



MOUNT
KELLY

CONTRACTORS POLICY

Document Approval			
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The policy covers Mount Kelly Foundation, Mount Kelly Enterprises Limited and Mount Kelly Swimming. Unless specifically stated, these are referred to as 'the School' throughout this document.

Revision History			
Review date	Rev	Reviewer	Changes
Jan 2015			Issued for circulation – Annual review
Dec 2016	01	Bursar / (DH(P))	Page 1 – Amendment of policy ownership from Health & Safety Officer to Bursar and Deputy Head (Pastoral); Comprehensive revision to incorporate the requirements of KCSIE 2016, and to make more explicit reference to the safeguarding expectations and procedures; Deletion of old contractors' letter and reply; Appendix A – insertion of Contractor Risk Assessment; Appendix B – insertion of Contractor Leaflet
Mar 2017	02	HSO	Reformatted document TOC, font etc. No text changes; Updated contact telephone numbers
Feb 2018	03	Bursar	Removed all references to Estates Manager; Appendix B – added Bursar's contact number to Contractors Leaflet
Oct 2019	04	HSO	Amendment of policy ownership, delete Bursar insert Health & Safety Officer; Replaced references to Bursar with Finance Manager or HSO; Updates Roles & Responsibilities to include Site Managers; Updated references to KCSIE in-line with the 2018 version
Oct 2020	05	HSO	Updated references to KCSIE in-line with 2020 version; updated and reformatted Appendix B
Jan 21	06	PDH	Clearer reference made to the Register of Contractors and Visiting Professionals, which is held and managed by HR
Mar 2021	07	HSO	Addition of info on hot work and work in confined spaces in Para 2.

Contents

1.	Policy Statement.....	1
2.	Roles and Responsibilities – Health and Safety, and liaison with School	1
3.	Roles and Responsibilities – Safeguarding.....	2
4.	General Conduct and Expectations	3
APPENDIX A	Contractor Risk-Assessment Form.....	1
APPENDIX B	Contractor Leaflet.....	3

1. POLICY STATEMENT

To protect the safety and well-being of the school, its staff, its pupils and the contractors employed by the school.

This policy sets out the requirements that all contractors and those working on behalf of those contractors at any time, will adhere to.

Failure to adhere to this policy could result in them being asked to leave the school premises whether their work is completed or not.

2. ROLES AND RESPONSIBILITIES – HEALTH AND SAFETY, AND LIAISON WITH SCHOOL

The HSO and respective Site Managers will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

It will be a condition of all contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the school, and that they will not, without the prior consent of the school:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors working on the school premises need to ensure safe working practices by their employees and others under their control under the provision of the Health and Safety at Work Act 1974 and all other Acts and Regulations in force relating to that work, and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the HSO will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The School will draw the attention of all users of the school premises to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

The HSO, through the respective Site Manager, will provide the contractor with information on fire and emergency evacuation arrangements for the school; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor prior to work commencing.

All contractors and site visitors will be given a leaflet explaining the processes to be followed. This must be read by every visitor.

The Contractor must report to the Health and Safety Officer or the College / Prep Site Manager as appropriate:

- any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)

- all accidents / near miss-incidents, no matter how minor
- all planned changes to programme or location
- any possible disruption of services

Contractors are responsible for:

- removing all rubbish / debris at the end of each day
- testing all works on completion as necessary and supplying the HSO or Site Manager with commissioning/test data and or certification
- the provision of their own First Aid facilities
- posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety

Contractors will be required to:

- provide a copy of their Health & Safety policy
- comply with all relevant Health & Safety legislation
- keep noise and dust to a minimum
- ensure that no products containing asbestos or CFCs are used on School premises
- be aware of and comply with the School's fire and emergency evacuation procedures
- evacuate buildings at the sound of fire alarm, report their safe evacuation to the HSO/person in charge and go to nominated assembly point
- provide written risk assessments/method statements before work commences, as part of the Permit to Work System, and adhere to them at all times
- inform the HSO or Site Manager of the requirement of any hot work or work in confined spaces, and must assist with and adhere to any Permit to Work as applicable

Contractors will also be required to:

- work in a safe manner and not to endanger staff, pupils, the public or themselves
- work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the HSO.
- adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (for example trailing leads, solvent fumes, absence of lighting or fire alarm)
- avoid obstructing the means of escape or interfering with fire doors; fire doors must not be propped or wedged open

3. ROLES AND RESPONSIBILITIES – SAFEGUARDING

All contractors and their staff are to comply with the school's policy on safeguarding. Keeping Children Safe In Education (KCSIE) Sep 20 (Paras 196-199) make clear the School's responsibility to "ensure that any contractor or employee of the

contractor has been subject to the appropriate level of DBS check... Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity... Schools are responsible for determining the appropriate level of supervision depending upon the circumstances.”

In practical terms, contractors at Mount Kelly fall into two categories:

Category 1: Approved Contractors

Regular, approved contractors

- Employees of these contractors hold Enhanced DBS checks, including the Children’s Barred List, and are at liberty to enter, and work unsupervised in all areas of the School.
- The Register of such contractors is held and managed by HR, and the identity of Approved Contractors and their employees is checked on their arrival at the School against a list of Approved Contractors held in Reception. Having signed in, they are free to carry out the work for which they are contracted.

Category 2: Occasional Contractors

Infrequent, occasional contractors – often called in at short-notice

- Employees of these contractors may not necessarily hold any form of DBS check, and are therefore the subject of a Contractor Risk-Assessment (see Appendix A), which will “determine the appropriate level of supervision depending upon the circumstances.”
- Notice of the arrival of such contractors is given to Reception. On arrival they are met by the member of staff who arranged their visit and issued with a Contractors Leaflet (Appendix B). They are accompanied to their place of work and supervised according to the Risk Assessment.

Category 3: Visiting Professionals

Visiting professionals are employed by third parties, and the School either accepts a letter of assurance from the principal employer or training provider (in the case, for example, of trainee teachers) or a personal DBS, accompanied by photograph ID.

4. GENERAL CONDUCT AND EXPECTATIONS

We expect the following Code of Practice for Contractors to be followed:

- avoid contact with children
- never be in contact with children without school 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
- dress appropriately – shirts to be worn at all times
- observe the code at all times
- remember your actions, no matter how well-intentioned, could be misinterpreted

- respect Mount Kelly as a place of learning and therefore, in school sessions, avoid unnecessary dust and noise
- wear approved identification at all times when on the school premises and fill in a signing-in book when entering and leaving site
- Smoking is prohibited on any school site and alcohol must neither be consumed before entry nor brought onto the sites.

This policy will be reviewed on a yearly basis, or sooner in the event of any incident, accident, or legislative change to policy or regulation.

Contractor Risk-Assessment Form



**MOUNT
KELLY**

CONTRACTOR RISK-ASSESSMENT

This form is to be completed every time a member of staff is intending to 'contract' services from individual / companies who are not on our list of approved contractors.

Part A: Basic Information

Contractors / Organisation name	
Contact details	
Date/s work proposed	
Duration of work/s	
Location of work/s	
Misc	

Part B: Permissions

Staff	Purpose / Reason	Actioned / Seen
Finance Manager	Information / Costings	YES / NO / n/a
HSO	Insurance, RA, Method statements	YES / NO / n/a
Reception	Signing In	YES / NO / n/a

Part C: Safeguarding

Control Measure/s		Details
Will the contractor have access to children	YES / NO	
Supervision Arrangements:		
Is supervision direct or remote?		Details

Direct (Name of supervisor)	
Remote (Name & frequency of supervision)	
Name	Date

FOUNDATION RULES:

- You should not talk to or engage with pupils other than in connection with your task and this should preferably be done in the presence of a Foundation staff member.
- Pupils should not be allowed access to areas where work is taking place
- No alcohol or drugs may be brought onto this site.
- Smoking is NOT permitted anywhere within the sites.
- All persons employed on this site must display a visitor's pass.
- Photography is not allowed.
- Escorts are required for entry into any of the following:
Accommodation areas, classrooms, changing rooms and WCs.

Foundation Contacts:

The following contact numbers may be obtained from any phone:

**FIRE or OTHER EMERGENCY:
999**

Main School Site Supervisor:

01822 813151 / 07771 724015

Prep School Site Supervisor:

01822 612244 / 07728 384599

**Main Office: Mount Kelly: 01822
813100 / Prep Site- 01822 612244**

Health and Safety Officer:

01822 813176 / 07900430826

It is important that all staff, governors, volunteers, visitors and any relevant professional who are working with our pupils read the information in this leaflet.



**MOUNT
KELLY**

“Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment”.

**Mount Kelly
Foundation -
Contractors/Visitors -
Control process**

- Mount Kelly Foundation – Contractors / Visitors - Control process

A guide for visiting workers and contractors. Your safety, health and wellbeing whilst working within the Foundation is of key importance. This leaflet describes the arrangements to ensure your protection and the protection of those working around you. It applies equally to Foundation staff and pupils, as well as to all other visitors. Please take a few minutes of your time to read this through. If there are any questions it doesn't answer, there is a list of contacts to whom you may refer for further guidance.

Step 1: Report to Reception in the appropriate Main School Building

- Sign visitor's book

Step 2: Report to host (usually Site Supervisor)

- Discuss detail of job and method of working
- Exchange of known hazard information (communication)
- Review of Risk Assessment
- Requirements for Permits to Work (Control)

Step 3: Report to Area Custodian

- Discuss detail of job and method of working (co-operation)
- Exchange information on particular site hazards
- Exchange information on other activity in the area (co-ordination)
- On Completion:

- Notify Area Custodian
- Notify Host

So what is Contractor Control exactly?

Working within the Foundation schools is different from the majority of working environments as contractors and other visitors will be in close proximity to children. There are also a number of potential hazards within the sites. Equally, maintenance work and repair work can all introduce hazards of their own. Sometimes the two sets of activities can conflict.

Step 1 – Arrival:

When you arrive at the site, you will need to report to reception, in order to gain entry to the site. Here, your ID will be checked and you will be given a general site briefing on the collective safety and security arrangements for the site (Fire evacuation procedure; Speed limits; use of cameras; mobile phones etc.)

Step 2 – Report to Host:

Once you have been admitted to the school, you will be met by your **Host**. They will discuss the detail of the job you have come to do, and your intended method of working. They may also need to see your Risk Assessment.

Step 3 – Report to Area Custodian:

Usually the House Parent or other responsible person:
They will also need to know what work you intend to carry out, to ensure that this does not

conflict with any school activity. Once this discussion has taken place, you will be able to commence work.

Permits to Work:

A Permit to Work **MUST** be obtained prior to carrying out any of the following activities: Excavation; Hot Work; work on electrical systems; work on fuel installations; work on boilers or other pressure systems; work at height; work in any manhole or confined space.

Rules for vehicles:

The speed limit around the sites is 15 mph or less in some areas – refer to speed roundels
Pedestrians **ALWAYS** have priority
Parking is only permitted in designated areas.
Grassed areas are out of bounds.

Reversing delivery vehicles must always have a guide.

Updated - October 2020