



Safe Management of Contractors Policy



Staff Responsible:	School Business Manager
Approved by:	Headteacher
Status & Review:	Non-statutory / Biennial
Next Review Date:	February 2027

1. INTRODUCTION

- 1.1. Town Farm Primary School accept the statutory responsibility for maintaining the health, safety and welfare at work of its pupils, employees, visitors and others by the way it conducts its undertakings. Likewise, all activities undertaken for or on behalf of the Surrey County Council must be carried out in accordance with all relevant legislation and all reasonably foreseeable risks reduced as low as is reasonably practicable.
- 1.2. Town Farm Primary is not absolved of their duty of care where external contractors are appointed to perform tasks. On the contrary they must ensure that all appointed contractors carry out their activities in a safe manner.
- 1.3. This policy covers all Town Farm employees involved in the selection, monitoring and review, of contractors and sub-contractors and all those in agreeing and planning the work of a contractor.

2. LEGISLATION

2.1 Town Farm Primary acknowledges the requirements of: -

- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2006
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002 • The Construction (Design and Management) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Noise at Work Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- The Regulatory Reform (Fire Safety) Order 2005

which supplements the general obligations contained within the Health and Safety at Work etc. Act 1974. Section 3.1 of this Act deals with the general safety responsibility of employers towards other persons who are not in their employment. Recent case law has reinforced the need for close liaison and agreement between both the client and the contractor's employees as regards the systems and methods of work adopted by the contractor.

3. 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.

4. SCOPE

4.1 This policy applies to all persons engaging the services of a contractor. The scope of the contract should be clearly defined and all contracts must be made in accordance with Surrey County Council's rules.

5 DEFINITION OF TERMS

- 5.1 Contractor: any person(s) that Town Farm Primary School engages to undertake work who is not an employee of the school or County Council.
- 5.2 Sub-Contractor: any person(s) that the main contractor engages to undertake work who is not an employee of the main contractor. The relationship between the main contractor and the sub-contractor will be governed by the contractual arrangements into which they have entered.
- 5.3 Client: the person for whom a project is carried out, whether it is carried out by a contractor or department from within the County Council.
- 5.4 Construction Work: the carrying out of any building, civil engineering or engineering construction work and includes: -
- The construction, alteration, conversion, fitting out, commissioning, renovating, repair, upkeep, redecoration, maintenance (including cleaning involving the use of water/abrasive at high pressure or corrosive /toxic substances), de-commissioning, demolition or dismantling of a structure.
 - Preparation, site clearance, exploration, investigation (but not site survey), excavation, foundation work and some highway maintenance systems
 - Assembly or disassembly of prefabricated units forming a structure
 - Removal of structures or part of a structure or waste resulting from demolition, dismantling or disassembly of structures or parts of structures
 - Installation, commissioning, maintenance, repair removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- 5.5 Non Construction Work: There are many different types of contractor employed by Town Farm Primary School that do not undertake construction work e.g. window cleaners, grounds maintenance, transport work etc. The principles of this policy must be applied to all contractors.
- 5.6 Competence: For the purpose of this policy a competent person can be described as ““A person shall be regarded as competent where he has sufficient training, experience, knowledge and other qualification to enable him to properly undertake the activity without any assistance.”
- 5.7 Risk Assessment: A risk assessment is the procedure for identifying the level of risks and hazards, which may exist in order to introduce procedures to eliminate, reduce or control the risk to injury.
- 5.8 Method Statements: A method statement should be based on the assessment of the risk to the health and safety of employees and others who could be affected by the work. The method statement is a step-by-step guide of how the work is to be undertaken in a safe manner.

6 POLICY

- 6.1 In recognition of the fact that the number of contractors operating within our workplace is continually increasing, this policy will assist in the safe management of those contractors.
- 6.2 It is the policy of Town Farm Primary School that: -

6.2.1 All contractors conduct their activities in such a manner that conditions and methods used are safe for the contractor's employees, SCC, Town Farm Primary School employees and any other person who may be affected.

