

***“Inspiring learning, developing character, building futures”***

## **H&S Policies & Procedures**

### **Management of Contractor’s Policy**

**Aim:** To ensure that work carried out by contractors, does not pose a significant risk to anyone who may be affected by that work.

Policy Authorisation:	Senior Leadership Team
Date of policy update:	April 24
Date of policy review:	April 26
Policy Author:	Head of Estates

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## **1. Introduction**

The Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 require every employer to have sufficient information and control of contractors working on their behalf. For the purpose of this policy, a contractor is defined as anyone who undertakes work on behalf of Blackpool Sixth for gain or reward.

## **2. Aim**

The aim of this policy is to provide guidance to all staff who are directly involved in the appointment, use and management of contractors. The policy will be most applicable for Estates and support services related departments, however, other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

## **3. Scope**

This policy applies only to activities/areas for which Blackpool Sixth has control and for which Blackpool Sixth employ the services of a contractor.

## **4. Responsibilities**

The Assistant Principal Business Support has the overall day to day responsibility for health and safety matters at the college. The Assistant Principal Business Support delegates responsibility for undertaking aspects of these duties through line management and identified roles. The following people are identified as having responsibility for the management of contractor safety issues in those areas, and for those relevant persons that fall under their control.

### **4.1. Head of Estates**

The Head of Estates or their designate has been delegated responsibility for approving and overseeing all works on college building fabric and services.

The Head of Estates or their designate will ensure that:

- All applications to carry out work on college owned or managed building fabric or services or infrastructure are considered in a timely manner.
- Departments are provided with adequate information about the routine work that Estates' contractors will be carrying out in their areas. This will include giving sufficient notice of when, where and how such work will be carried out and ensuring adequate communications about matters which could affect the health, safety or welfare of members of the college community whilst the works are delivered.
- All Estates related projects are managed by a suitably competent person.
- Adequate resources, including reasonable access to competent project managers, are available to enable the college to manage construction works in accordance with legislative and policy requirements.
- Ensure that all contractors adhere to the college's safeguarding practice including DBS registered contractors.

- All duty holder appointments required by the CDM (Construction Design & Management) Regulations are made for relevant approved projects including any approved projects that will be locally managed (i.e. outside of the Estates function) and that the appointed duty holders are competent to fulfill their appointed role.
- Permit to Work forms are issued for all high risk work detailed in section 6.
- The Contractors' Policy will be reviewed and updated as per the policy review schedule.

#### **4.2. Employing manager/Head of department**

The employing manager or head of department must ensure that:

- The contractor is competent to carry out the works specified and where possible, should utilise certified or accredited contractors/organisations. Throughout the contract period, the employing manager must monitor the standard of the contractor's work and the progress made.
- All relevant safety measures are taken, not only to protect the contractors, but all persons who may come into contact with the college and its undertakings. The college has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and visitors.
- The employed contractor has information on emergency procedures relevant to the premises and details of particular hazards in the area (This may include Control of Substances Hazardous to Health – CoSHH assessments) for example, chemicals or biological hazards. Appendix 3 provides a copy of the site induction process which should be used by the employing manager.

### **5. Procedure**

#### **5.1. Organising schedules of work**

Where possible all non-urgent service or maintenance work should be programmed during holiday periods or outside of the college core day. This will reduce the risk to stakeholders and minimise disruption to teaching and learning.

Where it is essential that the work takes place during term time, the employing manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines.

#### **5.2. Safety induction**

Before works/activities commence, contractors must undertake a full site safety induction (Appendix 3) and be provided with information regarding risk identification such as chemicals etc. The contractor is responsible during this process to provide risk assessments and method statements (RAMS) in respect of how the work will be undertaken safely and in a manner that reduces any risk to an acceptable level.

Where contractors are using equipment that requires specific qualifications such as scaffolding or Mobile Elevating Working Platforms, certificates for operators are required to accompany the risk assessments.

Specific works will require a permit to work and activities requiring the permit must be

fully risk assessed before the permit is issued. (See section 6).

### **5.3. Completion of work**

All completed work should be inspected for quality, compliance with the schedule required and cleanliness of the work area by the employing manager before contractors leave site.

## **6. Permits to work**

A Permit to Work (see Appendix 1&2) is a formal assessment and authorisation for certain high hazard activities and their control. It is required for any activity where the work could expose persons to specific hazards.

A Permit to Work is issued only by the Head of Estates or in their absence Assistant Head of Estates, and will only be issued where appropriate control measures have been identified, and which are supported by method statements. The following works have been identified as requiring a Permit to Work:

### **6.1. Hot works**

Hot Work activities involve the application or generation of heat during the task. Such activities include: work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers. Examples where hot working may be required include roof repairs, plumbing, fabrication etc.

### **6.2. Electrical work**

Electrical work where local isolation is unavailable or where isolation will have an impact on others. ***Note Work on 'live' electrical circuits are prohibited***.

## **7. Safeguarding**

Everyone working with young people are responsible for ensuring that adequate measures are in place to safeguard students whilst contractors are on the premises. It is a requirement of the college designated safeguarding lead that all contractors who have direct access to students and are employed on a regular basis have DBS clearance. A copy of their unique reference number and expiry date should be held on the central record by HR. Where contractors are employed without a DBS on record they must be supervised at all times. To support contractors whilst undertaking their operations, Appendix 4 provides a blue card guidance note that can be utilised by the employing manager.

## **8. Records**

- Contractors will be vetted before any work orders are placed, an Approved Contractor Details form should be completed together with a DBS declaration for any operatives that will be working unsupervised on campus.
- The HR dept will maintain a record of DBS checks that have been provided by contractors through the DBS declaration process.

- Copies of all valid risk assessments/method statements and permits to work shall be available at all times from Estates.
- Records of the assessments/method statements and permits to work will be retained for a minimum of three years, and shall be readily available for reference.

#### **9. Review**

- The content and operation of this policy will be reviewed every two years by the Head of Estates and the Senior Leadership Team.

## Appendix 1

### ELECTRICAL PERMIT TO WORK

*Issuing Permits – The issue of permits is strictly controlled; the Head of Estates can only issue permits.*

PERMIT NUMBER:

CONTRACTOR (Company):

CONTRACTOR (Employee Name):

LOCATION OF WORK (Exact):

DESCRIPTION OF WORK:

SPECIAL INSTRUCTIONS:

### SAFETY REQUIREMENTS

Isolation ☐

Locks ☐

Notices ☐

Earthing ☐

OTHER PRECAUTIONS:

I certify that the plant/equipment identified above has been made safe, electrically isolated, earthed and all necessary measures have been taken to ensure that the work/tests specified below can be performed in a safe manner.

Permit Controller:

Signed:

Date:

Time:

### Acceptance by competent person prior to commencement

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statement and risk assessments. If conditions are such that the method statement and risk assessments become invalid it is my responsibility to stop work immediately and notify the person who authorised this permit to work.

Competent Person:

Signed:

Date:

Time:

### Permit Cancellation

This permit is cancelled. The work is/is not complete. Safety precautions have/have not been removed.

Competent Person:

Signed:

Date:

Time:

### Completion of Work Final check by Contractor/Employee

I declare that the work described above is complete and all work equipment, persons and materials under my control have been withdrawn. All safeguards have been reinstated and the work area returned to a safe status and service.

Competent Person:

Signed:

Date:

Time:

## Appendix 2 - Hot Permit to Work

For all operation involving flame, welding and hot cutting

### Description of Work

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### Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

### Contact Details

Head of Estates 07794452088	Estates 07958 749576
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Potential Hazards				
Control Measures				
Other Identified Hazards	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center; vertical-align: middle;">Controls Measures</td> <td style="width: 40%;"></td> </tr> </table>		Controls Measures	
	Controls Measures			

### Mandatory Safety Requirements

### Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	



Person entering work area	

Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation (Estates Dept.)					
Name		Date		Time	

## **Appendix 3 – Contractor Site Rules**

### **Aim**

To ensure that contractors are competent, aware of site risks and do not create a risk to staff, students and members of the public or the intended continuity of business at The Blackpool Sixth Form College.

