

Contractors on Site Policy

Status: Approved

Date: July 2022

Review Date: May 2024

Governor Leadership: Health and Safety Committee

Executive Leadership: Head of School

Key Manager: Site Manager

Consultation/signing group: ----

What the pupils need to know:

- Workers on site are allowed to say hello but are not allowed to talk to you more than that.
- Be careful in case workers have left dangerous equipment around or left doors open.

What every member of staff needs to know:

- Contractors on site have been told about our pupils' needs and to be extra careful.
- Contractors with red lanyards must not be allowed to be in school unsupervised when any pupils are present on site.

What every adult needs to know:

- Cromwell High School will ensure that contractors on site respect our pupils and their needs and follow high standards of health and safety.
- Contractors will not be allowed access to pupils other than a brief greeting in passing to show respect.



Contractors on site policy-

Reviewed May 2022

Contracting Work:

The school will only use reputable contractors with proof of appropriate Public Liability Insurance and, wherever possible, will seek to use those recommended by reliable sources.

Contractors are employed to work outside of school hours whenever possible.

All contractors working in areas where they may be in the immediate vicinity of pupils must complete the Visitor Induction pack and **have the lanyard on their person.**

High Risk Work

School will only use contractors recommended by a reputable source/with high quality reference for any high risk work and this work will be completed outside of school hours whenever possible:

- ❖ Demolition
- ❖ Hot work
- ❖ Work at height over 2 metres
- ❖ Maintenance of mains services
- ❖ Work in confined spaces
- ❖ Tree work
- ❖ Work with licensed chemicals (eg pesticides)

As a condition of the contract the contractor must provide a written Safety Plan or Method Statement identifying how they will control risks arising from the work- including how they will ensure safety if it is necessary to be Working at Height or moving and handling significant loads. Method Statements are appropriate for smaller or discrete tasks such as roof repairs. For very small jobs completion of the Cromwell self-certification form is sufficient.

Contractors will be required to provide the correct certification as necessary- eg Electrical Test or Corgi Certification.

Consultancy

School will consider engaging the services of a consultant for all high risk or large scale project work and will consider the Local Authority as a provider of consultancy. Large scale projects must provide a Safety Plan. Where school does not feel qualified to assess a Safety Plan or Method Statement school will consult outside agencies- once again considering the Local Authority first.



Where any major works are to be carried out by contractors, pre-site meetings with architects, contractors and Tameside Borough will be held as appropriate to discuss all aspects of Health and Safety.

Contractor Management:

All contractors must give advance notice of when they will be working and report to the school office and sign in and out in the visitors' book (also giving details of their vehicle/s). Contractors must then report to the Site Manager- or in his absence the Head of School Headteacher.

Contractors working during school hours must be informed by school staff of the nature of the disabilities of the children attending the school (see accompanying handout) and of the need to ensure great care when using equipment and machinery in or near classrooms due to the danger to pupils and the disruption to the school. In particular contractors must be informed that equipment must NEVER be left unattended.

Contractors are not permitted to smoke inside the building or grounds at any time.

Contractors are not allowed to use portable radios during school hours and may only use them at other times if they are not disturbing school activities. Eg staff training/meetings.

Pupils must never be left alone with contractors.

School staff must ensure that pupils do not enter into inappropriate conversations with contractors.

Contractors should refrain from engaging pupils in conversations- simple, polite greetings are acceptable.

Contractors should not move vehicles when pupils are vulnerable- eg on the car park.

Contractors must ensure that harmful substances are stored safely with the knowledge of the site manager.

For safety reasons all ladders and tools must be removed at the end of the work and never left unsupervised.

Contractors must only be present in rooms and corridor areas that are identified by the Head of School Head (Resources) as necessary to the task in hand. They are not permitted in other areas of the school.


Contractors must maintain the school's security by ensuring all external doors are closed as necessary.

Non Compliance:

Where the school becomes aware/believes that a contractor is working in an unsafe manner we will:

- raise the issue as soon as possible with the contractor's representative on site.




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- where concerns remain we will notify and seek immediate support from the local authority.

