



Managing Contractors on the School Site (SP-03)

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APPENDIX A - Safety Information Sheet for Contractors

Other useful sources of information to be provided to contractors:

- School Safeguarding Information Leaflet for Contractors & Other Visitors
- HSE Summary of Duties of Individuals Involved in Construction Projects
- HSE 'Construction Health and Safety Checklist'

1.0 Introduction

The words 'client' and 'contractor' are used throughout this General Safety Series. For the purposes of this document, client means the Governing Body of Cockermouth School who use contractors. Contractor means anyone brought in by a client to work at the client's premises who is not an employee of the client.

For work activities covered by the Construction (Design and Management) Regulations 2015 (CDM), clients, contractors and others have specific legal responsibilities. Further guidance on the CDM Regulations can be found in General Safety Series G18b on the Kym Allan Health and Safety Consultants Ltd. (KAHSC) website.

This Safety Series clarifies the general health and safety responsibilities of clients and contractors to protect each other, their workforce and anyone else (e.g. students, visitors, people living nearby and other members of the public). These responsibilities, if not properly managed, can lead to events that could prove costly to all parties.

All schools will use contractors at some time for maintenance, repairs, installation, construction, demolition and many other jobs. Even companies brought into school to routinely service equipment such as fire alarm systems; or those brought in to school to conduct surveys for asbestos, trees or water hygiene for example are classified as contractors, not just those hired to undertake building work.

Changes in the way that budgets are delegated and how schools are managed have resulted in an increased number of contractors being used by individual schools. Many functions, which may in the past have been centrally managed and organised, are now being dealt with on an individual basis by Headteachers and Managers. Examples range from small-scale repair work, door fitting, glazing, boiler repair etc. to major construction and redecoration. Key functions such as school catering, building cleaning, and swimming pool maintenance or grounds maintenance may now also be contracted out.

All parties must cooperate to ensure that health and safety is properly managed – this will avoid things going wrong in the first place. The nature of the school environment and the vulnerability of children and young people emphasises the need for proper organisation and control.

Further guidance on working with and managing contractors on site can be found in the HSE guidance document 'Managing Contractors – A Guide for Employers' (HSG 159; Second Edition 2011) and the HSE guidance document 'Health and Safety in Construction' (HSG 150; Third Edition 2006).

The Law

Work undertaken for a client by a contractor is usually covered by a civil contract. It is good practice for health and safety requirements to be written in to such a contract. However, health and safety responsibilities are defined by criminal law and cannot be passed on from one party to another by a contract.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have some health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

The duties of employers, contractors and others in relation to building works generally are laid out in three key pieces of legislation:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015.

Under the Health and Safety at Work etc. Act 1974, employers have a duty to ensure the health, safety and welfare of any employee, contractor or member of the public who visits the site.

Under the same Act, and the Construction (Design and Management) Regulations (CDM) 2015 any contractor who is carrying out any work on school sites must take the necessary precautions to ensure their own health and safety and that of others coming into contact with the work which they are undertaking. Contractors have specific duties relating to the care of their own employees, to school staff and students, members of the public and also duties to other contractors.

Governing bodies have specific duties towards school staff and students under Section 4 of the Act (especially where they are responsible for letting the contracts).

2.0 Responsibilities

The Health and Safety Executive have clarified their position in relation to the role of the Academies under the new funding arrangements, Academies will continue to be the employer.

Therefore, Academies are vicariously liable for the failings of those it employs (directly or indirectly) and as such requires schools to exercise appropriate management control over works of this nature.

It is therefore appropriate to ensure that:

- Advice is sought from appropriate bodies/persons prior to drawing up proposals.
- The academy is properly informed of proposed work activities and relevant approvals are sought and received for such works, prior to commencement.
- Where appropriate, approval for structural alterations are sought from the relevant bodies (e.g. Building regulations, planning permission etc.). If in doubt always seek advice on whether approval is required – see section 2.1 below.
- Those who authorise, plan, design or execute work have the skills, knowledge, training and experience to carry out the work in a way that secures health and safety and that adequate steps are taken to assess this.
- All applicable policies and procedures are adhered to (e.g. Asbestos management procedures).
- Work is undertaken in such a manner as to ensure the safety of all who may be affected by the work through the compliance with appropriate health and safety legislation.

Apart from ongoing cleaning and catering contracts, work within schools falls into two broad categories:

- Repairs and maintenance
- Minor capital works.

In both cases, however, the control and management of the work and the contractor is essential in achieving cost-effective, efficient and safe completion of the work.

3.0 Planning Permission and Building Regulations

Most external alterations will require Planning Permission (e.g. changes to windows, doorways, fencing over 2m, erection of temporary buildings and in some cases, external storage sheds.

Works requiring approval under the Building Regulations 1991 are as follows:

- The erection, extension or alteration of a building.
- The removal of erection of internal walls, doors or windows.
- Re-roofing.
- Underpinning of foundations.
- Installation of new drainage or the formation of sanitary facilities.
- Provision of access and facilities for disabled persons.
- Works that would affect the 'means of escape in case of fire' provision in the building.

The following sections deal with the health and safety management and control of contractors on-site ensuring that they are competent, work to the client's specifications and offer appropriate protection to those on site (their own employees and sub-contractors, school staff, students and members of the public).

Clients need to clearly identify all aspects of the work they want the contractor to do, including work falling within the preparation and completion phases (under CDM 2015, this is referred to as the 'Client Brief' – refer to KAHS General Safety Series G18b – CDM for further details). The client brief may take the form of verbal discussions or it could be a written document drafted by you or by a designer or contractor after you have discussed your requirements with them. Whilst the initial client brief sets out your general requirements and expectations for the project, it is also important that it outlines your health and safety expectations. The level of risk will depend on the nature of the job. Whatever the risk, clients need to consider the health and safety implications of the job they want done. This will involve selecting someone suitable to do the job (see Sections 4.1 and 4.2 below), assessing the risks, deciding what information, instruction and training is required, how cooperation and coordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

4.0 Managing Contractors and their Works

Selecting the Contractor

When appointing a contractor (both Principal Contractor on work falling under CDM 2015 where there will be more than one contractor on site, or general Contractors) you must ensure they have the skills, knowledge, training and experience to carry out the work in a way that secures health and safety and that they have adequate insurance cover.

You may need to make specific enquires about their basic health and safety knowledge when carrying out the job in question. This applies whether the contract is simple and verbal or more substantial. This can be done in a number of ways:

- For smaller jobs, you should look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others. Alternatively, example Pre-Appointment Vetting Questionnaires for both Principal Contractors/Contractors and Principal Designers/Designers can be found at Appendix H(i) and H(ii) within KAHS General Safety Series G18b – CDM 2015.
- You could use a Safety Schemes in Procurement (SSIP) member-assessed scheme to find designers or contractors who have been assessed and confirmed by a SSIP Forum member as meeting acceptable health and safety standards. The 'Contractor Health and Safety Assessment Scheme' (CHAS) and Construction Line are other ways to assess the health and safety competence of the contractor.
- For more complicated or higher risk jobs, further enquiries may be needed. For example, HM Government/BSI PAS 91:2013+A1:2017 Construction Prequalification Questionnaires the provides a set of health and safety questions that can be asked by construction clients and those who appoint designers and contractors as part of the pre-qualification process for construction projects. The PAS is freely available (once a simple registration has been completed). Advice should be sought from the Principal Designer (for CDM projects where there will be more than one contractor on site).

Schools may need to consider and ask for evidence of the following, where appropriate:

- Health and Safety Policy, and arrangements for putting the policy into effect.
- Risk assessments specific to the work being done.
- Method statements for specifically hazardous jobs, based upon the risk assessments, explaining how the job will be done safely.

- Commitment to recognised Codes of Practice.
- Procedures and working practices.
- Specialist qualifications (where necessary).
- Details of safety courses attended.
- Membership of trade bodies.
- Accreditation by trade bodies.
- Past performance.
- Any prosecutions under health and safety legislation.
- References (obtained independently) from previous customers.

As mentioned above, an example Pre-Appointment Vetting Questionnaire for Principal Contractors/Contractors can be found at Appendix H(i) within KAHSC General Safety Series G18b – CDM 2015 on the KAHSC website (this can be used even when the planned work does not fall under the CDM Regulations).

Ensure that the contractor has considered the health and safety issues regarding the design, installation and maintenance of structures, equipment and services, where appropriate. This will include seeking proof that the contractors have obtained advice from competent designers and/or structural engineers.

There may be specific standards that are applicable to work in schools. The school should consider any residual risks that the completed work may present. For example, infant children could gain access to newly installed wall sockets. Where possible, the wall sockets should be positioned out of reach of infants or have safety covers. Young people may perceive a building site as an exciting new playground, extra supervision around the area may be necessary.

Specific Disciplines

Construction Site Workers and Visitors

All individuals working on or visiting construction sites should hold a CSCS or CSCS affiliated card relevant to their work activity.

There are numerous classes of cards and a number of affiliated cards which carry the CSCS logo. These include CPCS for plant, CISRS for scaffolders, ECS for electricians, CCDO for demolition workers, and ACE for engineers.

Asbestos

All persons who work on the fabric of school buildings or on equipment likely to contain Asbestos Containing Materials (ACMs) must have undertaken asbestos awareness training or refresher training, as appropriate, within the previous 12 months.

All persons who knowingly work with asbestos other than in relation to licensable asbestos work must have completed training or refresher training on non-licensable asbestos work, within the previous 12 months.

All persons who undertake licensable asbestos work must have undertaken asbestos training or refresher training in accordance with L143 – Work with Materials Containing Asbestos and HSG 247 Asbestos: The Licensed Contractors’ Guide, as appropriate, within the previous 12 months.

All contractors undertaking asbestos surveys and re-inspections must be specialist contractors who hold UKAS accreditation to BS EN ISO17020 in the case of organisations or BS EN ISO/IEC 17024 in the case of individuals for carrying out surveys for asbestos containing materials.

Where the company is engaged to direct the work of the asbestos removal contractor (rather than just assess the work) then it must hold an Asbestos Licence for Supervisory Work from the HSE Asbestos Licensing Unit.

All contractors undertaking work on ACMs must hold membership of either ARCA, or the ACAD Division of TICA, and must hold an Asbestos Licence from the HSE Asbestos Licensing Unit.

Sub-contractors who carry out work such as scaffolding which has the potential to disturb the asbestos material must hold the appropriate asbestos licence for ancillary work from HSE Asbestos Licensing Unit.

The above requirements for organisations do not apply to non-licensable tasks in the following categories:

- Removal of asbestos cement materials such as roofing sheets and rainwater goods
- Toilet cistern and seat removal
- Vinyl floor covering material
- Gaskets removed by engineers

Scaffolding (other than Tower Scaffolds)

All scaffolding contractors should be full members of National Access and Scaffolding Confederation (NASC).

All individual scaffolders must hold a “Construction Industry Scaffolders Record Scheme” (CISRS) qualification appropriate to the work they are carrying out. Qualifications include labourer, “trainee scaffolder”, “scaffolder (System)”, “advanced scaffolder”, “scaffold inspection” and “advanced scaffold inspection”. Scaffolders must be competent.

Tower Scaffolds

All persons erecting and using tower scaffolds must hold a PASMA (Prefabricated Access Suppliers’ and Manufacturers’ Association) card having completed the PASMA ‘Standard’ course, now renamed the ‘Towers for Users’ course. As an alternative they may hold an alternative card for this activity from one of the bodies listed in Section 4.2.11.

Mobile Elevated Working Platforms

All persons operating mobile elevating work platforms such as “cherry pickers” and mobile scissor lifts must hold a PAL (Powered Access Licence) card issued by IPAF (International Powered Access Federation). As an alternative they may hold an alternative card for the relevant equipment from one of the bodies listed in Section 4.2.11.

Electrical Work

Any contractor working on electrical installations or equipment must be registered on the Electrical Safety Register for non-domestic work (www.electricalsafetyregister.com).

Gas Work

Work on gas appliances or installations must only be carried out by Gas Safe registered engineers, who must carry their Gas Safe Register ID card.

Legionella Controls and Water Hygiene

Any contractor providing water hygiene services must be a member of the Legionella Control Association.

Contractors providing legionella risk assessments must be UKAS (United Kingdom Accreditation Service) accredited for this task.

Work in relation to Fire Protection Services and Equipment

Any contractor providing fire protection services should hold BAFE (British Approval for Fire Equipment) certification under the relevant scheme(s) for the goods or services they provide.

Excavations

Any individual working on excavations where services may be exposed will be required to demonstrate evidence of training in service detection and avoidance as well as specific training in any detection equipment that is used (see HSE HSG 47 – Avoiding Danger from Underground Services).

Plant and Equipment Operator Specific Requirements

For workers operating plant or equipment they must hold the appropriate certification for the plant or equipment where approved training exists. The following certification schemes are deemed acceptable for the relevant plant / equipment:

- CPCS
- National Plant Operators Registration Scheme
- RTITB
- LANTRA
- ITSSAR
- The Association of Industrial Truck Trainers (AITT)
- City & Guilds
- PASMA (for erection and use of tower scaffolds)
- IPAF (for use of MEWPs)

Designers

Membership of relevant professional institutions such as CIBSE; ICE; IET; IMechE; IStructE; RIBA; RICS; CIAT; CIOB is a strong indicator that a designer has the necessary task knowledge and an ability to recognise the health and safety implications of their design work. Membership of a relevant register administered by such an institution (for example the Construction Health and Safety Register of the ICE, or the design register operated by the APS) gives a more detailed indication that the designer has the necessary knowledge and experience.

For those who specify materials, equipment and standards of finish (e.g. interior designers) relevant academic qualifications or evidence of their past experience in this type of work are accepted as a strong indicator as to their competence.

Those who only occasionally become involved with design work and those who are learning (trainees) and who do not meet the qualifying criteria should work under the supervision of a competent designer.

Selecting Sub-contractors

The selection of any sub-contractors is usually left to the contractor. Clients must, however, satisfy themselves that a contractor has an effective procedure for appraising the competence of a sub-contractor. When selecting a suitable sub-contractor, a contractor may use some or all of the criteria that a client may use in selecting a suitable contractor. Again, the degree of competence required will depend on the work to be done.

When a Principal Contractor/Contractor employs or controls people doing work for them, they must make sure that:

- They have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk.
- They are properly supervised and given clear instructions.
- They have the right tools, equipment, plant, materials and protective clothing.
- The contractor talks with them (or their representatives) about health and safety issues.
- The contractor makes arrangements for employees' health surveillance where required.

If a person working under the contractors' control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be their employee for health and safety purposes. Whether they are employed or self-employed, the contractor needs to take action to protect all people under their control.

When a Principal Contractor/Contractor appoints contractors, sub-contractors or trades, they must:

- Check their health and safety capabilities.
- Give them the health and safety information they need for the work.
- Talk about the work with them before they start.
- Make sure that they have provided everything agreed (for example safe scaffolds, plant and access to welfare facilities).
- Monitor their performance and remedy any shortcomings.

They can make specific enquires about basic health and safety capabilities in a number of ways – refer to Sections 4.1 and 4.2 above.

Types of Contractor

- Small scale:** An individual or small business that will carry out minor maintenance work, repairs, painting, decorating, window cleaning etc.
- Cleaning Staff:** Businesses that provide staff to carry out building cleaning duties on the premises.
- Catering Staff:** Businesses that provide staff to carry out catering duties on the premises.
- Large scale:** Small to Medium sized businesses that will carry out larger maintenance work, construction etc.
- Major projects:** In projects where the Construction (Design and Management) Regulations 2015 always apply there are specific duties relating to the selection of competent persons and organisations. These regulations place duties on all those who can contribute to the health and safety of any construction project. Refer to General Safety Series G18b on the KAHSC website for further guidance on the CDM Regulations 2015 and Section 5 of this Safety Series.

Insurance

Contractors must have arrangements for Employers Liability Insurance and sufficient Public Liability Insurance to work on school sites. The requirement is for a minimum of £10 million cover for Employers Liability insurance and £5 million cover for Public Liability Insurance, increased to £10 million for construction work. Additional cover may be required for some work.

Planning the Work

Before you appoint a contractor, think about:

- The job.
- How it can be done safely.

You may not have the technical knowledge to understand the work in detail (e.g. rewiring or plumbing), but some obvious considerations include the following:

Will the work be undertaken:

- During or outside school hours?
- In areas where young people have access?
- During times when parents deliver or collect their children?

Think about the work that the contractor will undertake:

- Will it generate dust?
- Will it generate noise?

- Will it generate toxic vapours that may affect staff and students?
- Will there be hot work e.g. welding/produce sparks?
- Will toilets be out of use?
- Will the water supply be cut?
- Will the fire alarm be disengaged?
- Will the electricity supply be cut?
- Will the gas supply be cut?
- Will the telephone lines be cut?
- Will delivery vehicles be due?
- Are fire escape routes likely to be blocked or changed?
- Will tools be left lying around?
- Will waste materials accumulate?
- Will there be deep excavations?
- Could equipment or people fall from roofs, through roof lights or on people?
- Will there be a scaffold which young people (including trespassers) could climb?
- Will vehicles be left on site overnight?
- Will storage areas be required by the contractor?
- Has the contractor used a competent designer and/or structural engineer, where appropriate?
- Will the contractor be using a permit-to-work system and how will this be managed?
- Will the contractor or his/her employees or sub-contractors have unsupervised access to young people on a frequent or intensive basis?
- Does the main contractor or his/her staff require an Enhanced DBS check?

Consider what the contractor needs to know about the school:

- Location of asbestos (refer to General Safety Series G07 – Managing Asbestos on the KAHSC website for further guidance).
- Ducting under corridors or oil tank rooms being classified as a confined space.
- Hidden services (e.g. gas piping).
- Health and Safety File for the building.
- Times that children have breaks.
- Times that parents drop off and collect children.
- Delivery times for school items e.g. food and stores deliveries.
- Any planned special events.
- Emergency access routes.
- Whether the school has a problem with trespassers or vandals outside of school hours.
- Any faults with the premises that are awaiting repair.
- Emergency procedures e.g. fire evacuation.
- Other employers sharing the workplace, activities they undertake and any significant risks.

Planning and Agreeing the Job

Plan with the preferred Principal Designer and Principal Contractor (on jobs where there is more than one contractor) or designer and contractor how the work will be undertaken safely:

- How will the school and contractor communicate?
- What will be the frequency of communication?
- Will emergency meetings be called if unexpected events happen?
- What are the arrangements if the contractor or his workers are found not following agreed rules?
- How will the site be segregated?
- What will be the standard of fencing used to segregate the site?
- Will there be adequate signage?
- At what times will deliveries be permitted?
- Will the contractor be allowed to use the school's toilets?
- If a contractor or his/her employee is involved in an accident, incident or near miss, to whom will this be reported?

- Will the contractor be allowed access to the school's first aider or first aid supplies?
- How will the contractor participate in a fire evacuation drill?
- Will alternative fire escape routes be required and will fire signage need to be adjusted?
- Will the work be monitored by the contractor's company health and safety personnel?

Prior to undertaking any work in schools all contractors must be able to demonstrate that they have assessed the risks arising from that work and have adequate safe working procedures in place to control the risk. Where required, contractors must produce evidence of documentation including safe systems of work, method statements, or equivalent and risk assessment.

On no account should tools or equipment be loaned by the school to a contractor. If an accident occurred due to a fault with the tools or equipment, the school could be held liable and may not have insurance cover.

An agreement does not need to be in writing for it to be legally binding. At its most basic, the school can agree to pay the contractor once the work is complete. However, writing the agreement can help make each party's responsibilities clearer. Everyone's responsibilities for health and safety can be specified.

Planning for more than one contractor on site at the same time

If more than one separate contractor is going to work in the school at the same time, a planning meeting will be required. Consider whether their work could impede on each other and the running of the school. This is particularly important with the work of electricians, gas fitters, plumbers etc.

Project Programme, Phasing and Decanting

The way in which construction works are planned and undertaken can make a significant difference to the level of inconvenience experienced by the school.

The school should advise the design team / contractor of key periods throughout the academic year so the construction programme can be planned appropriately to accommodate these. Particularly sensitive times such as examinations and the start of session should be highlighted. Equally, times such as school holidays should also be highlighted. However, attention should be drawn to where non-teaching staff and other school users will continue to use the school throughout holiday periods.

For projects in occupied buildings, it is often necessary to carry out the construction work in a series of phases, with each phase covering a limited area, or 'zone', of the school building. The school, in consultation with the local planning authority, may well be able to influence the zoning and sequence of phases to minimise disruption.

The programme and phasing arrangements may require parts of the school to be decanted during the works. This could involve the use of classrooms elsewhere in the school or temporary accommodation located on the site. The time taken to arrange decants and to establish working procedures in new and unfamiliar areas should not be underestimated. The requirement to decant a group of staff more than once throughout the project should be avoided wherever possible.

Construction programmes can slip during the project and the need to adapt arrangements at short notice is very common. To accommodate this, phasing and decanting strategies should not be overly complex.

In some cases there may be no alternative but to carry out construction activities very close to operational parts of the school. In these situations it may be necessary to place restrictions on the contractor regarding which activities can be carried out at certain times, or to allow the school to stop the contractor carrying out particularly disruptive works from time to time. In such cases flexibility is required by both the school and the contractor, and the detailed procedures and arrangements governing these agreements should be written into the contract.

Communication Arrangements

Liaison with the local authority and the contractor

Before construction activities commence on site, it is important for the school to be aware of the project communication arrangements between the design team and the contractor. Regular site meetings are likely to be held, and it may be appropriate for the school to be represented, or to be briefed on progress.

In many projects, day-to-day communication should be encouraged between the school and the contractor's site manager regarding 'housekeeping' matters which will affect the running of the school.

As well as having a clear understanding of the design and contract programme, the school should also be aware of what terms and conditions, if any, were included in the contract regarding the contractor's working restrictions, health and safety, security and so on.

Keeping staff, students, parents and other users of the school informed

Clear lines of communication are key to a successful project and these should be clarified at the pre-contract meeting.

Clear communications with staff, students, parents and other users of the school about what is going on during a building project are very important, with those not directly involved in the process e.g. neighbours being made aware of the physical implications of the works.

Once the contract is ready to start on site, a letter to all parents and neighbours who are likely to be affected by the works can go a long way to addressing any potential conflicts. The letter should explain the nature of the works, the anticipated programme, the expected completion date and point of contact with the school for any concerns. Regular updates are also strongly recommended, particularly where the progress of work is likely to be delayed.

Existing communication arrangements within the school such as regular staff meetings should be used wherever possible rather than setting up separate project meetings. However, staff should be able to raise individual issues directly with the Building Manager.

Students are usually kept informed about the project through school assemblies and feedback is often provided through the student council or through 'house structures' where these operate in secondary schools.

The project is also likely to feature heavily on the agenda of any PTA meetings. The Building Manager, as well as the contractor, may well be expected to make regular progress reports at these meetings.

Managing Expectations

The Building Manager, together with the employer and the contractor, will have a key role in managing the expectations of school users and neighbours throughout the project. Staff, students, parents and members of the wider school community are likely to approach the project with varying levels of expectation regarding both the facilities to be provided and the level of disruption and inconvenience the construction process will bring.

It is usual for the school to be involved in arranging a number of meetings to inform parents, neighbours and other members of the school community about the project proposals prior to the contractor starting on site.

Presentations on the project proposals at these meetings must be appropriate to the needs of the audience and in a format that is not overly technical to avoid discussion being unfocussed and irrelevant. Three-dimensional images, models and perspectives are generally much better received than conventional two dimensional plans. It is also important to outline the programme and project plan at these meetings as members of the community can often have unrealistic expectations about the programme timetable and construction sequence.

It can prove beneficial to introduce the contractor at these meetings and for the contractor to provide a direct contact point for neighbours. This will avoid the school office becoming a conduit for any complaints or queries regarding the construction activities.

Information about the project may also be distributed to the local media. Any contact with the press should be in line with local authority media contact procedure (for those schools where the LA is the employer). Other schools/academies may wish to seek advice and support from the LA media team.

It is usual for schools to issue regular newsletters to parents and community groups to keep them informed of progress throughout the project. Information about the project can also be posted on the school website. Schools should be careful in inviting feedback through newsletters and websites unless they are resourced to manage this exercise.

Induction of Contractors

On the first day at the school, all contractors should be inducted. The planned job should be run through, and the following information should be provided and explained:

- Segregation of work, where required;
- Site access requirements and prohibited times for vehicle and plant movement;
- Location of asbestos containing materials (results of the renovation and demolition survey), where present;
- Any hidden services;
- Fire arrangements and escape routes;
- First Aid arrangements, if agreed as applicable;
- Accident Reporting arrangements;
- Work of other contractors on site;
- Parking arrangements;
- Smoking Policy;
- Security arrangements e.g. passes, badges and signing in book;
- Unacceptable behaviour, language, dress and playing of music;
- Interruptions to services, both short and long term;
- Arrangements for tidying away tools during breaks;
- Faults with the premises that may be awaiting repair;
- Where to report faults;
- Other works undertaken by school staff e.g. washing floors;
- Welfare facilities;
- Useful contact names/numbers.

For projects falling under the CDM Regulations 2015, provision of Site Induction will be the responsibility of the principal contractor on projects with more than one contractor. On projects where there is only one contractor then the contractor will need to ensure a suitable site induction is provided to every site worker.

The induction should be site specific and cover the health and safety risks associated with the site and the controls required. The detail provided in the induction should be relevant to the size and scope of the project, and the level of risk involved. The following induction topics should be considered:

- Senior management's commitment to health and safety.
- An outline of the project.
- Management of the site, for example who the site manager is.
- Site-specific health and safety risks, for example any requirement to work near overhead or buried cables.
- Control measures on site, for example site rules, vehicle/plant and pedestrian segregation, PPE, temporary electrics, and site restrictions such as delivery arrangements.
- Dealing with emergencies including fire and first aid arrangements.
- Accident and incident reporting arrangements.
- Training details, for example provision of toolbox talks and task briefings.

- Arrangements for consulting the workforce on health and safety.
- Individual workers' responsibility for health and safety.

A site induction should also be provided to those not regularly working on site, such as the client or architect, and be tailored to suit the nature of their visit and knowledge of the project.

Provision of Site Supervision

Principal Contractors/Contractors must ensure that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors. Whilst the supervision provided will need to reflect the level of risk associated with the work, the supervisor on the ground will need to be familiar with the type of work planned. This does not mean they have to undertake detailed supervision of contractors' work.

They should assess the degree of supervision needed, along with that provided by their contractors, taking account of the skills, knowledge, training, experience and likely behaviour of the workers.

Controlling the Work

In any client/contractor relationship, there must be cooperation and coordination between all the parties involved, to ensure the health and safety of all at the workplace and anyone else likely to be affected. The client should set up liaison arrangements with all parties (including the Building Manager where not the 'Client' under CDM). This could take the form of regular meetings or briefings. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged. It is important to ensure that a deputy Building Manager is identified should the Building Manager be unavailable.

It is important that the Building Manager, or a school based nominated person, liaises with the contractor to establish day-to-day control and monitor health and safety standards. The Building Manager should also consult and seek the involvement of safety representatives wherever possible.

Arrange a pre-contract meeting of all parties to discuss and agree on issues where the work undertaken impinges upon the normal operation of the premises e.g.

- use of materials, their storage, security and disposal;
- suitable welfare facilities and availability;
- delivery of goods;
- isolation of work from others e.g. appropriate fencing;
- scaffolding requirements (if any) and programming of erection;
- work at height and use of access equipment;
- use of utility services;
- fire and first aid arrangements;
- vehicles on site;
- equipment noise, dust, radiation (e.g. welding);
- site security;
- caretaker arrangements/access to the site.

This pre-contract meeting should take place on even the smallest of jobs – at the stage where the Building Manager explains to the Contractor what work is required i.e. prior to an order being issued – and details sought of what equipment, system etc. is to be used in order to undertake and complete the work safely.

