



## Contractor Management Policy

| Policy Control             |                |
|----------------------------|----------------|
| Responsible Person:        | Headteacher    |
| Responsible Governor Team: | Resources      |
| Approved by Governors:     | September 2016 |
| Date due for review:       | September 2019 |

### **Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

### **Our School Values**

Goudhurst and Kilndown Church of England Primary School values

**Community • Friendship • Joy • Love • Peace • Trust**

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

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## Statement of intent

Goudhurst & Kilndown C E School takes its responsibility to ensure the health and safety of pupils, staff and very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

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.

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

## Definitions

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.

The term “controller of premises” refers to the person with responsibility for managing the premises. This is ultimately the Headteachers responsibility but they may at times delegate this to another member of staff such as the School Business Manager or Caretaker for specific projects or works.

## Legal Requirements

The HSW Act requires any organisation to take all reasonably practicable precautions to ensure the health and safety of any persons working on its premises.

Kent County Council, as the body corporate is the ultimate “client”, and has legal obligations to ensure the health and safety of any contractor undertaking work on its behalf. The County Council also has a responsibility to ensure that the contractors’ activities do not harm Council employees or others, such as persons under the authority’s care, members of the public, visitors and other contractors. This includes harm arising from any substances, equipment or articles used as part of the contract.

Health and safety duties under the criminal law, e.g. the HSW Act and statutory regulations, cannot be passed on from one party to another by a contract; and there will still be duties towards others under section 3 of the HSW Act.

In addition to the legal duties placed on the client and the contractor to ensure safe systems of working, the Management of Health and Safety at Work Regulations 1999 (MHSW) require that contractors undertake an assessment of the risk that their employees or others may face, and define the appropriate preventative and protective measures to be taken. They also require that where two or more employers (e.g. client/contractor, contractor/contractor) share a workplace they must co-ordinate and co-operate with each other to ensure health and safety at work.

All employees of the school and the contractor have a legal duty to take reasonable care for the safety of themselves and others, and to co-operate with their employers.

Regulations 3 and 11 of the MHSW Regulations 1999 give employers and the self-employed obligations in shared premises and workplaces to:

- assess workplace risks to health and safety
- co-operate with each other and take all reasonable steps to co-ordinate measures necessary for each to comply with the relevant statutory provisions
- exchange information on risks to health and safety and provide information including common emergency procedures to their employees.

If maintenance, small scale building work or other minor works are carried out in connection to a property, the School has legal duties under the Construction (Design & Management) Regulations 2015 (CDM). Compliance with CDM will ensure that legal obligations are met and ensure construction work and repairs are undertaken safely and without risk to health.

Further information on CDM can be accessed on the HSE's website: [www.hse.gov.uk/construction/cdm/2015/](http://www.hse.gov.uk/construction/cdm/2015/).

## Roles and responsibilities

**The Governing Body** 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.

**The Headteacher** is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
- Ensuring that all contractors work within the school's 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.

- Monitoring and reviewing the Contractors' Policy.

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

**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.

**Contractors** are responsible for:

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.

## The Planning Stage

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.

Before moving forwards, the school will ensure it has taken the following steps:

- It has obtained the consent of the Diocese, Local Authority or other parties involved where appropriate.
- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.

It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM).

## Identifying a contractor

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 local authority requirement to use approved contractors when making contract decisions.

## Assessment and Selection of Contractors

1. To be placed on the County Council's Approved List or framework agreement, prospective contractors must be approved by CHAS, a national Contractors Health and Safety Assessment Scheme, either by direct CHAS assessment or by virtue of membership of a body accepted by CHAS, e.g. HVCA. Normally, only these contractors should then be invited to tender. The following paragraphs describe, in general terms, what the County Council requires to evaluate and ensure that a

contractor is approved and competent in circumstances where CHAS would not be applicable.

2. Where departments have their own list of approved contractors for certain defined works, drawn up on the basis of an enquiry questionnaire of the type given as **Appendix 3**, they and their establishments must only use these contractors.
3. Schools which directly engage contractors must ensure they are competent to undertake the work. Contracts should only be awarded following a pre-contract assessment, to ensure that prospective contractors are evaluated on the basis of health and safety criteria in addition to their technical and general competence to carry out the work at a tendered price.
4. Where a contractor proposes to hire a sub-contractor(s) to carry out part of the work, e.g. the erection of scaffolding, only those sub-contractors on the County Councils approved list or otherwise assessed for competence must be used. The contractor must supply a list of the sub-contractors to be used to the Client commissioning the work and be required to confirm that the sub-contractor(s) have been assessed as to their competency; this includes Disclosure and Barring Service (DBS) checks. The Client will reserve the right to exclude any organisation or individual if there are concerns with regard to their competence or safety record.
5. Where works agreed with one contractor are entirely sub-contracted to another business which has not been vetted, then the person commissioning the work, including head teachers/ governors, are advised to seek advice from the Property Team or obtain such advice from other professional advisers.
6. It is important that price is not the only deciding factor in awarding a contract, and proper weight should be given to health and safety considerations. Due regard should also be given to Procurement Standing Orders where it is proposed not to accept the lowest price tender. It must also be confirmed that contractors carry the appropriate level of liability insurance (**see Appendix 1, item 22**).
7. In the specific circumstances where CHAS approval is not used as the criteria for competence, the sample letter requesting contractors to provide health and safety information to demonstrate their ability to manage health and safety is shown in Appendix 2, and a model proforma, "Assessment Questionnaire for Contractors on Health and Safety at Work", is given at **Appendix 3**. (Note: The column headed "Standard" must be left blank when the form is sent to a prospective contractor).
8. If it is necessary to use a contractor from abroad, including European Union countries, the contractor must be able to demonstrate an understanding of, and compliance with, UK health and safety legislation and specific statutory requirements e.g. Gas Safe Registration.
9. The assessment system may be used in a scaled down version for assessment of contractors being selected to carry out **small contracts**.
10. On projects involving repeated use of contractors, after initial health and safety assessment, the frequency of further assessment should be at the discretion of the relevant department/section/establishment which should ensure that up to date

information is kept on file.

11. For small works not subject to a written form of contract the range of questions contained in the proforma may be adapted and the letter modified as appropriate to provide some system of pre-qualification appraisal as to a contractor's capability. Alternatively, the Lead Officer should ensure that key aspects of health and safety associated with the required work have been discussed with the contractor. A checklist of items which may need to be considered is included as **Appendix 1**.
12. On receipt of health and safety information provided by a contractor, the Lead Officer should consider this and if any of it is considered doubtful further advice must be sought from the Health & Safety Team at KCC. Where such information is found to be inadequate (and no undertaking is forthcoming from the contractor concerned to put matters right) this must be regarded as a major reason for not including a contractor on an approved list or giving that contractor the work and details should be recorded on file together with relevant data.

## **Pre-Start Meetings**

The Lead Officer should facilitate effective communication and arrange for the exchange of information in order that effective health and safety management can be achieved. In addition, the Lead Officer must ensure that specific information is provided to contractors on site about certain safety critical or high risk activities, e.g. structural alterations, deep excavations, heavy lifting operations hot work, electrical work, work at a height, with fragile materials, and work with mechanical plant, to ensure the safety of those working on them, and for incorporation in any necessary permit to work system. In these circumstances, compliance with requirements of agreed procedures will need to be included as a condition of any contract.

A record of discussions should be made, including safety arrangements generally, identification of particular known hazards, the consideration of method statements, risk assessments, identification of substances hazardous to health and COSHH arrangements, measures to safeguard third parties who may be affected by the work including pupils, service users etc. and arrangements for dealing with hazards representing serious and imminent danger etc.

For those small contracts, typically placed locally e.g. by a line manager, and/or when contractors arrive on the premises to carry out work under a centrally placed contract a similar meeting will need to be held. but the records kept need only be commensurate to the extent and nature of the work, taking into account any higher risk activities.

In such cases, the Lead Officer, the line manager or the Controller of Premises will agree with the contractor the arrangements for safe access and a safe place of work on the premises; including the contractor's response to emergency situations (e.g. fire evacuation). This will include their appropriate and safe interaction with staff, pupils, service users, and others on the premises who may be affected by their conduct and work. The Flow Chart and Explanatory Notes given as **Appendix 4** outlines the safe system of work for dealing with these arrangements.

Where existing County Council and/or School health and safety procedures are relevant to a contractor they should be explained and a copy of relevant documents made available, if appropriate; e.g. fire safety procedures, COSHH policy, etc.

Where there is sufficient capacity, and subject to local agreement, existing welfare facilities may be made available to a contractor. If existing welfare facilities are not to be made available, it is the responsibility of the Client to ensure that adequate alternative welfare facilities are put in place for the contractor to use **before work commences**.

Any trade union accredited safety representative based on the premises should also be advised when contractors work is substantial or will have an impact on the working conditions of staff.

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

The contractor must be advised that the County Council may undertake suitable checks to confirm compliance with necessary safety standards. Any observed breach of the terms of the contract and/or any other agreed safety arrangements may result in **the work being stopped** immediately, pending an agreed change in practice; and any future contracts or work jeopardised.

### **Risk assessments**

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.

Contractors will submit copies of site and task specific risk assessments and method statements to the School (and Local Authority where appropriate), prior to commencing work.

For certain **safety critical or high risk activities**, such as work with or in the vicinity of asbestos, work at a height, work on or near fragile roofs, major lifting operations and traffic management, the School must receive **written safety method statements and risk assessments** from the contractor and be satisfied to their content of before work commences.

A safety method statement should demonstrate that the contractor has clearly thought through the hazards which could be encountered, assessed the risks to their employees and others, and planned the work properly with the health and safety precautions prescribed **before** work commences. It should therefore detail how the job is to be done safely and without any risk to health. It should include details of the personnel designated to do the work together with their training/experience, a description of each stage of the work, the access and other equipment to be used (including personal protective equipment) and, where appropriate, should include plans and drawings.

Safety method statements which are bland and simply list the tasks to be carried out are unacceptable and of little value in preventing accidents and ill health, and may be indicative of the contractor's lack of competence in such matters.

In the event of the need for deviation from the safety method statement, no further work will be done until agreement has been reached and recorded in writing between the client and contractor on the method of work to be followed in the new circumstances.

## **Safeguarding**

Contractors must hold Disclosure and Barring Service (DBS) certificates for work carried out in the vicinity of pupil areas when pupils are on site. The requirement to undertake a DBS check will depend on the nature of the work being carried out and if children are on site.

Where possible, the school will aim to effectively manage the risk of potential harm by trying not to leave the contractors unattended whilst on site.

## **Identification**

In line with established procedures, all contractors must wear a visitor's badge at all times whilst on school grounds except where it will cause a hazard whilst working. In such cases badges must be put back on when moving around the school site. All visitors' badges will be returned at the conclusion of the work.

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.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

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.

## **Managing contractors**

The Headteacher is the designated contact with contractors except where they delegate this responsibility. No other staff member may give the contractors instructions without being delegated by the Headteacher or responsible member of staff.

