



## **Contractors' Safety Policy (Trust, including EYFS) (when working on behalf of Bede's School)**

**N.B.** This document should be issued to contractors & service providers, along with a copy of Bede's Safe Working Procedure SWP-14 – Site Health & Safety Rules and Code of Conduct for Contractors

### **1. Statement of Intent**

- I. This document is intended to clarify in relation to St Bede's School Trust Sussex (hereafter referred to as Bede's), the Safeguarding and Health & Safety Procedure and Arrangements when appointing contractors.
- II. This Policy applies to all contractors and service providers working on or in Bede's property and to all others who may be affected by the contracted works.
- III. A contractor is defined as anyone working for Bede's who is not an employee. The term Contractor will also include service providers (e.g. Xerox Photocopying Engineer). This policy does not apply to teaching contractors or contractors such as Holroyd Howe who come into regular or direct contact with Pupils. These are treated as "staff" and full DBS and other Bede's checks apply.
- IV. Overall responsibility for ensuring that Health & Safety measures within Bede's and this Policy are implemented shall lie with the Trust Board of Governors.
- V. The Estates Department will coordinate all Contractors working on behalf of Bede's to ensure all statutory requirements under the Health & Safety at Work Act 1974 and other relevant regulations are met so far as reasonably practical. The Estates Department will also manage Bede's Preferred Contractors Register (PCR).
- VI. It shall be the responsibility of all members of Bede's to ensure that the Estates Department are made aware of contractors or service providers coming onto site to further ensure correct procedures are followed.
- VII. The policy of Bede's is to ensure that all Contractors carrying out work on behalf of the school provide all necessary Health & Safety Documentation. Along with this the Contractor has to adhere to Approved Safe Working Practices and provide evidence of any training for operatives undertaking any works and also the completion of a Contractor/Employee Safeguarding Checklist (PCR -02) for every operative sent to Bede's to carry out work.

### **2. Bede's Responsibility**

- I. Bede's is required to ensure that its Contractors adopt and implement measures set out in the statutory guidance "Safeguarding Children & Safer Recruitment in Education.
- II. This means Bede's needs to have written assurances from the Contractor regarding their procedures for the recruitment and selection of staff they employ and to identify any vetting checks they carry out on their staff. (See DBS/ CRB below)
- III. Further Information and Statutory Guidance is available in:
  - a) Safeguarding Children & Safer Recruitment in Education

**b) Bede's Child Protection Policy**

- I. Depending on the size and nature of the works to be carried out Bede's reserve the right to formalise a written Contract with the Contractor setting out the General Conditions of Engagement this may follow the conditions of the current JCT Agreement for Minor Building Works or similar terms of contract.
- II. Bede's Estates Department will ensure that the contractor has completed the "Contractor Employee checklist" form PCR-02 for each operative the Contractor is sending to Bede's to carry out work.
- III. This includes details of certain checks they make when employing or recruiting their staff.
  - a) Prior to commencing work Bede's Estates Department need to ensure that the contractors photo ID matches all relevant documentation. Failure of the contractor to provide appropriate photo I.D may mean the contractor cannot start work.
  - b) Bede's reserves the right to ask that a contractor attends a short Safeguarding training session, this will be dependent on the nature of the work and the length of contract.

**3. Estates Department Responsibility**

- I. As a minimum Bede's is required under the Management of Health and Safety at Work Regulations 1999 to:
  - a) Assess risks arising from contractor activities.
  - b) Ensure the Contractor carrying out works on behalf of Bede's has provided relevant Health & Safety documentation and information for the works to be undertaken.
  - c) Ensure the implementation of suitable control measures for the purpose of reducing risk.
  - d) Monitor the arrangements for controlling risk.
  - e) Ensure the Contractor is provided with information regarding any risks associated with Bede's activities, premises or any plant involved.
  - f) The Contractor is made aware of any relevant Health & Safety Policy, Procedures and Arrangements or Safe Working Practices of the school that relate to the work they are to undertake.
  - g) In the interest of Safeguarding and Welfare of Bede's Pupils, the Estates Department will ensure effective Contractor Control and the issuing of Contractor Security Passes. This will be achieved by checking photo identification, Permit's to Work and carrying out School Site Contractor Inductions and Site Safety Inspections.
  - h) The Estates Department where relevant will keep a copy of Health & Safety Communications given to Contractors and obtain signatures as receipt of the Communication if necessary.
  - i) Where applicable full details of the communication given to Contractors must be kept for inclusion in the Contractor's Communication Log making up part of the Estates Department Health & Safety Management System.
  - j) The Contractor is to be made aware of the Trust's Asbestos Policy and Asbestos Register which is kept in the Estates Department. When appropriate access will be

