



# Selwood Anglican/Methodist Middle School (491)

## Risk Management - Assessment Report

**Risk Area:** J\_General  
**Assessment Framework:** Contractors inside school building  
**Work Area or Activity:** Contractors inside school building  
**Competent Person:** Sadie Widlinski  
**Groups Affected:** Caretaking Staff  
 Contractors  
 Visitors

**Notes:**

This is a review of an assessment carried out on  
 09/06/2020  
 10/06/2020

**Assessed on:**

**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Do you ensure you have a signed agreement with the contractors covering what times they can take breaks?	Contractors will leave site or sit in their vehicles for breaks. They are advised that if they leave site they must sign out through reception. hand washing and sanitising is expected.	Yes
Do you ensure the contractors sign in and out when entering and leaving the work site? Exercise book kept on location.	All contractors must report to reception, they sign in and are made aware of the Fire Procedures on arrival. They are issued with a visitors sticker and the are expected to sign out at the end of their visit.	Yes
Have you established times when it is safe for contractors to move material? Before after school hours.	Contact is made before any contracting work takes place. Larger jobs are scheduled during half term breaks to prevent any issues or disruptions throughout the school day. If they were to take place in term time they are advised to carry out distruptive work out of the schooling hours 8.40am-3.10pm. Caretakers are on site from 7.00am until 6.30pm to manage this. Contractors report to the premises team at all times.	Yes
Do you ensure the contractors keep the area as tidy and free from obstruction as possible?	This is arranged prior to work being scheduled. For unexpected emergancy calls contractors are made aware on arrival about safe working practices and failure to do so would be reported to the Business Manager/Premises & Events Co-Ordinator.	Yes
Do you ensure the contractors keep the area as tidy and free from obstruction as possible?	As above.	Yes
Do you ensure the area of work is regularly supervised during school hours? Random spot checks or constant supervision swapping teaching staff throughout the day.	Contractors are met by the Caretaking team and escorted to the area of concern, the Caretaker or Premises Co-Ordinator will then leave and return at regular intervals to check on the work.	Yes

Do you ensure contractors are aware of what to do in the event of a fire?	All contractors are advised on the fire procedures on arrival to site.	Yes
Is a named person delegated the duty for monitoring contractors on school premises?	Caretakers, Tim Mcpherson and Geoff Brooks would be on duty during the Contractors visits, they work on a rota basis so one will always be available from 7.00am-6.30pm. Concerns are escalated to the Premises Co-Ordinator if necessary.	Yes
Are only approved contractors used?	All contractors are approved.	Yes
Is there a clear understanding of the work involved?	Some contractors are on site for monthly/quarterly or yearly compliance checks. Understanding the work involved is priority before booking, we need a clear understanding of the disruption that is likely to be caused in each area. Major works are scheduled during half term breaks.	Yes
Are contractors presented with a copy of the schools Health, Safety and Security requirements before work commences?	Health & Safety and Security requirements are discussed prior to any new contractors visiting sites. We use J Baileys for compliance and react work so contractors are regular visitors to our site. Our Contractors onsite document is shared with all Contractors.	Yes
Is there adequate lockable storage arrangements for materials, equipment and substances (i.e. any pesticides or treatment chemicals)?	We do have a locked compound on site. Any larger work would require storage containers organised in advance of work being scheduled.	Yes
Does the contractor adhere to safe working procedures as identified in the contract?	Safe working practices are adhered to, if any contractor was seen going against the procedures they are reported via the Premises Co-Ordinator to follow up and dealt with immediately.	Yes
Have you considered delegating times where students can use the corridor where the contractors are working and designate a member of staff to supervise during those times?	Work that would involve larger scale disruption would not be scheduled during term time.	Yes
Do you ensure the contractors wear hi-viz clothing, hard hats and steel cap boots.	Appropriate clothing would be worn when relevant.	Yes
Do you ensure contractors do not communicate with the pupils?	Contractors would be supervised if they were working in areas with pupils present.	Yes
Have you informed students that there are contractors on site and not to talk to them?	Students would be updated as and when necessary by teachers as required.	Yes
Have you informed students of the dangers of walking around areas where construction is taking place and not to touch and building materials, products?	Areas would be taped off to prevent pupils entering unsafe areas or area of construction.	Yes
Have you made the Contractor aware of extended school times?	Contractors would be advised of the school opening times when work is being scheduled. After schools clubs/sporting events would be cancelled or moved to another area if the area concerned was having work carried out.	Yes
Have you agreed with Contractor that workers should limit their access during extended school times?	This would be agreed in advance of any work being scheduled.	Yes
Have you informed parents of pupils taking part in extended school activities of the presence of contractors?	Parents would be advised if necessary.	Yes

When pupils leave the classroom unsupervised, do you ensure that staff either arrange for another pupil to accompany them or have a strict time limit?	A strict time limit is given to any children leaving the classroom to attend the wash rooms. Some children are escorted in the corridors by a TA depending on the situation.	Yes
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Sadie Widlinski                      Signed .....                      Dated .....

Co-ordinator                      Signed .....                      Dated .....

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