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 both the contractor and the school.

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.

### **Contractors are required to:**

- Provide a copy of their Health and Safety Policy.
- Comply with all relevant health and safety legislation.
- Keep noise and dust 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 fire alarm, report their safe evacuation to the Headteacher and go to the nominated assembly area(s).
- Provide written risk assessments/method statements before work commences.

- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/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/data cabling or pipework.

### **Contractors are responsible for:**

- Removing all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
- Testing all works on completion as necessary and supplying the Headteacher with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dustsheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.

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 work.

### **Monitoring and review**

The Headteacher and Business Manager will monitor this policy and amend to reflect any changes to relevant legislation.

This policy will be reviewed in full every 3 years.

## Appendix 1: An Aide-Mémoire for Checking Pre-Contract Documentation

### Compliance with site health and safety regulations

Contractors and/or consultants must be familiar with, and follow, any site health and safety regulations specified by the client or the County Council.

**For safety arrangements on construction work reference must be made to the HSE Guidance book HS(G)150 "Health and Safety in Construction".**

In particular, any or all of the following subjects insofar as they may be relevant to the project, describes in very general terms what the County Council expects of contractors in terms of health and safety. Any deviation should be included in the method statement and specifically agreed with the County Council before work starts. Contractors should ensure by suitable training and communications that their employees and sub-contractors follow these requirements:

- 1 Alcohol or drug dependency:** Such substances shall not be taken onto site, and persons shall not be under the influence of, or misuse, such substances.
- 2 Asbestos:** No work shall be carried out with asbestos, except by asbestos removal companies, licensed by the HSE, and following liaison with the Local Authority. Where asbestos is suspected or found the work must stop and the Lead LA Officer be contacted immediately to agree the appropriate course of action, including agreeing the method statement for the work.
- 3 Banksmen or Signallers:** Should be used on construction sites especially when loading, unloading, reversing, using cranes, construction machinery and for excavations. The operation of reversing delivery vehicles on site must be controlled by a banksman or signaller.
- 4 Barriers and Guard Rails:** Suitable precautions shall be taken to prevent any person or object falling through or from a working platform, (fragile) roof, floor or stairs or similar by the use of suitable guard rails or barriers or covering or similar. Existing barriers and guard rails shall not be removed. Scaffolding or similar working platforms over 2 metres in height shall have an intermediate guard rail.
- 5 Behaviour of Contractors' Employees:** Horseplay or fooling about will not be tolerated as this is a contravention of Section 7(2) of the Health and Safety at Work etc. Act 1974.
- 6 Construction Work:** All construction work will be subject to the Construction (Design and Management) Regulations 2015. A project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days, shall be formally notified to the HSE.

Further information on CDM can be accessed on the HSE's website: [www.hse.gov.uk/construction/cdm/2015/](http://www.hse.gov.uk/construction/cdm/2015/)

**7 Communication between Lead Officer and Contractors Representative:** Prior to commencement of work on any County Council premises, contractors must report to the Lead Officer for permission to commence work, and to agree the safety arrangements on the premises.

**8 Confined Spaces:** A Permit to Work and a method statement shall be prepared for all work stages involving personnel entry into confined spaces such as drains, sewers, wet wells, bridges, culverts, tanks and silos. The Lead Officer must agree method statements with the contractor.

**9 Children:** Must be excluded from County Council worksites, unless they are on authorised work experience or vocational training and are accompanied on site. Any persons falling within this category will be under supervision at all times.

**10 Compliance with Statutory Requirements, Policies and Codes of Practice:** All contractors have a legal responsibility to be aware of, and comply with, all Regulations, Statutory Instruments, Approved Codes of Practice and recognised standards applicable for the type of work for which they are engaged, and must comply with the provisions of any County Council Policies provided to them in connection with the work.

If contractors fail to comply with Health and Safety legislation then serious consideration must be given to the action to be taken e.g. verbal and written reprimand or exclusion from continuing with the existing and/or further contracts, depending on the severity of the situation.

**11 Cranes, Lifting Gear and Vehicles:** Equipment shall be in good order and have current test and examination reports (e.g. F 91) which shall be available on site for inspection at any time. Equipment that does not comply with this requirement shall be removed from site. Special arrangements must be made for work in the vicinity of overhead power lines, observing the precautions detailed in HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines".

**12 Dust and Fumes:** Shall be effectively controlled. Exhausts from stationery internal combustion engines shall be vented to outside the building and away from any confined area.

**13 Electrical Work and Equipment:** Contractors/consultants shall comply with the Electricity at Work Regulations 1989; and on construction sites observe the provisions of HSE Guidance Note GS24 "Electricity on Construction Sites". Safety procedures, and if necessary permits to work, must be agreed with the County Council's management before electrical work commences.

**14 Excavations:** Before any excavation is commenced the County Council's Lead Officer must be consulted and the presence and location of electrical cables, drains, sewers, pipes, gas and water mains identified.

No excavation shall be dug without first notifying the Lead Officer. All excavations shall be suitably marked and protected at all times to prevent persons tripping, slipping or falling into them. At night, lighting shall be provided. Surrounding areas must be kept tidy and maximum visibility afforded to the danger.

Excavations must be properly supported and shored etc. and where there is danger of personnel falling into excavations the latter will be securely fenced around or along the edge.

**15 Fire precautions:** Before welding, flame or arc cutting of metals, burning of paint, or other processes involving heat or naked lights, are carried out, fire precautions must be agreed with the School who will, where necessary, prescribe permits to work. Where flammable materials such as coal, oil, flammable liquids and gases, paper and pallets are stored and used, no work which may ignite them shall be carried out in their vicinity.

