



St. John Paul II Multi Academy

Management of Contractors Policy

Date of last review	30 June 2021	Review period	2 Years
Date of next review	Summer 2023	Owner	Premises Manager/ HR and Operations
Type of policy	Property	Board approval	July 2021

Summary of changes	Date
Whole new policy adopted as previous policy had become outdated	22/06/2021



1. Success Indicators

- a) Premises managers and staff responsible for engaging contractors have ensured that contractors working on their premises are competent and have sufficient skills and knowledge to carry out the work required.
- b) Premises managers and staff responsible for engaging contractors consult with their landlord, Architects and Designers at the planning stage of any work. this must include Strategic Property or Diocese landlords and may also include Entrust Services.
- c) Risk Assessment information is shared between contractors and premises managers prior to any work commencing. For St John Paul II Multi Academy schools as minimum this should include a hazard exchange process.
- d) Premises managers give information, instruction and training (as necessary) to staff, visitors, service users and members of the public about the hazards associated with contractor work activities and any control measures they should follow during the work.
- e) Where construction work is carried out all parties are aware of and undertake their duties under the Construction Design and Management Regulations 2015 (CDM).
- f) Premises managers and staff responsible for engaging contractors report any incidents, accidents or unsafe practices which occur during the contract work to the Health, Safety and Wellbeing Service and to their immediate managers.
- g) Appropriate arrangements for co-operation and co-ordination between contractors and premises staff must be in place to ensure the health and safety of everyone in the workplace
- h) Appropriate monitoring and supervision of the work of contractors is agreed before work starts and reviewed regularly.

2. Overview

Contractors, landlords, designers, surveyors and premises managers all have duties under health and safety law. This also applies when a contractor employs subcontractors. Employers have a duty to protect the health safety and welfare of their own employees and those who might be affected by their activities. This means that both contractors and premises managers must adhere to any agreed site rules and work safely to ensure they protect their own employees and the safety of others who may be affected.

All premises managers must have effective arrangements in place to manage the risks associated with contractors working on their site.

These arrangements apply to all types of work done by contractors.

Premises managers

Any reference to premises managers in these arrangements refers to any manager, headteacher, principal, executive principal, site manager, facilities or estates staff who have control of the management of any premises.



Construction work

Where construction work is planned all parties (clients, premises managers, contractors, landlords, designers) have duties under the Construction Design and Management Regulations 2015 (CDM). Where construction work is planned, all those with management responsibility for a premises or work being carried out **are advised to seek detailed support and guidance from property professionals** who can advise on these duties and how this work must be managed.

3. Health, Safety and Wellbeing Management Arrangements

These management arrangements apply to all workplaces and locations where contractors may be engaged to carry out work.

3.1 Planning the work to be carried out by contractors

Where premises managers/staff identify the need to employ a contractor to carry out work they should initially discuss this with their landlord / property surveyor / advisers to ensure that the work is feasible, required and agreeable to all parties. The scope of the work should be agreed, and this will ensure that problems associated with unplanned work will not arise.

Any building or repair work may require the involvement of a property specialist, who will advise on any legal requirements (such as planning requirements or Construction Design and Management Regulations 2015), the need for specialist input such as architects/electrical designers, and support managers in this process.

During the planning phase the premises manager (and property specialist where applicable) should discuss the planned work which may include:

- examining any drawings or associated information to ensure that services such as electrical cables, water and gas supplies are identified.
- reviewing the asbestos manual and any other premises manuals.
- considering the hazards associated with the contract work that might arise which may affect contractors or building occupants.
- identifying hazards on site which may affect the contractors and their work.
- Planning for any control measures or procedures to be created/changed before work starts. (For example, the need for access to specific areas of the site or changes to the fire evacuation plan).
- Resources and timescales.

Premises managers should plan for the work on site by making information, instruction and training available (as necessary) to staff, visitors, service users and members of the public making



them aware of the work, any hazards and any control measures which may need to be introduced whilst work is carried out.

Where construction work is planned, work must not commence until a Construction Phase Plan has been prepared by the contractor.

3.2 Regular contracted / maintenance and testing on premises

All premises have contractors visiting regularly to carry out equipment testing and examination, servicing, site surveys and inspections. Often these visits are undertaken by contractors that have originated by premises managers. Many contract company staff are regular visitors to site and may be familiar with the site systems, staff and layouts. Even where this is the case premises managers must have suitable and sufficient arrangements in place to ensure that these types of contract visits are taking place safely and are managed effectively. Whilst everything in these Management Arrangements may not apply there are some good practice elements which should be implemented for all contractors.

3.3 Work which is intrusive (i.e. disturbs the fabric of the building)

3.3.1. Asbestos containing materials

When planning work which may involve disturbing the fabric of a building premises managers must follow procedures to prevent the release of asbestos containing materials. This will include consulting the premises Asbestos Manual to determine if any asbestos containing materials are present or presumed. Surveys and assessments, and possible asbestos removal will need to take place prior to work starting.

3.3.2. Disturbing/installing/maintaining utilities and cables

When planning work on utilities, such as water, electrical or ICT systems Premises managers must check if any assessments or surveys are required prior to work commencing.

In both situations above premises managers should involve a property surveyor/project manager/other specialist before work starts.

Once the planning phase has been completed the process of selecting appropriate contractors for the work can commence.

3.3.3 After completion of intrusive work

Following any intrusive works, voids must be repaired/filled to the required standard including fire resisting if in a compartment wall or floor.



3.4 Selection of Contractors

See also the *Guidance on Selection of Contractors* on the SCC intranet or [the SLN](#).

3.4.1 All contractor work

In selecting contractors, premises managers must ensure that:

- **Contractors are competent** i.e. they have sufficient skills and knowledge to do the job safely and without risks to themselves or others. Skills and knowledge may include experience, training and qualification or registration depending upon the type of work being carried out. It is the responsibility of managers to ensure all contractors engaged are competent.
- **Contractors have health and safety management arrangements in place** which should include a health and safety policy, work procedures, risk assessments and welfare arrangements. In construction projects other arrangements must also be in place.

3.4.2. Contractor selection - construction work.

Any site where construction or building work is planned must comply with legal duties under the Construction (Design and Management) Regulations 2015 (CDM 2015). These Regulations ensure that a construction project is safe to build, safe to use and maintain and delivers good value. The general responsibilities of CDM are available in *Guidance on the Construction Design and Management Regulations* ([available on the SLN](#) and SCC Intranet H&S pages) or refer to HSE www.hse.gov.uk

Managers must ensure that where contract work falls under these specific requirements of CDM, specific roles and responsibilities are defined at the start of the project and competent duty holders are appointed.

3.5 Control of Contractors Hazard Exchange form (HSF46)

Academy premises are required to use a Control of Contractors Hazard Exchange form (HSF46) – as a minimum - as part of their planning process. This is a good practice way of supporting the communication between parties and supports the ability to conduct contract work safely on a premises.

The Control of Contractors Hazard Exchange form records the essential information exchanged by all parties in any contract work including:

- hazards which might arise during the contractor's work or be brought to site by the contractor.
- hazards on the premises (including asbestos) or arising from site activities.
- Site arrangements in place to reduce risk – for both the premises and contractor work areas.



Additionally, premises managers can use this process to give information to the contractor about the health, safety and welfare rules which may be in place on the premises and agree any additional requirements about how the contract work may be carried out.

Prestart meetings

Once contractor(s) have been selected for work on site and prior to work starting, the premises manager (or a person delegated by them) must hold a prestart meeting with the contractor's representative. As part of this process all contractors involved, the manager, building surveyors etc, must ensure that health and safety issues are adequately discussed, and information is recorded on the Control of Contractors Hazard Exchange form HSF46. Each contractor carrying out work on the site must contribute to this process to ensure that risks are minimised or avoided. Where a Property Surveyor is overseeing the work, they must also be involved in these discussions. Dependent upon the scale of the work being carried out on site there may be one or more contract companies working. In this case, usually when construction is involved, there may be a Principal Contractor appointed who will take the lead in any communication and site issues.

Managers should agree with contractors:

- the dates and times for commencement of work
- the arrangements for site access during and outside the normal working hours of the building or site. This will ensure that managers can make appropriate arrangements for the contractor access to site and communicate effectively with staff, service users and others. Where contractors arrive on site outside these times, premises/site managers may not grant access if they feel appropriate measures are not in place to protect the health safety and welfare of staff on the site including the contractor's own employees.
- signing in and arrangements
- information about what contractors will do in an emergency such as a fire or accident
- contractor's arrangements for the welfare of their employees (toilet facilities, access to drinking water etc.) NOTE if contractors wish to use site welfare facilities this should be agreed in advance and included in any hazard exchange process and risk assessments.
- The location of waste collection skips and disposal of site waste

It is advisable that premises managers also develop and agree some Premises Safety Arrangements for their site to communicate to contractors. An example template can be found on the SCC intranet Health and Safety pages and [the SLN](#).

3.6 Managing Asbestos

Even where planning has involved the consideration of intrusive work, possible survey, assessment or removal of asbestos all contractors working must be made aware of the contents of the



premises Asbestos Register. *All staff of every* contract company whose activities bring them into contact with the fabric of the building must have read and signed the declaration of understanding in this register.

The Asbestos Management Arrangements are available to download from the SCC intranet health and safety pages and the [SLN](#).

3.7 Risk Assessments and Method Statements

A contractor should produce a risk assessment for the work being carried out which will include the risks to their own employees and those who may be affected by their work. These may also inform any safe systems of work they will use when on site.

Risks identified which may affect others not employed by the contractor will also be included in the Contractors Hazard Exchange form. Premises managers should discuss these with the contractor to ensure that the contractor's health and safety management processes are in place.

Method statements are used by contractors to detail the correct way to carry out a task and are written by a competent person who is familiar with the work. Some work (such as construction work) may involve significant risks and may require the contractor to produce more detailed written method statements and/or safe systems of work.

It is not the role of the premises manager to approve or check the contents of a contractor's risk assessment or method statement, but premises managers should assure themselves that risk assessments and method statements are in place and have an overview of how the work will take place.

Permit to work systems

In some situations a permit to work system may be in place on the premises or may need to be introduced during the project. Examples might include permit to work in confined spaces or for hot work. See the Permit to work information on [the SLN](#) and the SCC intranet Health and safety pages.

3.8 Monitoring during the contract work

The Premises manager, (with property specialist/project manager if appropriate) and the contractor should decide at the pre-start meeting how the contract work is going to be monitored (i.e. weekly meetings, accident records, performance against time plan) and any monitoring should be recorded.

Contractors must be advised that any deviations/changes to the work being carried out or any additional works being required should be discussed and planned prior to the work starting.

Additional / further planning may be required in these situations particularly if intrusive work is involved.



Staff on site should be encouraged to report any unsafe behaviours or actions they observe. If at any time site staff observe that a contractor is not working to the agreed plan, to the standards agreed, or the work is presenting a significant risk, then they must immediately stop the work and communicate with all parties concerned to rectify the situation before work re-commences.

3.9 Reporting of accidents and incidents

If an incident or accident occurs, then the Contractor must follow both their own procedures for reporting **and** the procedures of the site for reporting and investigating accidents and incidents. If a serious incident or accident occurs the premises manager has the authority to stop the work on site until such time that the accident/incident has been investigated and any remedial actions implemented.

Premises managers must also report accidents and incidents to their health and safety adviser, property specialist and asbestos management adviser as appropriate.

3.10. Completion of the contract

At the end of the contract premises managers should ensure that they are satisfied with the work and it meets their original brief. Premises managers are advised to hold a meeting with all parties (this may include the property specialist/Architect/Project manager) at the end of the contract, prior to the contractor leaving the site to ensure that all works have been completed and to identify any outstanding issues.

On some construction projects a Health and Safety file will be prepared for the project, and for other works an operation and maintenance (O&M) manual may be produced.

4. Training and Information

Premises managers and other staff who may be working with, engaging and overseeing contract work in site must have suitable and sufficient training and information on how to manage contractors. A training course is available for onsite delivery or via the programme of training please see information on the [SLN](#) or the SCC intranet Health, Safety and Wellbeing pages.

5. Monitoring and reviewing premises arrangements for managing contractors

A premises' arrangements for managing contractors are reviewed as part of the overall HSW Service's Audit and Evaluation process. In addition, operational Health and Safety Advisors may review construction/maintenance work when carrying out site visits.

St John Paul II Multi Academy schools will have regular maintenance activities which involve the use of contractors.



Premises managers should always provide feedback to their manager's /property specialist about contractors' standards of work/approach or if they have any questions about work taking place.

The premises' property specialist will also carry out site surveys and maintenance testing which might also include reviews of contractor activity. Where shortfalls in a contractor's health and safety standards are identified; these must be discussed with the contractor on site. Where they appear on a prequalified list, The Academy must be provided with details of any contractor non-compliance.

6. Supporting Information

Health and Safety Executive –<https://www.hse.gov.uk/toolbox/workers/contractors.htm>

CITB (Construction Industry Training Board) <https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/about-cdm/>

Managing Health and Safety in Construction. Construction (Design and Management) Regulations 2015. Approved Code of Practice L144 <https://www.hse.gov.uk/pubns/books/l153.htm>

Health and safety in construction HSG150 (Third edition) HSE Books 2006
<https://www.hse.gov.uk/pubns/books/hsg150.htm>