



St Martin's School Contractor Policy



Introduction

St Martin's School takes its responsibility to ensure the health and safety of pupils, staff and very seriously.

From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school. This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

The HSW Act requires any organisation to take all reasonably practicable precautions to ensure the health and safety of any persons working on its premises.

Objectives

To ensure safety of staff, pupils, contractors and visitors on site.

To ensure understanding of responsibilities relating to contractors on site.

To risk assess and plan appropriate safety measures for contractors on site.

To give clear expectations of behavioural conduct to contractors.

The Planning Stage

Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each.

Before moving forwards, the school will ensure it has taken the following steps:

- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.
- Ensure consultation with neighbours and has confirmed the work can commence.

Responsibilities

Harwil Education Ltd is responsible for:

- Taking all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- Complying with any directions given by the LA concerning their contractors
- Supporting and monitoring health and safety within the school.

The Operations Manager is responsible for:

- Ensuring the health and safety of contractors by undertaking a risk assessment of the premises.
- Ensuring that all contractors work within the school's Health and Safety Policy.
- Ensuring all planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.
- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Monitoring and reviewing the Contractors' Policy
- Ensure all contractors are DBS checked or are accompanied by a member of staff if during school hours
- Ensure all contractors wear a St Martin's visitors badge

Contractors are responsible for:

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.

Risk assessments

Both the School and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors will submit copies of site and task specific risk assessments and method statements to the School (and Local Authority where appropriate), prior to commencing work.

For certain safety critical or high risk activities, work at a height, work on or near fragile roofs, major lifting operations and traffic management, the School must receive written safety method statements and risk assessments from the contractor and be satisfied to their content of before work commences.

Behaviour of Contractors

The following activities are prohibited on school grounds:

- Smoking.
- Possessing or drinking alcohol.
- Playing radios etc when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.

In the unlikely event "Hot Works" need to be carried out a Hot Work permit will be required for any activity that requires the use of a flame or generates sufficient heat or sparks that might serve as a source of ignition.

Written by: Mrs Shannon (Operations Manager)

Ratified by: Governors

Policy date: 9th October 2023

To be reviewed: February 2025