Responsibilities:

- Overall responsibility lies with the Headteacher.
- Contractual compliance is delegated to the Finance Manager
- Day to day monitoring of Contractor Compliance with this policy including their own agreed Safety Plan or Method Statement is the responsibility of the Site Manager.

Rayner Stephens contractors will be given a copy of our pupil need leaflet as necessary.



Appendix 1: Hot Work

Hot work: examples	Hot work: precautions
<ul style="list-style-type: none"> • Cutting and welding • Brazing and soldering • Use of blow lamps and torches • Use of bitumen/tar boilers • Use of grinding wheels 	<ul style="list-style-type: none"> • Work should take place in restricted or controlled (i.e. screened) areas • Location and means of raising alarms should be checked • Smoke detectors must be isolated • Sprinklers must be fully operational • Suitable water or powder fire extinguishers must be available at the workpoint • Contractor should know how to raise the alarm and use the extinguishers • Inspect surrounding areas – adequate ventilation; all floor and wall openings covered • Remove or protect all combustible materials or flammable liquids including backings and substrates. • Cutting, welding, brazing etc equipment should be in good order • Gas cylinders should be secured vertically, fitted with regulators and flashback arresters • Where bitumen/tar boilers are used, they should not be taken on the roof where this can be avoided. If this is unavoidable, they should be mounted on a noncombustible, insulated base and fitted with a thermostat. • Hot work should not be left unattended during work breaks • A Fire Watch patrol should be arranged and continued for at least 1 hour past the completion of work



Contractors on site during school hours-

May 2019

Guidance about the needs of our pupils


Thank you for reading this information. We are sure that you are as concerned as ourselves that your work here goes well and without any injury or problem. **(Please note that swearing, prejudice, racial or sexual harassment, aggressive or abusive behaviour will not be tolerated in our school)**

It is important that you realise that our pupils experience Severe Learning Difficulties.

This means:

- That they are much less able to understand danger. Many of our pupils will not understand the danger posed even by obvious problems such as:
 - Stanley knives, drills, hammers etc. They may seek to explore or play with these items and cause themselves or others serious damage.
 - Waste such as sharp pieces of wood/metal, removed or spare nails or screws.
 - Ladders and items to trip over/bump into or climb.
 - Vehicles moving about.
 - Poisonous substances- some children will take all sorts of objects, materials or substances to their mouths and may swallow them.
 - Leave the building with supervision and be in danger.

It is up to you to keep the children safe from your work: You must keep your tools and materials safely locked away when you are not in direct control of them and tidy any hazardous waste before leaving the work area- including nails, screws, shards, wood splinters, lumps of putty etc. **If at any stage any of these precautions are not possible do not proceed until alternative arrangements have been made and you are authorised to continue by the Site Manager.**

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- That they may not understand social rules of behaviour. Many of our pupils will not understand some of the social rules of behaviour such as polite conversation or not hugging or touching people. No adults should reinforce such behaviour. Do not seek to develop interactions with our pupils unless under the specific supervision and direction of a member of our staff- even if it starts out well it could lead to problems. Polite greetings are fine.
 - That they are much less able to concentrate on their work when there is any distraction. Of course work creates noises and other distractions. Please keep these to a minimum- eg no radio, whistling etc during school hours. Please also be sensitive to requests from staff to wait from time to time. There may be a pupil in difficulty due to the distraction.
 - That some pupils experience panic or a startle reflex upon changes in their routines or sudden loud noises. Please co-operate with school staff in trying to minimise these.

At all times we wish everyone in our school to treat each other with respect and all adults on the premises are role models in this aim. Thank you for your co-operation.





Contractors on site - revised May 2019

Self certification of Health and Safety

requirements: (for minor works)

I hereby certify that all employees working for

..... (insert company name)

at Cromwell High School have had sufficient Health and Safety training and guidance including:

- Slips, trips and falls,
- Moving and Handling,
- Working at Height,
- Working in adverse weather conditions (if appropriate)
- and any training necessary for any specific tasks, materials or equipment posing additional risk.

Signed:

Position in company:

