



Management of Contractors Procedure

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1. Introduction

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

2. Aim

The aim of this Procedure is to provide guidance to all staff who are directly involved in the appointment, use and management of contractors.

The Procedure will be most applicable for site and administrative departments; however, other departments and individuals will require the appointment of contractors from time to time. This procedure will cater for all types of contractors and therefore all responsible persons employing contractors are required to follow this procedure.

3. Scope

This procedure applies only to activities / areas for which the school or Trust employ the services of a contractor.

4. Responsibilities

The Headteacher has overall responsibility for Health and Safety within the school. Heads of departments also hold specific responsibilities throughout the Academy and assist in ensuring that the procedure is implemented as appropriate.

4.1. Employing Manager / Head of Department

The employing manager or head of department must ensure that the contractor is competent to carry out the works specified and where possible, should utilize certified or accredited contractors/organizations. All non-ICT projects that may impact health and safety (electrical, mechanical, fire etc.) and are likely to cost in excess of £1000 must be approved by the Trust as a capital project, and a project brief submitted to the ECHS (Estates, Compliance and Health & Safety Officer) 14 days in advance of the requirement. The project will be managed by the ECHS in consultation with the head teachers. Throughout the contract period the employing manager and the ECHS must monitor the standard of the contractor's work and the progress made.

It is also the duty of the employing manager to ensure that all relevant safety measures are taken, not only to protect the contractors but all people who may come into contact with the Academy and its undertakings. The Academy has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and visitors.

It is the duty of the employing manager to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area (this may include Control of Substances Hazardous to Health – CoSHH assessments), for example, chemicals or biological hazards. Appendix 3 provides a copy of the site induction process which should be used by the employing manager.

It is the duty of the employing manager to ensure all information is received from the contractors Public Liability of 10 million at least, risk assessments in date and job specific, Method statements in date and job specific and finally DBS Details of workers on site.

Any capital project undertaken outside term time will be under the supervision and responsibility of the ECHS.

5. Procedure

5.1. Organising Schedules of Work

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

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

5.2. Safety Induction

Before works/activities commence, it is essential that contractors undertake a full site safety induction (Appendix 3) and adequate information is given to the contractor regarding risk identification such as asbestos, chemicals etc. The contractor is responsible during this process for providing risk assessments, Public Liability and method statements in respect of how the work will be undertaken safely and in a manner that reduces risk to an acceptable level. These should be shared with the ECHS in order to provide oversight of the risks.

Where contractors are using equipment that requires specific qualifications such as scaffolding or MEWP's, compliance certificates are required to accompany the risk assessments. Specific works will require a permit to work and activities requiring the permit must be fully risk assessed before the permit is issued. (See section 6).

5.3. Completion of Work

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

6. Permits to Work

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

A Permit to Work is issued only by the Premises team and will only be issued where appropriate control measures have been identified and are supported by method statements. The following works have been identified as requiring a Permit to Work:

6.1. Hot Works

Hot Work activities involve the application or generation of heat during the task. Such activities include working with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment

producing flame, intense heat or sparks, and working with bitumen boilers.

Examples where hot working may be required include roof repairs, plumbing, fabrication etc.

6.2. Electrical Work

Electrical work where local isolation is unavailable or where isolation will have an impact on others.

Note Work on 'live' electrical circuits is prohibited'.

7. Safeguarding

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

8. Records

Copies of all valid risk assessments/method statements and permits to work shall be always available from caretakers.

Records of the assessments/method statements and permits to work will be retained for a minimum of three years and will be readily available for reference.

9. Review

The content and operation of this procedure will be reviewed annually by the KAT Finance, Audit and Risk committee.



APPENDIX 1 HOT WORK PERMIT

Hot Work Permit	Date:		Permit No:
Job Details:			
Tools & Equipment to be used:			
Job Location (What 3 Words or room name):			
Has the fire detection or sprinkler system been left in service?			YES/NO
Are you qualified and trained to conduct this work?			YES/NO
Do You have appropriate PPE?			YES/NO
Are There Means of sounding the fire alarm?			YES/NO
Is the area cleared of combustible materials or protected?			YES/NO
Is there a suitable person present to operate the fire extinguisher?	YES/NO		
Is it Safe to Lone work under HSWA 2015? If Yes are regular checks in place?	YES/NO		
Is continual gas monitoring in place?	YES/NO		
Is intrinsically safe equipment used?	YES/NO		
Are the vessel or lines/pipes purged of gas or flammable liquids?	YES/NO		
Are you likely to come in contact with Asbestos?	YES/NO		
<u>IF A FIRE IS CREATED WORK MUST STOP IMMEDIATELY AND SITE FACILITATOR NOTIFIED IMMEDIATELY:</u>	YES/NO		
Security Checks on Lone Workers			
Time:		Initials	
Time:		Initials	
Time:		Initials	
Any Other precautions required?			
Any Other safety equipment required?			