6.2.2 Only competent contractors are to be employed to carry out work for or on behalf of Town Farm Primary School and SCC. Suitable checks of the contractor's health and safety competence must be made before employing any contractor. This can be achieved by requesting copies of all appropriate qualifications and relevant training documentation, copies of the method statements for the tasks to be carried out and all relevant risk assessments. Some departments may wish to use a Health and Safety Questionnaire to establish competence and upon completion of the questionnaire develop an approved list of contractors. An example of a basic contractor's Health and Safety Questionnaire can be found in Appendix 2.

6.2.3 All relevant health and safety information must be communicated between each school and the appointed contractor.

6.2.4 Responsibility for safe working cannot be left entirely to the contractors or sub- contractors. The client has the duty to ensure, as far as is reasonably practicable, that contractors have safe working procedures, risk assessments and method statements and also adhere to them.

6.3 This policy does not in any way relieve the contractor of his responsibilities or duties under statute and common law.

6.4 No matter how small the job or activity is, or how quickly it needs to be done, health and safety must be considered from the moment the need for the job is identified. Successful control and management of contractors may be achieved in five steps: -

- i. Planning the work or task
- ii. Selecting a competent contractor
- iii. Control of contractors
- iv. Supervising and monitoring
- v. Review

7 PLANNING THE WORK OR TASK

7.1 Successful use of contractors requires effective management and planning. Health and safety aspects need to be considered at the planning and design stage.

7.2 Risk assessments will still be required even though the department of the initiating manager will not carry out the work. This is to be interpreted using the following guidance:-

- The manager's own department is to carry out the work – that department is responsible for the risk assessments
- Another department is to carry out the work – that other department should carry out the risk assessments
- A contractor is to carry out the work – the contractor should carry out the risk assessments.

7.3 Hazards identification will form an integral part of the risk assessment process and as a minimum the following should be considered: -

- Asbestos materials
- Chemical storage and the safe use of
- Noise and disturbance
- Working at heights
- Working in excavations
- Underground, overhead and other hidden services e.g. gas, electricity and fuel supply
- People including employees, contractors, visitors, pupils, clients, residents and members of the public
- The use of plant and equipment
- Safe access and egress for personnel, plant and equipment
- The provision of effective safety signage
- Clear separation between the work area and others
- The emergency procedures
- The provision of training, information, instruction and supervision for those affected

7.4 The above is non-exhaustive.

7.5 The above and any other hazards identified should be discussed with the contractor at the design and planning stage to ensure that the risks are reduced to an acceptable level. Contractors must ensure that all relevant information is brought to the attention of all employees and sub-contractors affected by the work.

7.6 Risk assessments must be produced as a minimum for every job or task, which is contracted and may be accompanied by detailed method statements for all work processes. The detail must be proportionate to the risk involved in the task.

8. SELECTING A COMPETENT CONTRACTOR

8.1 Town Farm Primary School staff appointing contractors must be satisfied that the contractor is competent and has, so far as is reasonably practicable, considered all potential health and safety issues and secured adequate provision for their control. The staff appointing contractors shall stipulate that the school shall exercise their rights to suspend any activity, which it feels endangers the health and safety of any employee, contractor, visitor, pupil, clients or member of the public.

8.2 Where contractors will be deployed to work activities that enable them to have unsupervised access to children the contractor and all persons who will be employed by the contractor must be the subject of Criminal Records Bureau checks.

8.3 The following health and safety information must be obtained from the contractor prior to the commencement of any activity: -

- Ensure that the contractor is competent and that if sub-contractors are to be used how does the main contractor ensure the competence of his subcontractors
 - Specific risk assessments for the tasks
 - Method statements detailing how the activity will be carried out in a safe manner must be provided if identified by the risk assessment process.
- 8.4 The above list is the minimum standard. Additional health and safety information may be requested at the discretion of the school and should be commensurate to the risks associated with the project. If the contractor is to perform the same tasks in a similar environment within the school then generic risk assessments may be satisfactory and will not be required every time they undertake that task.

9. CONTROL OF CONTRACTORS

- 9.1 The contractor is the responsibility of the individual who commissioned them to carry out the work.
- 9.2 From the first day at each school to the completion of the works, contractors can present risks to staff, pupils, clients, visitors and members of the public. By implementing the following guidelines these risks can be effectively reduced:
- 9.2.1 All contractors must sign in and out of each school's premises and a visitor or contractor pass shall be issued.
 - 9.2.2 Managers shall liaise with the relevant contractor and monitor their health and safety standards. The level of supervision must be provided on a risk priority basis.
 - 9.2.3 Managers should also liaise with the Health and Safety Coordinator/Officer when health and safety advice is required in the work undertaken by the contractor.
 - 9.2.4 Details of all known asbestos and the information contained within the asbestos register and completed surveys must be communicated to all contractors. All contractors to be given access to and sign the asbestos register whose work may involve the breaking of the surface fabric of a building.
 - 9.2.5 Ensure that the manager and the contractor keep each other informed about hazards and changes to plans or systems which may affect health and safety.
 - 9.2.6 Ensure good communications are maintained between staff e.g. if the manager responsible is unavailable (sick, on holiday etc.), who will liaise with the contractor?
 - 9.2.7 Ensure that the school rules are communicated to all contractors e.g. No smoking, fire procedures, hazardous substances etc.
 - 9.2.8 Ensure that all accidents to contractors working on Town Farm Primary School projects or premises are reported using the Accident Recording System.

9.2.9 Frequency of visits to contractors' sites should be determined by:

- The nature of the work
- The degree of hazard and risk
- The perceived expertise of the contractor and willingness to follow agreed procedures.

9.2.10 Records of supervisory visits should be maintained, a copy of any adverse comments concerning the contractor's work or working practices should be passed to the contractor as soon as practicable.

9.2.11 Appointed staff must not ignore breaches of safe working practices, they are obliged to notify contractors of any deficiencies and require remedial actions forthwith. If supervisory staff consider the practice poses imminent danger then the contractor should be ordered to cease working.

9.2.12 There are obviously times when the control of contractor is extremely difficult e.g. where specialist knowledge is required, equipment that is specific to the contractor's area of work, callout to reactive repairs and burst pipes in the middle of the night etc. It is advised that the manager consults with the Health and Safety Coordinator. For the control of contractors within a School environment please see Appendix 1.

10. SUPERVISING AND MONITORING CONTRACTORS

10.1 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.

10.2 Although contractors are responsible for supervising their own work and ensuring they carry out their activities in a safe manner Town Farm still has a legal duty to monitor and supervise the work. This step is absolutely critical in the management of contractors. The work must be adequately monitored and supervised to ensure that safe methods of working are being adopted and to ensure the work is progressing appropriately. Any changes or unforeseen circumstances need to be assessed and the appropriate control measures implemented to resolve the situation. A competent person must carry out all monitoring.

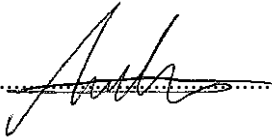
10.2 Where monitoring identifies an unsatisfactory situation, immediate actions must be taken to rectify the situation and if necessary, suspend work until the situation is rectified. The person carrying out the monitoring must be empowered to suspend the work. All actions taken must be recorded and work should not recommence until it can be carried out safely and in accordance with their method statements and risk assessments.

11. REVIEW

11.1 A completion visit, with the contractor, to ensure the work has been properly completed and that the site has been left in a safe condition is essential.

11.2 A review of the work and the contractor's health and safety performance should be conducted. The contractor should be involved in the review, they should know if they have to improve.

11.3 The results of the review should be recorded for future reference.

Headteacher:.....

Date: Jan 2025

APPENDIX 1

CHECKLIST

This checklist can be used as a quick guide to ensure that you are complying with legislation and fulfilling all requirements of this policy.

Self-help Scheme

1. Have you appointed a competent contractor and sub-contractors, using Appendix 2 to obtain all relevant documentation?
2. Have you followed all processes in the policy?
3. Have you notified your appropriate H&S Team?
4. Does the manager of the project have the appropriate competence?

Managing Contractors

1. Do you have an appropriate signing in and out process for contractors?
2. Do you have a nominated competent person to liaise with the contractor and monitor activities?
3. Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.
4. Has all relevant information been shared with other building users/other contractors on site to ensure any additional controls have been considered, where applicable?
5. Has all relevant information been made available to you e.g. risk assessments, method statement etc.?
6. Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.?
7. Has a completion visit and review of the work been undertaken?
8. Have any accidents/incidents/near misses been reported and recorded appropriately?
9. If action has been taken to rectify an unsatisfactory situation or unsafe practice, has this been recorded?

