Education Learning Trust
Multi Academy Trust

Premises Management Policy

Policy owner	Richard O'Connell, DFO
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Revision History

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November 2022	1.0	Policy Review	R O'Connell, DFO	Trust Board November 2022
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1. Introduction

1.1 The Education Learning Trust (ELT) Board have overall responsibility for ensuring that each of its schools have specific estates management documents including; Planned Preventative Maintenance (PPM) schedules, Contractors Insurances, Risk Assessments and Method Statements (RAMS). The ELT Health and Safety Policy details the responsibilities placed on Executive members, Senior Leadership Teams, and other specified post holders, which should be read alongside this document.

1.2 This document outlines the general principles of appropriate practice regarding the maintenance of ELT premises and identified plant associated with estate infrastructure.

1.3 In this policy, the term 'building' encompasses the physical buildings, grounds and fixed assets and resources that are part of the ELT estate that are operated and under its control. When identifying responsibility, this policy uses the term "Head Teacher". In keeping with the ELT Health & Safety Policy, the Head Teacher is responsible for implementing this policy at their school.

1.4 Each school will have a Planned Preventative Maintenance (PPM) schedule. This schedule must be extended or adapted by the Estates Team to suit individual school's circumstances.

1.5 The Head teacher will, within delegated budgets, ensure the maintenance of buildings under their delegated responsibility. They will communicate the need for further funds, as necessary and, where involved, work with the Central Team to maintain and develop the estate.

2. Purpose of Policy and Guiding Principles

2.1 This policy links with statutory provisions around premises management, including:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- The Education (School Premises) Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive, and this policy will also have regard for statutory and non-statutory guidance to ensure that ELT Schools are a safe environment to work and learn.

2.2 This policy operates in conjunction with the following Trust/School's documents:

- Asbestos Management Plan
- Health and Safety Policy
- Legionella Risk Assessments
- Fire Risk Assessment

3. Building Condition, Suitability and Accessibility

3.1 On an on-going basis, the Headteacher/ Estates Teams are responsible for ensuring that their building complies with statutory and regulatory requirements. This is in relation to: -

• Building condition - The physical state of the premises, ensuring that staff, students, and visitors are safe, premises provide reasonable resistance to penetration by rain, snow, wind and moisture; and that the schools can deliver quality education. ELT will ensure Building Condition surveys are carried out every 5 – 10 years.

• Building suitability - The building and facilities are suitable to deliver curriculum and is not a barrier in achieving high educational standards.

• Accessibility - All reasonable adjustments must be made to ensure the safe and free movement of disabled students, visitors, and staff, including those who require wheelchair access. Where there are access issues these must be documented, and reasonable alternative arrangements put in place.

4. Estates Safety Records and Audits

4.1 Routine Health and Safety Records and Audit documentation must be maintained at each School.

4.2 The Trust uses Every Compliance system to ensure that both in house and external contractors compliance items are recorded and maintained.

4.3 Health and Safety Audits will take place on an annual basis to ensure PPM has been completed to meet statutory requirements.

5. Asbestos

5.1 Each school has a site-specific asbestos management plan (AMP). If schools do not have Asbestos this plan should be marked as N/A.

5.2 AMPs should be reviewed annually. External management surveys should be completed every 3 years to ensure to any asbestos remains in good condition.

6. Air Conditioning and Ventilation Systems

6.1 Under The Energy Performance of Buildings (Certificates and Inspections - England and Wales) Regulations 2007 an air conditioning system should be inspected by an energy assessor at regular intervals not exceeding five years, although bi-annual checks and an annual maintenance schedule as described above should continue as best practice.

6.2 If the system was installed after 1st January 2008, then it must be inspected within five years from the date that it was first put into use.

6.3 The schools should obtain F Gas records annually as well as service record for these units.

7. Fire

7.1 The general fire safety duties held by the responsible person are:

- A fire evacuation plan to ensure that should a fire occur; the site can be evacuated via the quickest and safest exit.
- A suitable and sufficient assessment of the risks to which persons are exposed must be made, this is known as the 'fire risk assessment'.
- Fire drills are to be carried out termly at each school in ELT.
- Weekly testing is completed by the site team.
- Reports are to be logged on Every.

8. Fire Risk Assessment (FRA)

8.1 ELT must use a recognised fire risk assessor to complete the FRA. An FRA should take place every 2 years unless a significant change to the building has occurred.

9. Fire Detection and Alarm Systems

9.1 A fire call point test should be carried out and logged weekly. The system should also be subject to bi-annual inspections and tested by a competent company.

9.2 All ELT schools will undertake an alarm call point test weekly and keep records of all such tests. The whole system is checked and tested on a bi-annually basis by a competent company and accurate records are kept of each test. Records of all tests are kept by the Site Manager and uploaded to Every.

10. Fire Fighting Equipment

10.1 Fire extinguishers should be maintained and inspected by a competent person annually. This involves a visual inspection of the extinguisher, a check of the contents and stored pressure. A written record should be kept of the date of the last maintenance examination, and this should typically be attached to the extinguisher.

10.2 ELT check all fire extinguishers on an annual basis using a competent person and records are kept of all tests. Records are kept by the Site Manager and uploaded to Every.

10.3 For schools with dry risers, these should be serviced every 6 months (1 full pressure test and visual inspection).

11. Emergency Lighting

11.1 Emergency lighting is installed in a building to provide a degree of illumination if the normal lighting fails. In terms of fire safety, the most important component of emergency lighting is the 'escape lighting', which illuminates escape routes to a sufficient extent that enable occupants to evacuate the building safely. Under BS 2566 Part 1, there are recommendations for routine inspection and testing of emergency lighting. This includes daily, monthly, six monthly and three yearly regimes of inspection and/or testing.

11.2 ELT will test the emergency lighting monthly, completed by the site team and will have 1-hour power down every 6 months and 3-hour power down annually which will be completed by an external contractor. Records are kept by the Site Manager and uploaded to Every.

12. Gas Safety

12.1 All gas plant equipment including safety systems such as pressurisation units or gas guards are tested annually in accordance with The Gas Safety Installation and Use Regulations 1998.

12.1 Gas equipment must be tested by a qualified engineer. The gas safety certificate should be uploaded to Every by the Site Manager.

13. Lightning Protection

13.1 The testing of Lightning Protection conductors should occur every 11 months. Due to the statutory frequency, the testing will be moved forward to the closest half term for each service.

13.2 Lightning Protection should be checked by a competent person and records should be kept with the Site Manager and uploaded to Every.

14. Lifts and Hoists

14.1 In accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), all lifts and hoists should be tested at least every 6 months as per statutory requirements.

14.2 Service records should be kept by the Site Manager and uploaded to Every.

15. Fixed Wired Testing (FWT)

15.1 In accordance with the Electricity at Work Regulations 1989, ELT have a duty to carry out testing on electrical systems to prevent any dangers to individuals. ELT have agreed that mainstream schools are tested 20% FWT per year with 80% Thermal imaging. SEN Schools are to be tested 100% every 3 years with 100% Thermal imaging during other years.

15.2 Service records should be kept by the Site Manager and uploaded to Every.

16. Portable Appliance Testing (PAT)

16.1 The Provision and Use of Work Equipment Regulations 1998 (PUWER) covers the safe provision and use of all work equipment including portable electrical appliances, the maintenance of such equipment falls under the Electricity at Work Regulations 1989 (EWR) (PAT Testing) and is part of the duty holder's responsibility under PUWER.

16.1 PAT should be completed on an annual basis and records are to be kept by the Site Manager and uploaded to Every.

17. Water and Hygiene Safety

17.1 A Legionella Risk Assessment (LRA) should be completed Every two years in line with L8 ACOP requirements. The significant findings from the LRA should be kept in writing along with details of any monitoring or checking that is carried out. A written record should also be kept (and uploaded to Every) of the scheme and who has responsibility for it. Results of the routing monitoring should also be recorded, and all records should be retained for five years. Risk assessments should be updated every two years or earlier if circumstances change.

