



AVANTI SCHOOLS
TRUST

Contractor Management Plan



AIMS

This policy sets out the procedures to ensure that the Trust will undertake to ensure compliance with the relevant legislation regarding the use of contractors within the Trust premises to the benefit of all pupils and staff, and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

We must ensure that contractors who carry out work within the Trust premises do so in a way that does not create risks for pupils, staff, visitors or other contractors. Reactive and emergency maintenance and repairs cannot be pre planned but every effort will be taken to ensure they are carried out safely.

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. At the time of writing, the relevant legislation is:

- Health and Safety at Work Act 1974.
- Electricity at Work Regulations 1989.
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Gas Safety (Installation and Use) Regulations 1998.
- Management of Health & Safety at Work Regulations 1999.
- Work at Height Regulations 2005.
- Control of Asbestos Regulations 2006.
- Construction (Design and Management) Regulations 2016.
- Keeping Children Safe in Education 2022.

Further guidance is obtained via the Health and Safety Executive – www.hse.gov.uk

DEFINITION OF CONTRACTOR

A contractor is any person not employed or managed by the school and who has the freedom to plan how they will carry out the work they are contracted to do. This includes the full range of contractors, sub-contractors and consultants.

INTRODUCTION

Works undertaken by contractors can be risky because they are carried out on sites which are unfamiliar. Accidents and incidents can occur if contractors are not aware of the hazards on site, and works are not appropriately cordoned / zoned off . These problems can be avoided if the work is properly assessed and managed. Unforeseeable circumstances may make it necessary to change detailed arrangements when the work is under way. This will always be done in consultation with the Estates Manager and individual school. Any Health and Safety implications as a result any changes must be taken into account.

SELECTING CONTRACTORS

For major works, and where possible for maintenance and minor works, the school will use reputable contractors recommended by other Trust schools, Estates Manager, architects or surveyors.

Where necessary the school will assess their suitability using the New Contractor Checklist – see **Appendix 1**.

Where the contract value exceeds the sum of £1000, a minimum of three competitive estimates must be obtained from alternative reputable suppliers.

Where the total contract value exceeds the sum of £100,000 the contract must be put to tender.

MANAGEMENT AND RESPONSIBILITIES

Frequent communication between the contractor and the school is the key to a low-risk and efficient project. Site Managers are responsible for ensuring that:

- The contractor induction pack has been filled out and signed. **See Appendix 2**
- Risk assessments and Method Statements are received and kept on file.
- Pupils, staff and visitors are safe and do not interfere with the contractor's activities during work in occupied premises.
- Pupils and staff are clearly informed of areas that they may not enter. Any areas should clearly be marked and barriered off.
- Contractors are safe and operate in a safe method, using suitable risk assessed safe systems of work. This is a legal obligation.
- Complete and review any permit to work forms with the contractor. **See Appendix 3**
- All people are protected from harm caused by work activities. The Site Manager will advise the contractor through the appropriate channels, about any hazard which arises as a result of the contractor's operations.
- The school's insurance covers the activity.
- Any accidents or near missed are recorded thorough the appropriate channels. Estates Manager contacted for all RIDDOR reports.
- Ensure contractors have read and signed the Asbestos Management Survey where applicable.
- Contractors are DBS checked and signed in and out of the building and provided with an ID badge and Lanyard.

MINOR WORK & SHORT-TERM MAINTENANCE

In the case of minor building or maintenance work, it is often not possible to completely separate the contractor's activities from those of the school. The initial site meetings and continuing liaison arrangements are therefore most important in ensuring that safe working practices are established and maintained.

Before agreeing the specification for such work, the contractor will visit the premises, explain the scope, nature, time scale and implications of the proposed work to the Site Manager and agree on any necessary safety precautions to be included in the contract. The maximum practicable notice of the start of works and any temporary interruption of services should be provided. Any potential risks / disruption to normal school operations should also be discussed with the Principal.

Every contraction entering an occupied premises should report to reception upon arrival and produce their DBS certificate. The school office should make a note of the number and date and keep on record. Where a DBS is not obtained a risk assessment must be filled out by the Site Manager. Contractors need to be accompanied at all times when on site without a valid DBS.

Where unsafe practices are observed the Site Manager should cease all activities until such time that any works can be finished safely.

