

# MANAGEMENT OF CONTRACTORS

<b>Approving Body</b>	Trust
<b>Date of Last Review</b>	May 2022
<b>Statutory (Y/N)</b>	Y
<b>Responsible Officer</b>	BMAT CEO for and on behalf of the Trust

## **I. INTRODUCTION – STATEMENT OF INTENT, SCOPE AND LEGISLATIVE CONTEXT**

1. Statement of intent: The Beacon Multi-Academy Trust (BMAT) recognises its responsibilities to ensure the safety of its employees, pupils and visitors while on its premises. BMAT also recognises that the operations of contractors on BMAT premises must not affect the health and safety of employees of either the school or the contractor.
2. Context: This policy should be considered in the context of:
  - a. [The BMAT Health & Safety Policy](#); and
  - b. The Health and Safety at Work Act 1974.
3. Scope:
  - a. Throughout this policy, the term ‘contractor’ refers to any party (company or individual) that BMAT hires to complete facilities work but is not an employee.
  - b. This policy applies to the management of contractor’s activities, which include: installation, commissioning, inspection, service, maintenance, cleaning, repair, alteration, moving, decommissioning or removal of equipment, plant, services, building fabric or other articles at BMAT.

## **II. ROLES AND RESPONSIBILITIES**

4. As the employer, BMAT has ultimate responsibility for the Health and Safety of all employees. For practical purposes, this responsibility falls to the BMAT Trustees, CEO and Trust Executives.
5. BMAT LGB’s have overall responsibility, at an individual school level, for:
  - a. Ensuring that there is due regard to matters of health, safety and environmental matters within the relevant BMAT school; and
  - b. Overseeing compliance with the [BMAT Health and Safety Policy](#).
6. The designated Health and Safety Link Governor(s) has lead responsibility for ensuring that the LGB’s fulfil their responsibilities.
7. BMAT school principals have lead responsibility for:
  - a. The effective implementation of the BMAT Health and Safety Policy;
  - b. Encouraging staff to implement health and safety arrangements; and
  - c. Ensuring that their school meets the objectives set out in this policy.
8. BMAT school principals have delegated the day to day responsibility for health and safety to the BMAT Health and Safety Officer, to:
  - a. Act as the competent person and adviser on health, safety and welfare issues, including the management of contractors; and
  - b. Ensure that the objectives of the [BMAT Health and Safety Policy](#) are achieved in practice.

9. BMAT senior leadership teams, middle managers, subject team leaders and all BMAT staff are responsible for the detailed adoption and implementation of the Lone Working Policy in their respective workplaces, and ensuring that they follow a safe approach to their working practices.
10. BMAT Facilities Manager and the Health and Safety Officer, with support from BMAT Facilities Teams, are responsible for:
  - a. Ensuring the health and safety of all staff, pupils, visitors and contractors;
  - b. Ensuring that all contractors work within BMAT Management of Contractors Policy;
  - c. Ensuring all planned work is organised out of school time, wherever possible;
  - d. Ensuring that contractors work in a responsible and professional manner;
  - e. Making arrangements for contractors to work safely on site during the school day;
  - f. Ensuring that the working agreement is adhered to;
  - g. Notifying the contractor of any potential risks posed by the premises;
  - h. Monitoring and reviewing the Contractors' Policy.
11. All members of BMAT staff are responsible for:
  - a. Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors; and
  - b. Attending staff briefings to ensure that they are aware of any upcoming work on site and associated working agreements. If they are not able to attend keeping abreast of updates posted in the Campus Compass.
12. Contractors are responsible for:
  - a. Complying with all health and safety policies and procedures provided by BMAT;
  - b. Acting in a responsible and professional manner; and
  - c. Actively working towards an optimal working agreement between themselves and BMAT.

### III. COMPETENT CONTRACTORS

13. No contractor will be employed by BMAT unless that contractor is deemed to be competent. BMAT will ensure that all works undertaken by contractors, for, or on its behalf are:
  - a. Carried out in such a manner as to avoid, reduce or control all foreseeable risks to health and safety;
  - b. Conducted in a safe manner, in accordance with the requirements of the Health and Safety at Work Act 1974 and its associated regulations. This will include both the ability to perform the particular activity and in terms of health and safety.
14. The following criteria are those by which competency will be determined:
  - a. Satisfactory completion of BMAT Contractor Appraisal Questionnaire that is attached as Appendix A to this policy;

- b. Proof of competence – including membership of professional associations and references from previous clients;
  - c. Training and qualifications of employees (including safety training);
  - d. Proof of adequate Employers’ and Public Liability Insurance;
  - e. Acceptance by BMAT of the Contractor’s Safety Policy, including the relevant procedures for the activity to be undertaken;
  - f. Safety performance of the contractor – including records of accidents, ill-health and any enforcement action taken against the contractor;
  - g. Safety organisation of the contractor – how safety is maintained during work, inspections and appointed persons responsible for health and safety during the work activity;
  - h. Provision of suitable site specific risk assessments and method statements.
15. Once a contractor has satisfied the above criteria, that contractor will be added to the list of approved contractors for engagement by BMAT.
16. BMAT will review and update the list of approved contractors as required and having regard to the nature of current activities.
17. The inclusion of a contractor on the approved list in no way is intended to guarantee the issuing of any contracts. A current list of approved contractors is maintained by the Facilities, Health and Safety Manager.

#### **IV. ACCESS AND INFORMATION PRIOR TO THE COMMENCEMENT OF CONTRACTED WORKS**

18. Contractors attending site to carry out routine service and equipment maintenance are managed by the Facilities Manager;
19. Access: Contracted are required to report to the appropriate reception upon arrival, which will be agreed with and communicated by the BMAT Facilities Manager and/or BMAT Facilities Team. Some BMAT sites have multiple entry points; the appropriate entry point will be communicated to contractors in advance of the agreed.
20. Access – exemptions: In order for the smooth running of BMAT the following service providers are able to access the site without first reporting to reception:
- a. Refuse vehicles collecting waste bins will go direct to waste bin areas on pre-arranged days; and
  - b. Catering suppliers - Report to dining room for members of the Catering Team. (Their time on site will be under the responsibilities of the Catering Manager).
21. Information prior to the commencement of contracted works - Once an official order has been raised by BMAT, the contractor’s representative will be given the following information:
- a. Details of the scope of works and physical area of these works;

- b. Details of any particular hazards or local risks that could affect their health and safety (e.g. asbestos) that are known by BMAT. – The asbestos register is located at the main school reception;
- c. Details of access and egress for the works;
- d. Details of First Aid and Accident Reporting procedures;
- e. Details of Fire precautions and Emergency procedures;
- f. Details of other contractors working on site;
- g. Details of site safety rules.

22. Prior to the commencement of works, contractors will be required to supply the following to BMAT:

- a. Details of the contractors' nominated site contact;
- b. Site specific method statement;
- c. Site specific risk assessment;
- d. Proof of third party liability Insurance if not already received; and
- e. Requests for any shared equipment.

23. Construction (Design and Management) Regulations 2015: The BMAT Facilities Manager, and/or an appropriately qualified delegate, will determine whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work. If the project exceeds 30 days or involves more than 500 person days of work, the following must take place:

- a. Notification of the Health and Safety Executive (HSE);
- b. The appointment of a CDM Co-coordinator and Principal Contractor; and
- c. Production of a health and safety file and construction phase plan.

24. Permit to work: Safety instructions or procedures are adequate for most work activities, but some require extra care. A 'permit to work' is a more formal system stating exactly what work is to be done and when, and which parts are safe. A responsible person should assess the work and check safety at each stage. Contractors completing the works sign the permit to show that they understand the risks identified and the control measures required to mitigate the risk. Permits-to-Work are only issued and closed by suitably competent persons. This will normally be one of the BMAT Facilities Manager. An example of a Hot Works Permit can be found with the Hot Works guidance document. Permits to work are required for the following:

- a. Hot work such as welding and grinding. (See Hot Works guidance document);
- b. Confined space or vessel entry. (Contractor to provide Risk Assessment and monitoring equipment);
- c. Cutting into pipework carrying hazardous substances;
- d. Work that requires electrical or mechanical isolation;

- e. Work on gas services;
- f. Work involving excavation (Permit to dig);
- g. Work at height; and
- h. Work on pressure systems.