Where required, the contractor should nominate a senior member of the site staff to carry out the duties of the contractor's liaison officer. They should maintain day-to day communications in respect of the work with the Building Manager or his/her nominated person. In some instances it will be appropriate for the contractor to inform the school's nominated person of the liaison officer's name in writing.

Part of the liaison officer's responsibility should be to inform the Building Manager of the timing and progress of work on the premises and/or immediate communal areas and to ensure that any facilities designated as essential at the pre-site meeting (e.g. facilities for those with special needs or final fire exit routes) are kept available for use.

The contractor's liaison officer is also responsible for contact and coordination with sub-contractors. The liaison officer should ensure that sub-contractors (such as scaffolders) are fully aware of requirements and while the liaison officer may not directly supervise the sub-contractor's work, the liaison officer is responsible for ensuring that the sub-contractor's work meets these requirements.

Clients must decide what they need to do to effectively manage and supervise the work of contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients will also have greater management and supervisory responsibilities where they know more about the health and safety implications of the contracted work than the contractor. In all circumstances, clients need sufficient knowledge and expertise to manage and supervise the contracted work. It is essential that the nature of the controls exercised by the client is agreed before work starts. An important part of this is the arrangements for the selection and control of any sub-contractors. Clients may need to agree with the contractor how the work will be done and the precautions that will be taken. Again, the extent of the client's responsibilities will be determined by the impact that the contractor's work could have on anyone likely to be affected. Relevant issues include:

- what equipment should or should not be worked on/used;
- personal protective equipment to be used and who will provide it;
- working procedures, including any permits to work;
- the number of people needed to do the job;
- reporting of accidents and safekeeping of records and plans.

Assessing Risks

Regardless of whether or not the school is the 'Client' under CDM, the Building Manager remains responsible for the health, safety and welfare of the students/students, staff, other users of the premises and visitors on the school site when contractors are working on the site and during construction work. The Building Manager must ensure that risks to students/students, staff and visitors created by contractors and/or construction work are adequately assessed and suitable control measures implemented to protect school users. The risk assessment should be proportionate to the hazards and risks involved. For example, for construction projects that are completely separate from occupied school buildings and grounds such as a new block being built remote from the existing buildings and playgrounds with its own vehicular access, the documented risk assessment will be reasonably brief possibly covering suitable site and vehicular separation. For larger, projects or construction work being done on or around occupied school buildings and grounds, the risk assessment will inevitably be more comprehensive. Any risk assessment should be a working document which may evolve as work progresses or site hazards/risks change. Further details can be found in Sections 8 and 9. A model Risk Assessment can be found at [Construction Work Management Risk Assessment](#) – this is by no means an exhaustive document but can be used by schools as a starting point and should be adapted and added to as necessary depending on the identified hazards, risks and the complexities of the work being done.

Monitoring the Work

All contractors should be periodically monitored to ensure that they are working safely as agreed. The contractors risk assessments and method statements should explain how they are going to work safely. Monitoring means walking around and observing how the contractors are working, what site conditions look like, and comparing conditions to the agreed method statements. Where problems are identified, they should be discussed with the contractors immediately and rectified. Obvious problems could include:

- Poor fencing, with gaps or damaged parts sticking out;
- Ladders not being footed or tied;

- Vehicles not being guided by a banksman;
- Asbestos being drilled into, broken or otherwise damaged e.g. smashed with a hammer;
- Contractors crawling in ducting under corridors with no rescue procedures in place;
- Drain covers left off;
- No edge protection or harness to stop contractors falling off flat roofs;
- Scaffolding not appropriately erected with no handrails or toe boards;
- Roof lights not appropriately protected to prevent individuals or tools falling through;
- Tools left in school corridors with children walking past;
- Deep unguarded excavations which have not been shored;
- Fuse board not being locked off or signed when the power has been cut off by an electrician;
- Using unguarded machines;
- Not wearing personal protective equipment e.g. hardhat, safety shoes, goggles, hi-visibility vests etc.

Emergency Contacts

Wherever possible liaison with regard to emergencies should be with the relevant site contact. If required the following can be contacted:

- **Voluntary Aided and Foundation Schools and Academies and other settings:** Contact Kym Allan Safeguarding, Health and Safety Consultants Ltd., Tel: 01228 210152 (24 hour service).

Review

If there are lots of problems occurring, the contractor and you may need to go back to the planning stage and re-plan the remainder of the work.

Where a potentially serious problem has been identified with the way that a contractor is working, the job should be stopped and the work method reviewed. It is within the authority of the Building Manager to stop a task or process if they believe the persons for whom he or she is responsible are at risk of harm from the work being carried out. Where others are thought to be at risk e.g. contractor staff or sub-contractors, the Building Manager should report this to the Site liaison officer as soon as practically possible.

Once the job is complete, review the stages you went through to see if there are any lessons to learn for the future management of contractors. Consider compiling a list of contractors known to have worked safely to assist you when selecting contractors in the future.

Contract Completion

In keeping with the whole contracting procedure it is important to ensure that health and safety matters receive due weighting and are properly verified on completion. At the final meeting any relevant information should be obtained (e.g. electrical test certificates, asbestos clearance certificates etc.). Check that all equipment and material has been removed and that working areas have been left in a safe condition. Any damage to fixtures, fittings, floor surfaces etc. should be made good. If equipment has been installed, safe operating procedures, maintenance routines etc. must be clearly identified and understood involving, where appropriate, the hand-over of necessary documentation.

For projects falling under CDM 2015 the Principal Designer, or where they have left prior to the completion of the project, the Principal Contractor where there is more than one contractor (or Contractor where there is not), **must** provide the Client with the Health and Safety File. The client must keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change. Refer to Section 5.1.8 and KAHSC General Safety Series G18b on the KAHSC website.

The results of your own and your contractors' health and safety monitoring should be exchanged. This information will be helpful if further work is to be considered. If the work was a 'one-off' repair, there may well still be lessons to be drawn as to how to manage contracts in the future.

Migration Management

In new-build projects, the actual move into the new building can present a logistical challenge for the school. Where possible, staff (and in some cases students) should tour the new building prior to completion. This allows users to get an initial feel for the layout of the new building and assists staff in taking ownership of the new spaces.

In some cases, it has proved worthwhile to employ a specialist 'migration manager' to work with the school to co-ordinate the move. This professional service can be provided by some removal companies or could be a separate commission to a firm of project managers.

It is important to be flexible in providing staffing cover to release teaching and non-teaching staff to undertake tasks associated with the move. Teaching staff are usually given one or two days of non-teaching time to manage the packing of resources and equipment, with the actual moving of materials being carried out by removal staff under the supervision of the migration manager. The unpacking and setting up of new accommodation may also take one or two non-teaching days.

This process may take much longer for some practical departments, which may have a significant amount of teaching material to move and store. Specialist removal arrangements may be required for particularly bulky, sensitive, hazardous or valuable items such as grand pianos, ICT equipment, toxic chemicals or trophies and art works. In these cases, detailed inventories may be required, and insurance arrangements checked as part of the planning exercise.

Where a major move is planned over a summer break period, it may be necessary to temporarily set up two offices at the school site to maintain a continuous communication link for the school during the change-over from one administration set-up to another.

The process of introducing students into a completely new building will also require significant planning. In a large secondary school, for example, it may be necessary to provide induction information at an assembly followed by an orientation tour of the building. This could be carried out in year groups on a staggered basis over the course of a whole school day.

5.0 Construction (Design and Management) Regulations (CDM) 2015

Construction work can be defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc. ALL construction work is covered by the Construction (Design and Management) Regulations 2015 regardless of the scale of the project or duration of the work.

The Construction (Design and Management) Regulations 2007 were replaced on 06 April 2015. The main changes to the Regulations are as follows:

- CDM Coordinator role replaced by a 'Principal Designer': The Client will need to appoint a 'Principal Designer' for all projects (regardless of size or duration) involving more than one contractor on site at one time. Any Designers appointed should not carry out any work beyond initial design unless the Principal Designer has confirmed that the Client is aware of their duties.
- Principal Designer and Principal Contractor appointed for ALL projects with more than one Contractor on site (regardless of size or duration): The Client must appoint both the Principal Designer and Principal Contractor in writing, otherwise they are deemed to be carrying out these roles. The Regulations contain enhanced transitional provisions to cover projects which are already underway on 06 April 2015. These will allow for CDM coordinators already appointed on projects which span 06 April 2015 to remain in post for six months, or to the end of the project, whichever is earlier, at which point a Principal Designer must then be appointed.

- Threshold for notification: The Client will need to notify the HSE of projects before works commence if they will exceed 30 construction days with 20 or more workers working simultaneously or if the project exceeds 500 person days.
- 'Explicit competence' requirements removed: The Client will need to ensure those that are to be appointed (i.e. Designer, Contractor or Principal Contractor and Principal Designer) can demonstrate appropriate information, instruction, training and supervision. By splitting 'competence' into its component parts of skills, knowledge, training and experience, and - if they are an organisation - organisational capability, provides clarity for the industry to assess and demonstrate that construction project teams have the right attributes to deliver a healthy and safe project.
- Anyone working on a construction project should be able to demonstrate capability and have the necessary resources to fulfil legal duties. They must provide sufficient information in relation to the preparation, provision and, where necessary, revision of health and safety information such as Pre-Construction Information, Construction Phase Plans and Health & Safety Files.

A summary of duties of those involved in construction projects and further information of those with responsibilities under the Construction Design Management Regulations can be found in KAHSC General Safety Series G18b – CDM.

6.0 Arrangements for Managing and Organising the Project

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. Sometimes the work is complex and uses many different trades. Often it involves high-risk work such as the work outlined in the bulleted list below. The principal designer should understand these types of risks and try to avoid them when designing the project. The principal contractor or builder should manage the risks on site.

These are the biggest causes of accidents and ill health in construction work, and the designer and contractor can manage the risks by doing the following:

Falls from height:

- Make sure ladders are in good condition, at a 1:4 angle and tied or footed.
- Prevent people and materials falling from roofs, gable ends, working platforms and open edges using guardrails, midrails and toeboards.
- Make sure fragile roof surfaces are covered, or secure working platforms with guard rails are used on or below the roof.

Collapse of excavations:

- *Shore excavations; cover or barrier excavations to prevent people or vehicles from falling in.*

Collapse of structures:

- Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person.

Exposure to building dusts:

- Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask.

Exposure to asbestos:

- Do not start work if it is suspected that asbestos may be present until a demolition/refurbishment survey has been carried out.

Electricity:

- Turn the electricity supply and other services off before drilling into walls.
- Do not use excavators or power tools near suspected buried services.
- Ensure work does not take place in the region of overhead power lines.

Protect members of the public, the client, and others:

- Secure the site; net scaffolds and use rubbish chutes.

Clients should discuss with the designer and builder before work starts and throughout the build how these risks are being managed.

Allow Adequate Time

Work that is rushed is likely to be unsafe and of poor quality. Clients must allow enough time for the design, planning and construction work to be undertaken properly.

Provide Information to Designers and Contractors

- The designer and builder will need information about what the client wants built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage will help them to plan, budget and work around problems. The principal designer can help the client gather this information.
- Putting together a 'client brief' at the earliest stages which includes as much information as you have about the project, along with the timescales and budget for the build and how you expect the project to be managed can help to set the standards for managing health and safety.

Communicate with Designers and Building Contractors

- Projects will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other.
- During the design and planning stage, clients should discuss with the designer and contractor issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made.
- Meeting with the designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety which will help to ensure that the work progresses as planned.

Ensure Adequate Welfare Facilities on Site

Clients must ensure that the contractor has made arrangements for adequate welfare facilities for their workers before the work starts.

Ensure a Construction Phase Plan is in place

All Construction projects (regardless of size, complexity or duration, including general decorating for example) must have a written Construction Phase Plan drawn up by the principal contractor (or contractor if there is only one contractor) explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and clients must not allow work to start on site until there is a plan that the Client is satisfied with. A copy must be retained in school. A simple plan before the work starts is usually enough to show that contractors have thought about health and safety (see HSE Construction Phase Plan). If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format. A Template Construction Phase Plan is also available through the CITB. The construction phase health and safety plan will help the Building Manager (Headteacher/Manager) when developing the local risk assessment(s) designed to protect students/students, staff and visitors during the work – refer to Section 4.13.1.

Retain the Health and Safety File

At the end of the build the principal designer should give the client a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (or contractor if there is only one contractor) should do this.

It is a record of useful information which will help the Client manage health and safety risks during any future maintenance, repair, construction work or demolition. The client must keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

Protecting Site Users and Other Members of the Public

- As an employer, who has members of the public visiting the premises, clients need to be sure that they are protected from the risks of construction work.
- Clients should discuss with the designer and contractor how the construction work may affect how the school is run, e.g. pedestrian access may need to be re-routed; make sure signs to the entrance are clear; or change the way deliveries operate.

Ensure workplaces are designed correctly

Projects for a new workplace or alterations to an existing workplace must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992 and meet the requirements of current Building Regulations.

Notifying Construction Projects

Where construction work will last longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work, the Client must notify the HSE of the project as soon as possible before construction work starts. In practice, the client may request someone else to do this on their behalf. The principal designer or principal contractor will be able to advise the client on their duties. Further guidance can be found in KAHSC General Safety Series G18b – CDM.

7.0 Five-Steps to Managing Contractors

The HSE guidance [‘Managing Contractors – A Guide for Employers’](#) proposes five steps for managing contractors:

Step 1 – Planning

- ✓ Define the job
- ✓ Identify the hazards
- ✓ Assess risks
- ✓ Eliminate and reduce the risks
- ✓ Specify health and safety conditions
- ✓ Discuss with contractor

Step 2 – Choosing a Contractor

- ✓ What safety and technical competence is needed?
- ✓ Ask questions
- ✓ Get evidence
- ✓ Go through information about
 - the job
 - the site, including site rules
- ✓ Ask for a safety method statement
- ✓ Decide whether sub-contracting is acceptable; if so, how will health and safety be ensured?

Step 3 – Contractors working on site

- ✓ All contractors sign in and out
- ✓ Safe systems of work
- ✓ Permit to work systems
- ✓ Name a site contact
- ✓ Reinforce health and safety information and site rules
- ✓ Check the job and allow work to begin

Step 4 – Keeping a Check

- ✓ Assess the degree of contact/control needed
- ✓ How is the job going?
 - As planned?
 - Is the contractor working safely and as agreed?
 - Any incidents?
 - Any changes in personnel?
- ✓ Any special arrangements required?

Step 5 – Reviewing the Work

- ✓ Review the job and contractor
 - How effective was your planning?
 - How did the contractor perform?
 - How did the job go?
- ✓ Record any lessons learnt

8.0 Safeguarding

Headteachers and Premise Managers are responsible for the safeguarding of the children and vulnerable adults in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard students whilst contractors are on the premises.

[Keeping Children Safe in Education - DfE Statutory Guidance](#) is mainly concerned for those who are employed to work with children and vulnerable adults. However, it also advises on those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like.

To be effective, child protection measures must be agreed and introduced by the contractor and the Headteacher of the school or setting where the work is taking place. This can be achieved using a risk assessment. The Designated Safeguarding Lead (where this role is not allocated to the Headteacher) must be involved in the process to advise on and monitor the child protection arrangements.

Note: Any reference to a Headteacher should be taken to include any person that the Governing body has designated as the person responsible for safeguarding children at the school (Designated Safeguarding Lead).

‘Contact’ shall be taken to mean any opportunity for contractors’ staff to converse with students or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.

‘Supervise’ will be taken to mean the ability for a member of staff or suitably vetted volunteer to monitor conversation or communication of any kind between contractors’ staff and students and to intervene where necessary.

Safeguarding measures to be considered will include the following:

Disclosures and Barring Service (DBS) Checks

Where schools use contractors to provide services, set out your safeguarding requirements in the contract between the organisation and the school.

Work in schools with the opportunity for contact with children is regarded as regulated activity but only if the work is done regularly.

The School must ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors who are engaging in regulated activity will require an Enhanced DBS check for Regulated Activity i.e. including a children's barred list check. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required. Work is defined as 'Regular' if the person carrying out the work does so at any time on 4 or more days in any period of 30 days. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. In cases where the contractor does not have opportunity for regular contact with children schools may decide whether a basic DBS disclosure is appropriate.

Under no circumstances will 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 on the circumstances and risks to children involved. See [Model Risk Assessment for Use of Contractors - Child Protection](#).

DBS certificates are not required where the individual is supervised by a member of staff or where the students are supervised by a member of school staff. In this case, there must be no opportunity for the contractor to have face to face contact with an unsupervised child. DBS checks of the contractor's employees are not required where there is total segregation of the employees from the students e.g. contracted work during a school holiday period.

It is not necessary to have sight of the Certificate each time an individual attends school. A letter from the contractor confirming that all staff have been subject to an Enhanced Disclosure is acceptable and the date of the letter can be recorded on the SCR. This is particularly the case where schools have contracts with a company e.g. fire alarm testing, heating engineers etc.

If a contractor working in school is a self-employed sole trader, the school will consider obtaining a DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

Schools must, however, always check the identity of contractors and their staff on arrival at the school. For additional information on the safe appointment of contractors refer to the KAHSC model [Procedures for protecting children when contractors are working in educational settings](#)

Segregate

The risk of harm to students can be eliminated if contact between the contractor, their staff and the student population can be avoided altogether by the normal segregation of work areas for health and safety reasons i.e. apply the same precautions required by health and safety law, and by providing separate and designated routes to and from the work area. This is easier to achieve in a situation where large-scale contracts and building work is taking place and is separate from the normally occupied school building or where an area can be completely cordoned off to students.

Segregation can be achieved by physical means, by time or by a combination of both.

For larger or extensive building projects, physical separation would normally be achieved by the contractor's staff working within secure areas behind fencing, hoardings, barriers etc. Any need for vision screening needs to be considered.

Outside such secure areas, separation can be maintained by restricting the movements of the contractor's staff to specific areas and at specific times to avoid unsupervised contact at break times and the beginning and end of the school day. A senior representative of the contractor should produce a marked-up plan that clearly differentiates between the areas under the control of the contractor and those under the control of the school staff. The plan should also provide details of the times that contractor access will be permitted to different areas of the site. The plan should be agreed as part of the pre-start meeting and be kept up to date through regular communication between the contractor and the Headteacher or his/her representative.

For routine maintenance visits or for emergency repairs lasting less than a day, physical separation can be achieved by limiting the movements of contractors to within clearly defined areas and specific times. Where any contact between the contractor's staff and students is likely, the contractor must be supervised by a member of school staff.

Where works are undertaken outside normal school hours, then child protection measures must also take account of any student attendance outside of normal hours, e.g. extended provision or wrap around care and activities taking place at the school premises during school holidays which may be under the control of an external provider.

Supervise

Where measures are in place to segregate work areas but there remains a possibility of contact between the contractor's staff and students, there must always be supervision by a member of staff from the school.

The need for supervision can be limited to the times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning and end of the day. It is not necessary to monitor the building works themselves (unless doing so for health and safety reasons), only any contact that might take place between the contractor's staff and students.

Essential work which takes place when students are present

Normally, contractors should work within a segregated area, for health and safety reasons as well as for child protection. If this cannot be achieved then, ideally, the contractor should come back when the students are not there.

If it is unavoidable that work is carried out when the students are in school, then there must be supervision of children by a member of school staff. The contractor's supervisor should be DBS checked (enhanced disclosure without a barred list check), take responsibility for and supervise any of his/her staff who are not DBS checked to the required Enhanced standard.

Code of Conduct for Contractors

It is anticipated that a reputable contractor will have considered the above issues and may well have developed their own safe practice procedures when working at settings where children are present.

If the contractor has no person who is DBS checked to an Enhanced level, any work should be kept to a minimum during the school day e.g. emergency plumbing and supervised by a member of staff.

The model [Code of Conduct for Adults Visiting or Working on a School Site](#) should be followed as a minimum. It will enable any inappropriate behaviour to be recognised and challenged by all concerned. Failure to observe the Code may result in the school requiring the contractor to exclude a member of their staff from the premises and the job in hand.

The Code of Conduct must be:

- issued to contractors when quotations or tenders are invited;
- stated as a condition on any order for maintenance work or building contract.

Additionally, where appropriate, the code should be:

- highlighted in any pre- start meetings;
- posted on the building site;
- included as part of any contractors site safety briefings;
- issued to contractors staff in the form of a [Code of Conduct for Adults Visiting or Working on a School Site](#) and displayed in the welfare facilities for larger projects.

Child Protection Policies and Procedures

Wherever possible, the contractor must provide the setting with its Policy and procedures for protecting children at the places where they work.

In turn, the school must provide the contractor with a copy of their Child Protection Policy and discuss this so that it is understood.

The Headteacher and the contractor must discuss all issues which they consider give rise to potential child protection risks and reach an agreement as to how these will be managed e.g. use of toilet facilities whilst on site, use of appropriate language etc.

Schools should have procedures for dealing with concerns/allegations against members of staff, supply staff, volunteers and **contractors** that comply with DfE statutory guidance '[Keeping Children Safe in Education](#)', Cumbria SCP, LA and locally agreed inter-agency procedures – these are outlined within the school Child Protection Policy and the school Code of Conduct for staff and other adults working in school.

Identification of Contractor Staff

For large or lengthy projects, employees of the contractor and any sub-contractors should be clearly identifiable and the method of identification should be agreed at a pre-start meeting. Typical methods include:

- ID badges, preferably with photograph, which must be worn whilst on site;
- Contractor's own branded workwear.

For smaller or one-off works such as maintenance, the contractor's ID should be checked when they first arrive in the school reception to ensure that the individual is who they say they are and the person you were expecting. Again, a letter from the Contractor confirming that staff have DBS checks will be sufficient for those who visit the school regularly.

Identification should only ever be supplementary to the principle safeguarding measures of segregation and/or supervision.

Risk Assessment

The risk assessment should take account of the likely amount of contact that the contractor's staff might have with students, given the measures to segregate their work space and/or to supervise either the contractor's staff or students – see [Model Risk Assessment for Use of Contractors - Child Protection](#).

Where a contractor's representative (e.g. foreman or site agent) needs to enter the establishment on a daily basis to liaise with establishment staff, then the normal protocol for visitors should be followed.

Child Protection Risk Assessment

Child protection measures should be a scheduled item for a pre-start meeting for large projects and agreed with the contractor well in advance of the works starting. This is to enable sufficient time for the school or setting staff to be briefed on the supervision required and on the access arrangements to be put in place for the contractor and their staff and any sub-contractors.

Where the works are being arranged by the LA, officers should discuss any child protection risks with the Headteacher or nominated person and how the risks may be controlled.

Parents should be informed of the works where these are planned and evidence should be made available on request about how children are being protected.

All students must be advised of any potential hazards and risks. They should be discouraged from any direct contact with the contractors and advised to report any concerns to a member of staff. ²⁴

9.0 Arrangements for Work Areas Wholly Handed Over to Contractors

The following points apply to work areas wholly handed over to the contractors, being areas vacated by the staff and students. Specific precautions in Section 9 of this Safety Series may also apply to work in these areas.

- Parts of the premises not required by occupiers or the public for access should be enclosed within a boarded or sheeted perimeter fence at least 2m high which is sufficient to prevent access by unauthorised people, particularly children, unless this is already achieved by an adequate boundary wall or barrier.
- Sectional fencing should be locked together and not easily separated without using a tool from the inside of the site. Where Heras type fencing is used, each length must be secured to the next by the use of at least two proprietary fence clips i.e. one at the top of the fence and one at the bottom.
- If not boarded, fencing must be of a climb resistant close mesh type and kept in good repair.
- Gaps under the fence must be as small as possible to stop anyone gaining access under it.
- The top of the fence should not cause any harm to anyone who may attempt to climb it.
- The fence should have the correct, well-lit signage for informing of a construction site.
- All aspects of fencing and protection should be confirmed at the site handover meeting. The perimeter fencing should be erected before the works begin and when the surrounding areas are clear of staff and students. Due regard should be paid to the possible presence of underground services if excavations are required for fence posts.
- Wherever possible, the vehicular and pedestrian access to the work site should be separate from the accesses used by school users. This should include physical barriers such as 2m fencing or hoarding.
- Where not possible, the timing of deliveries and the arrival of contractors and vehicles must be planned for times when students/staff are not present and must be managed.
- Eliminate reversing into the street or on to site by providing one-way systems and turning areas within the site where possible.
- Provide specific 'drive-in' loading areas for safer movement of goods on to site.
- Plan deliveries to make sure they do not coincide with heavy pedestrian traffic, such as taking children to school.
- Consider whether the deliveries should be scheduled at times outside of large movements of people such as rush hours or the journeys to and from school.
- Sufficient care should be taken to ensure that fire exits from the school do not open into an enclosed fenced area. If required, alternative arrangements for fire exits should be made in consultation with the Fire and Rescue Service which can be called upon for goodwill advice. KAHSC can also offer advice in this area. This will require the school Fire Assessment to be reviewed.
- The contractor should provide all necessary padlocked entrance gates and ensure that they are closed when they are not in use and are locked whenever the site is unattended.
- If fencing is to be removed or adapted during the works, this should only be undertaken when the surrounding areas are clear of staff and students. All fencing should be dismantled and removed at the completion of the works, but not until all danger to staff and students has passed.
- All site visitors including the supervising officer should report to the contractor's liaison officer, agent or general foreman when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed by the supervising officer and the Headteacher should be posted by the contractor at entrances to the school.

10.0 Work In and Around Occupied Buildings

The contractor will manage the health and safety and security aspects of the construction activities in any project. However, this in itself does not prevent the school from having to consider a number of health and safety matters or having to prepare at certain times for considerable disruption to the normal day-to-day running of the school.

The school will need to monitor its health and safety management procedures throughout the project and carry out additional risk assessments where appropriate.

In particular, any alterations to fire escape routes and gathering points, access arrangements and site boundaries should be clearly identified. Arrangements should be clearly displayed in the school with signage amended as appropriate. Fire drills should be undertaken each time escape routes are changed.

Prior to construction commencing on site, all school users should be briefed on the health and safety arrangements for the project. Presentations to school assemblies by the contractor, often incorporating protective clothing and some basic statistics about construction site safety, are generally considered to have more impact than if these were delivered by the school management team.

As school holidays approach further advice should be issued to students regarding the hazards of building sites. Security monitoring will be provided by the contractor but in some instances it may also be appropriate to alert the local police who may patrol the site at high risk periods.

Where work needs to be carried out in occupied buildings, contractor's staff may require to gain access to parts of the construction site through operational parts of the school. These situations generally place greater responsibilities on the contractor's staff and school users. These responsibilities need to be understood by all.

A key principle which the School should apply in the employment of contractors, is the appointment of one of its staff as a 'Nominated Person' who will be introduced to contractors before work starts. The nominated person should be the principal contact with the contractor. The Nominated Person should also have responsibility for the overall surveillance of the work of contractors as it proceeds.

The purpose of these procedures is to identify the safe working practices generally necessary for contractors to discharge their duties under the Health and Safety at Work etc. Act to everyday uses of the education premises in respect of general hazards caused by their work.

In addition, the contractor must take all reasonably practicable steps to prevent danger or ill-health from specific details of the work not covered by this general guidance. Some of the actions required are solely the responsibility of the contractor, while others require liaison with the school nominated person, but all those that apply must be discharged.

Clients may insist on certain safety precautions, especially where their business continues at the premises while the work is in progress. It may assist everyone if site rules are applied. Site rules might cover, for example, the use of personal protective equipment, traffic management systems, pedestrian routes, site housekeeping, fire prevention, emergency procedures or permit-to-work systems.

Make it clear where your site rules apply and ensure everybody knows and follows the rules relevant to them - see model [Contractor Safety Information Sheet](#) which can be adapted to include specific rules for your school.

Site Arrival, Contacts and Reporting Requirements

Before attending a site (or building) the contractor must make sure that those responsible for the relevant site activities know that they are coming. This may be a pre-arranged meeting by others or if the visit is initiated by the contractor they should telephone ahead and speak to the named contact or person in charge of the site.

All vehicles driven onto (or within) a site must be driven with extreme care and local rules of the site complied with. Agreed access routes to the site must be observed at all times.

Before undertaking any work on site the contractor must be aware of any site safety rules to include fire evacuation procedures and accident recording / first aid procedures.

Where a contractor is to undertake work on the building structure it is essential that all relevant safety information is available before commencing work. Of particular importance is the need to be informed of information related to asbestos containing materials on site (refer to Section 9.14 and KAHSC General Safety Series G07 for further guidance)

Car Parking

If there are a limited number of car parking areas on the site, the employees of contractors should be requested not to use these areas. If vehicles are parked, responsibility will not be accepted for the security of vehicles. There should be an appropriate speed limit on the school site i.e. no more than 10 mph.

Registration at Reception

Contractor's personnel should report to Reception on their first arrival at the site and on each subsequent day (unless the construction site is completely segregated from the school where this should be done with the principal contractor). All visitors should be directed to the School [Contractor Safety Information Sheet](#) and sign in. Safeguarding information specifically aimed at Visitors and Contractors should also be provided to all contractors working on site (see [Code of Conduct for Adults Visiting or Working on a School Site](#)). Details, which include the number of personnel about to enter the site and the hours to be worked, should be recorded. Absence from site during the normal working day must also be registered with reception, to allow an accurate roll call to be taken in the event of an emergency (unless the construction site is completely segregated from the school where this should be done with the principal contractor).

The Nominated Person

When Contractors first arrive, reception staff should contact the nominated person. The nominated person will be the contractor's main contact with the school for all aspects of work. The nominated person must seek confirmation that the personnel employed by contractors have been acquainted with the contents of this document and the school Health and Safety Policy with regard fire and emergencies and other basic precautionary matters.

Fire Precautions

Smoking is prohibited throughout school premises and grounds. The use of naked lights or equipment, which may produce heat or sparks, must only be allowed with the permission of the nominated person when a Hot Work Permit to Work will be issued (see Section 9.10 and General Safety Series G36 on the KAHSC website for further details and a sample Hot Work Permit).

In addition, the contractor should ensure that all fire exits are kept clear at all times and that combustible materials are not left adjacent to any buildings (including that in skips). Suitable and sufficient adequately maintained fire extinguishers should be provided by the contractor for use in relation to their activities. If fire exits have to be blocked or cordoned off, alternative arrangements must be made in conjunction with the Fire Officer to ensure the safe egress of all building occupants for the duration of the temporary measures.

Use of fires to burn waste materials, etc. is prohibited on school sites.

Fire Alarm and Means of Escape

There should be numerous manual call points (break glass alarm points) around the premises to activate the Fire Alarm. In the event of a fire, the alarm must be raised immediately by breaking one of the call point glasses. Where break glass points do not exist i.e. in some smaller establishments or during the construction of new buildings, OR where existing fire alarm systems need to be disabled as part of building works, the school nominated person will explain the procedure for raising the alarm in the event of an emergency. Alternative arrangements must be developed in these cases i.e. the use of manual bells, air horns etc.

Sufficient care should be taken to ensure that fire exits from the school do not open into an enclosed fenced area. If required, alternative arrangements for fire exits should be made in consultation with the Fire and Rescue Service which can be called upon for goodwill advice. KAHSC can also offer advice in this area. This will require the school Fire Assessment to be reviewed.

Emergency Procedures

All persons are required to evacuate the work area and move to the nearest assembly point when the alarm is sounded (by whatever means – see above). The nominated person must show the contractors the location of the assembly point. However during an emergency, contractors can be guided by the actions of school employees.

Where visiting or undertaking short term and minor works the contractor must read and comply with the emergency/fire response plan including evacuation to a place of safety. Where the contractor takes control of a site he must prepare, and revise as appropriate, a full fire emergency response plan/procedure in accordance with the project programme.

The contractor should ensure that direct employees and sub-contractors are aware of the premises' fire assembly points, emergency procedures and the location of alarm buttons or other means of raising the alarm in an emergency.

Medical treatment – First Aid

Contractors, particularly those involved in large, complex projects may make their own provision for first aid. Where this is not the case and contractors are in need of a first aider, contractors should ask any of the schools employees or report to reception.

Accidents/Near-Misses/Dangerous Occurrences

Accidents and near misses

All accidents and near misses must be reported to the school nominated person. An accident book should be held in the school and details of any accident (however minor) should be recorded in this book just as it would be for school employees.

Accidents/incidents involving **contractors** working on school premises are normally reportable by their employers. It is important, however, that school staff are made aware of any accident, incident or ill-health in the event that the resulting injury/ill-health or incident was as a result of something which the school is responsible for e.g. electric shock in the kitchen as a result of faulty mains wiring; exposure to asbestos where the school staff failed to inform the contractors of its presence etc. Information provided to contractors regardless of whether they work in the school on a permanent or temporary basis should include the need to report accidents or incidents to the school representative.

If a **self-employed contractor** is working in school premises and they suffer a specified injury, or an over-seven-day injury, the person in control of the premises will be the responsible person and as such, the information should be recorded in the following manner:

For Voluntary Aided and Foundation Schools, Academies and other settings: the information should be entered on the on-line Accident System on the KAHSC website as soon as possible for onward reporting to the HSE.

Dangerous occurrences

An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE. This includes situations such as the accidental release of substances which may damage the health of any person (e.g. Asbestos) and electrical short circuits or overload causing fire or explosion. Details can be found in Appendix B in [KAHSC General Safety Series G03](#). For any dangerous occurrences, reporting should be done by the appropriate person in the appropriate manner as above for 'accidents'.

Facilities

Contractors can generally use on site facilities such as toilets, washing facilities etc. by prior arrangement with the school, although these must be separate to those used by students. However responsibility will not be accepted for security of any tools, plant and building materials. When there is extensive work being undertaken on site, it may be necessary for contractors to provide site huts and other welfare facilities in accordance with the CDM Regulations 2015 and the Client must not let work commence until suitable welfare facilities are in place.

Before Work Starts

Safeguarding access to parts of the site

Those parts of the site that must remain open to the occupiers or the public should be provided with all necessary footpaths, guardrails and other protective measures to ensure the safety of the occupiers or the public. The contractor should also provide and maintain temporary access facilities where necessary

Stability of buildings

The contractor should take all necessary precautions to ensure that nothing is done which is likely to endanger the stability of the works or buildings whether new or existing, or adjoining properties.

The contractor must also provide all shoring, strutting, needling and other supports and must take all other precautions and adopt such other expedients as may be necessary to preserve the stability of buildings and/or other properties and to protect them from damage and/or settlement. No part of these protective measures should be taken down or removed until all risk of damage or settlement is passed and all such work should minimise the risk as far as possible.

Provision of Warning Notices

The contractor must implement a system of sign-posting to warn staff and students of dangerous operations, plant and chemicals and of freshly applied materials. All safety signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996. In addition, it may be necessary to provide the signs in different languages or child-friendly versions. Such needs should be decided at the pre-site meeting.

Changing rooms, toilets etc.

Areas that are sensitive to being overlooked (e.g. toilets, changing rooms, showers etc.) should be screened before works are undertaken. Normally this means prior to any scaffolding works and not after its completion.

Security

Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security problems than normal. When work areas are bounded by substantial perimeter fencing, this is not always an adequate measure to prevent intruders gaining access to the premises. Additional measures should be considered to improve security when building work is being undertaken.

Site Access

There should be safe access onto and around the site for people and vehicles. Plan how vehicles will be kept clear of pedestrians, especially at site entrances where it may be necessary to provide doors or gates to achieve this segregation.

Doors that open onto traffic routes may need viewing panels or windows.

Your plan should include how vehicles can be kept clear of pedestrians at vehicle loading/unloading areas, parking and manoeuvring places and areas where drivers' vision may be obstructed.

Personal Protective Equipment

Contractors are required to supply their employees with the appropriate safety equipment for the work to be done.

Where there is a foreseeable risk of head injury, the immediate area must be designated as such and barriers and signage erected accordingly (by prior arrangement). Hard hats must be worn by all individuals who enter the designated area.

Eye protection to at least the standard of general-purpose safety spectacles may be required within certain work areas. In other areas eye protection must be worn in accordance with the safety requirements of the type of work in hand.

Site Boundaries and Separation

Whenever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and students. All aspects of separation should be established at the pre-site meeting and be acceptable to the supervising officer/Headteacher. Changes throughout the contract should be similarly agreed. Refer to the HSE Guidance [HSG 151 'Protecting the Public - Your Next Move'](#). The perimeter fencing should be erected before the works begin and when the surrounding areas are clear of staff and students. Due regard should be paid to the possible presence of underground services if excavations are required for fence posts.

Construction work should be fenced off and suitably signed. This will help protect people (especially children) from site dangers and the site from vandalism and theft. For some jobs the workplace will have to be shared. Agree who has to control each area. Agree what fences, barriers, means of separation or permits to work are required to keep both construction workers away from hazards created by others and other people away from hazards created by the construction work; site rules might be needed. Ensure there is a system to ensure necessary precautions are kept in place during working hours and that night-time and weekend protection is put in place as required before the site closes.

Wherever possible, the vehicular and pedestrian access to the work site and the area being worked should be separate from the accesses used by school users. This should include physical barriers such as 2m fencing or hoarding.

Where not possible, the timing of deliveries and the arrival of contractors and vehicles must be planned for times when students/staff are not present and must be managed.

Sectional fencing should be locked together and not easily separated without using a tool from the inside of the site. Where Heras type fencing is used, each length must be secured to the next by the use of at least two proprietary fence clips i.e. one at the top of the fence and one at the bottom. If not boarded, fencing must be of a climb resistant close mesh type and kept in good repair. Gaps under the fence must be as small as possible to stop anyone gaining access under it. The top of the fence should not cause any harm to anyone who may attempt to climb it. The fence should have the correct, well-lit signage for informing of a construction site.

Eliminate reversing into the street or on to site by providing one-way systems and turning areas within the site where possible. Provide specific 'drive-in' loading areas for safer movement of goods on to site.

Plan deliveries to make sure they do not coincide with heavy pedestrian traffic, such as taking children to school. Consider whether the deliveries should be scheduled at times outside of large movements of people such as rush hours or the journeys to and from school.

Provide securable gates at access points. The gates should form part of the fence and be of the same size. Controlling access through gates is very important. Ensure that the gate can be secured, whether it is open or not, to avoid it being blown shut in an uncontrolled manner.

In some environments, it may also be necessary to close the gates while work is in progress, e.g., for a school's internal security. However, this must not hamper the ability to escape in an emergency. Keep the gate locked and when the site is not occupied – secure any temporary fencing.

If fencing is to be removed or adapted during the works, this should only be undertaken when the surrounding areas are clear of staff and students. All fencing should be dismantled and removed at the completion of the works, but not until all danger to staff and students has passed.

Site storage compounds should, whenever possible be big enough to accommodate all the plant, equipment and materials out of working hours. Strict control over the amount and timing of deliveries will help keep storage to a minimum outside the compound area. Sometimes the compound may be in a different area to the main site, but it will still need the same levels of protection, signing etc. Avoid storing materials in a way which allows the fence to be climbed more easily. Some materials pose a significant fire risk and separate, properly constructed, secure compounds may be needed for these materials.

In order to avoid continuing distraction from increased traffic, both vehicular and personnel it may be possible to locate particularly sensitive school classes and activities away from the main site access and construction works. Ensure site activities are appropriately screened and avoid allowing contractor's staff access through student areas.

If there are due to be frequent changes to access points and circulation routes *the need to advise school users of continuing changes can be disruptive and resource intensive. This should be considered when agreeing the sequence of phasing of the construction works.*

Storing and Stacking Materials

The risks associated with the storage of materials can be reduced in several ways:

- store materials within the site perimeter, preferably in secure compounds or away from the perimeter fencing. The area should be well lit to discourage unauthorised entry;
- pallets should be stored on level ground, no more than three high. Remember the contents of pallets become less stable once the packaging is broken;
- prevent manhole rings and similar materials rolling. Store them on their end rather than chocking them. Store them on level ground, no more than two high;
- store materials such as roofing sheets and plywood horizontally, make sure they are firmly secured to prevent them being blown away, especially when they are stored at height;
- vertical stacks of materials and materials stacked against walls etc., need to be propped or secured to prevent them toppling. Purpose-built storage frames may be appropriate;
- make sure loose materials stored on platforms or other similar areas cannot fall accidentally. Toe boards and brick guards should be in place. Materials should not be stacked above the height of the brick guards;
- limit the height of all material stacks;
- avoid leaving vertical faces on sand piles;
- prevent items such as scaffolding tubes from falling or toppling over. If it is impracticable to store them other than vertically, even for a short period, then take steps to ensure they do not topple over; and
- avoid storing materials off site where possible. If it is unavoidable, position storage areas away from busy public routes, and keep distances between stores and the site as short as possible. Post warning signs.

Scaffolding and other Access Equipment

- exclude the students, staff and visitors from the work area whenever possible;
- fence off the area and provide alternative routes which are clearly signposted and avoid additional crossing of the road wherever possible;
- erect, modify and dismantle equipment when school users are not present in the area and always use warning notices;

- fans, tunnels and sheeting are a useful means of protection. Make sure the scaffold is designed to take the extra loading and wind resistance;
- ask for protective measures to be put in place at an early stage during erection and have them removed as late as possible during dismantling;
- lighting may be necessary in tunnels;
- use brick guards, netting or other suitable protection to prevent materials falling;
- do not drop or throw components during erection or dismantling;
- make sure the working platform is constructed to prevent materials falling through it, e.g. double board scaffold platforms and insert a layer of strong polythene between the two sets of boards (a few small punctures will allow rainwater to drain away);
- make sure scaffold components do not project where there is a risk to people or vehicles;
- bolts on couplings should face away from the public or be wrapped;
- consider enclosing the base of the scaffolding to prevent climbing, especially on or near occupied residential premises and schools. Consider the use of anti-climbing paint;
- out of hours, remove ladders from the scaffold. Secure them in a compound or in storage containers;
- make sure that doors to buildings or those allowing access to the roof, lift motor rooms etc. are locked at all times when work is not in progress, e.g. during lunch breaks, at the end of shifts and at weekends;
- consider using alternatives to scaffolding such as mobile elevating work platforms, cradles and mast climbers. These can reduce the likelihood of people gaining access to heights providing the equipment is properly isolated when not in use; and
- debris chutes should be protected either by providing lids or covers etc.

Scaffolding (other than tower scaffolds)

Contractors must be full members of National Access and Scaffolding Confederation (NASC). All individual scaffolders must hold a "Construction Industry Scaffolders Record Scheme" (CISRS) qualification appropriate to the work they are carrying out. Qualifications include labourer, "trainee scaffolder", "scaffolder (System)", "advanced scaffolder", "scaffold inspection" and "advanced scaffold inspection". Scaffolders must be competent.

Tower Scaffolds

All persons erecting and using tower scaffolds must hold a PASMA (Prefabricated Access Suppliers' and Manufacturers' Association) card having completed the PASMA 'Standard' course, now renamed the 'Towers for Users' course. As an alternative they may hold an alternative card for this activity from another approved body.

Each tower scaffold in use must have affixed to it a record of its latest inspection.

Mobile elevating work platform

All persons operating mobile elevating work platforms such as "cherry pickers" and mobile scissor lifts must hold an PAL (Powered Access Licence) card issued by IPAF (International Powered Access Federation). As an alternative they may hold an alternative card for the relevant equipment from another approved body.

Access Equipment in Use for Less than One Day

Alternative safe access methods should be selected to ladders and stepladders where practicable. Where ladders are used only ladders meeting the following standards are acceptable:

- Metal ladders BS 2037 Class 1 or BSEN131
- Wooden ladders BS1129 Class 1 or BSEN131
- Fibreglass ladders BSEN131

Each set of ladders or stepladders in use must have affixed to it a record of its latest inspection.

When ladders, scaffolds, cradles etc. are to be in position for less than a working day, a clear demarcation of at least warning tapes or similar should be provided and maintained 2m clear of the ladder, scaffold or cradle.

During this period, ladders, scaffolds etc., should not be left unattended when erected. All ladders are required by law to be securely fixed at their upper resting point or where this is impracticable, either be fixed at or near their lower end, or be footed. If possible, such equipment should not be located near doorways on main passageways.

Further guidance on working at height and the use of access equipment can be found in KAHSC General Safety Series G19 and G36a on the KAHSC website.

Access Equipment in Use for More than One Day

When ladders, scaffolding, cradles etc. are erected and positioned for more than a working day, a barrier should be provided and maintained to prevent unauthorised access. This barrier should consist of boarded, sheeted or chestnut fencing 1.8m high and erected 2m from the base of the scaffolding etc. Where, however, there is a risk of debris within the confines of the barrier fencing, this fencing should be of a solid construction, i.e. boarded or sheeted.

Where the 2m distance from the scaffold cannot be maintained, the fence should be fixed to the face of the scaffolding with an adequate overhead fan (see photograph for an example) installed to provide protection (note that the design of tower scaffolding and the way in which they are secured to the building will need to be considered carefully if fans are needed).

All fencing should be erected at the initial stages of the scaffold erection. Entrances should be closed when they are not in use and locked when the site is unattended. A reasonable degree of surveillance should be exercised when the gates are open.

Scaffolds should be rigidly connected to the structure unless they are so designed and constructed as to ensure stability without such connections.

Restrictions on the Erection and Dismantling of all Scaffolds etc.

All scaffolds, hoists and barrier fencing etc. should only be erected or dismantled when the common or surrounding areas are cleared of staff and students. The contractor should ensure that the liaison officer is consulted before work begins and informed of any subsequent movements of or alterations to scaffolds, hoists and similar equipment.

The liaison officer should inform the Headteacher or his/her nominated person in writing of the start date, time and the likely duration of the work so that the period during which these activities may be undertaken, can be agreed and the need for temporary barriers to maintain clearance can be considered in advance.

Due regard should be paid by the contractor to the presence of overhead power lines or physical obstructions during the erection of scaffolds and hoists and during any subsequent alterations.

Restrictions on Movement of Mobile Scaffolds and Long Ladders

Mobile scaffolds and ladders should only be moved in occupied or open access areas when these areas are cleared of children and other occupants. If there is a need to move such plant at other times, the Headteacher should be informed of the start and likely duration of such movements before the work begins and be consulted on the need for any temporary barriers.

General Requirements for Scaffolds and Hoists

The contractor is fully responsible for all aspects of scaffolding including the selection of competent sub-contractors for this work.

Satisfactory storage arrangements for scaffold tubes and fittings should be agreed with the Headteacher prior to the arrival of the tubes and fittings on site.

Ladders and ropes should be secured out of reach of children and unauthorised people.

At the end of the working day, the hoist motor should be immobilised with the platform at ground level. If the hoist is not within the barrier fencing, the platform gates should be padlocked.

Protection Against Falling Objects for Staff and Students

Protection at Scaffolding

All working platforms in use on scaffolding must by law be adequately supported and fully boarded out. This includes the provision of guardrails and toe boards and where there is a risk of materials being displaced, brick guards together with extra sheeting or sealing of the working platform should be provided. This is particularly important where demolition or similar operations are being carried out.

Where there is a risk of debris within the confines of the barrier fencing, this fencing should be of solid construction.

Protection against falls through roofs etc.

Where works are to be undertaken on or in roofs etc. that are above or adjacent to occupied rooms, either all necessary protection should be afforded to the occupants or rooms immediately below must be evacuated for the duration of these works. Notifications of timing of such work should be given to the Headteacher before the work begins. Daily consultation may be necessary.

Before any works are undertaken in the vicinity of glazed roof lights or similar fragile material, these areas should be suitably protected from damage by falling objects. Any similar areas that may be affected by scaffolding or other works should also be protected.

Examples of such protection might include boarding of asbestos cement sheeting along valley gutters used for access, the netting of roof trusses etc. This may be necessary for the protection of workers as well as the staff and students.

Protection at both types of work

Where doors, entrances or public access ways occur beneath either scaffolds or roof work, fans should be provided which should be of adequate construction and also have unbroken boarding or sheeting which abuts the fabric of the building and projects as far as the barrier fencing. All scaffold tubes should be arranged so that full operation of the doors is not impeded. Additional requirements will be necessary in wet or very dusty conditions. If natural or artificial lighting is significantly obscured, additional lighting should be provided. Scaffold tubes should not protrude into access ways.

Window Cleaning

Falls account for most window cleaning accidents. Ladders may unexpectedly move whilst in use by the top sliding sideways or the foot slipping outwards.

The Work at Height Regulations 2005 discourage the use of ladders and step ladders in favour of waterfed window cleaning poles operated from ground level or where not practicable, alternative access and working platform methods. The Regulations will require **significant justification** of the use of a ladder over the use of other 'safer' methods of access. If, however, sufficient justification for the use of a ladder and/or stepladder can be demonstrated, the following guidance should be adhered to:

Portable ladders should be of sound construction and regularly maintained. Any ladder found to be defective should not be used. A ladder should have a level and firm footing and precautions should be taken to prevent it sliding sideways at the top or outwards at the foot.

Precautions include:

- Ropes or straps from the stiles to eyebolts, ringbolts, or other anchorages on the wall at a height of approximately 2m, to restrain the ladder when the cleaner is at the top or climbing up or down
- A secure fixing at or near the upper resting point to prevent movement sideways or outwards, for example a lashing from the ladder to any eyebolt or ringbolt, near the window opening.

Where it is not reasonably practicable to secure the ladder near the top or part way down, some security can be obtained by restraining the ladders at or near the foot, or by stationing a person at the foot to steady the ladder. That person's ability to control the ladder however will diminish as the height of the ladder increases, particularly where the ladder is over 6m in length. If it is not reasonably practicable to secure the ladder or have it footed, its stability will depend on the slope and the resistance to movement at its resting points. The user should take particular care to avoid overreaching in any direction. Further information on the use of ladders and other access equipment can be found in General Safety Series G19 and G36a on the KAHSC website.

Care should be taken to ensure that window cleaners are aware of any areas which are sensitive to being overlooked e.g. toilets, changing rooms, showers etc. and arrangements should be made for these to be vacated prior to cleaning being undertaken.

Precautions During Lifting Operations

Measures should be taken to ensure safety during lifting operations. For instance, safety hooks should be used and lifting devices should be considered in preference to manual carrying of material up ladders, tripods used for lifting should be made stable etc. These types of operations must only ever be undertaken when school staff/students and other are not in the vicinity.

Precautions to Prevent Danger from Vehicles

The contractor must take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to staff and students arising from the movement of all contractors and/or sub-contractor's vehicles about the site including entrances and exits. This must include, where practicable, separate access to the site for contractor's personnel, plant and equipment for the whole duration of the work and a traffic system that eliminates or reduces reversing. Details should be agreed with the supervising officer and/or the Headteacher.

If total separation cannot be achieved, vehicles must only enter or leave premises while all staff and students are in buildings wherever possible. If vehicle movement must take place whilst staff or students are in the playground etc., the contractor should ensure that efficient warning of the movements of vehicles is given to staff and students and that a trained banksman is used.

A warning notice should be displayed in a conspicuous position at all entrances being used by contractor's vehicles. Further controls may include:

- Ensuring the site is planned and managed to minimise the number of vehicle movements. Design groundworks/landscaping to minimise the need to import fill or take spoil off site. Reuse spoil close to where it was excavated to reduce the distance it has to be carried.
- Limiting the number of vehicles on site:
 - provide car and van parking for the workforce and visitors away from the work area and strictly control parking within the work area;
 - use gates or barriers etc. to control entry into the work area and display the procedure for obtaining entry (e.g. a mobile phone contact number);
 - plan the location of stores/goods receiving areas carefully to reduce any need for delivery vehicles to travel through site. You may need to relocate those areas as the site progresses.

- Setting appropriate speed limits for the routes on your site. Sign the limits clearly and consider using physical measures to restrict speeds (e.g. road humps).
- Reversing vehicles are a major risk. Wherever possible plan your site layout to avoid the need for vehicles to reverse:
 - provide drive-in/drive-out access to delivery and work areas. You may need to add extra temporary roadways to the site's permanent road system and/or delay building parts of the project to allow exit routes from dead ends;
 - where roadways are narrow, or are constricted by parked vehicles or stored materials, you may need to implement a one-way system;
 - design storage compounds to allow drive-through deliveries and collections;
 - where drive-through routes cannot be incorporated, provide turning circles to allow vehicles to turn round without reversing. You will need to fence off any turning areas to exclude all pedestrians, and they should be kept free from obstructions and parked vehicles.
- If vehicles have to reverse in areas where pedestrians cannot be excluded you should ensure that:
 - the driver has sufficient direct vision behind the vehicle to reverse safely; or
 - the vehicle is fitted with appropriate reversing alarms, vision aids such as mirrors, CCTV etc.; and/or a trained signaller is used to control the manoeuvre.
- Planning to keep pedestrians and vehicles apart:
 - provide separate entry and exit gateways for vehicles and pedestrians;
 - provide firm, level, well-drained pedestrian walkways that are separated from vehicle routes and, as far as possible, take the most direct route (it is easier to make vehicles go the long way round);
 - where walkways need to cross vehicle routes, provide a clearly signed, well-lit crossing point. Make sure both drivers and pedestrians can easily see each other as they approach the crossing; and
 - at site exits where vehicles may have to cross the public footway, ensure that vehicles leaving site can see both ways along the footway before they need to cross it by, e.g. constructing the site fence on either side of the gateway of welded mesh or other materials that do not obstruct vision, or setting the gateway back from the footway and angling the site fence to allow a wide field of view. If sufficient vision cannot be achieved, then a trained signaller should be used to control exiting vehicles.
- Where vehicles and pedestrians need to share a route or working space:
 - provide separate walkways alongside the vehicle route. Make sure the walkways are wide enough so that pedestrians can pass without stepping into the roadway;
 - keep walkways clear of obstructions, excavations etc. If walkways have to be blocked, provide a safe diversion;
 - separate the walkways from the roadways by at least a waist-high fence or barrier in areas of increased risk such as:
 - near loading bays, stockpiles, lorry unloading areas, storage areas and other –
 - places where reversing is likely to occur;
 - turning areas;
 - high traffic routes;
 - entrances and exits;
 - narrow roadways or walkways;
 - areas with restricted vision;

- in other areas it may be sufficient to use a raised kerb or marker posts to delineate the pedestrian and vehicle routes;
- take particular care at locations where pedestrians and vehicles are forced together. These locations may be permanent (such as gateways, bridges, ramps or gaps between buildings) or temporary, perhaps due to excavations or access equipment;
- make sure that drivers and pedestrians on shared routes can see each other easily;
- you may need to provide lighting after sunset or in bad weather. Pedestrians should ideally wear high-visibility clothing;
- protect the work zone with barriers and provide advance warning signs and cones that are appropriate to the type and speed of the traffic.

NOTE: Vehicles left unattended must be properly made safe, locked and the keys removed.

Permits to Work

A permit to work (PTW) is part of a formal documented system of work used to control certain types of work that are potentially hazardous. A permit to work is often an essential part of a safe system of work for many maintenance activities. Situations where a permit to work would be appropriate include:

- Work on or near live electrical conductors;
- Work in confined spaces;
- Work involving hot work processes (*refer to Section 9.10*);
- Certain roof work;
- Work on or near asbestos containing materials (*refer to Section 9.14*);
- Certain excavation work;
- Other high risk tasks wherever deemed appropriate.

In the case of construction work where there is more than one contractor, the Principal Contractor is responsible for issuing the PTW. On jobs where there is only one contractor, the permit must be issued by a representative of the school. Further guidance on Permit to Work systems and model permits can be found in: [KAHSC General Safety Series G36a](#).

Hot Work

Hot work refers to any activity that produces heat, sparks or flame. It is most commonly associated with:

- Cutting and welding;
- Brazing and soldering;
- Use of blow lamps and torches;
- Use of bitumen/tar boilers (see also Section 9.11.3 below);
- Use of grinding wheels.

Such operations commonly form part of construction or refurbishment work but may also be involved in small works carried out in existing buildings (for example in repairs and maintenance and redecoration). It is, therefore, important to consider 'hot work' when assessing the risks associated with any work undertaken in occupied premises.

[KAHSC General Safety Series G36b – Hot Work in Schools](#) gives additional information and advice on hot work processes along with a sample Hot Work Permit to Work. All Hot Work must be subject to a strict Permit to Work system.

As above, in the case of construction work where there is more than one contractor, the Principal Contractor is responsible for issuing the PTW. On jobs where there is only one contractor, the permit must be issued by a representative of the school.

Precautions with the Storage and Use of LPG

The precautions in the following paragraphs relate to small numbers of LPG cylinders (i.e. less than 300kg capacity in total) stored within a fenced-off working area adjacent to areas open to staff and students. Precautions with LPG cylinders in unfenced areas open to staff and students are also covered in this section. General precautions relating to no smoking, warning signs and fire-fighting precautions will apply.

Storage within fenced working area

LPG cylinders not in use should be stored in the open air in a well-ventilated area at ground level on a firm even surface at least 3m away from any cellars, drains, excavations or other hollows where vapours may collect and in a position where the store will not prejudice existing means of escape. If any protection is provided to prevent cylinders being exposed to weather, it should be of non-combustible material and should not prohibit ventilation. The storage area should not be close to any source of heat and should be at least 1m from buildings, the barrier fence and fixed sources of ignition.

If site conditions preclude the precautions above, alternative arrangements should be agreed with the supervising officer and/or the Headteacher and be confirmed in writing.

Storage and use in open access areas

If LPG is to be used or stored outside fenced working areas, agreement should be reached between the contractor's liaison officer, supervising officer and/or the Headteacher on the precautions to be adopted. In general, the following minimum precautions will apply.

- Cylinders, whether full or empty, and whether in use or on standby, should not be left unattended in open access areas;
- At the end of the working day, all cylinders should be returned to secure storage;
- If cylinders cannot be stored inside the fenced area on site, they should be removed from the site;
- Cylinders should not be stored or left inside the premises unless the supervising officer has given specific written permission;
- Gas cylinders should be secured vertically and be fitted with regulators and flash back arresters.

Precautions with bitumen boilers, where used

Cylinders of LPG used at bitumen boilers or cauldrons should be at least 3m from the burner. The boiler and cylinders should be located where they are not likely to be struck by site traffic, including wheelbarrows etc. Any flexible hose that may have become damaged should be replaced.

A boiler or cauldron should not be left unattended or be moved with the burner alight.

Bitumen/tar boilers should not be taken onto roofs where this can be avoided. Where this cannot be avoided, they should be mounted on a non-combustible, insulating base. The risk of overflow should be taken into account.

There should be at least one 9 litre foam or 6kg (ABC) powder extinguisher in the vicinity of any bitumen boiler.

Excavations in Open Access Areas

The risk of injury can be reduced in a number of ways:

- shore or batter excavations to prevent accidental collapse of the sides;
- provide guard rails and toe boards or similar where it is possible to fall 2 m or more;
- barriers such as chestnut paling or similar may prove adequate where the excavation is shallower;

- barriers should preferably be placed at least 1 m away from the edge of the excavation;
- securely fixed marked covers may also be used;
- protect openings, shafts etc. from approaching traffic;
- plan and control the work so that you are able to back-fill as soon as possible and where possible, do not leave the excavation open overnight;
- do not pile materials or spoil on to pavements, forcing pedestrians into the road. Clean up as soon as possible;
- make sure that any precautions do not obscure the view of pedestrians and drivers. Use vision panels in solid barriers or keep their heights to a level that people can see over.

A risk assessment must be carried out before any excavation is undertaken. Consideration must be given to the presence of any underground services. Standard precautions such as making reference to site plans, consulting with local gas, electricity, water boards and the use of cable location equipment should be taken.

Special importance must be attached to any stipulation for careful hand digging. The walls of the excavation must be correctly shored to prevent collapse and the areas surrounding must be maintained in an orderly and tidy condition. The creation of a danger zone around any obstruction is required.

All excavations in open access areas (i.e. not within barrier fencing) must be covered completely while they are not in use by a means which provides adequate strength while at the same time not creating an obstruction that might cause people to slip or trip or should be back-filled at the end of each working day. In addition, all excavations more than 1m deep must be fenced to the standard detailed in paragraph 9.6.5 'Access equipment in use for more than one day'. Suitable warning notices should be erected in accordance with Paragraph 9.2.3 – Provision of Warning Notices.

Slips, trips and falls within pedestrian areas

The risks can be reduced in the following ways:

- segregate or control access to the work area by physical barriers or warning signs. If tape is used ensure it does not become a tripping hazard itself;
- work during hours when school users are less likely to be in the area;
- provide clear signs and proper protection at obstructions;
- use temporary flooring material, e.g. plywood or steel plates, to cover uneven ground or potholes;
- avoid trailing cables (especially on stairways). Cover or fix any which need to cross pedestrian areas;
- provide lighting at night and in dark areas;
- remove waste and rubbish as it arises;
- reinstate surfaces properly and as soon as work is complete; and
- clear all spillages and obstructions from public routes as soon as possible and always before the public are allowed access to the area again.

Dangerous / Hazardous Substances & Control of Harmful Emissions (dust, fume, noise etc.)

At a pre-site meeting, the contractor should provide the supervising officer with relevant information on any dangerous, noxious or offensive substances or processes to be handled or used on site, which might present a risk to the health and safety of staff and students.

Examples of such substances and processes are acids and shot blasting for cleaning buildings and strong smelling paints or adhesives or timber preservation for internal use. The information provided should include details of the substances or processes to be handled or used and the precautions the contractor intends to take for the protection of staff and students. Particular care should be taken to reduce risks to staff or students who suffer from respiratory conditions such as asthma.

Precautions to be considered include storage, restrictions on the use of the buildings and open access areas by staff and students, restriction in working hours by the contractor, physical protection and liaison with the Headteacher.

Contractors are required to control dusts, fumes and noise at source as far as is reasonably practicable. If adequate controls cannot be maintained then appropriate personal protective equipment should be used. If there is a risk to persons surrounding the work activity, the contractor must ensure the setting up of a suitable danger zone. The contractor must at all times be aware that the residents shall not come into contact with any harmful emissions.

The contractor should use the most effective noise reduction measures available and plant likely to cause a disturbance should only be used within the periods previously agreed by the supervising officer and/or the Headteacher.

Where site activities are possibly going to create a large amount of dust (not including asbestos) then specific precautions should be undertaken. Some alternatives are:

- sealing all openings adjacent to the works;
- totally enclosing the work area;
- damping down work area;
- localised dust extraction.

Even with these precautionary measures incorporated into working procedures, the Headteacher should be forewarned of such problems so that additional cleaning provisions may be considered for the duration of the activities

Asbestos

This guidance does not deal with the planned removal of asbestos. The subject is covered more extensively in [KAHSC General Safety Series G07 – Managing Asbestos](#)) and the [HSE Asbestos page](#). The contractor's liaison officer **must** be informed by the Headteacher and/or the school Asbestos Coordinator at the pre-site meeting of the results of any asbestos surveys conducted in the school. If any of the contractor's work involves the disturbance of known or suspected asbestos materials, all three parties should agree a written system of work before such work begins – a strict Permit to Work system must be implemented (model Asbestos Permit to Work available in G07 on the KAHSC website).

If the building materials used in the construction of the school are not fully and confidently documented, the contractor should proceed with appropriate caution. If materials typically containing asbestos are encountered in the work, these materials should be left undisturbed and the school Asbestos Coordinator or Headteacher should be contacted immediately. Further advice on what to do at this stage can be sought from Kym Allan Safeguarding, Health and Safety Consultants Ltd.

The main areas of concern when contractors are working in school buildings are those where minor works are being carried out such as computer cabling, electrical/alarm wiring, and telecommunications work. These contractors are more likely to inadvertently disturb asbestos containing materials. Particular care should be taken when such work is being carried out.

Stripping Paint

The following precautions should be adopted to minimize risks and staff and student exposure to lead if the paint, previous layers of paint or the primer contain lead. All paintwork should be treated as containing lead unless it has been tested and proved to be lead-free.

If parts of the premises where paint stripping is to take place are not handed over entirely to the contractor, the Headteacher should be advised in advance of the nature of the work and the times when this work will take place. The precautions in the following paragraphs should be adopted whenever the work takes place in the school.

- Burning off paint from the external surfaces of doors, window frames etc. should not take place while the rooms they serve are occupied and no burning off should take place within buildings. Burning off paint is 'Hot Work' and as such will be subject to a strict Permit to Work system.
- When stripping is taking place, dust sheets should be placed beneath the work area to catch all stripped material whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets should not be used during burning off.
- Adequate provision should be made for the ventilation of rooms in which chemical stripping has taken place before the rooms are made available for re-occupation.
- Cleanliness during the course of the contract is essential, for example, periodic cleaning of the floors, playground, path etc., beneath stripped areas should take place regularly during the day while the work is in progress. Cleaning should always take place immediately before any known major use of the area by the normal occupants, e.g. break time, lunch time, close etc. unless the work area including any area into which stripped material or dust is allowed to fall, is fenced off.
- All rubbing down, both internally and externally, should be with wet abrasive. All debris should be kept damp and be re-dampened before removal. Debris inside buildings should be swept up and the floor should then be washed.
- Debris outside the buildings should be swept up and the yard should then be hosed down into a gully or be cleaned with an industrial vacuum cleaner. All the debris collected should be placed in lidded receptacles and be disposed of promptly by the contractor. The receptacle should not be stored on site nor placed in general waste bins.
- Dust sheets used during stripping should not be subsequently used elsewhere on site unless they have been thoroughly cleaned off the site in an approved manner.

Overhead Working

A risk assessment must be carried out for overhead working. Suitable access equipment must be provided. The correct erection, inspection and maintenance of equipment will be the responsibility of the contractor. Whenever there is a requirement for the maintenance of records, this will also be the responsibility of the contractor. Scaffolding must be correctly erected with adequate stability. If stability is dependent on attachment to pipe work or plant there must be prior approval obtained from the nominated person. Correct boarding and edge protection must be used on the scaffolding. Where the height exceeds 2m, kick boards and guardrails will also be required. In addition it may be necessary to use safety nets or fans' to prevent falling objects. Ladders when used should be secured and of adequate length to provide safe access and egress. The creation of a danger zone (see Section 9.22) should be considered.

Electrical Safety

All electrical equipment with leads passing through areas used by staff and students should be operated at or below 110v unless a specific agreement has been made with the supervising officer and/or Headteacher. Mains isolation transformers used for this purpose should feature secondary windings which are centre tapped to earth.

Hand-held portable electrical equipment should not be left unattended in these common areas. Larger items of the contractor's electrical equipment should be electrically isolated when left unattended.

Any connections to the premises' electrical supply should be made by properly constructed plugs and sockets. Tapping into fuse boxes should not be permitted.

More detailed guidance on electrical safety can be found in General Safety Series G17 and G36a on the KAHSC website.

Plant Machinery and Equipment

The risks can be reduced in the following ways:

- all plant should be immobilised out of hours;

- remove keys and starting handles and try to store them in a compound or similar secure area;
- cab covers also make vehicles more difficult to enter;
- place excavator buckets, lift-truck forks etc. on the ground at the end of the day;
- do not drive fork-lift trucks along public roads with the forks raised too much. The driver should have a clear view;
- avoid lifting across public areas if possible;
- properly support and chock bowsters to prevent accidental displacement;
- check that all plant and equipment operatives are competent; and
- remove cartridge guns and cartridges from site where possible or lock them n up at the end of the day. Clear up all used and misfired cartridges at least daily – accidents have occurred when children have struck unfired cartridges which have been left on site.

Dust, Noise and Vibration

Health and Safety regulations ensure that noise levels will not be hazardous to health, but they may still be extremely distracting. Where construction works are in close proximity to the school, the contractor may be excluded from undertaking certain noisy activities during particular periods such as exams. It may also be possible for the school to request the contractor, on an informal basis, to reduce noise levels for short periods from time to time.

Apart from being particularly uncomfortable, airborne dust and dirt can give rise to medical complaints leading to staff and student absences. Locating classrooms which require natural ventilation away from construction activities and insisting on the constructing and maintaining of seals in affected areas can help to minimise the ingress of dust and dirt. In some cases, it may be appropriate to arrange additional cleaning for the school during the project.

The controls adopted to protect the workforce will often reduce the risk of the nuisance to others:

- use noise suppression on equipment;
- adopt different work methods, e.g. when cutting paving slabs consider the use n of guillotines rather than disc cutters;
- use stacks of materials or existing features as temporary noise barriers;
- use low-dust products;
- use water suppression or exhaust ventilation;
- carry out the work off site;
- work at times when the public are less likely to be in the area; and
- provide solid barriers adjacent to public areas.

Security

The following additional security measures should be considered either individually or in combination to achieve an acceptable level of deterrence to intruders. These measures should be defined and agreed at the pre-site meeting:

- All windows in the vicinity of the access equipment secured to prevent entry.
- Screens/plywood panels fixed to an area of high risk, e.g. audio-visual rooms unless alternative storage has been arranged or unless existing security arrangements are deemed adequate by the supervising officer and/or the Headteacher.
- Additional fencing around higher elevations of scaffolding, i.e. near entrance railings.
- Lower lifts of scaffolding could also be secured by additional fencing or boarding.
- Additional patrols of contractors by security personnel for the duration of the work on site.
- Where scaffold ties pass through open windows, these should be secured and plywood screwed to the inside of the windows over the open area, to the satisfaction of the supervising officer and/or the Headteacher.
- Ensure the procedures for checking security especially on painting activities or other works of maintenance to windows.
- All points of contractors' access to the premises to be adequately secured at night.

- Contractors to ensure that all existing external window grilles and/or locks are replaced on completion of the work.
- Scaffolding or other building works not to interfere with or provide access to any part of the alarm system, i.e. alarm wiring, sensor units, door contacts, control panels, strobe lighting units, CCTV cameras etc.
- Use made, as appropriate, of artificial lighting for higher risk security areas at night.

