



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.
Mar 2022	08	DFO	Replace HSO with Premises Manager; Replace Site Manager with Maintenance Supervisor; Remove Appendix B: Contractor Leaflet – maintained under HS004 Contractor Leaflet.

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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 Premises Manager and respective Maintenance Supervisors 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 Premises Manager, through the respective Maintenance Supervisor, 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 Premises Manager or the College / Prep Maintenance Supervisor 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 Premises Manager or Maintenance Supervisor 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

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.

Appendix A: Contractor Risk-Assessment Form



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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
Director of Finance and Operations	Information / Costings	YES / NO / n/a
Premises Manager	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