MAJOR DEVELOPMENT WORK

Major development work includes new buildings, extensions and significant refurbishment. In this instance, the entire site/building, or part of it, defined by a temporary screen or fence, is handed over to the contractor for the duration of the contract. These projects are overseen by the Central Estates Team (see requirement for vehicle access below).

The defined work area becomes the responsibility of the contractor and is generally out of bounds to all but the contractor's workforce. School staff may only enter the area, for instance, to view the progress of work, with the permission of and by prior arrangement with the contractor. Such visits are normally arranged by the project architect/surveyor and staff must observe all the relevant regulations e.g. reporting to the site office on arrival, wearing a hard hat and any other protective clothing deemed necessary by the contractor who is responsible for the health and safety of all personnel on site.

Under no circumstances must school staff pay unofficial, unsupervised visits to (areas of) buildings which have been handed over to contractors. For the period of the contract, the buildings are the responsibility of the contractor and the member of staff may not be covered against accidents or for public liability.

Additionally, and before the work starts, the architect will arrange a pre-contract meeting, and subsequent site meetings between all interested parties will be held to agree and monitor the practical arrangements to be followed whilst the work is in progress, with health and safety issues being paramount. Arrangements for first aid, welfare facilities, action in case of fire and car parking etc all need to be agreed at the outset. In any event, the maximum practicable notice of the start of work and any temporary interruption of services should be provided.

A suitable and sufficient risk assessment should be carried out on all proposed work and a health and safety plan prepared by the planning co-ordinator and/or architect and implemented by the contractor where required under the Construction (Design and Management) Regulations 2016 and in other cases where it is considered appropriate given the nature and degree of risk

Contractors should produce method statements or other safe systems of work that match the significant risks in their risk assessments. This may require the amendment of local risk assessments for the duration of the work to reflect any of our activities that are affected by the work. However, any existing safety arrangements that have been made e.g. fire precautions and evacuation plans, must not be allowed to be compromised by this process.

Where the School considers that work is being carried out in an unsafe manner or is putting the health and safety of pupils, staff, or others at risk, we will instruct the contractor to stop work. The architect/project co-ordinator must be immediately informed of any such incident and the matter should be recorded.

CONTRACTORS' VEHICLE ACCESS

Contractors' vehicles may enter and leave the car parks during the working day except:

- Between 8.00am and 9.00am, and between 2.45pm and 3:30pm during term time.
- Any other pre agreed time with the schools Site Manager.

Vehicular access to other areas of the school is normally only allowed outside term time. If, exceptionally, access is required during the school day, then the Estates Manger is to give specific approval and the Site Manager is to accompany the vehicle on foot and is to:

- Act as "banksman" if the vehicle has to reverse.
- Ensure any children are carefully supervised in a safe area well away from the vehicle and its intended path.

In the case of Major Development Work, the contractor's defined work area (see above) is to include a vehicle access route from the car park to the actual work area. Movement restrictions as above will apply.

PERMIT TO WORK

A PTW is an effective means of controlling hazardous work activities. It is a formal written authority to a named competent person to closely control an activity or process which, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists. A PTW is the formalisation of a safe system of work but is not a guarantee of absolute safety.

A PTW shall be used whenever it is intended to carry out any work which may adversely affect the safety of staff or pupils, visitors or contractors. Particular examples might be: working at height; electrical work; work in confined spaces; work that might disturb asbestos containing materials (ACMs); or hot works. As found in the Permit to Work Risk Specific Checklist. **See Appendix 4**

DBS

All staff working in areas in which it might be possible to come into contact with students will be required to have a DBS check or be registered with the Independent Safeguarding Authority.

Any persons on site without a DBS will need to be escorted at all times and wear the appropriate coloured lanyard.

Long term / regular contractors should have their DBS and photo ID on the schools SCR

Appendix 1 - Approving new contractors.

1. Can the contractor provide fixed price contracts?	
2. Review professional qualifications and trade body memberships	
3. Confirm public liability cover min. £5 million	
4. Are sub-contractors used? Check contractor's own vetting procedures.	
5. Obtain references from minimum two clients	
6. What arrangements are made for DBS checks?	
7. Can late penalty clauses be agreed?	
8. Can the project be confined to school holidays?	

Appendix 2 - Contractor's Induction Pack.

This pack has been drawn up with the intention of familiarising you, the contractor, with the layout of our schools and the names of important contacts who can assist you while you are working on our site. In addition, it details some key health and safety arrangements which you should be aware of, regardless of the type of work that you are about to undertake.

If you're working as a contractor at Avanti Schools Trust, there are a number of obligations that we the school have to you the contractor, you as a contractor equally have obligations to us as a school and to all other site users

Contractor's Log

1. Contractor's name:		
2. Company name, address and telephone number: Emergency contact details if different from above:		
3. Name of site contact:		
4. Area and nature of work:		
5. Check Public Liability Cover – minimum £5m:		
6. Date:	Time:	Duration of work:
7. Review risk assessment and method statement:		
8. arrangements for vehicle movements and delivery of materials:		
9. Local Asbestos Management Plan reviewed and signed:		
10. ID and DBS sighted and recorded:		
11. Signing in procedure agreed and lanyard / badge issued:		

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All contractors must:

- report to the school office, Principal or the Site Manager upon arrival at the school.
- sign in upon arrival and collect a badge and lanyard.
- Produce a DBS check and photo ID
- abide by the Trusts' **Health and Safety Policy***, and **Fire Evacuation Plan***.
- abide by the agreed vehicle movement arrangement with the Site Manager, and drive with care on site.
- Complete the Contractor's Log (above) with the Site Manager before any work commences.
- ensure that all workers, including any sub-contractors, are informed of the contents of this document.
- abide by the School's **Safeguarding Policy***, including no smoking on site, no inappropriate language, no inappropriate use of phones or cameras, no contact with children on site unless they are accompanied by a member of staff. Under no circumstances can photographs of any children on the site be taken and under no circumstances should a contractor's business on site be referred to on any social media unless authorised by the Site Manager or Head of Estates.
- Fill in a permit to work form for high risk works.
- consult the Local Asbestos Management Plan and Survey before commencing any works.
- be mindful of their obligations to Health and Safety and safeguarding at all times.
- not leave the site without first clearing any debris left as a result of their activities, or without making safe any on-going works.
- remove any waste materials - unless otherwise agreed with the Site Manager.

*** Policies referred to are available at Reception**

Access and Security

- All contractors must gain access to the school via the main entrances only, where a designated member of staff will greet them.
- Ideally no works should commence without consultation with school Premises staff / area manager, **Ian Garrard, Premises Manager/Korsah Sarpomaa, Relief Premises Manager/Dale Craig, AST.**
- All contractors must sign the visitors' system InVentry, wear a visitor's badge provided while in school, and show the badge if challenged. Contractors must sign out and return the badges on leaving the site.
- Please be aware that you must not open the door to the school for other visitors while visiting the school. If someone else needs to be admitted, please ask a member of staff to let them in.

Health and Safety

- The Contractor may be requested to provide a Method Statement of the work to be undertaken, together with all relevant Risk Assessments, before any work commences.

- All contract workers are to fully comply with the conditions and procedures as defined by the Method Statement.
- Contractors shall provide their workers with adequate P.P.E. as defined by the Health and Safety P.P.E. Regulations 1992.
- All contract workers shall use/wear relevant P.P.E. as necessary.
- Contractors shall provide suitable and safe work equipment as defined by the Provisions and Use of Work Equipment Regulations 1999.
- All contract workers shall cease to use and report any safety related defects found with all/any work equipment provided by the supplier.
- All contract workers shall comply with all provisions of this Safety Handbook and the Trusts Health and Safety Policy.
- NO contract worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All contractors shall report to the Site Manager any condition that may directly or indirectly affect Health and Safety while at work.
- Contract workers shall remain in the area of work undertaken and shall not enter any other area without the express permission of the Principal or the Site Manager.
- Contractors shall be directly responsible for the acts and omissions of their workers.
- All contract workers shall be familiar with all fire evacuation procedures.
- Contractors shall NOT store ANY Hazardous substances on the school premises without the express permission of the Head of Estates or Site Manager
- The School will NOT accept any liability for any damage or loss, of the contractors' tools, equipment or vehicles.
- Welfare facilities are as directed by the Site Manager

Safeguarding

Avanti Schools Trust expects that contractors share their commitment to safeguarding children. In addition to complying with all statutory requirements, the Trust also expects contractors to undertake all reasonable steps (including carrying out all necessary checks and obtaining appropriate character references) to ensure that it supplies suitable staff, especially where the staff may come into contact with children (however infrequent).

The Site Manager must maintain robust records of the named contractor employees and sub-contractors working on their contract, along with ensuring that satisfactory DBS checks have been undertaken. This information must be available for review by the Head of Estates or Site Manager throughout the contract period.

