



www.dallingtonschool.co.uk

| | Name | Date |
|---------------------------------------|------------------------------|------------|
| Name of Policy | Contractor Management Policy | |
| Prepared by | Barney Russel | 01.04.2021 |
| Checked and Reviewed by | Abigail Hercules | 01.04.2021 |
| Ratified by Board of Governors | | |
| Next School Review | | 01.04.22 |



Dallington School Limited 8 Dallington Street London EC1V 0BW Tel. 020 7251 2284 Headteacher: Maria Blake

Proprietor: Abigail Hercules Company number: 03649660 (England and Wales) Registered Office: 5 Underwood Street London N1 7LY

CONTRACTOR MANAGEMENT POLICY

Scope

This guidance is applicable to all those with responsibility for selecting and appointing contractors to work for and on behalf of the school. There is separate policy guidance on construction projects where contractors will be employed and compliance with the Construction (Design and Management) Regulations is needed. The general points of this guidance will be applicable to such work.

Objectives

To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.

To ensure the health and safety of:

- school employees
- school pupils
- contractors employees
- sub-contractors
- any other persons who may be affected by the work being undertaken

Guidance

The Bursar / Maintenance Engineer will be responsible for the implementation of this policy.

The Bursar / Maintenance Engineer will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

- how the contractor manages health & safety, e.g. policy, conducting risk assessments, access to competent advice
- who has overall responsibility for health & safety
- what training staff have had
- has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
- provision of example risk assessments for the type of work you will be undertaking
- details of any serious accidents in the last 3 years
- references for the type of work from previous clients

The Contractors representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:

- general description and scope of work
- timescale for the work

- areas affected
- work methods, safe systems of work / risk assessment as applicable
- any foreseeable hazardous operations
- any hazardous materials or dangerous work practices

The School Rep will advise the Contractor Rep on:

- premises emergency procedures including evacuation / assembly points
- facilities available to the contractor
- relevant operational rules and procedures, eg no-go areas, times of working
- access arrangements
- school activities which may affect the contractors work
- documentation required by the school

Outside normal school hours work may be allowed by prior agreement with the School Rep.

The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)

The contractor will be required to:

- ensure that work areas are safe
- ensure that work areas are tidy
- remove rubbish and redundant materials

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this include

- hot work
- excavations
- scaffolding
- overhead work
- use of flammable liquids
- work involving electricity
- work at height and involving lifting equipment
- any construction work

Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed

The Contractor Rep will report any accidents to the School Rep.

The Contractor is responsible for the provision of their own first aid arrangements

Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

Legal Requirements & Education Standards

References:

Commentary on the Regulatory Requirements, Part 3 (www.isi.net)

Health & Safety Executive, Using Contractors a brief guide

(www.hse.gov.uk/pubns/indg368.pdf)

Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

"Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

"Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

Education Funding Agency "Fire risk during school maintenance or building works"

(Nov 2016)

Recommended review period: Annual

Review by: Bursar

Date reviewed: