

Contractors

Contractor Management Pack

Guidelines for contractors

visiting our premises

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# Introduction

Welcome to *[insert name of Trust/school]*.

Whilst working on our site, it is important that you abide by the guidelines contained within this guidance and the instructions given to you by the [Trust/school] and your [Trust/school] representative during your site induction or daily briefing.

These guidelines cover the [academy/Trust/school] rules and information to promote and protect your and others health and safety whilst on site.

Contractors and sub-contractors must adhere to their Risk Assessments and Method Statements (RAMS) which were submitted by their company for the job/task.

You are required to sign the **Contractors Safety Information** leaflet to confirm that it has been received, read and understood. The necessary documentation will then be archived and referred to following any incident (accident or near miss) investigation.

Thank you in advance for your co-operation.

# Induction

Along with this pack, on arrival at our [Trust/school] premises, you will be given further information about:

* Signing in and out arrangements;
* The area in which you will be working (including a tour of our premises);
* Any hazards you must be aware of within our premises, e.g. asbestos, plant rooms, etc.;
* Any site-specific risk assessments and safe systems of work that you need to adhere to;
* Checking the relevant Permit to Work;
* Location and limitation of your working area;
* Ongoing work by other contractors or staff within our premises which may impact on their job;
* Welfare facilities being made available to you;
* Whether any fire drills or alarm testing are expected;
* Hours of working;
* Supervisory or escorting arrangements;
* How to contact the site person in charge of your work; and
* Any changes to emergency arrangements.

# Fire, security and health and safety

Fire

During your booking in with reception, you will have been verbally informed of any planned fire alarm tests during your visit.

In the event of a fire, the alarm will sound. On hearing the alarm:

* Follow the exit route and leave by the nearest fire exit.
* Assemble in the designated area *[insert location]*.
* Do not use the lifts (if you are in the lift, it will automatically go to the ground level and doors will open or press the alarm bell and this will sound.
* Do not return to collect personal belongings and tools.
* Do not return to the building until instructed that it is safe to do so.
* On return, check your tools and work area before recommencing work.
* A list of fire wardens is displayed *[insert location]*.

If creating any breaches within compartmentation, ensure that you reinstate the compartmentation to the same standard with intumescent material (not expanding foam if larger than a 50p piece).

If you discover a fire:

* Raise the alarm – press a fire call point or shout fire.
* Inform staff of the location and extent of the fire.
* Switch off any power supply if safe to do so and only if the source of the fire is known and you are trained to extinguish.
* Leave the building via the nearest fire exit.
* Assemble in the designated area (see above).

Security

* All contractors must sign in and out of the building(s) and display their identification badge at all times.
* All contractors must inform the school of their DBS status.
* You are responsible for the care and security of your own tools and equipment – do not leave tools and equipment unattended during school term times and only if visually assessed safe to do so.
* You will sign out any keys and return these at the end of each visit to *[insert location]*.
* Do not allow pupils/students and other staff to use your tools and equipment.
* Do not allow other persons into the [Trust/school] premises.

Health and safety

* All contractors will be required to be appropriately dressed for the job/task for which they have been employed.
* Before leaving our premises, the contractor must advise the contact person of their departure and pass on any relevant information regarding the work in hand.
* Dispose of waste and rubbish safely and in accordance with Environmental Regulations and [Trust’s/school’s] policies.
* Do not block fire exit doors and keep final fire exit routes clear.
* Do not climb upon any structures unless authorised to do so and then follow work at height rules and permits to work.
* Do not enter marked ‘hazardous areas’ unless authorised.
* Do not give food or sweets to pupils/students.
* Do not leave plant or equipment in a dangerous condition.
* Do not remove any existing guards, barriers or locks without express permission or part of the work you are undertaking.
* Do not use makeshift tools or equipment.
* Follow any safety signs or notices displayed.
* Food and beverages may only be consumed in the designated areas.
* Inspect your work area for potential hazards at the start and finish or every shift and report any findings to your site contact person.
* Ladders and stepladders must be secured when not in use to prevent unauthorised use and removed from the areas when the work is completed.
* On the odd occasion of working on site during term times, have barriers and signage to prevent pupils/students and [Trust/school] employees straying into your work area.
* Materials must be secured when not in use to prevent unauthorised access, tampering, theft or use.
* Only work in your designated area and carry out operations related to your job/task.
* Smoking is only permitted outside the perimeter fence and away from the access gates. Please dispose of matches and stub ends in a suitable waste bin.
* Vehicles brought to site must be parked in the designated area with all doors locked and windows closed at all times.
* Wear the personal protective equipment (PPE) appropriate for the job/task being performed (your company is required to supply you with the appropriate PPE).
* Report any incidents (accidents and near misses) to the contact person.
* For any roof access (including clearing of guttering / retrieving balls), ensure that you stay away from skylights as these are fragile surfaces, remain on designated pathways (if applicable), and remain away from roof edges (unless a parapet is in place or you have other means to prevent your fall from height such as a work restraint or fall arrest system).

# Permits to Work

* Refer to the Permit to Work system necessary for the job/task in hand.
* Hot work, including welding, cutting, grinding or burning, live electrical work, or any work that can create heat/sparks, is not permitted unless permission has been obtained via a signed appropriate Permit to Work for the job/task.
* If you are working at height or in an excavation, you must have a signed Permit to Work appropriate for the job/task.
* Permit to Work forms must be suitable for the job/task, completed, and a copy available with the job/task and held by the supervisor (if a team of contractors are working on a job/task).
* The Permit to Work will be signed off at the end of each day/shift and a new one issued prior to the starting of the next day’s/shift’s work.
* During the end-of-shift Permit to Work sign off, the supervisor must make the [Trust/school] contact person aware of any isolations still remaining.
* Ensure Lock Off-Tag Out (LOTO) procedures are followed according to the job/task RAMS.

Risk Assessment and Safe System of Work

You must follow the job’s RAMS at all times, along with any risk assessments and procedures the [Trust/school] contact person has required you to complete.

Isolation

* Please tick if you are required to conduct a Lock Out, Tag Out, Try Out (LOTOTO) isolation of any of the following:

Main isolation

* Boilers
* Telephone system
* CCTV system
* Intruder alarm system
* Fire alarm system
* Other – please state:
* Acceptance of isolation by competent person prior to commencement.
* If there is anything you do not understand, please discuss with the site contact person.
* Please ensure that you have handed over the signed **Contractors Safety Information** to the site contact person.

# Engagement with contractor(s)

# Other templates available from WorkNest

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| **Health and Safety Policy and Handbook** | The policy which sets out how contactors will be managed within the [Trust/school]. |
| **Management of Contractors Risk Assessment** | The risk assessment which sets out how contactors will be managed within the [Trust/school]. |
| **Approval of New Contractors Questionnaire** | A document to help you vet all new contractors prior to starting works.  |
| **Contractors Safety Information** | A one-page document that all contractors should sign to acknowledge their presence within Trust/school premises. |
| **Permit to Work Forms**  | Electrical Permit to WorkFlat Roof Permit to WorkHot Works Permit Working at Height Permit |

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