Contractors/consultants shall familiarise both themselves and their employees with the School's fire precautions, fire alarms, means of escape, and emergency evacuation procedures for the premises concerned.

Before leaving the County Council's premises and sites, contractors/consultants shall ensure that naked lights and other ignitions sources have been extinguished and electrical apparatus where practicable switched off.

Contractors/consultants shall comply with Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), with particular reference to the requirements for storage, labelling and warning signs.

**16 First aid and welfare facilities:** These will be provided in strict accordance with the Health and Safety (First Aid) Regulations 1981.

**17 Guarding of machinery:** All prime movers, transmission machinery and dangerous parts of machinery will be securely fenced in accordance with statutory requirements, British Standards etc. It is the contractor's duty to ensure this before any plant or machinery is brought on to site by him.

**18 Gas Cylinders:** All cylinders shall be secured to prevent them overturning and shall be properly stored taking account of flammable and toxic contents and the proximity to other substances. Welding or burning equipment containing flammable gases and oxygen shall be provided with flash-back arrestors.

**19 Substances Hazardous to Health:** Shall not be used without written COSHH assessments being available on site and appropriate precautions being taken. Contractors must ensure that their staff are familiar, as appropriate, with the control measures resulting from COSHH assessments; and draw to the attention of the School's Controller of Premises any hazardous substances they propose to bring onto the premises.

**20 Highly Flammable Gases, Liquids and Substances:** Shall not be brought onto the School Premises without prior permission. Suitable arrangements for storage and emergency action must be agreed.

**21 Housekeeping/ Site Tidiness:** All contractors/consultants are expected to carry out their work for the School in a clean and orderly manner, and to maintain their site accommodation accordingly. Materials and equipment shall be stored tidily and safely. Waste generated on site must be disposed of by the contractor in accordance with the duty of care requirements of the Environmental Protection Act 1990.

**22 Insurance:** Contractors shall carry Public Liability insurance for claims against them of a minimum of **£10,000,000 cover for each and every claim. Aggregate cover is not acceptable.**

**23 Ladders:** Shall be properly maintained. Split or damaged ladders shall not be used. Ladders shall be properly secured or footed when over 3 metres in length; all ladders over 6 metres in length must be tied and when used as access to a working platform shall extend at least 1.05m above the working platform.

**24 Lifting operations:** Before a contractor carries out any mechanical lifting operation for or on behalf of the County Council or School he shall produce for inspection by the Controller of Premises:

- (a) the appropriate statutory inspection reports/certificates.
- (b) documentary evidence that the operator of any crane or lifting machine is trained and competent.
- (c) detailed information as to the way in which lifting operations are to be carried out and as to the equipment to be used.

Contractors/consultants must also consult with the County Council's management before carrying out any lifting operation with a crane or lifting machine to ensure:

- (e) that the ground or place where the crane or lifting machine is standing is suitable and will withstand the weight imposed on it.
- (f) that no part of the crane or lifting machine is likely to foul overhead gantries, pipelines, electric power lines or adjacent electrical conductors. Careful attention must also be given to the proximity of overhead electrical lines. All cranes must be accompanied by an experienced banksman or signaller when slinging, lifting or lowering loads.

**25 Mobile Plant:** Before commencing work on mobile plant, it shall be properly supported, isolated or stabilised until work is completed. Persons operating mobile plant shall be competent and (normally) possess certificates of competence, which shall be available for inspection. Agency staff must have relevant certification or licences for the classification of work or plant for which they are hired.

**26 Noise:** Noise levels of contractors' equipment should not exceed 80dBA measured 1m from the equipment. If noise levels exceed this standard then an assessment must be made by the contractor as to the risks involved.

**27 Overhead Working:** Where there is overhead working on County Council premises it must be designated a Hard Hat Area. Suitable precautions shall be taken to prevent persons being injured by substances or plant falling from a work activity above.

Barriers and notices must be displayed to enforce the wearing of head protection.

**28 Pesticides:** No pesticides will be used on County Council Property unless the County Council's policy and code of practice are followed. Banned substances are not to be used at all.

**29 Personal protective equipment:** Contractors/consultants must ensure that their employees make full use of such equipment as the circumstances and risk assessment demand. This includes safety helmets, eye and ear protection, safety footwear, gloves etc. Where it is a site rule that such items of equipment are worn, the County Council reserves the right to request removal from a site of any sub-contractor's employee not complying with this rule.

**30 Pre-agreement as to Safe Working Procedures:** Contractors must submit method statements prior to commencing hazardous work. These method statements must be agreed with the Lead Officer before hazardous work can commence. Failure to comply with

these method statements may lead to the contractor being requested to leave the site, and their subsequent removal from the list of approved contractors.

**31 Railways:** Persons shall not cross railways except at designated areas and shall not enter onto railways without first obtaining a written permit to work from the Railway Company concerned.

**32 Reporting for work:** Before work starts on occupied County Council premises, contractors shall report to the County Council's Controller of Premises to co-ordinate the work activities.

**33 Reporting of accidents, dangerous occurrences, fires, occupational illness, property loss/damage:** In addition to their own procedures contractors/consultants shall report to the County Council any accident to an employee which causes absence from work beyond working shift. Copies of all reports on the form No. F2508 to the HSE made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be copied to the County Council's Lead Officer or Controller of Premises immediately. The County Council may wish to investigate all accidents involving contractors and expect the co-operation of the contractor and its employees in ascertaining the true cause(s) in an effort to prevent a similar accident.

**34 Roofs:** Work at a height must be subject to a risk assessment, and be in accordance with the Work at Height Regulations 2005. Crawling boards or ladders shall be used for access to, or work on, fragile (roof) surfaces including those clad with asbestos cement, corrugated metal. Edge protection must be provided where necessary. Appropriate control measures identified in the risk assessment must be taken to prevent falls from or through fragile surfaces, roofs or skylights.

**35 Safe Means of Access:** All ladders provided by a contractor must be in sound condition, placed at the correct angle, and firmly secured when in use. Again, the Work at Height Regulations 2005 will apply.

**36 Safety training and instruction:** On larger projects and/or where particularly severe or unusual hazards may arise on site the County Council reserves the right to require contractor's employees to attend special safety training and induction sessions, whether carried out on site or externally. These aspects should be checked with the County Council at the tender stage.

**37 Scaffolding:** The Work at Height Regulations 2005 applies in respect of any scaffolding, which must be constructed and dismantled by workmen under the immediate supervision of a competent person in accordance with BS 5973. A CITB scaffolders' certificate is normally an indication of competence.

Fixed and mobile scaffolding shall not be used unless it has been inspected by a competent person before use and at regular intervals not exceeding 7 days, and a signed report made of the particulars displayed on the site.

Contractors and/or consultants will keep statutory inspection registers available for inspection both by Health and Safety Executive inspectors and the County Council. Particular attention will be paid to strength and stability of both mobile and fixed scaffolding, provision of guard rails and toe boards, quality and proper support of timber.

Pedestrian walkways and access will be suitably protected.

**38 Services and operating processes:** Where any work to be done by contractors/consultants is likely to affect any operating process, machinery, or service, the permission of the County Council's Lead Officer and/or Controller of Premises must first be obtained. The same rule applies to coupling into any compressed air line, steam line, oxygen line, vacuum fuel line or other service.

**39 Smoking:** Contractors must ensure that their employees and employees of their sub-contractors strictly observe no smoking restrictions whilst working on County Council premises.

**40 Traffic Management:** Shall be parked only in designated parking areas and by prior approval. All traffic signs and speed limits shall be observed. In high risk area or on difficult sites it may be appropriate to ask for specific Traffic Management plans e.g. contraflows.

**41 Use of County Council's equipment: CONTRACTORS SHALL NOT BE PERMITTED TO USE THE COUNTY COUNCIL'S MATERIALS, TOOLS, EQUIPMENT Etc. e.g. LADDERS, STEP LADDERS, LAMPS, PERSONAL PROTECTIVE EQUIPMENT.**

## **Appendix 2: Sample letter requesting information from prospective contractors**

(A copy of Appendix 3 must accompany this letter)

Dear

### **HEALTH AND SAFETY AT WORK**

The Health and Safety at Work etc. Act 1974 places responsibilities on Local Authorities to ensure that contractors and/or consultants perform their duties with due regard to Health, Safety and Welfare requirements.

The awarding of contracts by Kent County Council / The School is therefore determined not only on the grounds of price and technical ability, but also on assessment of past safety record and present ability to carry out the work safely and without risk to health.

In order to assist us to assess your Company for suitability in this connection, would you please supply me with the information as requested on the attached form without delay.

Yours sincerely

### Appendix 3: Contractor’s Health and Safety Assessment Questionnaire

All questions are to be answered (except number 1 if you have 4 or fewer employees)

|  |   |
|--|---|
|  | <p><b>Details of contractor/consultant</b><br/>Full Name &amp; address of Contractor's or Consultant's Company:</p> <p>Tel No:</p>  |
|  | <p>I certify that the details given in this health and safety assessment questionnaire are correct and accurate.</p> <p>Signature: _____ Date : _____</p> <p>Surname and initials (BLOCK CAPITALS): _____</p> <p>Title: _____ Tel No: _____</p> |

|   | REQUIREMENT  | ESSENTIAL<br>DESIRABLE | STANDARD   |
|---|--|------------------------|--|
| 1 | <p><b>Health and Safety Policy Statement</b><br/>For contractors etc., having 5 or more employees, please attach a copy of your latest Health and Safety Policy as required under s.2(3) of the Health and Safety at Work etc. Act 1974 which identifies your Company's policy organisation and arrangements for safety.</p> | E                      | Signed by a Senior Director, Chief Executive or Partner, and dated (within the last two years) with practical arrangements for putting the policy into practice. The management structure and organisation for safety must also be included. |
| 2 | <p>What is the name, initials and title of the person in your Company with <b>executive</b> responsibility for Health and Safety?<br/>Name:<br/><br/>Title:</p>  | E                      | This person may be the same as that who signed the Policy Statement. It is not appropriate for the Safety Adviser/Officer’s name to be given.  |
| 3 | <p><b>CDM Regs 2015 Arrangements</b><br/>Provide details on your company’s arrangements for discharging its duties under the CDM Regs 2015 and how these arrangements are communicated to the workforce.</p>   | E                      | Details to be specific to the CDM Regs 2015  |