given to the Asbestos Register prior to the commencement of works and will be made available for the duration of the contract for referral.

- k) The Contractor must be made aware of the Trust's Emergency Arrangements and Procedures and the need to remain compliant with all requirements made by the Trust.
  - o The Estates Department will be responsible for ensuring that all Contractors and Sub Contractors have a suitable level of Insurance appropriate to the level of risk involved in the work being undertaken or service provided and will obtain a copy of their current Certification.

#### **4. Procedures and Arrangements - Employing the Services of a Contractor**

- I. Only contractors on the Trust's Preferred Contractors Register (PCR) shall be employed to carry out work on or in Trust property, or in other areas of its business function.
- II. However, Bede's and ISI (\*355) recognise that there may from time to time be a need to employ the service of a Contractor at short notice in response to an Emergency situation or Mechanical breakdown to ensure the continued smooth running of the School (see DBS/CRB below).
- III. Works can also be arranged during school holidays or out of hours to minimise safeguarding risks. In these instances, Contractors can be managed on a risk based approach and supervised where necessary.
- IV. Prior to a Contractor being placed on the PCR it shall be a prerequisite that a Contractors Health & Safety Questionnaire (PCR -01) has been completed by the applying Contractor and submitted along with a copy of their current Public Liability Insurance Certificate to the Trust's Estates Department.
- V. Once a Contractor has been awarded a Contract at Bede's they will be required to complete and submit a "Contractor Employee checklist" form PCR – 02 for each operative the Contractor is intending to send to Bede's to carry out work.
- VI. All documentation submitted by a Contractor will subsequently be checked by the Estates Department.

#### **5. Disclosure and Barring service (DBS)**

- I. The Independent Safeguarding Authority Disclosure and Barring Service (DBS) 2012, formerly The Criminal Records Bureau Check - Section 142 of Education Act 2002.
- II. To ensure Bede's remain compliant with DBS and Independent Schools Inspectorate (ISI) regulations Contractors/ Subcontractors and their staff will where required be asked to undertake an enhanced DBS Disclosure prior to inclusion onto the Preferred Contractors Register (PCR).
- III. A contractor working in school premises maybe required to undergo a DBS check if:
  - a) The work will be carried out regularly at the school (regularly means once a week or more or on four days or more in a single month) and
  - b) The work takes place regularly at the same school and
  - c) The work gives the contractor the opportunity to have contact with children at the school
  - d) If the work is done when there are no children present or on a part of a site which is segregated so that the children have no access, it would not be considered to be regulated activity and therefore there would be no requirement.

- IV. If the DBS deem a contractor is not eligible for an enhanced DBS Disclosure and Bede's are unable to schedule the work to be done at a time when pupils are not present or arrange for the work to be carried out in an area that was 'segregated', then our only option is to have our contractors supervised at all times by one of our employees following a risk based approach.

**Independent Schools Inspectorate – Handbook for the Inspection of Schools**

**Part 4 – 355 Supervision of Contractors**

It is recognised that it is not practicable normally for a school to provide supervision of contractors making emergency repairs by a qualified person at the same level as for volunteers under Annex F of KCSIE 2016.

KCSIE 2016 clarifies that while unchecked contractors should under no circumstances be allowed to work unsupervised, schools are responsible for determining the appropriate level of supervision depending on the circumstances. Inspectors will ask schools how regularly they would check on the contractor staff involved.

- V. Further information is available on DBS/CRB Checks from [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) including a link to Organisations acting as an Umbrella body.

