# Somerset Road Education Trust Contractor Management Policy

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| **Version and Date** | | **Action/Notes** |
| 1.0 | June 2016 | Author S Day Mat BM |
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# Somerset Road Education Trust - SRET

# Introduction

SRET has specific duties under the Health and Safety at Work Act and all subsequent legislation on all sites where contracted work is carried out, including construction, refurbishment and maintenance work, to ensure that all relevant legislation is adhered to. The purpose of this procedure is to detail how contractor work will be controlled on SRET premises. This procedure has been prepared to help contractors and their employees to work safely, to prevent accidents and injuries to them and to staff at SRET and students.

The words ‘client’ and ‘contractor’ are used throughout this procedure. SRET is the Client. The Contractor is anyone who is not an employee is of SRET and is brought in to work on SRET premises.

# Organisation

The responsible person for Health and Safety site matters is the Site Manager. The Site Manager is responsible for procuring and managing contractors on the site in conjunction with the Head Teacher. Dependent upon school this role may be delegated to the School Business Manager. The Site Manager is responsible for checking on the progress with the job and that contractors are working safely.

# Procurement of Contractors

The contractor will also need to demonstrate evidence of the following:

* Public liability insurance,
* Risk assessments and method statements,
* Competency certification,
* Professional memberships / accreditations.
* No previous enforcement action relating to health and safety offences.

In addition to the above, it is also important that contractors demonstrate a proactive and willing attitude to engage in the safe procurement process.

# Responsibilities

**RESPONSIBILITY OF SRET**

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

* SRET will clearly identify all aspects of the work they want the contractor to do, including work falling within the preparation and completion phases.
* SRET will check that the contractors are competent. This will be established by considering the individual’s skills and experience (certification such as NVQ’s, health and safety awareness training degrees, and experience), business competency (affiliation / accreditation to professional trade associations, recognised management systems 9001, 14001, 18001).
* The contractor must assess the risks for the contracted work and SRET and contractor must work together to consider the risks from each other’s work that could affect the health and safety of the workforce or anyone else.
* The client will view the contractor’s method statement and consider if it conflicts with on-site safety. The school will also consider the suitability of equipment and if they have been assessed and correctly maintained.
* SRET, contractors and sub-contractors must provide their employees with information, instruction and training on anything, which may affect their health and safety in particular with the work to be undertaken.
* The client and the contractor will co-operate and co-ordinate their activities between all the parties involved.
* SRET will provide a contractor induction; communicate on-site hazards, site contacts and safe working procedures.
* SRET will decide what they need to do in order to effectively manage and supervise the work of contractors.
* SRET, contractors and sub-contractors should monitor their health and safety performance.
* SRET will make periodic checks on the contractor’s performance to see if the work is being done as agreed.

Any person engaging contractors will need to ensure that these issues are addressed.

# RESPONSIBILITY OF CONTRACTORS

The Contractor, before submitting the tender will be conversant with the Statutory Regulations governing the work to be undertaken and other Acts, Regulations and Orders affecting the works. Together with the Schools Codes of Practice, Permit to Work Systems and any other special conditions, the Contractor will comply with their duties under all approved codes and Health & Safety legislation. Where no specific legislation exists, the Contractor shall comply with guidance provided by relevant codes of practice or industry standards as a minimum standard of safety.

The Contractor will undertake to comply with all the items specified in the previous paragraphs.

The Contractor will be responsible for the appointment of a Safety Supervisor for the premises or works and will forward the name of that person on commencement of work, to the Site manager of SRET.

The Contractor must ensure that Sub-Contractors are carefully selected to ensure high standards of health and safety compliance are maintained. Contractors are reminded that they will be held responsible by the school in the event of any failings of the Sub- Contractor and as such, the Contractor may be prevented from tendering for work in the future.

The Contractor must assure SRET that the Sub-Contractors attention has been drawn to those items in this document, which are the subject of the work they are to undertake as part of the main contract.