|   | REQUIREMENT   | ESSENTIAL<br>DESIRABLE                     | STANDARD  |
|---|---|--|---|
| 4 | <p><b>Competent health and safety assistance and advice</b><br/>Please give the name, initials, title and qualifications of your professional Safety Adviser, Officer, or Consultant.</p> <p><b>Safety Adviser Site Safety Officer</b></p> <p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Qualifications:</p> | E<br><br><br><br><br><br><br><br><br><br>D | <p>Whilst some judgement may be required in terms of small companies (e.g. less than 20 people), a Safety Adviser (in house or external) is essential, qualified to NEBOSH Certificate as a minimum. (NB. NEBOSH Diploma, Registered Safety Practitioner (RSP), or CMIOSH is preferred).</p> <p>The Site Safety Officer may well be a site agent, foreman or other supervisor, with an appropriate experience and training.</p> |
| 5 | <p><b>Membership of Industrial or Occupational Safety Groups or National Organisations</b><br/>Please detail membership of any relevant groups:</p>   | D  | For example, IOSH groups, RoSPA, BSC, CITB etc. membership.   |
| 6 | <p><b>Health and safety training</b><br/>What training in <b>Safety and Project Management</b> have your <b>managers or supervisors</b> received? <b>(Please give details with dates, or indicate future training schedule):</b></p>  | E  | In house or external. Types of training courses relevant to the proposed work, e.g. IOSH "Managing Safety", Professional Institutions, CITB.  |
| 7 | <p>What <b>health and safety and skills</b> training have your <b>operatives</b> received, or is planned to confirm their <b>competence? (Please give details with dates, or indicate future training schedule):</b></p>  | E  | Specialist training laid down in legislation, e.g. abrasive wheels, CITB training for plant operators, competence training to apply pesticides, manual handling.  |
| 8 | <p><b>Safety Communications</b><br/>Please give details of your methods of communicating safety information (e.g. bulletins, memoranda); together with the structure and frequency of safety meetings held with staff/site representatives.</p>   | E  | Word of mouth/team briefing (tool box talks), direct supervision, safety signage, progress meetings. Is communication disseminated through the company?   |

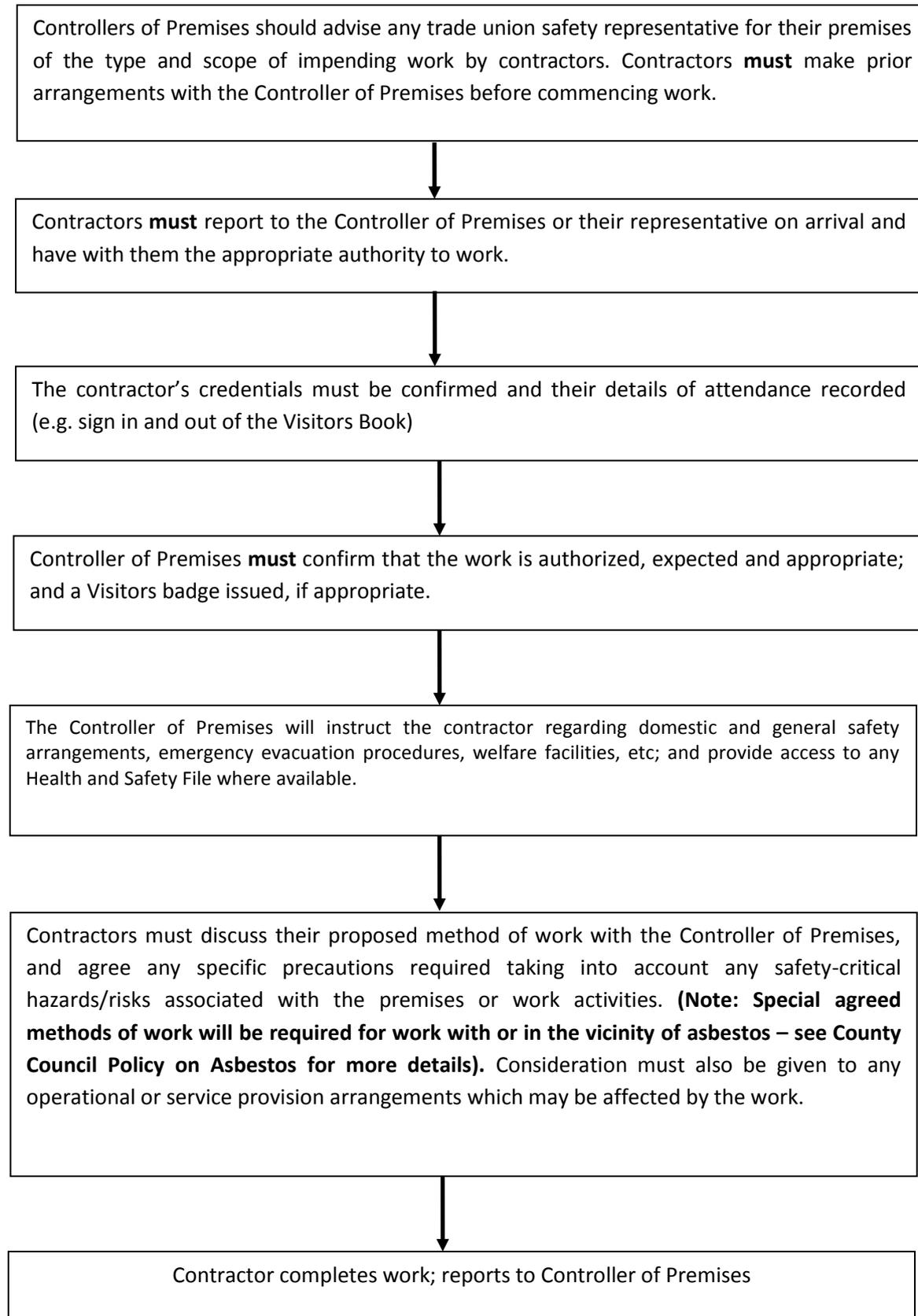
|    | REQUIREMENT  | ESSENTIAL<br>DESIRABLE | STANDARD   |
|----|--|------------------------|--|
| 9  | <p><b>Accident investigation and records</b><br/>Provide your company accident statistics (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) only applies) for the last complete financial year and to date.</p>                   | E                      | Is there a high incident rate of one particular type, any trends, fatalities? <b>(N.B. Fatalities recorded within 12 months of commencement of work will render contractor approval rejected).</b>   |
|    | Please attach a copy of your procedure for reporting and investigating accidents, dangerous occurrences, or occupational illnesses.  | E                      | Is responsibility for reporting to the HSE clear and accurate? Are the instructions to employees clear?  |
| 10 | Please give details of any <b>prohibition, improvement notices or prosecutions</b> (past and current) that have been issued against you or your company.   | E                      | Type of notice and details severity/outcome of any notices. <b>(NB Prosecutions recorded within 12 months of commencement of work will render contractor approval rejected).</b>   |
| 11 | <p><b>Plant, equipment and vehicle maintenance and inspection</b><br/>How do you ensure that plant, equipment, and vehicles (owned or hired) for use on site are issued as fit for the task, maintained, kept in safe condition, and only used by competent persons.</p> | E                      | Is someone named as being responsible for ensuring that equipment is maintained?<br>Is competency of operators checked?<br>Are there clear instructions about the use of specialist equipment?<br>Is someone named as being responsible for ensuring that workers are trained in the use of work equipment?<br>Is there a Planned Maintenance programme? |
| 12 | <p><b>Safe systems of work</b><br/>Please list examples of appropriate systems you have developed (e.g., permit-to-work systems, safety procedures, safety manuals, risk assessment methodology and the formulation of method statements etc.)</p>                       | E                      | Depending on the work being carried out, relevant safe systems of work, risk assessment methodology, method statement provided.  |

