

## Managing Contractors Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

### Review Procedures

The Managing Contractors Policy for the school is to be reviewed annually by the school management/Health and Safety Committee with notification being given to the full Governing Body on the results of the review.

### Amendments

Amendments are to be introduced on the approval of the school management/Health and Safety Committee. The Governing Body is to be advised on the nature of any amendments.

### Distribution of Copies

Copies of the policy and any amendments will be distributed to: The Headteacher; The Site Manager; School Health and Safety Representative; All Staff; Governors; Administration office and Contractors.

### Statement of Intent

The Governing Body and Headteacher will ensure that all services and works provided by contractors is planned and managed so as to minimise risks to the health, safety and welfare of staff, pupils and visitors to the school.

The main purpose of this policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:

- Effective planning of the contracted work or services;
- Selection of competent contractors;
- Ensuring safe working on site;
- Maintaining effective co-operation and communication;
- Monitoring and review.

The policy will apply primarily to high risk contracts e.g. window cleaning, premises maintenance and construction work. However, the requirement to select competent contractors extends to all services.

The Governing Body and Headteacher are aware of the Construction (Design and Management) Regulations 2015 (CDM) and the application of this legislation to construction, and building maintenance work.

The Governing Body and Headteacher are also aware of their duties as 'The Client' as defined by the CDM regulations.

## **ORGANISATION**

### **Introduction**

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

This document is intended as a guide to contractors working in the school on local maintenance tasks or under contracts placed by the school. To enable contractors and the school to operate simultaneously both safely and efficiently, this guidance defines the necessary responsibilities.

The school is mindful of the duties imposed by the Health & Safety at Work Act 1974 in respect of employees, students, visitors and the general public.

The Governing Body and the Headteacher are aware of the Construction (Design and Management Regulations) 2015 (CDM) and the application of this legislation to construction, and building maintenance work.

The Governing Body and the Headteacher are also aware of their duties as 'The Client' as defined by the CDM regulations.

This document will be provided to Contractors at the Tender stage of any planned works so that the required safety standards can be taken into consideration when costing the works.

The contents of this guidance do not in any way prejudice or detract from any formal contractual arrangements and do not form part of the contractual document.

### **Legislation**

Failure to manage contractors has wide implications under the Health and Safety at Work Act 1974, where Sections 2, 3, and 4 can be applied to occupiers and contractors, depending upon the circumstances. Similarly, civil claims for damages can be made against occupiers as well as contractors.

The following legislation also applies to the management of contractors and the control of building work:

- The Construction (Design and Management) Regulations 2015;
- The Management of Health & Safety Regulations 1999

The school and contractors both have legal responsibilities under health and safety regulations dealing with specific hazards:

- The Control of Substances Hazardous to Health Regulations 2004;
- The Control of Lead at Work Regulations 2002;
- Control of Asbestos at Work Regulations 2012

The Construction (Design and Management) Regulations, 2015 impose the duty of 'Client' for all maintenance and repair work as detailed below.

As a Client with control of budgets the school takes on legal duties that cannot be transferred to a client's agent or third party. These duties apply to ALL projects and require the client to:

- Check competence and resources of all consultants, architects and contractors;
- Ensure there are suitable management arrangements for the project;
- Allow sufficient time and resources for all stages of the project;
- Provide pre-construction information to designers and contractors.

## **Construction (Design and Management) Regulations 2015**

The CDM Regulations establish the need for all construction work including maintenance, building works and demolition to have a structured approach to ensure that only the safest practices are employed throughout construction and future use of buildings.

### **MAIN DUTY HOLDERS (roles and responsibilities)**

The Client: (the budget holder who controls and commissions the work is deemed to be the Client).

The client has overall responsibility for the successful management of the project, including making suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

Pre-construction information: To assist designers and contractors, the school shall provide relevant information at the earliest opportunity. Such information may be that which is already in its possession or that can be obtained by sensible enquiries, for example any surveys or the results of other investigations.

Construction Phase plan: Ensure that the Principal Contractor produces a suitable, project specific plan detailing how they will manage health and safety on site during the construction phase.

To enable the school to meet its responsibilities it shall be supported by a Principal Designer and Principal Contractor in different phases of the project.

A project with more than one contractor will initiate the allocation of a Principal Contractor or Principal Designer.

#### **Principal Designer:**

The role of Principal Designer replaces the role in the 2007 regulations of the CDM Coordinator.

The Principal Designer is responsible for managing health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the Principal Contractor and ongoing design work.

#### **Principal Contractor**

The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Designers and contractors should be appointed at the earliest opportunity to help prepare and plan the project.

A Principal Designer and Principal Contractor will be required on all projects where there will be more than one contractor working on the project.

### **APPOINTMENT OF DUTY HOLDERS**

If a project requires the appointment of Principal Designer and Principal Contractor (as noted above, when more than one contractor is working on the project), the Client (school) is responsible for appointing both the Principal Designer and Principal Contractor in writing. Failure to make these appointments means that the Client takes on the duties of the Principal Designer and/or Principal Contractor;

CDM 2015 specifies the need for duty holders to have appropriate skills, knowledge and experience;

When appointing duty holders, the Client is responsible for ensuring that they:

- a. Have the necessary capabilities and resources;
- b. Have the right blend of skills, knowledge, training and experience;
- c. Understand their roles and responsibilities when carrying out the work.

## NOTIFIABLE PROJECTS

The Health and Safety Executive's Notification level under CDM 2015 – is that notification (i.e. online notification form F10) is required for projects lasting more than 500 person days, or lasting more than 30 days with more than 20 workers simultaneously.

**Note:** The requirement to notify was previously the responsibility of the CDM Coordinator and is now the responsibility of the Client (school).

Further information on how to notify construction work can be found at [www.hse.gov.uk/construction/cdm/faq/notification.htm](http://www.hse.gov.uk/construction/cdm/faq/notification.htm)

## THE HEALTH AND SAFETY FILE

At the end of the project, it will be the Principal Designer's responsibility to provide the school with the Health and Safety file.

On projects where the principal designer's role has finished before the end of the project, the Principal Contractor is required to take responsibility for the file and for handing it over to the school.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

The file is only required for projects involving more than one contractor.

## THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- Any contracted work and services are carefully planned and robust specifications prepared;
- Sufficient funding is available to complete the specified work without compromising health and safety or the standard required of the service/project;
- Responsibilities for the selection and management of contractors are allocated to specific people and that these persons are competent to undertake these responsibilities;
- Contractors are informed of any risks that may be present in their area of work;
- Contractor health and safety performance is measured both actively and reactively.

## THE HEADTEACHER

The Headteacher supports the Governing Body by ensuring that:

- a. This Policy is communicated adequately to all relevant persons and appropriate information on significant risks is provided to contractors;
- b. Systems are put in place to ensure effective communication and co-operation with the contractor/s;
- c. Method statements and safe systems of work are in place for high risk activities;
- d. Risk Assessments are collected and reviewed for all contractor work;
- e. Contractors are made aware of the school emergency procedures;
- f. The activities of contractors are adequately monitored and controlled;
- g. All accidents and incidents arising from the contractor's activities are investigated appropriately;
- h. Contractors are required to stop work immediately if health and safety is compromised.

If any of the above operational responsibilities are passed by the Headteacher to the Site Manager, the Headteacher must ensure this is done via effective communication methods. Clear areas of responsibility in the management of contractors are essential.

## **SITE MANAGER**

The Site Manager will, where appropriate, deputise for the Headteacher and undertake the day to day responsibility for the management of the contractor.

The Headteacher may delegate some of the above operational responsibilities to the Site Manager. This could include points c) to g).

The Site Manager must report to the Headteacher any concerns he/she may have with contractor working practices or the condition of the site/premises once work is complete.

## **OBLIGATIONS OF ALL EMPLOYEES**

- a. No member of staff should give instruction to contractors unless they have been authorised to do so by the Headteacher.
- b. No member of staff should agree to direct requests from the contractor for access to classrooms, offices or equipment. All such requests must be referred to the Headteacher or Site Manager.
- c. No member of staff should enter the contractor's work area or facilities unless by prior arrangement with the Headteacher or Site Manager.
- d. All staff must report any observed unsafe work practices to the Headteacher or Site Manager without delay.

## **OBLIGATIONS OF CONTRACTORS**

- a. All contractors who work on the school premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.
- b. All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- c. All contractors must ensure that the site foreman/supervisor maintains daily communication with the Headteacher/Site Manager and co-operates with them in all matters of health and safety.
- d. Main contractors must ensure that all sub-contractors are competent and monitor their activities on site.

## **PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements section are related to significant building/repair works which require tender or contractual agreement before commencement. Whether the works in question fall under these requirements will be considered and agreed by the Headteacher and Governing Body.

## **PLANNING AND SPECIFICATION**

The following Health & Safety provisions will be considered for inclusion in the tender documents and final contract:

- A clear definition of the work to be carried out including the preparation and completion stages;
- The respective obligations of the school and the contractor for health & safety matters;
- Particular health and safety requirements of the school which may impact on costs, e.g. Additional HERAS fencing, enhanced scaffold protection, lockable skips;
- Requirement for particularly hazardous or disruptive activities to be undertaken out of school hours or at weekends;
- Procedures to be followed in the event of an accident, dangerous occurrence or environmental incident;
- Arrangements for site supervision e.g. Foreman on site at all times;
- Arrangements for communication and co-operation e.g. pre-site and weekly progress meetings;
- Provision for the Governing Body to terminate the contract in the event of a gross breach of Health & Safety responsibilities by the contractor;

## **SELECTION OF COMPETENT CONTRACTORS**

- Contractors with a proven track record of working with schools will be preferred;
- Where applicable other schools will be contacted regarding the contractor's previous performance;
- All prospective contractors will be interviewed and asked to explain how they work, what they know about health and safety and how they implement their own health and safety policy. The checklist in Appendix A will be used to record the selection process. The contractors Questionnaire in Appendix B will be used to assess competency and suitability of contractors completing significant work at the school;
- Where sub-contractors are to be used the principal contractor will be asked to provide evidence of his company procedures for the selection, training and management of sub-contractors.

## **PRE-WORK MEETING**

- Before any work begins a pre-work meeting will be held to agree safety standards and arrangements;
- The meeting will be attended by the site Manager, the contractor/s and, where appropriate a representative of the Governing body;
- The checklist in Appendix C will be used to record the key issues discussed and agreed.

## **MANAGING THE CONTRACT**

- The Headteacher or Site Manager will meet with the site foreman/supervisor weekly to discuss the work planned for the week;
- The purpose of the meeting will be to identify any potential impact on the school activities or health and safety and agree control measures;
- Any incidents or concerns will also be discussed and resolved at this meeting;
- The Site Manager will undertake weekly checks of the site using the checklist in Appendix D and will report any concerns to the Headteacher and site foreman /supervisor immediately;
- If necessary, the Headteacher will stop the work until the faults have been remedied.

## **REVIEW**

- The Governing body will maintain a Contractor file for each project;
- This will allow a record to be kept of the contractor's performance overall and of any particular successes or problems;
- This record will allow the governors to maintain a list of competent contractors and provide useful information for future projects.

## **GENERAL REQUIREMENTS**

These General requirements apply to all contracted construction, maintenance, repair and refurbishments works on school premises.

The contractor's person in charge must make contact with the Site Manager or nominated contact at the school before any work is started initially or access to an area of the building or grounds is made.

The contractor must submit a method statement covering the work activities intended in any area of the premises and the measures being taken to ensure health and safety of the workforce and school staff, students and visitors. Once the Site Manager has been made aware of the intended activities and methods of operation, the contractor must not deviate from them without further discussions taking place.

The Site Manager will ensure that the contractor's person in charge is made aware of any risks, special precautions or safety rules applicable to the intended work area and cooperate in site induction arrangements given to the contractor's staff or subcontractors. Reasonable co-operation will be given to the contractor's workforce at all times in order to create a safe place to work throughout their period of working at the School. Site access and exit times will be agreed and must be adhered to.

Contractors working in or on school premises must ensure the protection of all persons who may be affected by their work. This includes staff, students, and visitors. The Contractor must pay particular attention to the following items:

- All staff working in areas in which it might be possible to come into contact with students will be required to have a DBS check or be registered with the Independent Safeguarding Authority;
- All electrical equipment on site must be at or below 110 volts unless alternative protection measures have been agreed with the Site Manager;
- The Contractor must apply the requirements of the Noise at Work Regulations. The Contractor should use the most effective noise reduction measures available and plant likely to cause disturbance may only be used within the time periods previously agreed by the Site Manager and Headteacher. This is intended to minimise any disruption to teaching and learning;
- The contractor must agree to abide by all relevant provisions of the school safety policy, fire safety and procedures which will be made known to him prior to the work commencing. If any part of the work is sub-contracted out the contractor must undertake to inform any sub-contractor of all safety requirements and the subcontractor should do likewise if they in turn subcontract any work;
- Contractors will not be permitted to use school tools and equipment e.g. ladders, Tower Scaffolds, power tools;
- The contractor should provide a written method statement in advance of undertaking particular work, as agreed. This will include demolition, asbestos operations, work which involves disruption, or alteration to main services or other facilities which cause interruption to the school activities, erection of false work or temporary support structures, and steel erection. In the event of any deviation from the method statement, no further work will be done until agreement has been reached and recorded in writing between the client and the contractor on the method of work to be followed in the new circumstances;
- Machinery is not allowed on site until current documentation for necessary statutory inspections has been seen as well as evidence of operator training and experience;
- The contractor should leave the work area clean and tidy, removing all waste, materials, tools and equipment at all times. Skips and storage containers should be lockable;
- Tools should not be left unattended at any time, especially where school staff and students can have access to them.

## **PROVISION OF SITE SUPERVISION**

The Contractor must provide adequate site supervision via a competent general foreman. This person will maintain day to day communication with the Site Manager or nominated School contact.

The General Foreman will be responsible for the supervision of the works, receiving and acting promptly (on behalf of the Contractor) all instructions and requests by the Site Manager or nominated contact.

Where works are carried out in areas, which have been handed over for the sole use of the Contractor, all visitors to the site must report to the Contractor.

The Contractor must provide hard hats (to relevant British Standard) and any other appropriate safety equipment, for the use of all visitors to site, and must ensure that any particular/exceptional hazards are made known.

## **SITE PERIMETER FENCING**

Arrangements for fencing, etc. protection will be agreed at the pre-contract meeting and must be to the same standard irrespective of holiday periods.

Where work cannot totally have segregated from the building's normal function it shall be enclosed by a fence at least two metres (2.0m) high, unless this is already achieved by a boundary wall, or other adequate barrier. The Contractor must provide a secure compound; the siting of which will be agreed at the pre-contract meeting. All materials and plant must be stored within the compound.

The Contractor will ensure entrance gates are securely closed when not in use, and kept locked when the site is unattended. Fencing must be adapted as and when required during works and be dismantled and removed at completion of the works.

## **SCAFFOLDING – ERECTING, PROTECTING AND DISMANTLING**

All scaffolds must comply with:

- The Work at Height Regulations, 2005 and Approved Code of Practice;
- BS EN 12811-1: 2003 Scaffolds - performance requirements and general design;
- The BSI Code of Practice BS 5974:2010 for the planning, design, setting up and use of temporary suspended access equipment;
- The Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) - Operators Code of Practice or any amendment or substitution of these regulations/standards at such time in force.

## **BARRIER FENCING AROUND SMALL WORKS OR SCAFFOLDING**

Where ladders, scaffolds, cradles, towers, etc. are to be in position for less than a working day, a barrier of warning tape or similar must be provided, 2 metres clear of the scaffold, etc. During this period scaffolds, ladders, etc. must not be left unattended.

Where ladders, scaffolding, towers, cradles are erected, and positioned for more than a working day, a barrier must be provided to prevent unauthorised access to the scaffolding etc. The barrier shall be sufficient to prevent access and be erected 2m high from the base of the scaffolding etc. This fencing must be of solid construction.

Where practical, barriers should be provided 2.0m from the face of scaffolding, etc. Where this cannot be achieved, the fence should be fixed to the face of the scaffolding, and where appropriate be fitted with an over head fan.

Fencing provided on existing paving must be supported so as not to cause damage.

The Contractor must maintain the safety arrangements of the scaffold and obtain all necessary licences.

Glazed roof lights or similar areas must be suitably protected from damage by falling objects during work.

Sensitive areas (e.g. toilets, changing rooms, showers, etc.) shall, where necessary, be screened prior to works.

## **GENERAL**

Where scaffolding is required the following arrangements apply:

The main Contractor is responsible overall for scaffolding, and may only use Sub-Contractors who are registered members of the National Association of Scaffolding Contractors;

All scaffolds shall be suitably tied. Aluminium towers must be used in accordance with the PASMA Code of Practice;

Scaffold ties must be fixed as necessary during the erection of the scaffold. Care must be taken to ensure stability during dismantling;

Scaffolds and perimeter/barrier fencing etc. may only be erected/dismantled when the surrounding areas are clear of occupants. Similar precautions are to be taken when mobile towers are moved. The Contractor must ensure that the Site Manager is advised prior to commencement and any movement or alterations to scaffolds/hoists etc.;

Entrances/access ways in occupied premises should, where necessary, be protected with suitable fans. All scaffold tubes must be arranged so that the operation of the doors is not obstructed. Additional requirements will be necessary in wet or very dusty conditions. If natural or artificial lighting including emergency lights is obscured, then alternative lighting must be provided. Scaffold tubes must not protrude into an access way. Caps must be provided to protect ends of tubes;

It is the Contractor's responsibility to inspect as required and to sign the statutory registers within the seven days immediately prior to their use, and to obtain a Handover Certificate from the scaffolder;  
All working platforms must be fully boarded out and provided with guard rails, toe-boards and brick guards together with extra sheeting or sealing during demolition or similar operations;  
Ladders must be in a good condition and suitable for their use. They should be checked before use for any damage, wear or faults;  
Storage arrangements for scaffold tubes and fittings should be agreed prior to their arrival on site.

## **LADDERS**

Ladders must be adequately tied and access to them kept clear. Ladders at ground level must be removed at the end of each working day. Both ladders and ropes must be secured out of reach of children and unauthorised persons.

Ladders must not be painted or otherwise treated so as to conceal any defects.

Ladders must be placed at any angle of 75 degrees (1:4) to the supporting structure.

Ladders must be used on a firm level base and be of adequate length for the job, extending at least 1.07m (3 rungs) above the landing place.

## **HOISTS**

Hoists must comply with the Lifting Operations and Lifting Equipment Regulations 1998, including the following:

- The Hoist tower must be adequately tied in (at every lift) to the scaffolding and/or building as necessary;
- Hoist towers and motor areas must be adequately fenced;
- Gates must be kept closed at all times except when loading and unloading materials;
- Access ways must be kept clear at all times;
- Only competent trained persons may operate the hoist. From one position only with good visibility to all landings;
- In no circumstances may persons ride on a hoist platform;
- The hoist motor and tower must be immobilised and effectively secured at ground level at the end of the working day;
- A competent person must inspect the hoist once a week and the necessary entry made in the register (F91 Pt.);
- Test certificates must be provided before the hoist is used and thereafter every six months or after substantial movement or repair.

## **HAZARDOUS SUBSTANCES (INCLUDING ASBESTOS AND PAINT STRIPPING)**

The Contractor must provide the Site Manager with copies of any COSHH assessments for substances or processes to be used on site, which may present a risk to the health and safety of persons using the premises.

Assessment must include details of the substance to be used, or processes to be undertaken, and the precautions and protective measures the Contractor intends to take. Such information must be provided at least 14 days prior to works.

The Contractor must ensure that all substances, etc. are stored safely and used in accordance with assessments.

Suitable precautions must be taken where work is excessive or likely to create dust, e.g. sealing, totally enclosing, damping down, and localised dust extraction.

All work with asbestos must be in accordance with the Control of Asbestos at Work Regulations and approved Code of Practice.

The Contractor must consult the Site Manager regarding the location of known asbestos, and must refer to any available Asbestos Survey Report.

If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The Site Manager must be notified immediately and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

Most painting contracts incur some stripping of internal/external paint. Specifications allow either chemical or heat stripping externally, but prohibit heat stripping/burning off internally. Dry rubbing down of known lead paint is prohibited under the Regulations.

The safety precautions required for stripping and rubbing down of all internal and external paintwork throughout the building are as follows:

- Where premises are occupied during stripping of paint, the Site Manager must be advised in advance of the time these operations are to take place;
- During stripping, dustsheets must be placed beneath the work area, whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets must not be used when burning off is carried out;
- Cleanliness is essential, e.g. periodic cleaning of the floors, playground and paths, etc. beneath areas stripped is to take place regularly while work is in progress. Cleaning up should always be done immediately before any known major use of the area, ea. break time, lunchtime, end of day etc. unless the work areas, including any area into which stripped material or dust is allowed to fall, is securely fenced off;
- All rubbing down of paint must be with wet abrasive and all debris removed before it dries;
- Dust must be dampened down and removed by industrial vacuum cleaner fitted with a HEPA Filter;
- Contaminated dustsheets must not be used elsewhere on the site;
- All debris from stripping is to be placed in sealed bags and disposed of following stripping. It must not be stored on site nor placed in School dustbins, etc. Affected areas are to be suitably cleaned by industrial vacuum cleaner and washing, if internal, and hosed down to the nearest gully if external.

## **SECURITY**

Perimeter fencing is not always sufficient to prevent intruders gaining access. Alternative security measures may be necessary. This can be provided via a combination of methods, and the following options should be considered:

- All windows adjacent to any scaffold or access equipment must be secured;
- Screens must be fixed to areas of high risk, e.g. IT Suites unless alternative storage has been arranged, or existing security arrangements are adequate;
- Additional fencing around higher elevations of scaffolding where this is near entrance railings;
- Horizontal fencing or boards should be used to secure lower lifts;
- Additional patrols of Contractor's or Premises staff;
- Where scaffold ties pass through open windows, these are to be secured and plywood screwed to the inside of the windows over the open areas, to the satisfaction of the Site Manager;
- All Contractors' access must be adequately secured at night and during weekends;
- Scaffolding or other building works must not interfere with or obstruct access to any part of the alarm systems, i.e. alarm wiring, sensor units, door contacts, control panels, strobe light units, etc.

## **VEHICULAR ACCESS**

The Contractor must take all appropriate precautions to avoid danger to the occupiers or the public arising from the movement of Contractors/Sub-Contractors vehicles on the site. Where practicable, separate access to the site for Contractors should be arranged.

Appropriate warning notices must be provided e.g.

"THIS ENTRANCE IS FOR THE USE OF CONTRACTORS ONLY - NO ACCESS FOR ANY OTHER PERSON"

## **PUBLIC ACCESS**

Areas remaining open to the occupiers or the public must be provided with proper footways, and where appropriate, protective measures to ensure safety. Where scaffolding is erected over or adjacent to an entrance, suitable screens and fans must be provided. The Contractor must not block the access of occupiers or the public, to roads, parking areas or pathways during the course of the works. Excavations must be adequately tested with suitable warning notices in accordance with Section 15. Suitable barriers must be provided to stop vehicles negotiating too close to excavations or scaffolding.

## **INTERNAL ACCESS**

The Contractor must maintain existing access or provide alternative access and ensure that work within lobbies corridors and stair areas proceeds in a safe manner. Corridors, staircases, intake cupboards, WCs, or emergency escape routes must not be obstructed with plant or materials, etc.

Materials must be distributed on a daily basis with no localised storage. The Contractor must remove all rubbish, plant, tools and materials from areas used by the occupiers to a central storage point as work proceeds and at the end of each working day. Intake cupboards or WCs, etc. must not be used for storage. On completion the Contractor must also properly clean floors, woodwork, steps, yards, clear out all gutters, drains and gullies and leave the whole of the area in a clean and suitable condition for occupation.

Works undertaken above occupied areas must be suitably carried out as to prevent any risk to occupants.

If this is not possible, arrangements must be made with the Site Manager for the occupants to vacate the area for the duration of the work.

## **PROTECTION OF PROPERTY**

The Contractor must take all appropriate measures to ensure the stability of the building and adjoining properties that may be affected by the works, and provide all appropriate shoring, strutting, needling and other supports and precautions that are necessary to preserve the stability of these buildings. Protective measures must remain until all risk of damage or settlement is past.

## **FIRE PRECAUTIONS**

The Contractor should ensure that all fire escape routes are kept clear at all times.

If the blocking of a fire exit is unavoidable contractors must notify the school and ensure that suitable temporary signage is in place directing occupants to an alternative route.

Combustible materials must be appropriately stored in agreed areas. Unnecessary build up of combustible materials must be avoided. Flammable liquids or compressed gases, etc. may only be kept in the building in such quantities as are required for the immediate work. The Contractor must provide suitable and sufficient fire extinguishers.

Fire stopping must be restored after the installation of cabling or pipe work is completed.

The attached Hot Work Permit must be completed before any Hot Work can take place.

## **PROVISION OF WARNING NOTICES**

The Contractor must provide suitable signs to warn persons of dangerous operations, plant and chemicals and of freshly applied materials. All safety signs must conform to the Safety Signs Regulations.

## **SITE CLEARANCE**

The Contractor shall comply with all relevant Environmental legislation. Waste, dust, dirt and other debris caused by the building operations or other work shall be cleared regularly as work progresses and placed in skips sited so as to cause the minimum of inconvenience to occupiers, etc.

Contractor must ensure that there is no "bombing" of waste, etc. from upper storeys. The Contractor shall take all reasonable steps to prevent water accumulation, which may present a hazard on site.

## **MINIMISING INTERFERENCE TO OCCUPIERS AND THE PUBLIC**

All works must be carried out so as to cause the minimum of interference to the occupiers, and other persons using the premises. Works must be carried out in phases agreed with the School at the pre-contract meeting. The Contractor shall take measures to minimise noise on site. All reasonable means must be used to avoid inconvenience to adjoining properties. Should it be necessary for plant, machinery or equipment to project over adjoining property, the Contractor shall obtain the prior written permission of the adjoining owner/occupier. If the work requires operatives to enter adjoining properties, written permission must be obtained by the Contractor who will ensure that any conditions imposed by the owner/occupiers of these properties are met.

Because contractor's staff (and any subcontractors they may employ) are working on a school site there should be no smoking on site or within 50m of the entrance to the site, no use of radios, no alcohol brought on to the site, no swearing or bad language, no cat calling, no provocative behaviour aimed at members of the opposite sex, and contractor's and subcontractor's staff should always wear suitable clothing – i.e. shirts and trousers (no bare torsos).

Contractor's and subcontractor's staff must wear badges or corporate clothing which identifies them clearly to anyone checking the right of an individual to be on the site.

## **BUILDING SERVICES**

No diversion of any of the existing services other than that prescribed in the specification may be effected without the written agreement of the Supervising Officer. Any necessary temporary disconnection of services will be done at a time agreed by the Site Manager.

## **PRECAUTIONARY MEASURES WHEN SITE IS UNATTENDED**

- All reasonably practicable precautions must be taken to prevent unauthorised access;
- All plant and vehicles must be immobilised;
- Hazardous substances such as chemicals gas cylinders and flammables must be inaccessible;
- Gas and electricity supplies must be isolated, or if flood lighting is required, supplies must be properly protected;
- Scaffolding ladders and hoists shall be protected as outlined in Sections 5, 6 & 7;
- The Contractor shall provide all barriers and lighting necessary by day and night for the protection of the persons.

## **REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

The Contractor must make adequate arrangements for reporting accidents and dangerous occurrences as required by the Reporting of Injuries Diseases & Dangerous Occurrence Regulations. In addition, accidents and dangerous occurrences must be reported to the Site Manager.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation).

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**