



Churchfields
The Village School

Atworth ∞ Monkton Farleigh

CONTRACTORS POLICY

Current Policy Approval Date:	Autumn 2020
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POLICY & PROCEDURE

A contractor is responsible for ensuring, as far as is reasonably practicable, the health and safety of himself, his employees and anyone who might be affected by his activities, e.g. LA employees, pupils, members of the public.

This responsibility includes not only his manner of working, e.g. preventing objects falling from heights, securing tools/substances to minimise risk, but also the work done, e.g. the item of machinery, after repair, must be safe.

Despite this, the LA, and in some cases the individual school has responsibilities in respect of the work of contractors.

These can broadly be listed as:

- to take reasonable care in the selection of contractors;
- to prepare proper specification of work;
- to consult prior to work commencing;
- to monitor the work in progress and on completion;
- to take action where a contractor's activities may adversely affect the health or safety of employees, pupils or visitors;
- to ensure compliance, if applicable, with the Construction (Design and Management) Regulations 2007(CDM).

Where the LA or Property Services have selected the Contractor they will be responsible for all issues relating to the Contractor.

A school will, however, take on these responsibilities for any contractual work not involving Property Services or the LA. Advice on each of these responsibilities is given below.

Selection of Contractors

Governing Bodies are free to use any contractor to undertake work at their school. However, Property Services maintains a list of 'selected' contractors' to carry out building works, plumbing, flooring, glazing, heating, electrical and specialist works.

Governors should take advantage of this list as it will preclude the need for further vetting.

Contractors

If Governors choose to use a contractor who is not on the approved list they should attempt to establish the competence of the contractor by consideration of the following points.

- references from previous customers;
- inspection of previous work;
- examination of the contractor's policy, procedures and practices for compliance with health and safety matters.
- membership or registration with a Federation or National Inspection Council such as the 'Contractor Health and Safety Assessment Scheme' (CHAS). The scheme is available for use by any school when short-listing contractors, suppliers and consultants (companies) who apply to work for them. It provides information about the health and safety part of their application.



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PLEASE NOTE

Every school is responsible for selecting competent contractors and should include health and safety functions and duties in any specification and any discussion about the work with prospective contractors. The competence and means to fulfil these functions and duties must be part of the selection criteria alongside price and other factors.

To assist schools in assessing the competence of contractors, the LA provides three means of support:

1. A checklist that schools can use in dialogue with prospective contractors. An [electronic version](#) is available on [Wisenet](#).
2. Access to a list of contractors already vetted by the local authority that schools can use without having to undertake the assessment referred to in 1.
3. Access to general advice to individual schools on the selection of contractors and their competence to undertake the proposed works via the property helpline operated by the Property Services Team on 0845 6024149.

Also note that all contractors must hold the necessary level of Public Liability Insurance as stipulated by the Council - currently this is £5 million as a minimum.

Anyone working on electrical or gas installations must be NICEIC or 'Gas Safe' registered respectively.

Contractors

Specification of work

The drawing up of working specifications is a skill which requires considerable experience. It is unwise, therefore, for a lay person to attempt to write anything other than the very simplest of specifications. Property Services can provide assistance to Governors and should be consulted in the first instance. A cost may be incurred for this service

Construction (Design & Management) Regulations 2007

Consideration should be given as to whether the project falls within the requirements of the Construction (Design & Management) Regulations 2007 (CDM). For further information see the section on CDM.

Consultation prior to work commencing

A contractor will need to know about any special features of the job or its execution. For example, whether there are underground cables to be aware of or whether the school needs to continue use of an area or maintain access to it. The asbestos register also needs to be checked (see section on Asbestos).

Conversely the school needs to know what the contractor's requirements are for space, access and services and what hazards they are likely to introduce to the site, e.g. sources of ignition from welding equipment or generation of noxious dust. All such working procedures should be discussed, agreed and recorded at a meeting held on the premises before work commences.

A simple checklist of items for consideration is included at the end of this section.

Monitoring work

On major contracts organised through the LA involving Property Services it is likely that there will be regular visits from Property Services Officers to ensure satisfactory progress according to specification. In these instances the school should raise any concerns with this Officer.

For minor maintenance work, the school should monitor the activities of the contractor in as much as they affect the health and safety of employees, pupils or visitors.

The basis for concern should be the expectations and knowledge of an average person. In other words, you are not expected to conduct a thorough examination of the integrity of a scaffold but you would be expected to take action if you saw a scaffold leaning at a perilous angle.

Taking action

In the event of an imminent risk of serious injury to LA employees, pupils or visitors, the school should instruct the contractor to suspend work immediately and seek advice from a Wiltshire Council Health and Safety Adviser or from Property Services.

For less pressing concerns, refer them at the earliest opportunity to the monitoring officer.

Schools should also provide feedback on 'approved' contractors if they felt health and safety standards were not being adequately met.

Contractors

Checklist of items for discussion with contractor before work commences

1	Determine the nature, scope, commencement date and duration of the works. Does the specification cover all the necessary health and safety requirements?
2	Does the contractor know and agree the reporting of arrival arrangements?
3	Is there any relevant health and safety information to give to the contractors? (e.g. fire alarms, lesson break-times, access needs etc.)
4	Will the contractor's vehicles need to pass through open access? If so, can they be segregated from staff and pupils by timing or barriers? If not, what alternative arrangements can be made?
5	<p>Will the contractor's work create any potential risks for staff, pupils or visitors?</p> <p>Examples include:</p> <ul style="list-style-type: none">a) objects falling from heightsb) collapse of scaffolding or overturning of mobile scaffoldsc) materials and equipment obstructing passageways and fire escapesd) scaffolds, ladders, materials and equipment being left unattendede) moving vehicles on sitef) electrical leads passing through occupied areasg) excavationsh) dust or fumes <p>If so, what precautions do the contractors intend to take?</p>
6	Does the school need to take any complementary precautions of its own to prevent danger to staff, pupils and visitors? Should announcements be made at assembly or should break and dinner time supervision be increased? Have affected staff been involved and informed?
7	What are the arrangements for the storage and transport of materials and waste? Are these likely to create any danger for staff, pupils or visitors?
8	What are the arrangements for site security?
9	Is the contractor aware that school equipment will not be available for use and that the contractor must provide all of the equipment necessary for the work to be completed?

Contractors

Useful Links

CDM

<http://www.hse.gov.uk/construction/cdm.htm>

Summary of duties under CDM

<http://www.hse.gov.uk/construction/cdm/summary.htm>

Notify a project under CDM

<http://www.hse.gov.uk/construction/cdm/f10form.htm>

Use of Contractors

<http://www.hse.gov.uk/pubns/indg368.pdf>

Selecting Competent Contractors to Work at Height

<http://www.hse.gov.uk/falls/campaign/competentcontractors.pdf>