Accidents and First Aid

There is a fully stocked medical room / kit in the medical room to the right on main reception. All accidents must be reported to the Site Manager and an accident form must be completed.

Several staff are first aid trained and will provide assistance when needed,

Fire and Evacuation

Alarm

Anyone (staff, pupils, visitors or contractors) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm or raise the alarm. The alarm sounds like a continuous bell

Calling the Fire & Rescue Service

All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire & Rescue Service by dialling 999.

Evacuation

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point at the front lawn. A roll call will then be taken. Do not re-enter the building until the Senior Person in charge authorises.

Contacts

Krishna Avanti Primary School Croydon

General Office: 02083534253

Premises Manager: Ian Garrard, Korsah Sarpomaa

Water

Thames Water: 08009 808 800

Gas

National Gas Emergency Service 0800 111 999

Electricity

UK Power Networks Emergencies: 0800 783 8838

Environmental

Environment Agency Emergency Hotline 0800 80 70 60 Environment Agency Flood Line 0845 988 1188

Hospitals

Croydon University Hospital: 020 8401 3000

APPENDIX 3 - Permit to Work

Permit Serial Number. _____ Date: _____

PART 1 – GENERAL

Location of person responsible for the task	
Location of the task	
Validity of PTW (to be completed by the Permit Issuer (PI))	From: : hrs on (date)
	To: : hrs on (date)

PART 2 – TASK TO BE CARRIED OUT

Description of the activity or tasks to be carried out:

PART 3 – CROSS REFERENCED DOCUMENTATION

List all associated Risk Assessments, Safe Systems of Work, Method Statements, or Maintenance Procedures.

PART 4 – HAZARD IDENTIFICATION AND CONTROL MEASURES

The following residual hazards exist or have been introduced to this task and the listed control measures are to be implemented (include PPE requirements)

HAZARD	CONTROL MEASURE

PART 5 – AUTHORITY TO PROCEED BY PERMIT ISSUER (PI)

I have reviewed all aspects of the task/activity and am satisfied with the arrangements as detailed in the "Safe System / Method Statement" have been put in place and certify that the activity/process detailed at Part 2 is authorised to proceed.

SIGNED:

PRINT NAME:

DATE:

TIME:

PART 6 TASK ACCEPTANCE BY THE PERFORMING AUTHORITY (PA)

I certify that I am competent to carry out the PA function and have read and fully understand the documentation associated with the task and documents listed at Part 3. I am satisfied that those personnel who will be employed on the task are properly equipped and understand the safety and emergency procedures to be followed and are competent to carry out the task.

SIGNED:

PRINT NAME:

DATE:

TIME:

PART 7 – TASK COMPLETION/TASK STOPPED BY THE PERFORMING AUTHORITY

I certify that the task/activity detailed at part 2 has been:- (* delete as applicable)

*a. Completed

*b. stopped/suspended. The task was stopped/suspended at ___:___ hrs on the _____(date). Details of the reasons for stoppage/suspension are detailed at part 9 complete with details of what arrangements have been put in place to make safe and isolate and prevent all unauthorised access to the activity/process

SIGNED:

PRINT NAME:

DATE:

TIME:

PART 8 – PERMIT ISSUER'S DECLARATION

I certify that this permit to work is cancelled and that the task/activity detailed at part 2 has been:- (* delete as applicable)

*a. Completed at ___:___ hrs on the _____(date).

*b. Stopped/Suspended. I concur that the task was stopped/suspended for the reasons detailed at part 9 and agree with the arrangements that have been put in place to prevent unauthorised access. This permit to work is now cancelled and all further work will be authorised on:

Permit to Work Serial No:

SIGNED:

PRINT NAME:

DATE:

TIME:

PART 9 – WORK STOPPED/SUSPENDED BY PERFORMING AUTHORITY (AS OPPOSED TO BEING COMPLETED)

a. The task detailed at Part 2 has been stopped/suspended for the reasons listed:

b. The following arrangements have been put in place to make safe and prevent unauthorised access to the work area, and interested parties notified of any safety-related implications of the work stopping e.g. electrical supplies or other services remaining isolated:

Certified by the 'PERFORMING AUTHORITY'

SIGNED:

PRINT NAME:

DATE:

TIME:

