractors must fill in the 'Hot – Work' form provided by the Health and Safety Co-ordinator. A permit to work is appropriate in situations of high hazard/risk and for example, where there is a need to:

- Ensure that there is a formal check confirming that a safe system of work is being followed;
- Co-ordinate with other people or activities;
- Provide time limits when it is safe to carry out the work; and
- Provide personal protective equipment (such as breathing apparatus) or methods of communication.

## 2.9 Confined Space Entry

Contractor employees are not authorised to enter any confined spaces on school property unless specifically required by the service or construction contract.

## 2.10 Work at Elevated Locations

Required scaffolding or other access equipment must be used. Fall protection equipment shall be used by all contractor employees when working at elevated locations.

Where such work is identified, a suitable and sufficient risk assessment or method statement must be agreed between the contractor and the Education Safety and Security Office, prior to the installation of any scaffolding or access equipment on site.

## 2.11 Working Out of Hours

Where it is appropriate that all or part of the contract is to be carried out when the school is not normally operational (out of normal working hours), the Head Teacher and the school Health and Safety Co-ordinator must decide whether

- it is appropriate for the contractor to work only under **direct control** or oversight of a **responsible person** as a representative of the School, and arrange for that supervision to happen as part of the contract
- or
- it is appropriate for the contractor to work without direct control.

The decision on whether work is controlled directly or not should be based on a satisfactory and sufficient assessment of risk, and be taken in direct consultation between the contractor, the Headteacher and the School Health and Safety Co-ordinator.

A definition of immediate supervision (i.e. direct control) is given in section 3.

## **2.12 Areas of Work**

Areas of work where contractors are allowed to work must be clearly defined, and school staff nearby who might be affected must be informed.

Where work is carried out in a working area during the normal working day with staff present the Head Teacher, in liaison with members of staff working in the area, and the Health and Safety Co-ordinator, are responsible for ensuring that staff do not come to harm from the activities of the contractor.

Where a demarcated area is allocated to a contractor, the contractor is responsible for safety in that area and school staff and visitors are protected from any activity taking place within the area. The BSS must ensure that these arrangements are in place before the work commences, and during the course of the contract.

## **2.13 Other Policies and Procedures**

All contractor employees shall adhere to all other school procedures detailed in the School Health and Safety Manual, including but not limited to:

- access to school facilities
- school equipment
- use of controlled/hazardous substances
- explosives,
- harassment of other persons
- traffic and parking restrictions

---

## **3. Definitions**

### **Confined space**

Any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are fairly easy to identify; e.g. enclosures with limited openings:

- storage tanks;
- enclosed drains;
- sewers.

Others may be less obvious, but can be equally dangerous, for example:

- open-topped chambers;
- ductwork;
- unventilated or poorly ventilated rooms.

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

## Direct Control

*Immediate supervision:* In *Moloney V A Cameron Ltd* (1961) 1 All ER 934 (1961) 1 WLR 1087, C A Hofroyd Pearce LJ, construing regulation 6, said

".... though there must be supervision, the proper extent of that supervision must be a question of degree related to the structure being built, the difficulties and danger involved. There must be some person not the workman himself - who is 'immediately' responsible. The word 'immediate' is, I think, devoted to this relationship rather than intended to indicate that every act must be strictly supervised. In some cases the supervision may have to be constant and related to every act that is done - when, for instance, great danger and difficulty are involved. In other cases, where there is no risk and the men are competent, the supervision may be less intensive."

This passage was approved by the Court of Appeal.

## Responsible Person

For the purpose of this policy, the responsible person appointed by the school to assume direct control must be competent to assess the risk associated with the operation, and have the authority to stop the task at any stage if there is any reason to suspect that risks associated with the task cannot be adequately controlled.

---

## 4. Further Reading

- Health and Safety at Work, etc. Act 1974: Chapter 37 (ISBN: 0-10-543774-3).
- HSC Document L1: A guide to the Health and Safety at Work, etc. Act 1974 (ISBN: 0-11-885555-7).
- HSC Document L54: Managing Construction for Health and Safety (ISBN: 0-7176-1628-2).
- HSE Document HS(G)150: Health and Safety in Construction (ISBN: 0-7176-1143-4).
- The Construction (Health, Safety and Welfare) Regulations 1996 (ISBN: 0-11-035904-6).
- HSE Document IND(G)220L: A Guide to the Construction (Health, Safety and Welfare) Regulations 1996 (ISBN: 0-7176-1161-2 – Pack of 10).
- HSC Document L21: Management of Health and Safety at Work (ISBN: 0-7176-2488-9).
- HSC Document L113: Safe Use of Lifting Equipment (ISBN: 0-7176-1628-2).

Signed: .....

Approved: 18 March 2019

Review: March 2022