17.2 A Legionella Water Monitoring Programme should be in place in line with L8 ACOP requirements.

The programme should include the following:

- Monthly temperature monitoring of hot and cold outlets - Check water temperature of first and last taps on a circulating system. Cold water taps below 20°C. Hot water taps 50°C. Where Thermostatic Mixing Valves (TMV) are fitted the temperature should be measured at the valve supply point with a contact thermometer.
- Quarterly showerhead cleaning – including dismantling, clean/disinfect and descale shower heads and hoses.
- Weekly flushing of little used outlets – ensuring water is flushed and not stagnant in pipework.
- Annual Inspection of tanks – purge, clean as required.
- Annual TMV service – ensuring all valves are working correctly.

17.3 All water monitoring servicing should be recorded, and certification should be uploaded to every system.

18. Sports Equipment

18.1 Sports Equipment carries a high risk of injury and requires regular inspection. British Standards 1992 Part 1 2003 states 'an inspection should be carried out at least once a year.' ELT requires visual inspections to be completed quarterly by staff and full inspections to take place annually by a competent person.

18.2 All sports equipment records should be uploaded by the Site Manager to Every.

19. Fume Cupboards

19.1 Any schools which have fume cupboards should be tested and serviced on an annual basis. The Site Manager should keep a record and upload to Every.

20. Working at Height Equipment

20.1 Fall protection; The Work at Height Regulations 2005 cover all workplaces where work is carried out at heights including schools. A risk assessment must be carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999 and, where possible, working at heights should be avoided. Where such work cannot be avoided, work equipment must be used to prevent falls; where this risk cannot be eliminated, precautions must be taken to minimise the distance and seriousness of any fall. Any equipment used, such as ladders, must be regularly inspected and maintained, particularly if they have been exposed to conditions which may cause deterioration.

20.2 Fall arrest systems/ Edge Protection should be tested on an annual basis and records should be kept by the Site Manager and uploaded to Every. MEWPS and ladders should be tested annually, and staff must only use if completed the approved training courses.

21. Auto Doors, Shutters and Gates

21.1 In accordance with Workplace (Health, Safety and Welfare) Regulations, existing automatics doors and shutters must be designed, constructed, and maintained for safety.

21.2 Services should take place every six months as per British Standard recommendation. Records should be kept by the Site Manager and uploaded to Every.

22. Specialist Equipment

22. In accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER), all specialist equipment is required to be serviced at least annually.

22.1 All specialist equipment records should be uploaded to Every by the Site Manager.

23. First Aid Equipment

23.1 Under the Health and Safety (First Aid) Regulation 1981 all establishments should provide at least one first aid box. All first aid boxes, first aid kits and first aid rooms (where provided) should be checked regularly to ensure no contents are outside their expiry date.

23.2 First aid boxes should be made of suitable material, protect the contents and be clearly marked. It should be noted that first aid does not include treatment of minor illnesses.

24. Tree Safety

24.1 ELT schools must ensure that any trees have been surveyed and risk assessments are in place and reviewed on a regular basis.

25. Education Learning Trust - Planned Preventative Maintenance (PPM) Programme & Frequency

Area	Trust Agreed Frequency	Comments
Asbestos	Annual	Statutory - Control of Asbestos at Work Regulations Visual inspection of asbestos remaining in situ can be recorded on site specific management plan. Ensure asbestos permission is completed on every occasion work is undertaken on the fabric of the building / fixed equipment. This applies equally to work undertaken in house and by contractors.
Air Conditioning and Ventilation Systems	Annual	Statutory - Energy Performance of Buildings Regulations 2007 Obtain F Gas and Service records.
Fire detection and alarm systems	Bi-Annual	Statutory - Regulatory Reform (Fire Safety) Order Six monthly battery check, test and examination by competent service engineer. This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices.
Fire Fighting Equipment	Annual	Statutory - Regulatory Reform (Fire Safety) Order Full maintenance check and (if applicable) servicing. Weekly in house checks that extinguishers are in place, available for use, undamaged and unobstructed.
Dry Risers	Bi-Annual	Statutory - Regulatory Reform (Fire Safety) Order 6 month visual, 12-month full pressure test.
Emergency Lighting	Bi-Annual	Statutory - Regulatory Reform (Fire Safety) Order Full duration discharge test and certification by competent person. Daily check that indicator lights are functioning. Monthly in-house short duration checks for operability.
Gas Safety	Annual	Statutory - Gas Safety (Installations and Use) Regulations Gas safety inspection and certificate.