Suitability of Contractors Equipment

All tools, plant and equipment brought onto site remains the responsibility of the contractor. None must be left to be a danger to others, nor left unattended unless properly locked in a safe position and keys removed. Tools and plant must not obstruct passageways or emergency access/ egress routes.

Hand held electrical equipment must not be left unattended in common areas and larger items of equipment must be electrically isolated if left unattended.

Any connections to the premises' electrical supply must be made by properly constructed plugs and sockets – tapping into fuse boxes must NOT be permitted.

Waste Disposal, Skips and Site Clearance

Contractors may dispose of waste on the school premises only when prior permission has been obtained from the nominated person. The safe disposal of hazardous waste will be the responsibility of the contractor.

Waste, dust, dirt and other debris caused by the building operations or other work should be cleared regularly and placed in skips. These should be sited to cause the minimum of inconvenience to staff, students and the public.

If the skips are not within the general perimeter or barrier fence, they should be adequately fenced off from the surrounding areas still in common use. The contractor should ensure that there is no throwing or tipping of materials from upper storeys into skips unless an enclosed chute is used. Skips should be located far enough away from the building so as not to be a fire risk i.e. 8m. Alternatively, all combustible materials should be removed from the skip at the end of each working day. Enclosed skips which can be secured at the end of each work period should be used in preference to open skips.

Services

Additional services e.g. Gas, Electricity may only be used with the agreement of the nominated person.

No diversion of any of the existing services other than as shown on the drawings or including in the building contract should be carried out without the prior written agreement of the supervising officer and/or Headteacher.

Any temporary disconnection of the services that may be necessary should be done as directed by the supervising officer/Headteacher. The Contractor's liaison officer should give the Headteacher a reasonable period of notice in advance. The contractor should maintain unobstructed access to dry and wet riser inlets and outlets, service cupboards, switch rooms etc.

Care should be taken to avoid obstructing gas flues and air bricks/under-floor air vents.

Planned and unplanned interruptions to water, gas, power, ICT services: Prior consultation and contingency planning with staff about the consequences of a particular service failure or disconnection will allow the school to better manage these situations when they occur.

Danger Zones

Contractors are responsible for the setting up of a danger zone whenever working overhead, excavating, using noisy plant or involved in activities such as welding, shot blasting or using harmful materials which might create risk of injury or damage to health. Danger zones may be indicated by the display of cautionary notices or the use of hazard warning tapes or cones. When circumstances dictate danger zones must also include barriers and guardrails. If warning lights are necessary to ensure the visibility of danger zones remains adequate during the hours of darkness, then the provision will be the responsibility of the contractor.

Specific Work Inside School Buildings

General organisation

The contractor should ensure that all operations are conducted and all plant and materials are placed and used in such a manner as to prevent injury to persons or loss of access to agreed essential services or thoroughfares. Plant and materials should not be left unattended on balconies, corridors, hallways, and staircases or in other common areas without adequate safeguards.

Control of people in and around the building operations

All people visiting the building works and all sub-contractors should be required to report to the contractor's site supervisor on arrival at the premises. Notices informing site visitors and sub-contractors of this requirement and any additional requirements agreed with the supervising officer and/or the Headteacher should be posted by the contractor at entrances to the premises.

The contractor's liaison officer or the site supervisor should provide the Headteacher with reasonable warning before any direct employees of the contractor or any sub-contractors begin new work or restart work in parts of the buildings or grounds outside the perimeter fence of the building works and of any work inside the perimeter fence which may affect staff and students.

Radios

The use of radios on school premises whilst the school is in session should be prohibited.

For further information on these issues and a Construction Health and Safety Checklist which identifies some of the hazards most commonly found on construction sites can be found at **Appendix A**.

Further information and advice on this subject is available from Kym Allan Safeguarding, Health & Safety Consultants Ltd., 3-4 Citadel Row, CARLISLE, CA3 8SQ. Telephone: 01228 210152, email kym@kymallhsc.co.uk, website: www.kymallanhsc.co.uk.

CONTRACTOR'S SAFETY INFORMATION SHEET
Appendix A
CONSTRUCTION HEALTH AND SAFETY CHECKLIST

This checklist identifies some of the hazards most commonly found on construction sites. The questions it asks are intended to help you decide whether your site is a safe and healthy place to work. It is not an exhaustive list. More detailed information can be found in other HSE publications.

A range of plant and equipment (e.g. scaffolds, cranes, hoists, electrical equipment and excavations) needs to be inspected on a regular basis by a competent person to ensure safety. Records of some inspections are also required to be made and kept.

Regular inspection is important but it is also essential that when defects are identified by the inspection or reported by people using the equipment, either the defects are remedied immediately or work is stopped until necessary repairs are completed.

ACCESS ON SITE

- Can everyone get to their place of work safely?
- Are access routes free from obstructions and clearly signposted?
- Are holes protected with clearly marked and fixed covers to prevent falls?
- Are temporary structures stable, adequately braced and not overloaded?
- Will permanent structures remain stable during any refurbishment or demolition work?
- Is the site tidy, and are materials stored safely?
- Is lighting adequate, especially when work is being carried on after dark outside or inside buildings?

WELFARE

- Are toilets readily available and are they kept clean and properly lit?
- Are there washbasins, hot and cold (or warm) running water, soap and towels?
- Are the washbasins large enough to wash up to the elbow and are they kept clean?
- Is there somewhere to change, dry and store clothing?
- Is there a place where workers can sit, make hot drinks and prepare food?
- Are drinking water and cups provided?
- Can everyone who needs to use them get to the welfare facilities easily and safely?

SCAFFOLDS

- Are scaffolds erected, altered and dismantled by competent people?
- Are all uprights provided with base plates (and where necessary, timber sole plates)?
- Are all uprights, ledgers, transoms and braces in position?
- Is the scaffold tied to the building or structure in enough places to prevent collapse?
- Are there double guard rails and toe boards or other suitable protection at every edge, to prevent falling?
- Are brick guards provided to prevent materials falling from scaffolds?
- Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. where working platforms are not fully boarded?
- Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?
- Does a competent person inspect the scaffold regularly, e.g. at least once a week if the working platform is 2 m or above in height or at suitable intervals if less than 2 m, and always after it has been altered or damaged and following extreme weather?
- Are the results of inspections recorded and kept?
- Have proprietary tower scaffolds been inspected and are they being used in accordance with suppliers' instructions?
- Have the wheels of tower scaffolds been locked and outriggers deployed when in use and are the platforms empty when they are moved?

LADDERS

- Does your risk assessment conclude that ladders are the right way to the job? Don't work from a ladder if there is a safer way using more suitable equipment!
- Are the ladders in good condition?
- Do ladders rest against a solid surface and not on fragile surfaces or insecure materials?
- Are they secured to prevent them slipping sideways or outwards?
- Do ladders rise a sufficient height above their landing place (about five rungs)? If not, are other handholds available?
- Are the ladders positioned so that users do not have to overstretch?

ROOF WORK

- Is there edge protection to stop people or materials falling?
- During industrial roofing, have nets been provided to stop people falling from the leading edge of the roof and from partially fixed sheets?
- Where nets are used, have they been rigged safely by a competent person?
- Have you identified fragile surfaces such as fibre cement sheets and roof lights?
- Have you taken precautions to stop people falling through fragile surfaces when working on the roof, e.g. by providing barriers, covers or working platforms?
- Are people kept away from the area below the roof work? If this is not possible, have additional precautions been taken to stop debris falling onto them?

POWERED ACCESS EQUIPMENT

- Has the equipment been installed by a competent person?
- Are the operators trained and competent?
- Is the safe working load clearly marked?
- Is the equipment inspected by a competent person?
- Does the working platform of the powered access equipment have adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off?
- Have precautions been taken to prevent people being struck by:
 - the moving platform;
 - projections from the building; or
 - falling materials?

TRAFFIC, VEHICLES AND PLANT

- Are vehicles and pedestrians kept apart? If not, do you:
 - Separate them as much as you can and use barriers?
 - Tell people about the problem, and what to do about it?
 - Display warning signs?
- Can zero tail swing excavators be used or is there adequate clearance around slewing vehicles?
- Can reversing be avoided, e.g. by using a one-way system, or if not, are properly trained signallers used?
- Are vehicles and plant properly maintained, e.g. do the steering lights, handbrake and footbrake work properly?
- Have drivers received proper training and are they competent for the vehicles or plant they are operating?
- Are loads properly secured?
- Have you made sure that passengers are only carried on vehicles designed to carry them?
- Have you made sure that plant and vehicles are not used on dangerous slopes?

HOISTS

- Has the equipment been installed by a competent person?
- Are the operators trained and competent?
- Is the rated capacity clearly marked?
- Are the hoists inspected by a competent person?
- Does the hoist have a current report of thorough examination and a record of inspection?
- Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?
- Are the landing gates kept shut except when the platform is at the landing?
- Are controls arranged so that the hoist can be operated from one position only?

CRANES

- Is the crane suitable for the job?
- Has the lift been properly planned by an 'appointed person'?
- Is the crane on a firm, level base? Are the riggers properly set?
- Who is the appointed 'crane supervisor' responsible for controlling the lifting operation on site?
- Are the crane driver and signaller trained and competent?
- Is the load secure?
- Has the signaller/slinger been trained to give signals and to attach loads correctly?
- Have you made arrangements to make sure the driver can see the load or has a signaller been provided to help?
- Are people stopped from walking or working beneath a raised load?
- Does the crane have a current report of thorough examination and record of inspection.

EXCAVATIONS

- Is there adequate support for the excavation, or has it been sloped or battered back to a safe angle?
- Is there a safe method used for putting in the support, without people working in an unsupported trench?
- Is there safe access into the excavation, e.g. a sufficiently long, secured ladder?
- Are there barriers or other protection to stop people and vehicles falling in?
- Are properly secured stop blocks provided to prevent tipping vehicles falling in?
- Could the excavation affect the stability of neighbouring structures or services?
- Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse?
- Is the excavation regularly inspected by a competent person?

MANUAL HANDLING

- Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products which could cause problems if they have to be moved by hand? If so, can you:
 - choose lighter materials;
 - use wheelbarrows, hoists, telehandlers and other plant or equipment so that manual lifting of heavy objects is kept to a minimum;
 - order materials such as cement and aggregates in 25 kg bags; and/or
 - avoid the repetitive laying of heavy building blocks weighing more than 20 kg?
- Have people been instructed and trained how to lift safely?

HAZARDOUS SUBSTANCES

- Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust?
- Have you checked whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some very limited work with material that contains asbestos without one.)
- Have you identified and put into place precautions to prevent or control exposure to hazardous substances, by:
 - doing the work in a different way, to remove the risk entirely;
 - using a less hazardous material; or
 - using tools fitted with dust extraction?
- Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?
- Have you got procedures to prevent contact with wet cement (as this can cause both dermatitis and cement burns)?
- Have you arranged health surveillance for people using certain hazardous substances (e.g. lead)?

NOISE

- Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?
- Have you identified and assessed workers' exposure to noise?
- Can the noise be reduced by using different working methods or selecting quieter plant, e.g. by fitting breakers and other plant or machinery with silencers?

- Are people not involved in the work kept away from the source of the noise?
- Is suitable hearing protection provided and worn in noisy areas?
- Have hearing protection zones been marked?
- Have you arranged health surveillance for people exposed to high levels of noise?

HAND-ARM VIBRATION

- Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?
- Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?
- Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?
- Are reduced-vibration tools used whenever possible?
- Have vibrating tools been properly maintained?
- Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?

ELECTRICITY AND OTHER SERVICES

- Have all necessary services been provided on site before work begins and have you also identified existing services present on site (e.g. electric cables or gas mains) and taken effective steps (if necessary) to prevent danger from them?
- Are you using low voltage for tools and equipment, e.g. battery-operated tools or low-voltage systems?
- Where mains voltage has to be used, are trip devices (e.g. residual current devices (RCDs) provided for all equipment?
- Are RCDs checked daily by users and properly maintained?
- Are cables and leads protected from damage?
- Are all connections to the system properly made and are suitable plugs used?
- Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?
- Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?
- Have hidden electricity cables and other services been located (e.g. with a locator and plans) and marked, and have you taken precautions for safe working?

CONFINED SPACES

- Do you work in confined spaces where there may be an inadequate supply of oxygen or the presence of poisonous or flammable gas? If so, have you taken all necessary precautions?
- Confined spaces include tanks, sewers and manholes; they do not have to look dirty to be dangerous!

TOOLS AND MACHINERY

- Are the right tools or machinery being used for the job?
- Are all dangerous parts guarded, e.g. gears, chains drives, projecting engine shafts?
- Are guards secured and in good repair?
- Are tools and machinery maintained in good repair and are all safety devices operating correctly?
- Are all operators trained and competent?

FIRES AND EMERGENCIES

General

- Are there emergency procedures, e.g. for evacuating the site in case of fire or for rescue from a confined space?
- Do people on site know what the procedures are?
- Is there a means of raising the alarm, and does it work?
- Is there a way to contact the emergency services from site?
- Are there adequate escape routes and are these kept clear?
- Is there adequate first-aid provision?

Fire

- Is the quantity of flammable materials, liquids and gases on site kept to a minimum?
- Are they properly stored?
- Are suitable containers used for flammable liquids?
- Are flammable gas cylinders returned to a ventilated store at the end of the shift?
- Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?
- Are gas cylinders, associated hoses and equipment properly maintained and in good condition?
- When gas cylinders are not in use, are the valves fully closed?
- Is flammable and combustible waste removed regularly and stored in suitable bins or skips?
- Are suitable fire extinguishers provided?

PROTECTING THE PUBLIC

- Is the work fenced off from the public?
- Are roadworks barriered off and lit, and a safe alternative route provided?
- Are the public protected from falling material?
- Have you provided a safe route through roadworks or pavement scaffolding for people with prams, wheelchair users and visually impaired people?
- When work has stopped for the day:
- Is the boundary secure and undamaged?
- Are all ladders removed or their rungs boarded so that they cannot be used?
- Are excavations and openings securely covered or fenced off?
- Is all plant immobilised to prevent unauthorised use?
- Are bricks and materials safely stacked?
- Are flammable or dangerous substances locked away in secure storage places?

Source: HSE guidance: [HSG 150 'Health and Safety in Construction](#) (Appendix 2)

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