APPENDIX 4 – Permit to Work Risk Specific Checklist

Working at Height

Are there any reasonably practicable alternatives to work at height?(If 'yes', then reject the permit application).	
Are there documented risk assessments and method statements/safe systems of work that take into account falling risk as well as associated hazards eg falling objects, overhead lines, weather, unauthorised access, fragile surfaces?	
Are workers suitably qualified to erect/use access equipment or fall arrest equipment involved? eg IPAF, PASMA.	
Is fall prevention eg guard railing, to be used where appropriate in preference to methods which minimise the consequences of a fall?	
Are rescue plans in place, where appropriate, with equipment readily to hand and workers trained? eg for use of nets and air bags.	
Are ladders only to be used for access and light, short duration work?	
Is access equipment to be used only for its intended purpose, in the manner designed and within its rated capacity?	
Are harnesses to be worn and attached to a secure point by an inertia device, or by a line so short so as to prevent a fall? <i>Required for use of cherry pickers, access cradles, locations without edge protection.</i>	
Does scaffolding have a certificate of inspection by competent person prior to use as well as arrangements for re-inspection every 7 days or as necessary eg after high winds?	
Is the maximum height of the tower scaffold within manufacturer's spec?	
Is competent supervision provided?	
Is the area below to be cordoned off/protected?	

Confined Spaces

Can work in the confined space be avoided?(If 'yes', then reject the permit application).	
Has a risk assessment been conducted identifying the nature of the confined space hazard, any introduced hazards and control measures required?	
Is the safe system of work/method statement documented and workers trained in the findings?	
Are workers appropriately qualified for type of confined space entry and for confined space rescue as applicable?	
Are sufficient workers allocated to the job? <i>N.B. Loneworking not permitted. For a traverse, minimum of 2 persons to enter, plus top man.</i>	
Is competent supervision provided?	
Is all equipment available as per method statement and within calibration date, where applicable? (e.g winch, tripod, gas monitor, harnesses, PPE, first aid, breathing apparatus (BA), intrinsically safe electrical equipment).	
Is a rescue plan in place, equipment readily to hand and workers trained?	
If the rescue plan involves rescuers entering the space, are there at least two staff who are equipped with BA and trained to use it?	
Is a means of communication readily available? <i>N.B. Check signal</i>	
Has sludge/deposits been removed, where applicable?	
Is space to be ventilated prior to entry?	
Are plant/valves etc. isolated and locked off as necessary and gas test ok?	
Are all persons fit to enter?	

Hot Works

Have combustibles removed, covered or damped down?	
Are holes and openings in walls, floors, partitions and ceilings protected with non-combustible materials?	
Has the risk to insulating or other materials within building panels been considered?	
Is the area free from flammable liquids and gases?	
Are two 'A rated' fire extinguishers to hand and personnel trained in use?	
Is there a person appointed on 'fire watch duties'?	
Has the fire procedure been explained?	
Have neighbouring areas been assessed for risk of heat transfer?	
Have smoke detectors been isolated/covered as required?	
Has the atmosphere been checked for flammable gases?	

Electrical Work

Have risk assessments and method statements/safe systems of work been documented and workers aware of/trained in findings?	
Do those undertaking the work have appropriate qualifications and experience?	
Has loss of service has been cleared with building users?	
Is equipment isolated from all sources of supply?	
For isolation points not adjacent to the work area, are warning signs displayed showing that work is being undertaken on the system?	
For isolation points not adjacent to the work area, are locks applied and the keys restricted to those who are doing the work (using multi locks where more than one worker is involved)?	
Is stored energy within the equipment completely dissipated?	
Is equipment proven dead?	
Are electrical hazard signs displayed next to live equipment which is adjacent to work area?	
Is additional earthing installed if necessary?	

Asbestos

The following checklist should be used if a contractor is going to undertake works that might disturb potential asbestos containing materials (ACMs) – i.e. when they undertake any intrusive works.

Have the workers been showed the asbestos management plan/register and had areas where ACMs are known to exist pointed out to them?	
Has the system with regard to labelling of ACMs been made clear to those undertaking works?	
Have the workers received asbestos awareness training?	
Where non-licensed intrusive works are to be undertaken, has a risk assessment been undertaken and an appropriate safe system of work introduced? See http://www.hse.gov.uk/ASBESTOS/essentials/index.htm	
Have workers been issued with appropriate PPE and do they know how to use it and dispose of it correctly?	
Where substantial intrusive works are to be undertaken, has a refurbishment survey been undertaken by UKAS accredited asbestos surveying and management contractor?	