Lightning Protection	11 months	Lightning conductor to be inspected annually (11 months is the recommended frequency – which means over a 12-month period the conductor is tested every month allowing for seasonal changes in soil resistivity.) Testing to be carried out to BS 62305 comprises: Continuity tests, earth resistance tests, visual check of conductors, bonds, joints and a cert of compliance.
Lifts	Quarterly	Statutory - Lift Operations and Lifting Equipment Regulations Thorough examination maintenance and inspection. All lifting accessories (slings, hooks, shackles, ropes etc.) safety eyes and bolts should also be subject to 6 monthly inspections by a competent person.
Hoists	Bi-Annual	
Fixed Wire Testing (FWT)	Secondary - 20 % FWT 80% Thermal Imaging. Primary - 100 % Every 5 years & 100 % Thermal Imaging on other years	Statutory - Electricity at Work Regulations For larger sites (secondary schools) a 20% test and inspection per annum is an acceptable and, in many ways, a better alternative. Swimming pool installations require an annual test.
Portable Appliance Testing (PAT) & Fixed Appliance Testing (FAT)	Annual	Statutory- Provision and Use of Work Equipment Regulations (PUWER) Checking earthed equipment with a tester to ensure integrity of earth bonding and/or insulation. Inspection of cables, plugs fuses etc. and of double-insulated equipment. Period for inspection is dependent upon the type of equipment and environment in which it is used.
Water Flushing of Little Used Outlets	Weekly	Statutory – COSHH , L8 (Control of legionella bacteria in water systems ACOP) Identify and flush seldom used outlets / showers Check water temperature of first and last taps on a circulating system. Cold water taps below 20°C. Hot water taps 50°C. Where thermostatic mixing valves are fitted the temperature should be measured at the valve supply point with a contact thermometer Check temperatures in flow and return pipework at calorifiers. The return temperature must be greater than 500°C Dismantle, clean / disinfect and descale showerheads and hoses.
Water Temperature Monitoring	Monthly	
Showerhead Cleaning	Quarterly	

Tank Disinfection and TMV service	Annual	At start of term, run all taps for 5 mins to ensure pipes completely flushed through. Cold water tank condition lids sealed / lidded to prevent contamination) and compliance inspection, temperature of stored water monitored – ideally during summer months a maximum / minimum thermometer could be used.
Sports Equipment	Annual	Best Practice under British Standards Checklist for Outdoor Play Equipment with specialists' sports equipment contractor.
Fume Cupboards	Annual	Statutory - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Fall Arrest Systems & Edge Protection	Annual	Annual inspection and test to ensure its in safe working order BS 7883 requires that all safety anchor devices are removable for periodic inspection. If the eyebolts installed are intended for rope access use, they will require testing every 6 months. If the eyebolt system is for Fall Arrest, then they should be tested annually (12 months).
Auto Doors, Shutters and Gates	Bi-Annual	Statutory - Workplace (Health Safety and Welfare) Regulations Existing powered doors and gates must be designed, constructed and maintained for safety. School are to be aware of existing safety features, force limitation and other safety controls for electronic powered gates to be checked as part of ongoing maintenance. Every 6 months a check should be carried out by someone who is suitably qualified, on the proper working of the safety devices and service the gate automation devices. Six monthly checks are a British Standard recommendation.
Specialist Equipment - Kiln, Laser cutters, catering equipment	Annual	Statutory - Provision and Use of Work Equipment Regulations (PUWER)
First Aid Equipment	Quarterly	Statutory - Health and Safety (First Aid) Regulations - Regular check to ensure contents are complete and none are outside of expiry date.

Tree Safety	Annual	Risk assessment in place providing school with plan for maintenance review assessment annually. Tree survey carried out when required.

26. APPENDIX 1

CONTRACTORS CODE OF CONDUCT

The following list provides an indication of controls and the areas for which detailed risk assessments and method statements may be required, however this is by no means exhaustive and method statements / controls which are unique to the site or the nature of the work, will be requested as necessary either before work commences or during the contract.