25. Safeguarding and Child Protection: In adherence with ‘Keeping Children Safe in Education’ (DfE) and the [BMAT Safeguarding and Child Protection Policy](#):

- a. BMAT will always confirm the identify of contractors and their employees when they arrive on site, by requiring them to sign in and wear visitor badges at all times (in accordance with Section V of this Policy, the [BMAT Safeguarding and Child Protection Policy](#) and the [BMAT Security Policy](#)).
- b. BMAT will ensure that any contractor, or any employee of a contractor, who is engaged by BMAT, has been subject to the appropriate level of DBS check;
- c. Contractors engaging in regulated activity will require an enhanced DBS Certificate, including barred list information;
- d. Contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, will require an enhanced DBS Certificate, *not* including barred list information. The fact that a contractor is working across multiple BMAT sites is irrelevant to the test of ‘regular contact’;
- e. Under no circumstances will a contractor in respect of whom no checks have been obtained be permitted to work unsupervised, or engage in regulated activity;

**V. THE COMMENCEMENT OF WORKS AND ACTIVE/ONGOING WORKS**

26. Induction and Commencement of Works:

- a. Individual contractors will be required to sign in at reception at the beginning of each day of the contracted works; and sign out at reception at the end of each day of the contracted works. A visitor badge and lanyard will be provided and must be worn for the duration of time on site, and is to be worn on a prominent part of the upper body.
- b. When required, the contractor will be provided with a health and safety induction, this will also include notification of any current safety arrangements. Where relevant, acceptable conduct advice will also be given before work commences. Induction training or the safety orientation given to contractors will always be recorded.
- c. For reasons of safeguarding and child protection, where possible, BMAT will aim to segregate contractors from its students.
- d. A site induction sheet will be provided to the contractor upon signing in.

## 27. Ongoing/Active Works:

- a. Regular monitoring will take place for the duration of the works, both for the standard of works undertaken, safety inspections and quality of materials being used. This monitoring can be completed with or without the contractor's nominated site contact in attendance;
- b. Where the work undertaken by a contractor could result in the health and safety of staff, students and/or visitors being compromised, the work and work site will be inspected by the Facilities Health and Safety Manager or their nominated representative;
- c. Where unsafe conditions are found, contractors will be advised that leaving the workplace in an unsafe condition is not acceptable, and work may be suspended until the unsafe condition or practice has been resolved.
- d. Where necessary, agreed action plans will be drawn up to ensure the works are completed on time;
- e. Contractors are not to enter areas that they have not been authorised to do as part of the induction process, including switch and plant rooms;
- f. Services belonging to BMAT, including mains electricity or gas, compressed air systems, steam lines or bottled gas cylinders are not to be connected to by contractors. Authority to connect to such items will only be authorised if part of the project scope of works, this must be reflected in the contractors risk assessment and method statements (RAMS).
- g. Personal protective equipment is to be provided by the contractor appropriate to the works, as a minimum, contractors will be expected to wear safety shoes/boots and a high visibility vest/jacket for the duration of their time on site.
- h. Tools and equipment used by contractors on BMAT premises must be fit for purpose and be suitable for the work being undertaken. All items must comply with all the relevant legal standards and must be maintained in accordance with the appropriate safety standards. Contractors are not to use any equipment belonging to BMAT;

## VI. CONCLUSION OF WORKS

28. The contractor will be responsible for ensuring that the site or working area is left in a clean, tidy and safe condition by removing all waste and redundant materials. Access panels are to be replaced on a daily basis to ensure sound fire stopping. BMAT bins are not to be used by contractors unless authorised to do so.
29. An inspection will be undertaken by the BMAT Facilities Manager and/or a member of the BMAT Facilities Team, before any works are signed off as complete.

**CONTRACTOR APPRAISAL QUESTIONNAIRE**

Please complete the following sections and supply relevant information as requested.

**1. Company details**

Full company name:	
Trading Address:	
Number of employees (including directors):	

**2. Nominated site contact, appointed to provide competent advice on health and safety matters.**

Name:	
Contact number:	
Email address:	

**3. Who in your organisation is ultimately responsible for health and safety?**

Name:	
Position:	

**4. Attach a scanned copy proving your third party liability insurance, if not already received by BMAT.**

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**6. List any requests for shared equipment below, if already known.**

<p><i>Note that, prior to commencement of approved works, a site-specific risk assessment will need to be conducted. If a site-specific risk assessment has already been conducted but proof has not been shared with BMAT, attach it below.</i></p>	
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