|    | REQUIREMENT   | ESSENTIAL<br>DESIRABLE | STANDARD  |
|----|---|------------------------|---|
|    |   |                        |   |
|    | <b>Please include examples of generic risk assessments and method statements appropriate to this work.</b>  | E                      | Example Permit to Work provided.<br>Risk Assessment appropriate to the work.<br>Is the method statement adequate?   |
| 13 | <b>Hazardous Substances</b><br>Please give details of substances to be used on this work that classified as hazardous to health together with copies of specific assessments as required under COSHH, Control of Lead at Work, Control of Asbestos at Work etc. | E                      | Is there a list of hazardous substances and have assessments been carried out and copies attached?<br>Is someone named as being the competent person for COSHH in the workplace?  |
| 14 | <b>Subcontractors and/or consultants</b><br>How do you assess the health and safety performance and competence of companies with whom <b>you</b> place contracts? How do you manage and control them?   | E                      | Questionnaire assessment.<br>Is there a competent person within the organisation to monitor sub-contractors?<br>If work involves highway work have the relevant licences been issued (skips or scaffolding etc.) how are sub-contractors checked, regular visits by a competent person.<br>(e.g. Copies of licences may be required). |
| 15 | How do you ensure that <b>risk assessments and method statements are drawn up and agreed between yourself, subcontractors, property controllers, and other relevant parties.</b>  | E                      | Is means of checking sub-contractors risk assessment given (e.g. a site meeting with sub-contractors, property controllers and other relevant parties)?   |
| 16 | Please give details of <b>any safety management audit systems, inspections and/or quality assurance procedures</b> in place within your organisation. Please supply the results of the latest audit, inspection report etc.                                     | D                      | RoSPA (QSA), ISRS, or are audits developed in house?  |
| 17 | Demonstrate how you ensure appropriate welfare facilities are in place before people start work on site   | E                      | Details of welfare facilities provided on previous projects.  |
| 18 | Provide details of relevant experience in the field of works for which you are  | E                      | Sample of recently completed projects.  |

|    | <b>REQUIREMENT</b>  | <b>ESSENTIAL<br/>DESIRABLE</b> | <b>STANDARD</b>   |
|----|---|--------------------------------|---|
|    | applying  |                                |   |
| 19 | <p><b>Other relevant information</b><br/>Please give any other information you feel would assist us in the assessment of your capabilities to work effectively and properly manage health and safety?</p> | D                              | <p>Systems for confirming competence, qualifications.<br/>Arrangements for health surveillance, Site Safety Inspections/tours.<br/>Arrangements for dealing with serious and imminent danger.</p> |

Thank you for completing this questionnaire. Please return it as soon as possible to the School.

## Appendix 4: Safe System of Work for the Safe Management of Contractors



## Appendix 4: Explanatory Notes

### Safe System of Work for the Safe Management of Contractors

These notes outline the arrangements for the local management of approved contractors, and complement the flowchart above. It covers all work by contractors (e.g. capital work, maintenance) under any type of “contract” (e.g. term contracts, formal contracts, local orders).

#### **Contractors must make prior arrangements with the Controller of Premises before commencing work**

Contractors must make prior arrangements and appointments before arriving (at the premises) to carry out the work. **Controllers of Premises can refuse access if the work is not convenient at the time and/or would conflict with operational requirements.** Controllers of Premises should have arrangements in place for advising any trade union safety representative for their premises of the type and scope of impending work by contractors.

#### **Contractors must report to the Controller of Premises or their representative on arrival and have with them the appropriate authority to work**

Contractors will report to Reception (or the main entrance of smaller premises) to report to the Controller of Premises or their representative, and be required to produce valid identification and authority to work before being granted entry.