**6. Umbrella Body Search**

- I. The umbrella body search facility gives employers the opportunity to search for an organisation who can process DBS checks on their behalf.
- II. Employers can look for a suitable umbrella body using a range of criteria including sector, region, services, price range and specific organisation details.
- III. Organisations wanting to offer their services on the database must be registered with the DBS.

**Independent Schools Inspectorate – Handbook for the Inspection of Schools**

**Part 4 – 349 Self- Employed Contractors**

Self – employed contractors should generally be checked by their professional associations. This is because it is not possible for self-employed people to obtain checks directly on their own account (except at the basic level), but professional associations usually assist with checks to enable their members to access work. If it cannot be confirmed in writing that the person has been checked by another organisation, the school should consider obtaining the DBS check itself.

**7. Emergency Arrangements**

- I. Where there is a need to employ the service of a Contractor at short notice in response to an Emergency situation or Mechanical breakdown to ensure the continued smooth running of the School:
- II. The Trust may as, a last resort, employ the services of a Contractor that has not, where eligible, undergone an Enhanced DBS Disclosure, however the Contractor will be escorted at all times or supervised following a risk based approach by a member of Bede's staff. (See ISI Part 4 – 355)

## 8. Safeguarding

- I. In the interest of "Pupil Safeguarding & Welfare" Bede's will review DBS disclosures to assess eligibility and suitability to work in a school environment. This will be in accordance with the Independent Safeguarding Authority Disclosure and Barring Service (DBS).
- II. When a contractor first arrives at the school they will have their photo identification checked by the Estates department and must have completed a "Contractor Employee checklist" form PCR – 02 for each operative the Contractor is sending to Bede's to carry out work.

## 9. Preferred Contractors' Register (PCR)

- I. The Estates Department will as appropriate assess or have assessed the Health & Safety competence of any Contractor or self-employed individual prior to the contract being awarded or the Contractor being included onto the PCR. Examples of how this might be achieved are as follows:
  - a) The Estates Department will ensure that a Contractors Health & Safety Questionnaire has been completed and a copy of their current Public Liability Insurance or All Risk Insurance Certificate supplied to the Estates Department.
  - b) Any Contractor with five or more employees must have a written Health & Safety Policy a copy of which must be submitted to the Estates Department.
  - c) The Estates Department will/may ask to see a copy of the potential Contractors, sub-contractors or service providers Health & Safety Policy before their services are engaged for the first time or before they are included onto the PCR.
  - d) The Contractor may further be asked to provide references for other works completed of a similar nature or to provide details of their company Health & Safety Management System.
  - e) All contractors will be required to sign in with the Porters Lodge at the Senior School or the designated individual at the Prep School and produce photo identification prior to starting work.
  - f) All contractors coming within the regulative activity definition may be required to undergo a short safeguarding training session held at the School.

## 10. Contractor's Responsibility

- I. It shall be a prerequisite that the Contractor completes and submits a Contractors Health & Safety Questionnaire along with a copy of their current Public Liability Insurance or All Risk Insurance Certificate to the Estates Department. Along with this the Contractor will have to where necessary forward a DBS Disclosure (see DBS/CRB).
- II. The above requirements will have to be satisfactorily completed prior to the Contractor being included onto the PCR or the contractor being awarded an initial contract with the Trust.
  - a) Contractors must if requested provide all relevant Health & Safety Documentation before being allowed to commence work and when appropriate may be asked to provide evidence on what Health & Safety training they provide and how Health & Safety Communications are passed onto any staff or sub-contractor's they employ.