Authorization and Acceptance			
I confirm I have verified the above information and ensured the necessary precautions have been put in place. It is safe to continue with the work as outlined in the above permit with all permit information explained to all workers.			
Person In Charge:		Job Title:	
Company:			
Signature:			
Name and signature of other workers:			
Permit Start Time:		Permit Finish Time:	
Site Facilitator Name:		Signature:	
Hand Back & Cancellation			
I confirm I have completed/Fully/Partially checked by myself and the Site facilitator on the premises. The area has been left in a safe and tidy condition.			
Person in charge		Job Title:	
Signature			
Site Facilitator Name:			
Signature:			



APPENDIX 2 WORKING AT HEIGHT PERMIT

Working At Height Permit		Date:		Permit No:	
Job Details:					
Tools & Equipment to be used:					
Job Location (What 3 Words or room name):					
Are appropriate signs erected?				YES/NO	
Are you qualified and trained to conduct this work?				YES/NO	
Do You have appropriate PPE?				YES/NO	
Is the area barricaded?				YES/NO	
Are crawl boards with handrails and roofing ladders to be used?				YES/NO	
Is scaffolding in place and inspected and unacceptable conditions?				YES/NO	
Is it Safe to Lone work under HSWA 2015? If Yes are regular checks in place?				YES/NO	
Are Weather Conditions acceptable?				YES/NO	
Are there ducts or extract outlets on the roof? If so, are they are harmful?				YES/NO	
Are there any overhead services which may cause a clothesline hazard?				YES/NO	
Is there a risk from falling objects?				YES/NO	
Are you likely to come into contact with Asbestos?				YES/NO	
<u>IF A FIRE IS CREATED OR ASBESTOS FOUND WORK MUST STOP IMMEDIATELY AND SITE FACILITATOR NOTIFIED IMMEDIATELY:</u>				YES/NO	
Security Checks on Lone Workers					
Time:		Initials			
Time:		Initials			
Time:		Initials			
Any Other precautions required?					
Any Other safety equipment required?					



Authorisation and Acceptance			
I confirm I have verified the above information and ensured the necessary precautions have been put in place. It is safe to continue with the work as outlined in the above permit with all permit information explained to all workers.			
Person In Charge:		Job Title:	
Company:			
Signature:			
Name and signature of other workers:			
Permit Start Time:		Permit Finish Time:	
Site Facilitator Name:		Signature:	
Hand Back & Cancellation			
I confirm I have completed/Fully/Partially checked by myself and the Site facilitator on the premises. The area has been left in a safe and tidy condition.			
Person in charge		Job Title:	
Signature			
Site Facilitator Name:			
Signature:			



APPENDIX 3 CONFINED SPACE PERMIT

Confined Space Permit		Date:		Permit No:	
Job Details:					
Tools & Equipment to be used:					
Job Location (What 3 Words or room name):					
Has the confined space been disconnected or live services?				YES/NO	
Are you qualified and trained to conduct this work?				YES/NO	
Do You have appropriate PPE?				YES/NO	
Are There Means of sounding the fire alarm?				YES/NO	
Has the confined space been purged with water/gas/steam?			YES/NO		
Is the confined space below 30c on cooling?			YES/NO		
Is it Safe to Lone work under HSWA 2015? If Yes are regular checks in place?			YES/NO		
Is a supply of respirable air assured / ventilation required?			YES/NO		
Is there acceptable means of access and escape in the event of an emergency?			YES/NO		
Is Breathing apparatus in hand and in good working order?			YES/NO		
Is a safety line/tripod/harness and any other back up equipment to hand?			YES/NO		
Are you likely to come into contact with Asbestos?			YES/NO		
<u>IF A FIRE IS CREATED WORK MUST STOP IMMEDIATELY AND SITE FACILITATOR NOTIFIED IMMEDIATELY:</u>			YES/NO		
Security Checks on Lone Workers					
Time:		Initials			
Time:		Initials			
Time:		Initials			
Any Other precautions required?					
Any Other safety					



equipment required?	
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Authorization and Acceptance

I confirm I have verified the above information and ensured the necessary precautions have been put in place. It is safe to continue with the work as outlined in the above permit with all permit information explained to all workers.