The main contractor has a duty to ensure any sub-contractors who may be employed by them also provide suitable and sufficient method statements.

ACCESS

The Contractor shall continuously maintain existing access or, if necessary, provide alternative access facilities to lifts, staircases, lobbies, hallways, corridors, refuse facilities, etc and shall ensure that work within those areas proceeds in an orderly and safe manner.

VEHICULAR ACCESS

Site speed limits and other warning notices must be adhered to at all times. The Contractor shall take all precautions to eliminate, as far as is reasonably practicable, the danger to the students, staff, visitors or the public, arising from the entry and exit of all delivery vehicles to and from the site.

ACCIDENTS AND DANGEROUS OCCURRENCES

The Contractor shall notify the school of any accidents, incidents and dangerous occurrences directly associated with his workforce or undertakings.

Where incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, evidence of notification to the HSE must be supplied.

ASBESTOS

Prior to commencement of work, the school will inform the Contractor, as to the location of all known asbestos. This is based upon a non-invasive survey thus contractor must not assume that the absence of an entry in the register means ACM's may not be present.

If during the course of a contract, material suspected of containing asbestos is found, work in the area should cease immediately. Under no circumstances should the suspect material be disturbed.

After asbestos removal, a clearance certificate must be produced before re-occupation of any part of the building takes place.

For all work which will involve asbestos materials, a risk assessment will have been carried out and a suitable method of work proposed by the contractor. The work supervisor will be responsible for informing staff of any appropriate instructions or information. If asbestos is present, it is important contractors sign the asbestos register.

DISRUPTION TO OCCUPIERS AND THE PUBLIC

All works shall be carried out to cause the minimum amount of interference and disturbance to the school and general public.

To achieve this, the works shall be carried out in the sequence and indicative timing agreed with the school at the site meeting.

Working times to certain areas may be restricted to avoid disruption to staff and occupants. Detailed site limitations to be provided prior to the commencement of works.

The area around the works shall be adequately segregated from other users of the site.

Any specific aspects of segregation and screening shall be confirmed at the pre-contract meeting.

ELECTRICITY AT WORK

All portable appliances and electrically powered plant must be appropriately inspected and tested. The Contractor will provide documentary evidence to this effect.

The Contractor shall take all necessary steps to ensure the safety of employees and others who may be affected by users of electrical equipment and power tools, by providing warning notices of trailing cables, overhead works, etc., as well as not to expose the building to the risk of fire or explosion.

It is expected that all portable, electrically powered equipment shall be of 110v rating.

EMERGENCY EVACUATION PROCEDURES

The school will provide the Contractor with details of the emergency plan and evacuation procedures. The Contractor and their employees will comply with all such site-specific procedures.

FIRE PRECAUTIONS

The Contractor shall ensure that all routes and means of escape in case of fire or emergency to the premises are kept clear at all times. Combustible materials are to be stored in agreed areas, unless they are required for immediate use.

Unnecessary build-up of combustible materials must be avoided. Flammable liquids or compressed gases must not be kept within the building but taken off-site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work.

Specific fire risks shall be identified during the risk assessment process and in such cases the Contractor shall provide appropriate adequately maintained, fire extinguishers, suitable for use.

FIRST AID

The Contractor must ensure that there is adequate first aid provision in accordance with statutory regulations.

HAZARDOUS WORKS

When any hazardous works, e.g., hot works are to be conducted, a "permit to work" must first be obtained from the school.

No such work shall be commenced unless a permit is in place.

A hot works permit is required for all operations involving flames or producing heat and/or sparks. Including but not limited to brazing, cutting, welding, grinding, soldering, use of blow lamps etc.

NOISE AT WORK

The Contractor shall take measures to minimise the disruptive effect of construction noise.

If necessary, noise levels should be assessed by a competent person to ensure levels do not exceed statutory control levels and do not obtrude or affect site workers, establishment occupants, or other persons in the vicinity.

Following risk assessments, the Contractor shall use the most effective noise reduction measures available. Any plant still likely to cause disturbances may only be used within the periods previously agreed by the school.

PPE

Dependent on the nature of the work, the Contractor shall ensure that appropriate personal protective equipment is provided and used by employees.

Furthermore, the Contractor will ensure that visitors to the site are made aware of any special hazards. Under no circumstances will visitors to the site in connection with the works, not wearing suitable personal protective equipment or clothing be allowed on site, or in the vicinity of work activities where there is a likelihood of any risk to their personal health or safety.

SECURITY OF SITE

All site-specific security procedures are to be complied with. All doors and gates are to be securely closed. Operatives are to sign in and out of site. Identification is to be worn at all times.

SIGNAGE AND WARNING NOTICES

The Contractor shall implement a system of signposting to warn occupiers and the public of dangerous operations, plant and chemicals, and of freshly applied materials. All safety signs must conform to the Safety Signs and Signals Regulations. Such notices must be securely fixed externally and in a prominent position. It may be necessary to provide the signs in different languages.

SMOKING/VAPING

Smoking/Vaping is not allowed in any building or within the school grounds.

STORAGE

Materials must be stored appropriately at all times. Schools are not responsible for loss or damages.

Under no circumstances are the corridors, staircases, intake cupboards, WCs, or emergency escape routes (both internal and external) to be obstructed with plant, equipment, materials, etc.

Extra precautions and safety considerations for secure storage must be considered where materials, (e.g. flammable liquids and gases such as propane) and hazardous substances (e.g. pesticides and timber treatment chemicals) are to be used.

Such substances must not be kept within the building but taken off site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work. Should this not be practicable, specific storage arrangements will be required and no such substances shall be stored on site without prior agreement.

In the event of storage being required on site then access must be restricted to authorised personnel.

SUBSTANCES HAZARDOUS TO HEALTH

The Contractor shall provide the school with all the relevant information on any dangerous, noxious or offensive substances to be transported, stored, used or handled on site, in accordance with Control of Substances Hazardous to Health Regulations (COSHH), risk assessments will be provided.

Hazardous substances must not be left unattended without adequate safeguards having been taken. They must be kept in a secure place when not in use.

DUST/FUMES

Where it is known that site activities are going to create a large amount of dust, then specific precautions must be undertaken. The Contractor shall make an appropriate risk assessment and should be aware of the need in certain circumstances of compliance with the COSHH Regulations. The school must be forewarned of such problems, so that if necessary, additional cleaning provisions can be considered for the duration of these activities.

At all times it is essential to maintain a safe and healthy environment for employees and other users, and to protect machinery and equipment vulnerable to damage by dust.

WASTE

Waste, dust and other debris caused by the building operations or other work shall be cleared regularly as work progresses, and at the end of each working day. In the event of skips being required these shall be sited appropriately in approved areas, agreed by the school. School skips only to be used with written permission by school.

WELFARE ARRANGEMENTS

The use of site facilities e.g. toilets shall be by agreement with by the school. Should these facilities be made available, they must be left clean and tidy after use.

WORKING AT HEIGHT

This shall be avoided wherever reasonably practicable.

Roofs of buildings on site are not normally guarded and adequate guarding must be provided prior to work being carried out.

The Contractor is fully responsible for all aspects of scaffolding erected by firms which are registered members of the National Association of Scaffolding Contractors.

The use of mobile tower scaffolding will not be permitted with a working platform higher than 10 metres above ground level.

All scaffolds, perimeters, barrier fencing, etc may only be erected when the common or surrounding areas are cleared of occupants and members of the public. The contractor may be required to show training qualifications such as PASMA.

Contractors Declaration

I confirm that I have read and understand the code of conduct and agree to adhere to the provisions set out within it. I understand that failure to do so may result in termination of Service Level Agreements

Signed: _____ Date: _____

Print Name: _____ Position: _____

27.APPENDIX 2

Approval of New Contractors Questionnaire

1.0	**Notes to Proposed Contractors**		
1.1	Statutory legislation places responsibilities on employers, self employed persons and employees to undertake their work activities in such a manner as to minimise the risk of injury to themselves or any person who may be affected by such work activities.		
1.2	We must be satisfied of the contractor's ability and commitment to comply with the statutory legislation and all associated approved codes of practice.		
1.3	Completing this questionnaire does not relieve the contractor of his duties and responsibilities under the UK Health and Safety legislation.		
2.0	**Details of Contractor**		
	Name of Company		
	Contact Name		
	Address		
	Telephone No		
	Fax No		
	Email Address		
	Name and status of person completing this document (please print below)		
3.0	**Health and Safety at Work Act – Policy Statement**		
3.1	Please attach a copy of your Health and Safety policy and organisational arrangements, as required under the Health and Safety at Work Act 1974. If you employ four (4) or less people a policy statement will suffice.		
4.0	**Co-Ordination of Health and Safety Issues**		
4.1	What is the name and title of the individual in your company responsible for co-ordinating health and safety matters and reporting these to your Board of Directors or senior management?		
	Name		
	Job Title		

5.0	**Safety Monitoring and Advice**		
5.1	Name below the competent person or organisation you use to advise on all matters relating to health and safety if different to 4.1.		
	Name:		
	Address:		
	Telephone No:		
6.0	**Health and Safety Training**		
	Please provide details of any health and safety training provided to your supervisors and others who carry out work on your behalf.		
7.0	**Accident Investigation and Records**		
7.1	What is your procedure for investigating and reporting accidents, dangerous occurrences or occupation illness?		

8.0	Plant, Equipment, Vehicle Maintenance, and Inspections
8.1	How do you ensure that plant, equipment and vehicles for use at the workplace are issued and kept in a safe condition?
9.0	**Safe Systems of Work**
9.1	Please give details of any such systems you have developed (e.g. Permit to Work Systems, laid down safety procedures, etc).

10.0	**Subcontractors**		
10.1	Have you assessed the health and safety record and competence of companies and contractors with whom you place contracts?		
	YES ☐	NO ☐	(please tick)
11.0	**Assessments**		
11.1	Please can you provide us with formal written Risk assessments and method statements pertaining to specific and general risks relevant to the contract works?		
	YES ☐	NO ☐	(please tick)
	If not available please comment below.		
12.0	**Other Relevant Information**		
12.1	Is there any other information we should have to assist us in the assessment of your capabilities to work effectively on health and safety?		
Questionnaire completed by:			
Name:		Position:	
Signature:		Date:	

28. APPENDIX 3

SELECTION OF CONTRACTORS CHECKLIST

This checklist is not exhaustive but addresses the generic checks to be undertaken prior to engaging the services of a contractor it sets out minimum health and safety requirements for selecting a contractor but there will be other requirements (equalities, financial, DBS checks etc) to consider.

CONTRACTORS WITH FOUR OR LESS EMPLOYEES (SMALL CONTRACTORS)

For smaller contractors then it should be remembered that some of these requirements may not be able to be evidenced as they do not need to be documented under health and safety legislation, therefore evidence of competence may be more difficult to determine.

None the less schools should carry out the same checks, but apply common sense and expect answers commensurate with the level of risk involved. This could simply be done by discussing the areas of the checklist with the prospective contractor taking notes about the answers received.

Where a small contractor does not have a written risk assessment then consideration should be given to producing one in consultation with the contractor to define the hazards, risks and control measures required to be put in place and by whom.

IS WORK CDM NOTIFIABLE?

CDM refers to the Construction (Design and Management) Regulations and apply to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 construction days with 20 or more workers working simultaneously or if the project exceeds 500 person days (previously this would have been actioned by the now defunct CDM coordinator role).

In addition two specific and specialist roles of principal designer and principal contractor must be appointed by the client.

WORKS OF LESS THAN 30 DAYS / 500 PERSON DAYS

Contractors shall ensure compliance with all relevant Health and Safety Legislation, guidance and good practice, their own Health and Safety Policy, health and safety systems and procedures.

Schools need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely, the degree of competence required will depend on the work to be done.