#### **The contractor’s credentials must be confirmed and their details of attendance recorded (e.g. sign in and out of the Visitors Book)**

Contractors must record their name and address in a Visitors Book (or equivalent), including Time In and Time Out, and where appropriate be issued with a Visitors Badge. This must also be done whenever they temporarily leave the premises, e.g. to collect materials, or return next day.

The Controller of Premises or their representative must be contacted before entry is granted and/or work commences. **Controllers of Premises must ensure that there is always a substitute during their absence from the premises (e.g. at another location, leave, sickness);** who is acquainted with the location of all relevant contract documentation (e.g. method statement) and any asbestos survey database records.

#### **Controller of Premises must confirm that the work is authorized, expected and appropriate; and a Visitors badge issued, if appropriate**

Contractors will only be granted entry provided their work has been authorised (e.g. under a term contract, local order) after prior arrangements have been made, and it is appropriate at the time taking into account, for example, the needs of service users, pupils, visitors, the public.

**The Controller of Premises will instruct the contractor regarding domestic and general safety arrangements, emergency evacuation procedures, welfare facilities, etc; and provide access to any Health and Safety File where available**

The Controller of Premises must explain (orally and where available by means of a standard handout/leaflet) the relevant fire safety, first aid, washing and toilet arrangements etc; together with any restrictions on the contractor's access around the premises (e.g. in the vicinity of service users, pupils). Any Health and Safety File (under the CDM Regulations) or similar, must be provided to the contractor for reference.

**Contractors must discuss their proposed method of work with the Controller of Premises, and agree any specific precautions required taking into account any safety-critical hazards/ risks associated with the premises or work activities. (Note: Special agreed methods of work will be required for work with or in the vicinity of asbestos – see County Council Policy on Asbestos for more details). Consideration must also be given to any operational or service provision arrangements which may be affected by the work.**

The Controller of Premises must provide the contractor with relevant health and safety information about the premises and discuss and agree the appropriate method of work with the contractor.

Note: If clarification is required, the Controller of Premises should contact the appropriate Project Officer or Kent Property Helpdesk. If the situation is still not resolved, they should refer to a more senior manager.

Controllers of Premises must be familiar with any Health and Safety File or Log Book for their premises, and make contractors aware of any asbestos survey database records and details of any presumed or known asbestos-containing materials (ACMs).

If it is discovered by the contractor or the Controller of Premises that any work which is likely to disturb the fabric of the building is proposed to be carried out in the vicinity of known or suspected ACMs, the Controller of Premises **must** contact Kent Property to agree the work and/or to arrange for an asbestos survey to be carried out **prior** to any work commencing.

Method statements and risk assessments for work with asbestos must also be agreed with the Asbestos Adviser and Controller of Premises, who must arrange for all staff affected to be advised of the arrangements before work commences.

**GENERAL CONTRACTORS MUST NOT INTERFERE WITH, OR WORK ON, ANY ASBESTOS-CONTAINING MATERIALS – ONLY HSE LICENSED CONTRACTORS APPROVED BY BSD PROPERTY CAN WORK ON OR WITH ACM's.**

If there is any inadvertent damage, and/or resultant exposure, to asbestos (fibres) the work must stop immediately and the appropriate remedial action described in the County Council Policy on Asbestos implemented.

## **Contractor completes work; reports to Controller of Premises**

When the work is completed, the contractor must report to the Controller of Premises who will arrange for a visual safety clearance check to confirm that the work area is safe. (In the case of asbestos a final air clearance sample, carried out by an independent laboratory on behalf of the contractor who removes the ACMs, must be taken prior to re-occupation).

If the work is only partially completed, the contractor must agree with the Controller of Premises that it is left in a safe condition and will not adversely impinge on the normal activities on the premises.

Before leaving, the contractor must report to Reception and sign out.

## Appendix 5: Hot Work Permit

|   |                     |
|---|---------------------|
| Project:  | Duration of Permit: |
| Document Ref. No:   | Work Location:      |
| Description of work:  |                     |
| What PPE is to be used:   |                     |
| Is work to be carried out when plant, equipment or systems are in operation?  |                     |
| If yes state what equipment and any precautions to be taken:  |                     |
| Method of isolating / making safe:  |                     |
| <p>Precautions required:</p> <ul style="list-style-type: none"> <li>- Ensure hot work equipment is suitable for use and in good order</li> <li>- Check location and means of raising alarm</li> <li>- Ensure presences of extinguishers</li> <li>- Remove any combustible material from work area</li> <li>- Remove any flammable liquid containers from work area (whether full or empty)</li> <li>- Provide suitable and adequate protections against sparks and hot particles.</li> <li>- Follow-up inspection (00 Hours 30 Minutes after working day finishes)</li> <li>- Contractors staff to be aware of buildings fire procedures</li> <li>- First Aid provisions in place</li> <li>- Awareness of site Fire / Security Evacuation plans.</li> </ul> |                     |
| <b>Authorisation</b>  |                     |
| Name of person issuing Permit:  |                     |
| Designation:  |                     |
| Signature:  |                     |
| Date:   | Time:               |

|   |
|---|
| <b>Receipt of Permit</b>  |
| <b>I declare that no work other than that stated above will be carried out, and all precautionary and safety measures will be adhered to:</b> |
| Name (Responsible Person):  |
| Designation:  |
| Signature:  |
| Company:  |
| <b>Clearance</b>  |

**I declare that the work stated above has/has not been completed.**

**Details if not completed:**

Name:

Date:

Time:

Designation:

Signature:

Company:

**Cancellation - Minimum 30min after task completed.**

**All copies of this permit to work are hereby cancelled.**

Name:

Designation:

Signature:

Date:

Time: