Widford Lodge

PREPARATORY SCHOOL

Management of Contractors

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Reviewed and Approved by the Proprietor: September 2026
Review Date:September 2027

Objectives

The objectives of this policy are to ensure that effective measures are in place to safeguard pupils, staff and visitors when construction work, including routine maintenance and emergency repairs, are undertaken at Widford Lodge School and to enable contractors and the School to operate simultaneously both safely and efficiently. The School is aware of the duties imposed by the Health and Safety at Work Act 1974 to protect the health, safety and welfare of employees, pupils, visitors and the general public. Widford Lodge also takes seriously its requirement to ensure contractors comply with the Construction (Design and Management) Regulations 2015 and relevant health and safety legislation. The Proprietor will ensure that all services and works provided by contractors are planned and managed 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 safely in line with UK health and safety legislation, by implementing the following processes:

a) Effective planning of the contracted work or services;
b) Selection of competent contractors;
c) Ensuring safe working on-site;
d) Maintaining effective cooperation and communication;
e) Monitoring and review.

The Policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation. The Policy primarily focuses on high-risk contracts, e.g. window cleaning, premises maintenance and construction work. However, the requirement to select competent contractors extends to all contracted services.

This policy is reviewed annually by the Headteacher and Proprietor to maintain continued compliance with relevant regulatory requirements and is provided to the Site Manager and Office Manager annually and its contents made known to all other staff annually.

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 school is aware of the requirement to complete the Judicium checklists when appointing contractors (Appendix 1) and for certain types of work eg hot works, work at height, electrical work, general work and confined space work.

The contents of this policy 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 can have legal consequences under the Health and Safety at Work Act 1974, where Sections 2, 3, and 4 apply to occupiers and contractors, depending upon the circumstances. Similarly, civil claims for damages can be made against occupiers as well as contractors.

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

- The Construction (Design and Management) Regulations 2015 (“CDM”)

- The Management of Health & Safety Regulations 1999

The school and contractors both have legal responsibilities under health and safety regulations dealing with specific hazards, including but not limited to:

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

The CDM applies to all construction work. Where the school commissions and controls such work they will be defined as the client and bear the duties described below, although the Client may arrange for competent persons to carry out specific tasks on its behalf. The duties which apply to all projects require the client to:

- Check the competence and resourcing of all consultants, designers 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.

The CDM establish the need for all construction work including maintenance, building works and demolition to have a structured approach to ensure safe practices are used throughout construction and future use of buildings. For projects involving more than one contractor, a Principal Designer and Principal Contractor must be appointed.

Roles and Responsibilities

The Proprietor has ultimate responsibility for health and safety matters, including the safety of contracted work and is responsible for ensuring that this policy is reviewed annually or after any operational changes or significant incidents. In addition, the Proprietor will ensure that adequate resources, systems and competent persons are in place to support the safe management of contracted work across the school and will receive reports on contractor related incidents and identified risks. The Proprietor is responsible for ensuring that:

- All contracted work and services are carefully planned, robust specifications prepared and the contractor checklist (Appendix 2) completed.
- 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 supports the Proprietor by ensuring that:

- This policy is communicated effectively to all relevant persons and appropriate information on significant risks is provided to contractors;

- Systems are put in place to ensure effective communication and co-operation with the contractor/s;

- Method statements and safe systems of work are in place for high risk activities;

- Risk assessments are collected and reviewed for all contractor activities;

- Contractors are made aware of the school emergency procedures;

- The activities of contractors are adequately monitored and controlled;

- All accidents and incidents arising from the contractor's activities are investigated appropriately;

- Contractors are required to stop work immediately if health and safety is compromised;

- Contractor related incidents, near misses and concerns are recorded and reported to the Proprietor.

If any of the above operational responsibilities are passed by the Headteacher to the Site Manager, the Headteacher must ensure this is done through effective communication and formal delegation. Responsibilities for the management of contractors must be clearly allocated.

The Site Manager will, where appropriate, undertake operational responsibilities delegated by the Head Teacher including monitoring the contractor activities, reviewing risk assessments, ensuring safe working practices and overseeing contractor compliance with the school's procedures. The Site Manager must report to the Headteacher any concerns he may have with contractor working practices or the condition of the site/premises once work is complete.

All employees are required to ensure that:

- No member of staff gives instructions to contractors unless they have been authorised to do so by the Headteacher.

- 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.

- No member of staff should enter the contractor's work area or facilities unless by prior arrangement with the Headteacher or Site Manager.

- All staff must report any observed unsafe work practices to the Headteacher or Site Manager without delay.

All contractors and sub contractors working on the school premises must ensure that:

- They identify and control any risk arising from their activities and inform the Headteacher or Site Manager of any risks that may affect the school staff, pupils and visitors.

- They are aware of the school health and safety policy and emergency procedures and comply with these at all times.

- They maintain daily communication with the Site Manager and co-operate with them in all matters of health and safety.

- All sub-contractors are competent and the principal contractor must monitor their activities on site and ensure they follow the requirements of this policy.

It is recognised that the School is the main duty holder and client and that for significant and planned projects, the roles of the client, principal designer, principal contractor and other duty holders may need to be defined and documented. The School is also aware of the requirement to notify the Health and Safety Executive before commencing the construction phase of any projects expected to last more than 500 person days or lasting more than 30 days with more than 20 workers simultaneously and of the requirement for the Principal Contractor to provide the school with the health and safety file containing defined information, where more than one contractor was involved.

Where there are significant building or repair works which require tender or contractual agreement before commencement, the School is aware of its obligations to include health and safety provisions in the tender documents and final contract, to select competent contractors, to hold a pre site meeting which is minuted, to manage the contract effectively and to review the performance of the contractor.

<u>General Requirements</u>

These General requirements apply to **all** contracted construction, maintenance, repair and refurbishments works on school premises. In practice, the School does not have significant projects undertaken by external contractors but is aware of these requirements in the event of such a project.

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, pupils 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 unsupervised contact with pupils will be required to have a DBS check.

- 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 and to neighbours.

- The contractor must agree to abide by all relevant provisions of the school health and safety policy, fire safety policy and procedures which will be made known to them prior to the work commencing. If any part of the work is sub-contracted out the contractor is responsible for informing 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, 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.

All contractors and sub contractors must undergo a formal site induction prior to commencing work, which will include relevant sections of the school's health and safety and this managing contractors policy, site specific hazards, known asbestos locations, emergency procedures, fire routes and assembly points, arrangements for site access, perimeter fencing and restricted areas, reporting procedures for accidents, near misses and dangerous occurrences, safe working practices and safeguarding requirements. Contractors must sign a written acknowledgement confirming they have received and understood the induction and this will be retained by the school.

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

be responsible for the supervision of the works, receiving and acting promptly (on behalf of the Contractor) on all instructions and requests by the Site Manager.

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.

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 be totally 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.

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.

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.

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 Premises 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 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 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 dear 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.

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 COSHH requirements and 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.

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 to be installed around higher elevations of scaffolding where this is near entrance railings.

- Horizontal fencing or boards should be used to secure lower lifts.

- Implement 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.

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"

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. Suitable barriers must be provided to stop vehicles negotiating too close to excavations or scaffolding.

The Contractor must maintain existing access or provide alternative access and ensure that work within lobbies, corridors and stair areas proceeds safely. Corridors, staircases, 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. 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 Premises Manager for the occupants to vacate the area for the duration of the work.

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 eliminated.

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 so that the fire risk assessment it reviewed to 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 Hot Work Permit form must be completed before any Hot Work can take place.

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.

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 to reduce inconvenience and nuisance.

The 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.

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 contractors' 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). Contractors' and subcontractors' staff must wear badges or corporate clothing which identifies them clearly to anyone checking the right of an individual to be on the site.

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 Premises Manager.

When the 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 above; and the Contractor shall provide all barriers and lighting necessary by day and night for the protection of the persons.

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.

Principles and Hierarchy of Safeguarding Measures

Segregation of the contractor's workplace

The risk of harm to children can be eliminated if contact between contractors' staff and children can be avoided altogether by normal segregation of work areas for health and safety reasons; *i.e*. apply the same precautions required by health and safety law, and by providing separate and designated routes to and from the work area.

Segregation can be achieved by physical means, by time or by a combination of both.

For larger building projects, physical separation would normally be achieved by the contractors' staff working within secure areas behind fencing, hoardings, barriers, etc. Any need for vision screening should be taken into account.

Outside such secure areas, separation can be maintained by restricting the movements of the contractors' staff to specific areas and at specific times to avoid unsupervised contact at break times and the beginning and end of the day. A senior representative of the contractor should produce a marked up plan that clearly differentiates between the areas under the control of the contractor and those under the control of the establishment. The marked up plan should also provide details of the times that contractor access will be permitted to different areas of the site. The plan should be agreed as part of the pre-start meeting and should be kept up to date through regular communication with the contractor.

For routine maintenance visits or for emergency repairs lasting less than a day, physical separation can be achieved by limiting the movements of contractors to within clearly defined areas and specific times. Where any contact between the contractors' staff and children is likely, the contractor must be supervised by a member of School staff.

Where works are to be undertaken outside normal hours then safeguarding measures must also take account of any child attendance outside of normal hours, e.g. extended day provision, after hour's clubs and activities at schools during school holidays which may be under the control of an external provider.

Supervision

Where measures are in place to segregate work areas but there remains a possibility of contact between contractors and children, there must always be supervision by a member of staff from the establishment.

The requirement for supervision can be limited to the times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning and end of the day. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors' staff and children.

Essential work which takes place when children are present

Normally, contractors should work within a segregated area, for reasons of health and safety as well as safeguarding. If this cannot be achieved then the contractors should come back when the children are not there.

If it is unavoidable that contractors work when the children are in school, then there must be supervision of children by a member of staff from the establishment. The contractors' supervisor should be DBS checked and take responsibility for and supervise any of his/her staff who are not DBS checked.

If the contractor has no person who is DBS checked, any work should be kept to a minimum during the school day e.g. emergency plumbing and supervised by a member of school staff.

The identity of contractors and their staff is checked on arrival at the school or college.

DBS checks of the contractor's employees are not required where there is total segregation of the employees from the children e.g. contracted work during a school holiday period, new build

Code of Conduct for contractors

This guidance includes a code of conduct (Appendix 1) that is to be given to contractors to inform them of what is expected of their employees, and enable any inappropriate behaviour to be recognized and challenged. Failure to observe the code may result in the school or setting to require the contractor to exclude a member of staff from the premises.

Assessment of safeguarding risks

Safeguarding measures should be a scheduled item for a pre-start meeting and agreed with the contractor well in advance of the works starting. This is to enable sufficient time for the school, to be briefed on the supervision required and on the access arrangements agreed with contractor.

All children must be advised of any potential hazards and risks. They should be discouraged from any direct contact with the contractors and advised to report any concerns to a member of the establishment staff.

Appendix 1

'BLUE CARD' for display in contractor's mess room or issue to contractors' employees

CONTRACTORS IN EDUCATION ESTABLISHMENTS
CODE OF CONDUCT

- Avoid contact with children - specifically do not enter into conversation or exchange contact information with children
- Never be in contact with children without supervision
- Stay within the agreed work area and access routes
- Obtain permission if you need to go outside the agreed work area or access routes.
- Keep staff informed of where you are and what you are doing
- Do not use profane or inappropriate language or express prejudicial or extremist views
- Dress appropriately – shirts to be worn at all times
- Do not use mobile phones or cameras to take photographs of children
- Follow the establishment s' rules and arrangements for things like fire drills, no smoking on the establishment site

Observe this Code at all times -

Remember that your actions could be misinterpreted however well they are intentioned.

If you have any site concerns about children and safe guarding then please speak to your employer, or a senior manager of the establishment that you are working in.

Appendix 2: Contractor Checklist

Company Name:			
Questions **Contact Name:**	**Yes**	**No**	**Comments**
Do you have an environmental policy? If yes, please attach a copy			
Do you **'the contractor'** hold employer's liability and public liability insurance? - £5m minimum, please attach a copy			Date of renewal:
Please proide the name of the competent person in safety and environmental matters for your company			
Have you the contractor ever been subject to a prohibition or improvement notice? If yes, provide details			
Do you **'the contractor'** have a written Health & Safety Policy? Please attach a copy			
Have you **'the contractor'** been the subject of any Health & Safety enforcement action by HSE or anyone else? If yes, provide details			
Have you the contractor had any accidents or incidents or cases of industrial disease in the last 3 years reportable to RIDDOR or major accidents or dangerous occurrences? If yes, how many and attach details			
Is your plant/equipment tested/inspected by a competent person in line with current regulatory requirements? Please attach certificates.			
Do you the contractor supply and ensure the wearing of appropriate PPE and what is provided?			
Do you **'the contractor'** understand the Management of Asbestos and Widford Lodge's policy on Asbestos?			
Are you **'the contractor'** a member of any Trade Associations, relevant professional			

bodies or accreditation schemes, and if so, which ones?			
Do you **'the contractor'** understand current legislation on the Management of Waste?			
Do you **'the contractor'** understand current legislation relating to hot works ie that you are required to complete a permit for any operation involving open flames or producing heat and/or sparks and must be prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding.			
Are all operatives suitably qualified & competent to do the work and what certifications do they have? What health and safety and environmental training have your management and on the ground staff received in the last two years? Please attach copies of certificates			
What arrangements does your company have for communication and consultation with employees for safety, welfare and environmental matters?			
Do you have a system for vetting sub-contractors for H&S practices?			
Do all staff have enhanced DBS? Please complete appendix 3			
Please provide details of three significant recent projects carried out, preferably including one in a school environment			

Appendix 3

Note: please copy & paste the information below onto your own letter headed paper and return to Widford Lodge school

Dear Headteacher,

I am writing to confirm in advance, those staff employed by **{contractor's name}**, that may be used to provide/deliver services to Widford Lodge Preparatory School.

Please accept this letter as written notice and confirmation that where a DBS clearance is required, the names listed below have received a satisfactory Enhanced DBS clearance.

In providing this letter **{contractor organisation name}** are confirming they have employed the listed employees within the DFE Safer Recruitment for Children guidelines in relation to DBS checks for contractors/sub contractors.

Including

- Provision of the latest guidelines (link below)
- Regular child protection updates
- Confirmation under the Childcare Act 2006 that they are not disqualified

Please see guidelines;

Keeping children safe in education - GOV.UK

For construction employees only: Please also confirm you and your staff are aware and compliant with the Construction (Design and Management) Regulations 2015.
http://www.legislation.gov.uk/uksi/2015/51/contents/made

Name	**Start Date *Contractor Employment***	**Start Date *Widford Lodge School***	**Satisfactory Enhanced DBS Number**	**Satisfactory Enhanced DBS Date**	***Construction only* CDM 2015 Regulations Confirmation**

I/we will bring the original DBS certificate on our first visit to the school.
Yours sincerely,

{Name}
{Contractor Organisation Name}
{Date}

Appendix 4

Club/Contractor/ Recruitment & Selection Checklist

Name of Company:

Name of person authorised to work at Widford Lodge School:

Process	Name/Signature	Date
APPLICATIONS: on receipt Any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing		
TWO REFERENCES – on receipt Checked against information on application; scrutinised; any discrepancy/ issue of concern noted and checked with applicant		
PHOTOGRAPHIC IDENTITY CHECK:		
QUALIFICATIONS: (if not verified on the day of interview)		
Permission to work in the UK		
Overseas Workers Check Overseas applicants will need to establish that they have the right to live and work in the UK		
Disqualification by association self-declaration		
Enhanced DBS – Where appropriate satisfactory DBS Disclosure received		
Barred List Check – person is not prohibited from taking up the post		
HEALTH – the candidate is medically fit		
Start Date at Widford Lodge		

Appendix 5

Dear

As you are aware, the Department for Education has for some time required schools to check that staff are not disqualified from working with children.

Please would you therefore check the following list of grounds for disqualification and confirm that they do not apply:

- You have been cautioned for, convicted of or charged with violent or sexual criminal offences against children and adults, at home or abroad;
- Other orders have been made against you relating to your care of children;
- You have had your registration cancelled in relation to childcare or children's homes or been disqualified from private fostering
- You have been cautioned for, convicted of or charged with any offence involving death or injury to a child.
- I hereby confirm that I do not meet any of the criteria for disqualification*.

Name _____

Signature _____

Date_____

We will be seeking confirmation of this annually in future as part of your safeguarding training.

*If you wish to disclose or discuss any concerns/cautions/convictions etc., please contact Louise Gear, Proprietor or Michelle Cole, Headteacher, in confidence.

Appendix 6

Planning and organising work – Pre-Site Meeting

ITEMS TO DISCUSS & AGREE	NOTES
Hazardous Work	
Site Security	
School emergency procedure	
Erecting fencing	
Erecting scaffolding	
Vehicle movements and deliveries	
Storage of materials and location of skips	
Provision of services	
Contractor's facilities	
Visitors on site	
ITEMS TO DISCUSS & AGREE	**NOTES**
Key contacts and emergency numbers	
Staff and Pupil access and egress	

Use of playground	
Time-tabling of Work	
On Site liaison	
Weekend and evening working	
Progress meetings	
Communication between Head Teacher and site foreman/supervisor	

Monitoring of works

ITEMS TO CHECK	NOTES
Site fencing secure and effective	
Access and egress kept clear	
Walkways under scaffolds protected and debris netting in place	
Skips and material stores secure	
No unsafe vehicle movement	
Work areas kept clean and tidy	

All hazardous materials and equipment removed at night	
Ladders removed/rungs boarded at night	
Warning notices displayed	
Trailing cables etc avoided	
Needs of school respected at all times	

Appendix 7 – Hot Work Permit

HOT WORK PERMIT				
Applicable to:	Applicable to **CUTTING, WELDING, GRINDING, SOLDERING, BRAZING, BLOW LAMPS OR BLOW TORCHES,** or the use of any equipment producing **HEAT, SPARKS OR NAKED FLAME.**			
Contract No.		*Permit No.*		
Exact location & description of work:				
Permit valid from	**Date:**		*Time:*	
Permit valid to	**Date:**		*Time:*	

Health & Safety Checklist: Before work starts	Yes or No N/A
Has a Risk Assessment been carried out specifically for this work?	
Has a Safe Method of Work Statement been produced specifically for the work?	
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
Have combustible materials and flammable liquids or gases been identified and removed from the area or protected?	
Where work is above floor level, have non-combustible curtains or sheets been suspended beneath the work to collect sparks?	
Is sufficient suitable fire-fighting equipment in place and persons able to use it?	
Is all equipment in safe condition and persons trained to use it?	
Has the contractor discussed any isolation requirement for smoke detectors and have safe isolation procedures been implemented?	
Are there emergency procedures in place?	
Are there arrangements for the work area to be watched for hot spots/fire/smouldering for an hour after hot work has ceased?	
If any of the above questions have been answered 'No', hot work must not be permitted	

Other specific control measures and conditions required:			
ISSUE/RECEIPT: **Permit form completed and issued by:**			
Position:		Name:	
Signed:			
Permit Issued to:			
Position:		Name:	
Signed:			
Name of Supervisor (Contractor) responsible for monitoring the safety of hot work for this task:			
Position:		Name:	
Signed:			
CLEARANCE and Hand Back: The work has been completed and the area left in safe condition. The materials worked on have been given a suitable time to cool i.e. monitored for at least 1 hour.			
Position:		Name:	
Signed:		Date:	

Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education. The following are some examples. The H&S lead in the School will keep under review to ensure links are current.

· HSE https://www.hse.gov.uk/

· HSE – Managing contractors https://www.hse-network.com/the-ultimate-guide-to-contractor-management-in-safety-updated-for-2026/

· HSE – Key actions in managing contractors effectively https://www.hse.gov.uk/pubns/books/hsg159.htm

· HSE – Using Contractors - A brief guide https://www.hse.gov.uk/pubns/indg368.htm