The following details form part of the college's site rules and information for contractors. The lead person must sign the form before commencement of work.

### **1. Parking**

- Contractors are asked to park their vehicles in car parks to the front or rear of the college and not in disabled or delivery bays (unless for unloading).
- Vehicles and contents are left at the owner's risk.

### **2. Dress code**

- All contractors must be appropriately dressed at all times in corporate identifiable workwear (a high vis vest is accepted where corporate workwear is not provided).
- Where a risk assessment dictates, all contractors will wear appropriate PPE that is suitable and of good condition.

### **3. Security**

- Contractor vehicles should remain locked at all times.
- External doors must not be wedged open at anytime.
- Materials, tools and equipment left on campus remain at the contractor's risk.

### **4. Deliveries**

- Contractors are advised that no deliveries will be offloaded or signed for by Blackpool Sixth staff.
- Delivery times of bulk items, plant and equipment must be pre-arranged with the Head of Estates.

### **5. Fire Safety**

- All contractors must sign in and out on every visit. If leaving the site temporarily you should inform a member of the Estates team of this and give an approximate time of return.
- All equipment and materials to be stored in a safe manner so as not to obstruct corridors, stairs and general access routes.
- Fire doors must not be wedged open at any time.
- No flammable materials or substances are to be stored on the premises.
- A permit to work is required for soldering, brazing or welding.

### **6. Health & Safety**

- The college is a no smoking campus. Contractors are asked to use the smoking area to the north of the campus.
- The nearest first aid kit is located in the main reception area. There are designated first aiders on site at all times.

- All accidents, incidents and near misses shall be brought to the attention of the responsible person and the college's online accident or incident report forms should be completed, (this is additional to any contractor company requirements).
- The fire alarm is tested every Thursday morning at approximately 7.00am. If you hear the fire alarm sound at any other times you should evacuate the building and make your way to the nearest fire assembly point.
- Ensure work area do not create hazards for premises users.
- Where possible only low voltage equipment to be used, i.e. 110v or battery operated.
- Only proprietary access equipment to be used that meet the requirements of the Work at Height Regulations 2005. For work requiring scaffolding or MEWPs, a copy of the contractor's qualification should be provided
- The following high risk work requires a permit to work issued by the Head of Estates
  - Hot Work
  - Electrical Work

## **7. Blackpool Sixth equipment**

- Contractors are requested to ensure they have all necessary plant and equipment to undertake the work they are employed for. Under no circumstances will Blackpool Sixth equipment be loaned.

## **8. Welfare facilities**

- Toilets are located in the main reception area.

## **9. Waste**

- Contractors may not deposit any waste or chemicals into drains or waste containers on college premises unless permission has been given by the Head of Estates.
- Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

## **10. Safeguarding**

- Blue card issued.
- DBS on record                      Yes / No

Signed.....

Member of Estates Team

Signed.....

Contractor

Company.....

Date.....

**APPENDIX 4**

**CONTRACTORS WORKING AT BLACKPOOL SIXTH**

**SAFEGUARDING CODE OF CONDUCT**

**BLUE CARD**

- Work safely and responsibly and be aware of responsibility for own actions and behaviour
- Avoid any conduct which would lead any reasonable person to question motivation and intentions
- It is the responsibility of all adults to safeguard and promote the welfare of young people
- Never give your personal contact details to young people, including mobile telephone number or engage in social media
- Work and be seen to work, in an open and transparent way
- Never be in contact with young people without Estates staff supervision
- Obtain permission from Estates if you need to go outside the agreed work area or access routes
- Keep Estates staff informed of where you are and what you are doing
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress in a way such that:
  - it is not likely to be viewed as offensive, revealing, or sexually provocative
  - does not distract, cause embarrassment or give rise to misunderstanding
  - is absent of any political or otherwise contentious slogans
  - is not considered to be discriminatory and is culturally sensitive
- Observe this code at all times
- Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.