CONTRACTOR NAME	ADDRESS	TRADE

NAME OF ASSESSOR	SIGNATURE	DATE

1. INSURANCE	Contractor has adequate and valid insurances?	
It is essential that schools check the validity and level of contractors insurance prior to the commencement of work. The following details should be checked: Contractor is the principal insured Cover is in force (check renewal of cover if contract works exceed the renewal date) Limit of indemnity is adequate for work being done i.e. • **Employers liability £10 million** (any one incident) • **Public liability £5 Million** (any one incident) • **Professional Indemnity £5 Million** (any one incident, if contractor is providing professional consultancy advice) Policy documents are checked for exclusions or conditions which may invalidate cover for the contract being undertaken e.g. height restrictions.		
CHECKED AND ADEQUATE	YES	NO

2. HEALTH & SAFETY POLICY	Health and safety policy in place?	
Check contractor has a clear and comprehensive policy consisting of a statement of intent, roles and responsibilities and arrangements required. Policy reviewed regularly (annually ideally) Policy signed and dated.		
CHECKED AND ADEQUATE	YES	NO

3. HEALTH & SAFETY MANAGEMENT	Suitable management systems in place for Health & Safety?	
Details of organisational structure (roles, responsibilities and accountability) Provide details of any health & safety management systems used e.g. HSG 65, OHSAS 18001 etc. Provide details of audits and monitoring undertaken (frequency and type) How is health and safety communicated within the organisation?		
CHECKED AND ADEQUATE	YES	NO

4. PROVISION OF SAFETY ADVICE	Access to competent safety advice?	
Check who provides competent safety advice for the contractor. In practice this could be one of their employees or an external source. Competence could be demonstrated through a NEBOSH diploma / certificate in safety, chartered membership of IOSH or similar qualification. Trade associations may also provide health & safety advice to members.		
CHECKED AND ADEQUATE	YES	NO

5. RISK ASSESSMENT	Suitable risk assessments in place?	
Check contractor has conducted suitable risk assessments covering all aspects of the work involving significant risk e.g. work at height, working around children, vehicles on site etc. Assessments to be : • specific to works to be conducted • identify satisfactory control measures • signed and dated • regularly reviewed		
CHECKED AND ADEQUATE	YES	NO

6. METHOD STATEMENT	Written method statement available?	
Check contractor has produced a written safe system of work based on the risk assessment. Method statement to take account of any local issues.		
CHECKED AND ADEQUATE	YES	NO

7. WORK RELATED TRAINING RECORDS	Evidence of suitable training?	
Check contractor has adequate training records for employees involved in work. This may be, course attendance certificates, operating identity cards, safe operating certificates or other suitable evidence of competence to carry out the work.		
CHECKED AND ADEQUATE	YES	NO

8. COMPETENCY	Evidence of suitable experience / competence?
Specialised contractors or certain types of work may require other specific documentation or an independent assessment of competency. Is there evidence that they are members of any relevant trade associations or professional bodies?	

i.e. for Gas Safety, work on asbestos etc.		
CHECKED AND ADEQUATE	YES	NO

9. PROSECUTIONS AND NOTICES	Does contractor have previous convictions / notices?	
Ask contractor to provide details relating to any HSE actions e.g. improvement or prohibition notices or any prosecutions. Look for details of clear actions being taken by the company as a result of any such HSE action. HSE has a database of prosecutions and notices which enable you to search for previous convictions, cases currently going through the courts or any past improvement / prohibition notices. http://www.hse.gov.uk/notices/ http://www.hse.gov.uk/prosecutions/		
CLEAR OF PROSECUTIONS / NOTICES	YES	NO

10. ACCIDENT HISTORY	Evidence of accident history provided?	
Ask contractor for accident records and evidence of their accident reporting systems. Absence of such records may be an indication that safety is not a priority rather than of a totally safe operation.		
CHECKED AND ADEQUATE	YES	NO

11. SUB-CONTRACTORS		
Provide details of the checks the organisation makes on competency of any sub-contractors Provide details of the frequency and type of monitoring of sub contractors		
CHECKED AND ADEQUATE	YES	NO

12. REFERENCES	Evidence of suitable experience	
Ask contractor for details of contact names and addresses of 2 referees for whom similar work has been carried out?		
CHECKED AND ADEQUATE	YES	NO
SUMMARY OF ASSESSMENT		
Contractor **has** demonstrated competence and has documented safe systems of work in place	**Yes**	**No**