Supervision and Monitoring of Contractors

1. Have they parked safely outside the building without causing an obstruction?
2. Have they signed in on arrival?
3. Are they wearing an identity badge while on site?
4. Have they liaised with the designated responsible contact person, where applicable?
5. Are they adhering to any building policies and procedures e.g. no smoking, prohibited access etc.?
6. Are they working in accordance with their method statement and have implemented all control measures in their risk assessments, which would include controls in 7,8,9,&10?
7. Are they using warning notices and barriers where appropriate?
8. Are they using suitable equipment sufficient for the job?
9. Are they using appropriate personal protective equipment where necessary?
10. Are they adhering to building evacuation and emergency procedures?
11. Are they leaving work areas in a tidy, safe condition removing all waste?
12. Have they signed out before leaving the building?

When work has stopped for the day, have contractors;

1. Secured fencing/barriers to prevent access?
2. Removed ladders so that they cannot be used.
3. Securely covered or fenced off excavations/openings.

4. Immobilised plant and equipment to prevent unauthorised use.
5. Stacked and stored materials safely?
6. Securely stored and locked away flammable or dangerous.

APPENDIX 2

QUESTIONNAIRE MANAGING CONTRACTORS HEALTH & SAFETY QUESTIONNAIRE



1. Please provide a copy of your company Health and Safety Policy's statement of Intent.
(Statement only not entire policy, signed /dated by Director or Partner)
2. Please provide an organisational chart showing health and safety responsibilities for your company, both nationally and/or, if applicable, detailing local establishment, down to specific site management.
3. Who Provides health and safety advice to your Company? Show whether this is an in-house provision or through external consultants and provide details of their competence (showing qualification and experience of individuals)
4. Please provide details of your health and safety training programme for operational employees.
(include a sample of current training records and future programme)
5. Please enclose copies of generic risk assessments
6. Please enclose copies of a recent scheme specific risk assessments
7. Please provide a recent example of a completed site safety inspection form
8. Please provide a copy of your accident/incident report form. Accident figures for the last three years should be entered below. Accident Figures (last 3 years) Year Ending Total Employees Fatalities Reportable* * All reportable accidents including fatalities, major injuries, dangerous occurrences and over 3 day injuries
9. Has your company been served with an enforcement notice or been prosecuted in the past three years for breaches of health and safety legislation. If YES please provide details
10. Please provide details of how sub-contractors are managed?

The information provided within this questionnaire is accurate at the time of submission. To be signed by the Director or Health and Safety Manager/Officer.

Signed:..... Date:.....

Print Name:

Position:

APPENDIX 3

APPENDIX 3

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 school 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/
7. **Communication between Lead Officer and Contractors Representative:** Prior to commencement of work on the school premises, contractors must report to the Caretaker 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 Caretaker must agree method statements with the contractor.

9. **Children:** Must be excluded from school 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 School 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 school's management before electrical work commences.
14. **Excavations:** Before any excavation is commenced the school 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 Caretaker. 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 school premises, 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 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 schools 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 the school 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 school premises. 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 school 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 caretaker 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. **Reporting for work:** Before work starts on occupied school premises, contractors shall report to the caretaker/SBM to co-ordinate the work activities.
32. **Reporting of accidents, dangerous occurrences, fires, occupational illness, property loss/damage:** In addition to their own procedures contractors/consultants shall report to the school 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 School Business Manager immediately. The school 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.
33. **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.
34. **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.
35. **Safety training and instruction:** On larger projects and/or where particularly severe or unusual hazards may arise on site the school 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 school at the tender stage.

36. **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 school. 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.
37. **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 Caretaker/SBM 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.
38. **Smoking:** Contractors must ensure that their employees and employees of their subcontractors strictly observe no smoking restrictions whilst working on the school premises.
39. **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.
40. **Use of school equipment:** CONTRACTORS SHALL NOT BE PERMITTED TO USE THE SCHOOL'S MATERIALS, TOOLS, EQUIPMENT Etc. e.g. LADDERS, STEP LADDERS, LAMPS, PERSONAL PROTECTIVE EQUIPMENT.