The Contractor shall ensure that: -

1. They have established satisfactory and safe systems of working in accordance with their written safety policy and method statements.
2. All employees are adequately trained and are supplied with all relevant information on risks associated with the project and control measures to be employed.
3. The area of work and siting of temporary building and storage areas e.g. LPG, petroleum, etc. has been clearly defined and is adequately fenced/hoarded.
4. They are fully aware of any emergency evacuation procedure and assembly points that may be in force in the area of work. Where the work may interfere with these arrangements, temporary arrangements must be agreed by all parties concerned

i.e. controller of the premises, occupants and other Contractors.

1. They have made proper arrangements for the sharing, or provision of sanitary, welfare, canteen and First Aid facilities.
2. Any Licenses, Permits to Work etc. necessary for the work have been obtained.
3. Structural Engineers have been consulted where excavations are required near buildings, or additional weight is being placed on roofs, floors or other parts of existing structures.
4. Designs and calculations have been prepared by a competent person for temporary works, such as shoring, formwork or similar supporting structures.
5. Safe passage is maintained for all pedestrians near works, whether they are SRET School employees, pupils, visitors or members of the public, with particular attention being paid to persons with special needs, the visually impaired, young persons or children etc. and that all plant equipment and materials, together with the site in general is left in a safe condition when unattended
6. The position of all public utilities, e.g. electricity, gas, water, telephone and television etc. have been identified and the necessary precautions taken.

# RISK ASSESSMENTS

The Contractor must ensure that suitable and sufficient risk assessments are produced and documented for all tasks that involve significant risk. Suitable control measures must then be put in place and all operatives provided with information and training on the risks identified and the control measures provided.

These assessments should be available to those on site undertaking the work. It may be necessary to share the findings of these risk assessments with the Client, especially where the contractor's activities will affect the Clients existing health and safety arrangements

e.g. Fire escape routes, etc.

# METHOD STATEMENTS

The Contractor must produce and submit written method statements describing the safe systems of work to be adopted for the tasks they are contracted to carry out, prior to work commencing. The level of detail included in the method statement etc. is dependent on the level of risk involved with the task.

The method statement(s) will need to be on site and available for inspection at any time.

# MONITORING

Representatives of SRET will monitor contractors on a regular basis to ensure compliance with their legal obligations and that they comply with SRET health and safety policies. The Site Manager and Principal Contractor will undertake site inspections. A record of these inspections will be kept to monitor the contractor's health and safety performance whilst working on school premises.

# SITE DOCUMENTATION

The contractor will be expected to keep a copy of all required and relevant documentation on site at all times. It is expected that the contractor will disseminate the documented information to their employees accordingly. As stated above copies of risk assessments and method statements are to be kept on site at all times.

# General Site Issues

**PROTECTION OF THE PUBLIC AND SITE SECURITY**

It is the Contractor's responsibility to ensure the safety of those other than their employees who may be affected by their activities. The Contractor must make adequate provision to secure the work site as per the requirements of the Health and Safety at Work Act and supporting regulations.

All contractors are required to follow the relevant school’s sign in and sign out procedure, to enhance site safety and security.

The contractor will be expected to ensure clear and physical demarcation between the construction site area and the rest of the school site. The erection of fencing where appropriate, and warning signs will need to be in place. These arrangements will need to be maintained and monitored on a daily basis.

# EMERGENCY PROCEDURES

It is the responsibility of the Contractor to ensure that adequate emergency procedures are put into place before the commencement of a project, and that all persons working on or visiting the site are made fully aware of them. With respect to Principal Contractor they must co-ordinate emergency procedures with the Client or their representative. In all circumstances these procedures must be supported by satisfactory risk assessments, which must take into account the existing site arrangements.

# REPORTING OF ACCIDENTS

All reportable accidents, diseases or dangerous occurrences affecting Contractors or Sub- Contractors’ employees shall be notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Also, these accidents together with accidents to SRET employees, pupils or members of the public that arise out of the Contractors' undertaking need to be notified to the Site Manager and/or the Business Manager as soon as practicable.

# SMOKING

SRET operates a non-smoking policy. Contractors must adhere to the no smoking policy at all times.

# SAFE PLACE OF WORK

Contractors are required to ensure that they provide a safe place of work so far as is reasonably practicable at all times. Contractors are expected to organise their site in order to accommodate the safety of employees and those not in their employment. This will include communication, co-operation and co-ordination between all concerned parties.

# BEHAVIOUR

It is expected that at all times any contractor will refrain from any horse play, inappropriate behaviour and working in an unsafe manner while on site. At all times it is asked that the use of loud, foul or abusive language is avoided while on SRET grounds.

Contractors should avoid contact with students if at all possible and any adverse contact must be reported to site staff immediately.

# Working At Height

All work at height shall be undertaken in accordance with the current regulations, including the Work at Height Regulations. Tasks should be carefully assessed to see if alternative methods of work could be adopted to avoid the need for working at height. If not, then the task should be carefully assessed to determine a suitable safe system of work; risk assessments should be completed, and recorded.

Contractors are required to apply the requirements of the Working at Height Regulations in particular:

* Avoid working at height where they can.
* Use work equipment or other measures to prevent falls where they cannot avoid working at height.
* Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

When selecting equipment for work at height the contractor MUST:

* use the most suitable for the task
* give collective protection measures (e.g. guardrails) priority over personal protective measures (e.g. safety harnesses)
* take account of:
  + the working conditions, and
  + risks to the safety of all those at the place where the work equipment is to be used

Materials must not be thrown or dropped to lower levels. All materials must be lowered by means of hoist, gin-wheel, ropes or chute.

# The Provision of Plant and Equipment

The Contractor shall be responsible for the provision, maintenance and safe use of all tools, plant and equipment required for the work. The Contractor will not be allowed to use equipment owned or provided by SRET for their employees, unless the Business Manager of the school has given permission in writing. Where applicable the requirements of the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations must be applied.

# Cranes, Hoists, Lifting Appliances and Lifting Gear

Contractors shall ensure that all lifting equipment and lifting operations undertaken comply with the requirements of the Lifting Operations and Lifting Equipment Regulations, and that all equipment used on SRET premises is subject to thorough inspection by an authorised, competent person in accordance with a written scheme of inspection.

A current copy of the examination and insurance certificates should be kept on site and made available for inspection if required.

Each item of equipment used should carry its own unique identifying number, and clearly display its safe working load (SWL), which should not be exceeded at any time during use.

When not in use, all lifting equipment and accessories, such as eyebolts, shackles, strops & slings etc. should be stored in a suitable manner and in accordance with the manufacturer's advice.

Any item of lifting equipment that shows any sign of wear or damage, or any item that may have been subjected to a load greater than the marked SWL, should be removed from service immediately, and should not be used on SRET premises again until it has been re-certified by the competent person.

All lifting operations should be planned and thoroughly assessed for risk; and a written record of these assessments should be retained on site. Persons undertaking the lifting operations should be competent, trained and familiar with the assessments and the control measures to be applied*.*

# Excavations and Permit to Work

All contractors undertaking excavation work must be competent to do so and ensure that risk assessments and method statements are in place. Prior to any excavation work being undertaken contractors will be required to abide by the requirements of the Construction Regulations and guidance produced by the Health & Safety Executive, specific to excavations and hidden services.

Following this, reasonable investigation into the presence of underground services needs to be undertaken, including a review of all existing site information and drawings, contact should also be made with the service providers etc. to ascertain if these services will be disturbed by the intended works. This investigation should also consider the depth of the intended excavations, the prevailing soil types and condition, the prevailing weather conditions etc**.**

Prior to the commencement of any excavation greater than 150mm, **a Permit to Dig must be in operation and under the control of a competent and authorised person.** Even at depths less than 150mm appropriate investigations should still be undertaken by the contractor to determine whether or, not any hidden services are present.

A risk assessment must then be carried out prior to any excavation to determine the risk of collapse, flooding or oxygen deficiency etc., and detailing control measures to be employed.

A CAT (Cable Avoidance Tool) scanning survey must be carried out by a suitably qualified and competent person; to determine the location of buried services. CAT scanning must be carried out continuously (i.e. at 300mm intervals) during the excavation. Site drawing and plans must be modified where services are located.

Excavations must be properly shored or battered to the correct angle of repose for the soil type to prevent collapse.

Edges of excavations must be protected by a continuous rigid barrier where practicable, and further barrier protection, *e.g.:" stop-blocks" or similar,* must be used where vehicles have to approach the excavation edges. All excavations must be securely fenced.

# Demolition

All demolition work must be carried out in accordance with the CDM and Construction Regulations and associated Health and Safety Guidance Notes. Written method statements are required prior to any demolition work being undertaken.

A suitable asbestos survey will be required prior to commencement of the demolition. The survey will need to be undertaken by an appointed UKAS accredited organisation.

Any asbestos containing materials (ACM's) identified within that survey that could be potentially be or will be disturbed by the proposed works, shall be removed by a licensed asbestos removal contractor.

Temporary fencing /solid hoardings (dependant on the type and duration of the work) at least 2 metres high must be erected around the site and protective fans erected if the general public is likely to be affected.

The site must be left in a safe condition when the day’s work is over.

# Asbestos

Before the commencement of any work which involves disturbance to the services or fabric of the building, the presence, or otherwise, of asbestos containing material, must be established. Where this has not previously been determined an appropriate asbestos survey will need to be conducted by a UKAS accredited Asbestos surveyor. Prior to demolition, a Refurbishment/Demolition survey will be required.

The survey will need to be undertaken by an appointed UKAS accredited organisation.

# CONTRACTORS MUST ENSURE AN ASBESTOS SURVEY, SUITABLE FOR THE WORKS IN HAND, HAS BEEN CARRIED OUT BEFORE WORK STARTS AND THAT THE NECESSARY CONTROL MEASURES HAVE BEEN PUT IN PLACE.

Contractors must have a copy of the relevant parts of the asbestos survey available on site, and must be familiar with the contents*.*

**Control of Substances Hazardous to Health (COSHH)**

As an employer the Contractor has a duty under the COSHH Regulations to undertake an assessment of all materials/substances used by operatives to ensure that they and others who may be affected by their work activities are not exposed to health and safety risks.

Where it is reasonably practicable the employer must eliminate/substitute a hazardous product with a safer one to reduce the risk of harm to those using the material and those who could be affected by the material in question.

Suitable and sufficient COSHH Assessments shall be held on site and made available for inspection if required. All relevant information contained within the COSHH assessment must be communicated to those persons who will use the substances, especially in regards to the suitable control measures to be employed to use the substance in a safe manner.

# Confined Spaces

A confined space is defined as any place, including any chamber, tank, vat, silo, pit trench, pipe, sewer, flue, well or other similar space in which, by the virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Clarification as to what constitutes a

specified risk can be found in the Health and Safety Executive (HSE) Approved Code of Practice for confined space working.

SRET regards confined space entry as a high-risk activity; consequently the school requires that all entry into confined spaces to be controlled by the application of Permit-to-Work control and Entry Permits.

Contractors whose work requires entry into confined space must produce detailed risk assessments and method statements prior to the work commencing. Proof of competency and training for all parties both entering and supervising the confined space entry must be provided and available for review/inspection.