- b) The Contractor may also be asked to provide evidence of any training records or relevant current certificates of competence held by those carrying out works on behalf of the Trust.
  - c) Contractors must if requested provide evidence on what safety checks they make on their equipment, plant and tools e.g. Electrical Testing of portable electrical items. Anything used by the Contractor to undertake works on behalf of the Trust is expected to comply with all relevant Health & Safety Standards and to be maintained in a safe condition.
  - d) Where the Main Contractor chooses to employ the services of subcontractor's overall responsibility for Health, Safety and Welfare will rest with the Principal Contractor and it shall be the responsibility of the Principal Contractor to inform all sub-contractors of Bede's Health & Safety policies, procedures and site rules.
  - e) Any such engagement of sub-contractors by the Principal Contractor must be discussed and agreed with the relevant employing Manager from Bede's. The Contractor may be asked to provide evidence of the level of competence of any sub-contractors they engage to undertake work on behalf of Bede's and all sub-contractors must have where necessary completed an enhanced DBS/CRB Disclosure.
- III. Prior to the Principal Contractor allowing any sub-contractor to undertake work for the Trust, the Contractor will inform the Estates Department or member of Bede's staff employing their services of the full details of all sub-contractors to be used at which time all sub-contractors will be treated or expected to conform to the same levels of arrangement as that of the Principal Contractor including the completion of a "Contractor Employee checklist" form PCR – 02 for each operative they are sending to Bede's to carry out work.
- a) The Contractor will be responsible for supervising at all times any visitors, surveyors or reps they require on site at all times and for ensuring they comply with Bede's Site Health & Safety Rules and Code of Conduct for Contractors and signing in arrangements.

## **11. Contractors Working on Site**

- I. Contractors will be expected to undertake a suitable and sufficient level of Health & Safety Assessments deemed necessary to protect the Health, Safety and Welfare of all persons likely to be affected by the work.
- II. As part of the Assessment consideration must be given to:
  - a) Asbestos
  - b) Fire Mitigation
  - c) Premise, Property and Site Security – Safe Access and Egress
  - d) Protection of the Workplace – Slips, Trips and Falls
  - e) Use of Electrical Equipment – 110v or Battery whenever possible
  - f) COSHH – Hazardous Substances – The Contractor may be requested to provide COSHH Assessments for products that require control information
  - g) Creation & Control of Dust – Extraction and Ventilation
  - h) Noise Reduction and Control
  - i) Working at Height
  - j) Hot Works
  - k) Manual Handling
  - l) Lone Working
  - m) Use of Personal Protective Equipment (PPE)

- III. The above list is in no way exhaustive and it shall be the responsibility of the Contractor to ensure any necessary measures are taken so far as reasonably practical for the protection of all those likely to be affected by the works.
- IV. The Contractor or self-employed individual must be made aware of Bede's Emergency Arrangements and Procedures and the need to remain compliant with all requirements in the interest of Health & Safety made by Bede's this information must be given by the person employing the services of the Contractor.
- V. The Contractor will be required to sign 'in and out' in the Visitors/Contractors book held in the Porters Lodge, or front desk at the Prep School.
- VI. Signing in is required at the beginning of each and every shift regardless of the duration of time and will be issued with a Visitors/Contractors Badge. Regular Contractors will be issued with their own photo I.D.
- VII. On larger projects, Site Registers and badges maybe issued by the Estates Department this will be discussed prior to the commencement of any work and would replace the need to report to the Porters Lodge, Estates Department Office or front desk on a daily basis.
- VIII. The Contractor will be responsible for the compliance of all sub-contractors and visitors to the site for the duration of the work and for the supervision thereof.
- IX. Normal working hours shall apply unless prior agreement has been obtained from the Estates Department or a Bede's member of staff employing the services of any Contractor, or in an out of hour's emergency situation.
- X. Normal working hours are defined as Monday to Friday, 8am to 5pm and weekends on prior agreement.

## 12. Monitoring and Inspection of the Works

- I. The Contractor must take full responsibility that the works are being carried out in accordance with any Health & Safety Regulations as agreed. A method of communication between all parties must be established and maintained for the duration of the works. This should be proportionate to the amount of work to be undertaken.

## 13. Review of this Policy

- I. This Policy will normally be reviewed to reflect changes in Legislation, along with its general effectiveness on how it relates to Bede's business operations and management.
- II. Any revisions or amendments to the policy should be brought to the attention of all relevant persons.

<b>Owned by:</b>	Director of Estates
<b>Authorised by:</b>	Security Committee
<b>Date:</b>	March 2018
<b>Review Date:</b>	March 2019
<b>Circulation:</b>	Published on school intranet and issued to Contractors prior to inclusion on Trust Preferred Contractors Register