Person In Charge:		Job Title:	
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Company:	
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Signature:	
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Name and signature of other workers:	
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Permit Start Time:		Permit Finish Time:	
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Site Facilitator Name:		Signature:	
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Hand Back & Cancellation

I confirm I have completed/Fully/Partially checked by myself and the Site facilitator on the premises. The area has been left in a safe and tidy condition.

Person in charge		Job Title:	
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Signature	
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Site Facilitator Name:	
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Signature:	
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APPENDIX 4 DEMOLITION PERMIT



Demolition Space Permit	Date:	Permit No:	
Job Details:			
Tools & Equipment to be used:			
Job Location (What 3 Words or room name):			
Has the demolishing area been disconnected or live services?		YES/NO	
Are you qualified and trained to conduct this work?		YES/NO	
Do You have appropriate PPE?		YES/NO	
Are There Means of sounding the fire alarm?		YES/NO	
Has a survey been conducted to ensure building integrity if partial demolition?		YES/NO	
Is suitable ventilation in place and PPE for dust extraction?		YES/NO	
Is it Safe to Lone work under HSWA 2015? If Yes are regular checks in place?		YES/NO	
First Aider Present?		YES/NO	
Is there acceptable means of access and escape in the event of an emergency?		YES/NO	
Are you likely to come into contact with Asbestos?		YES/NO	
<u>IF A FIRE IS CREATED OR ASBESTOS FOUND WORK MUST STOP IMMEDIATELY AND SITE FACILITATOR NOTIFIED IMMEDIATELY:</u>		YES/NO	
Security Checks on Lone Workers			
Time:		Initials	
Time:		Initials	
Time:		Initials	
Any Other precautions required?			
Any Other safety equipment required?			



Authorization and Acceptance			
I confirm I have verified the above information and ensured the necessary precautions have been put in place. It is safe to continue with the work as outlined in the above permit with all permit information explained to all workers.			
Person In Charge:		Job Title:	
Company:			
Signature:			
Name and signature of other workers:			
Permit Start Time:		Permit Finish Time:	
Site Facilitator Name:		Signature:	
Hand Back & Cancellation			
I confirm I have completed/Fully/Partially checked by myself and the Site facilitator on the premises. The area has been left in a safe and tidy condition.			
Person in charge		Job Title:	
Signature			
Site Facilitator Name:			
Signature:			



APPENDIX 5 EXCAVATION PERMIT

Excavation Work Permit	Date:	Permit No:	
Job Details:			
Tools & Equipment to be used:			
Job Location (What 3 Words):			
Is There any other works being conducted that may directly affect this excavation?		YES/NO	
Are you qualified and trained to conduct this work?		YES/NO	
Do You have appropriate PPE?		YES/NO	
Are all tools in good working order and suitable for this task under PUWER 1998?		YES/NO	
Are all warning signs and barriers present?		YES/NO	
Are all service Valves locations identified?		YES/NO	
Is it Safe to Lone work under HSWA 2015? If Yes are regular checks in place?		YES/NO	
Are a means of mobile communication available?		YES/NO	
Are emergency plans in place?		YES/NO	
Are you aware of underground utilities?		YES/NO	
Is Suitable Shorts or trench supports in place or required?		YES/NO	
<u>IF ASBESTOS IS FOUND WORK MUST STOP IMMEDIATELY AND SITE FACILITATOR NOTIFIED IMMEDIATELY:</u>		YES/NO	
Security Checks on Lone Workers			
Time:		Initials	
Time:		Initials	
Time:		Initials	
Any Other precautions required?			
Any Other safety equipment required?			



Authorization and Acceptance			
I confirm I have verified the above information and ensured the necessary precautions have been put in place. It is safe to continue with the work as outlined in the above permit with all permit information explained to all workers.			
Person In Charge:		Job Title:	
Company:			
Signature:			
Name and signature of other workers:			
Permit Start Time:		Permit Finish Time:	
Site Facilitator Name:		Signature:	
Hand Back & Cancellation			
I confirm I have completed/Fully/Partially checked by myself and the Site facilitator on the premises. The area has been left in a safe and tidy condition.			
Person in charge		Job Title:	
Signature			
Site Facilitator Name:			
Signature:			

CONTRACTOR WORK ORDER FORM

Start date and time: _____ Completion date and time: _____ Site/location: _____		Brief description of work to be undertaken: 		
Information to be supplied by contractor. Name of Company: _____ Name of Contractor: _____ Contractors DBS Number: _____ DBS Valid From: _____ Tel No: _____ No. persons requiring entry on site: _____				
We or our sub-contractors wish to bring on to site by agreement the following:		We or our sub-contractors wish to use by agreement, the following:	The work will involve the following:	
Materials/ substances/ agents		Plant & Equipment	Services	Work Permits
Flammables		Site/ storage unit	Electricity	Overhead
Hazardous substances (e.g., toxic, harmful, etc.)		Waste disposal-skips	Water	Isolation of a service*
		Generator	Gas	Hot work**
LPG cylinders		Pneumatic tools/	Service Visit	Confined space*
Other Compressed gases		Compressor	Other (please specify):	Excavations*
Others (Please specify others and the hazardous substances being used): - -		Scaffolding/ ladders		Demolition*
		Mobile elevated work platforms (MEWP's) e.g., cherry picker		Electrical work*
		Welding equipment		Working at height*
				Roof access*
For the substances, have COSHH assessments been completed?		Grinding equipment		Other (please specify):
		Lifting Equipment Vehicles		
Specify the materials/ substances/ agents that will be produced on site:		Power & hand tools (110v or battery powered only)	How will this be done? E.g. Extension leads, etc....	*Note: A Risk Assessment & Method of work Statement (RAMS) will be required.
Hazardous substances		Others (please specify):		
Noise				
Fumes/ gases/ dust				
Others (please specify): -		Equipment/plant inspection records are available		
			** If Hot Work is required a permit must be provided	
			Hot Work Permit Ref No.	

CONTRACTOR WORK ORDER FORM

Health & Safety

If you comply with the following two statements, you do not need to complete this section.

- Has a method statement and risk assessment been prepared prior to the commencement of the work
- Has the work method statement and risk assessment been agreed by the Site Facilitator and the contractor prior to the commencement of work Yes/No

If a method statement and risk assessment for the job has not been completed/ reviewed/ or agreed prior to the commencement of the work, then the below must be completed on the day. Any hazards/ risks identified should be included along with the necessary control measures which will be in place throughout the duration of the work.

Hazards/ Risks	Control Measures	Responsibilities		
		Occupier	Contractor	Joint

<p>This must be signed and dated by Site Facilitator and Contractor</p> <p>The safety and health implications for this work have been assessed and control measures are in place, necessary documents have been read and understood (Health & Safety Procedure, Asbestos Register, CAD Drawings, Emergency evacuation plans). All Procedure 's and documents are accessible via the QR Code:</p>	
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Contractor: Print name: _____ Signature: _____ Date: _____

Site Facilitator: Print name: _____ Signature: _____ Date: _____

Contact No: _____

APPENDIX 7 – CONTRACTOR SITE RULES

Aim

To ensure that contractors are competent, are aware of site risks and do not create a risk to staff, pupils and members of the public or the intended continuity of business at the academy.

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

1. Parking

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

2. Dress Code

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

3. Security

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

4. Deliveries

- Contractors are advised that no deliveries will be offloaded or signed for by the Academy's staff.
- Delivery times of bulk items, plants and equipment must be prearranged with the caretakers.

5. Fire Safety

- All Contractors must sign in and out on every visit. If leaving the site temporarily you should inform a member of the site team of this and give an approximate time of return.
- All equipment and materials to be stored in a safe manner so

as not to obstruct corridors, stairs and general access routes.

- Fire doors must not to be wedged open at any time.
- No flammable materials or substances to be stored on the premises.
- A permit to work is required for soldering, brazing or welding.

6. Health & Safety

- The Academy is a No Smoking site. Contractors are asked to smoke off site, not around the entrance.
- The nearest first aid kit is located in the main reception area, and others are signposted.
- There are designated first aiders on site at all times.
- All accidents, incidents and near misses should be brought to the attention of the responsible person and the academy's accident report form should be completed, (this is additional to any contractor company requirements).
- The fire alarm is tested weekly, please check with the academy. If you hear the fire alarm sound at any other times you should evacuate the building and make your way to the nearest fire assembly point.
- Ensure work areas do not create hazards for premises users.
- Only low voltage equipment to be used, i.e. 110v or battery operated.
- Only proprietary access equipment to be used that meet the requirements of the Work at Height Regulations 2005. For work requiring scaffolding or MEWP's a copy of the contractor's qualification should be provided.
- The following high-risk work requires a permit to work issued by the Site team.
 - Hot Work
 - Electrical Work

7. The Academy Equipment

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

8. Welfare Facilities

- Toilets are located in the main reception area.

9. Waste

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

10. Safeguarding

- DBS on record Yes / No

Signed.....

Member of site team

Signed.....

Contractor

Company.....

Date.....

APPENDIX 4 SAFEGUARDING CODE OF CONDUCT

CONTRACTORS WORKING AT THE ACADEMY

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