# Electrical Work and the Use of Portable Electrical Equipment

Any electrical work must be undertaken ensuring compliance with Electricity at Work Regulations. SRET operates a **'no live working policy'** and 'live' work must be avoided and alternative work methods implemented, If there is no alternative other than live works then a written request will need to be made by the contractor to the School Business Manager prior to commencing. They will consider the request by referral to the SRET H&S Committee and provide authorisation if in their option the request is justified.

All portable electrical equipment and site lighting must be used at reduced voltage i.e. 110v or lower and must be regularly inspected, tested and maintained. Battery powered equipment should be used where possible. If a step-down transformer is used, then this must be located adjacent to a suitable 240-volt socket outlet, 240volt extension leads will not be allowed. Any reduced voltage extension leads (i.e. 110v) must be suitably protected against the prevailing hazards, and laid in such a manner so as not to introduce any additional hazards, (i.e. tripping hazards or lying in pools of water etc.).

# Noise

The Contractor must be aware that regular exposure to high noise levels can cause damage to hearing. The exposure of anyone to noise from work activities must be assessed and controlled; this would also include members of the public. Noise produced by plant and machinery must be kept as low as is reasonably practicable.

# Traffic and Vehicles

The Contractor will need to apply the requirements of SRET. The onus will be on them to apply these requirements or be able to demonstrate that they have a system in place that is at least equal to the requirements laid down by SRET.

Where reasonably practicable the contractor should endeavour to maintain separate vehicle and pedestrian access points and routes. Where possible, one-way systems should be implemented. **A trained reversing assistant must control all reversing vehicles where it is safe to do so.**

The contractor must ensure that all vehicles are securely loaded. All routes should be clearly signed and information disseminated appropriately to the users of the building. The contractor must ensure that all drivers have the correct competencies to drive the required vehicles. Inspection and maintenance records must also be held. Contractors should organise deliveries at times to cause least disruption to the site as possible.

# Fire

Prior to the commencement of any project the contractor must ensure that a coherent fire plan has been drawn up including emergency evacuation procedures and fire assembly points, in particular if the school building(s) is still in occupation. If egress routes are to be altered strong lines of communication and co-ordination between the client, users of the building and the contractor must be maintained at all times. Information must be disseminated to all relevant parties.

The contractor must ensure that suitable and sufficient fire fighting equipment is provided and situated at accessible points. The contractor must also ensure that sufficient members of staff have received the correct training for the fire-fighting equipment that has been provided.

Contractors must ensure that flammable materials are kept to a minimum and appropriate and adequate storage facilities are provided for flammable/liquid gases etc. It is the contractor's responsibility to ensure that waste is removed from site regularly.

# Protective Equipment/Clothing

Contractors will be expected to provide protective equipment/clothing appropriate to the type of work being undertaken and to ensure that it is maintained and used.

# Welfare Facilities

Contractors are required to ensure adequate welfare facilities are in place and fully operational before commencement and are available for the full duration of construction works. SRET considers the following to be a minimum requirement;

* Regularly cleaned toilets, with toilet paper and lighting
* Hand washing facilities i.e. hot and cold running water, soap and a facility for drying hands
* An area for resting and consuming meals. (i.e. tables and chairs) with adequate protection from the weather and away from noise and dust of the work.
* Provision of clean drinking water and suitable receptacles where required.

# General Comments

This document identifies a number of the key elements that need to be considered by the Contractor when working at SRET. It is by no means an exhaustive list of issues, but gives a clear indication of what SRET expects from a contractor in relation to health and safety when they are working on our school sites. **The employee of SRET who engages the contractor, must ensure that the contractor receives a copy of this document in good time before works commence. They will also need to ensure that they obtain a signed declaration from them that they have received a copy of this document and will abide by the requirements laid down by the school and their legal obligations for health and safety documented in the SRET H&S Policy.**

**Linked Documents**

SRET H&S Policy

Asbestos Register (School related)

Contractor Leaflet

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| Policy Reviewed: | May 2021 |
| Next Review: | May 2023 |
| Signature of Chair of Trustees: | Signature of Ex Principal |