



United Learning – Health and Safety Topic Policy

Contractor Management

Glebe Primary School



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Document Control	
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Name of Responsible Committee	Group Board
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United Learning

Health and Safety Topic Policy – Contractor Management

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1. Scope

- 1.1 This Policy forms part of the health and safety arrangements detailed in the ‘United Learning Group Health and Safety Management Policy’. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety Work etc Act 1974, and specifically within the Management of Health and Safety at Work Regulations 1999, and the Construction (Design and Management) Regulations 2015.
- 1.2 It is applicable to all schools and central office locations, herein referred to as United Learning Sites.

2. Implementation

- 2.1 The requirements of this Policy must be implemented within 12 weeks of the date of publication.

3. Interpretation

- 3.1 The following definitions apply to this Policy:
- Capital Works – building or engineer work that creates an asset or increases the value of an existing asset
 - Contractor – any third party engaged to provide services at the Site or to the Group, but for the purposes of this policy, not including supply teachers or other specialist education or support services. Sites still need to ensure that these persons are competent to carry out their role and that safeguarding requirements are fulfilled but the rest of the controls outlined in this policy do not apply.
 - Hot Work - broadly defined as any temporary or non-routine operation or activity involving open flames or producing heat and/or sparks, carried out in a location not designed for such activities. This can include activities such as welding, brazing, soldering, grinding, cutting, blowlamps, hot air guns, etc.

4. General Aims to be Achieved

1. Only competent and suitably experienced contractors must be engaged to work on United Learning Sites.
2. There must be effective cooperation and coordination between all parties. This is especially important where more than one contractor is operating at the same time.
3. All risks that arise to employees, students and visitors in connection with the contractor’s work must be assessed, mitigated and documented accordingly¹.

5. Steps for Effective Contractor Management

- 5.1 The following steps must be followed by all Sites:



¹ It is the responsibility of the contractor to manage their activity and risks to their staff, however, the site must consider how the general operation of the contractor may affect their site users. A detailed technical understanding of the work process and hazards involved is not required.

5.2 Identify the Job

- All Sites must contact their Group Estates Manager at the conceptual stage of any capital works that are planned or desired
- For routine works, be clear about what the contractor is expected to do and where there may be safety issues – think about issues for the contractor and possible impact on staff, students and other Site visitors

5.3 Select a Suitable Contractor

- Where possible use contractors that have carried out successful projects for the Site previously (but ensure adherence to the Group Procurement Policy)
- Check the contractor has the relevant experience, knowledge, training, for the job you want them to do
- Check the contractor holds membership to a relevant trade or professional body and has the appropriate licences, where this applies
- Check they have sufficient resource (time, people, equipment) to undertake and complete the work in the intended timeframe

5.4 Set Standards

- Identify the safety, health, (and other) standards that you expect them to meet or deliver
- Make sure it is clear what the contractor has to do and what the Site has to do, for example who owns and maintains equipment that the contractor uses or that they provide themselves
- Detail the employee and pupil requirements in terms of access and egress and playground facilities etc
- Establish if the use of sub-contractors will be permitted and if so set standards of competence

5.5 Exchange Information

- The contractor should tell you about the risks associated with their work and how they control them
- Sites should give contractors any information they need to be able to carry out their tasks safely
- Clear points of contact for all parties must be established
- All relevant hazards known to the Site (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor, and other information as appropriate
- Evacuation and emergency procedures should be discussed with contractors and copies of documents such as fire action notices provided to them

5.6 Monitor Performance

- During the contract, check that the contractor(s) is/are meeting the standards that were set.
 - The contractor must provide information about:
 - Any enforcement action relevant to the contract
 - Any significant accidents (as a guide these would include RIDDOR accidents)
 - Any safety complaints about the work they are doing from whatever source

- Other typical areas to monitor will be:
 - Performance against any agreed action plan relating to the contract including discussion of any significant deviation
 - You might also consider undertaking inspections, asking for and reviewing performance reports and holding liaison meeting between all parties involved

5.7 Feedback/Review

- Tell them when you think they have performed well or about any concerns you have about their safety performance
- Listen to and act on the feedback given and received. Use this to inform future selection criteria.

6. Contractor Evaluation Questionnaire

- 6.1 A *contractor evaluation questionnaire* is available on the [A-Z section](#) of United Hub which may be used to assist Sites in documenting the above checks. However, it is not mandatory to use this form provided that evidence of engagement of a suitable contractor is obtained e.g. email, meeting notes, copies of method statements and risk assessments provided by the contractor.

7. Permit to Work Scheme

- 7.1 Permit to work schemes are formal management systems used to control high-risk activities. They are normally used whenever the method by which a job is to be done is likely to be critical to the safety of those involved, others working nearby, the public, or the building itself. The need for a permit to work should be considered at the task planning stage.

- 7.2 Examples of such activities that may require a permit to work include:

- Hot work
- Entry into a confined space
- Work on complex machinery or electrical equipment or where control systems are not located in the vicinity of hazardous parts or work areas.
- Work at height other than routine use of stepladders and step-stools.

- 7.3 Whenever hot work is to be carried out, it is a requirement of the Group's insurers that this be subject to the permit-to-work scheme available in the [A-Z section](#) of United Hub (under 'Construction Projects'). Refer to the '[Group Construction Projects Policy](#)' for full details on the process required. NB: this applies to **all** hot work not just that which is carried out by external contractors.

- 7.4 A general Permit to Work would detail the following:

- Specify the work to be done, the equipment to be used and personnel involved
- Specify the precautions to be taken when performing the task
- Specify other workgroups to be informed of work being performed in their area
- Authorisation for work to commence
- Duration that the permit is valid
- Method to extend permit for additional period if necessary

- Witness mechanism that all work has been complete and the worksite restored to a clean, safe condition
- Actions to be taken in an emergency

7.5 It is especially important that a permit to work scheme be used where the actions of a contractor will present a high risk to staff, students, the public or buildings.

8. Summary of Requirements

- All contractors to be appointed in line with the above principles
- All records of contractor check to be kept with the project information, in an easily retrievable format
- Permit to work scheme to be used for all hot works and as necessary for any high-risk works

9. Further Information

9.1 For additional information on contractor management, refer to the [HSE website](#) and [A-Z section](#) of United Hub.

10. Local Arrangements

At Glebe Primary school], Steven Williams] is the lead for contractor management

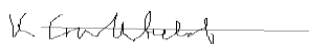
Records of contractor evaluation checks can be found Under the Contractor File on the system

Copies of permits to work can be found [Contractor File

11. Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

**Head
Teacher**



Mrs Karen Crutchfield

12/11/24

**Governor for
Health and Safety**



Mr James Eaton

06/11/24



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