

NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP

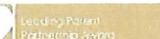
Team Work Respect Aspiration Perseverance Caring Creativity Citizenship Courage Independence

'Striving for Excellence'

Contractor Management Policy 2020

Nine Acres Primary School

Approved By:	
Approval Date:	20th May 2020
Review Frequency:	Every Two Years
Next Review Due:	20th May 2022



Document Information

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Consultation:	Persons responsible for health and safety, Health and Safety Committee, Governing body.
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Version History		
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1. Introduction

- 1.1** The School recognises its responsibility for managing health and safety issues when using contractors.
- 1.2** The School will ensure, so far as reasonably practicable, that all contractors who undertake work on its behalf are selected, co-ordinated, controlled and monitored to ensure that any risks to health and safety of its employees, students and visitors are minimised.
- 1.3** The term contractor is applied to those who carry out a task on behalf of the School. This may entail visiting premises of others, often in connection with repair, maintenance, refurbishment or installation of plant and equipment. Contractors can also include catering, grounds maintenance, companies, etc.

2. General Information

- 2.1** Contractors must report to reception on arrival to the School site. They will need to be signed in and be issued with contractors/visitors' identification.
- 2.2** Contractors must abide by the School's Health and Safety Policy, a copy of which can be provided upon request from reception.
- 2.3** It is the contractor's responsibility to ensure that all workers (including any sub-contractors) are signed in and are informed of the contents of this procedure.
- 2.4** The School has a no smoking policy and smoking is prohibited within the School grounds.

3. Health and Safety

- 3.1** The Contractor will be expected to provide method statements and risk assessments for the work in which they are carrying out. Work will only be allowed to commence when these have been provided.
- 3.2** All contract workers are to fully comply with the conditions and procedures as defined by the method statements and risk assessment.
- 3.3** No contractor will be permitted to carry out work on behalf of The School on any contract unless it has satisfied the School of its competency to undertake the work.
- 3.4** The contractor must be familiar with the fire evacuation procedures of the School and this information will be provided when they sign in.

3.5 All contract workers shall be directly responsible for the acts and omissions of their workers.

3.6 If you are carrying out "hot work" you must obtain the appropriate permit before commencing work.

3.7 Any contractors working on site will be met by a member of the premises team who will ensure the contractor signs in and is given any information they need to ensure all procedures are followed, this will include the School's Health and Safety Policy, Asbestos Register, Information regarding First Aid, evacuation procedures and other relevant information.

3.8 Any contractor failing to follow agreed set guidelines or who do not provide the relevant information will be informed to stop work immediately and asked to leave the School site, until such a time they adhere to the guidelines or provide the necessary paperwork.

4. Safeguarding

4.1 If you come across an issue whilst on site, which causes concern, or in relation to one of our students, please contact the person who is responsible for child protection on the site you are working. This can be done via main reception.

4.2 Please be aware this School is a very busy School and you should not be engaging with students (unless necessary/appropriate for your visit).

4.3 If you are approached by a student in a way that is not appropriate to your, or their circumstances, please make a note of the child's name, time of contact and location and refer this to the person with responsibility for child protection. You are also advised that you politely request that the student ends conversation and returns to their studies or free time activity.

4.4 All contractors will be required to hold an enhanced DBS if they work on site alone, if they do not have an enhanced DBS they will need to be escorted at all times.

5. Asbestos

5.1 Contractors must be aware of the contents of the Asbestos Register before you begin any work on the School site.

5.2 The Asbestos Register is kept at main reception and contains all known asbestos on the School site.

5.3 Should you have **ANY** reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the Asbestos Register you **MUST**:

- Stop work immediately
- Evacuate the immediate area
- Close all doors behind you
- Prevent further disturbance
- Report your suspicions to the Health and Safety adviser/Premises team.

6. First Aid and Accident reporting

6.1 All serious accidents must be reported to the Headteacher or Premises team and an accident form must be completed.

6.2 If you require any first aid treatment whilst you are carrying out work on the School site please contact reception or alternatively a member of the premises team for further instruction.

6.3 If you require an ambulance please do this through main reception with details regarding the accident.

7. Vehicle Parking/Movement

7.1 The speed limit within the School grounds is 5mph.

7.2 Contractors where possible are to park in the carpark. If you need closer access to your vehicle, please discuss this with the person that meets you at reception.

7.3 Contractors are to be aware that as this is a School site there can be times when student traffic movement can be very high, and driving is prohibited during lesson change over and break times and without prior notification to the premises or reception staff.

7.4 All movement beyond the School perimeter fence must be accompanied by using a banks man. When you are met at reception if require vehicle movement ensure you mention this.

7.5 Please ensure that you keep to designated roadways at all time.

8. Monitoring of contractors

- 8.1** Contractors will be given contact details for a point of contact whilst they are on any School site. This will generally be the person who meets them when they arrive on site.
- 8.2** Contractors may need to be escorted during the time of the work they are carrying out and a competent member of staff will be designated to do this.
- 8.3** Contractors will be monitored whilst on site and any unsafe practices will be dealt with immediately and if necessary, work will be halted and re-assessed.
- 8.4** The School will monitor on a random basis contract work that is carried out on its behalf. This is to ensure that contractors undertake work in the manner which has been agreed and are meeting legislative requirements for health and safety. A record will be kept of all contract monitoring work and reviewed as a result of the contents of the monitoring sheet.

9. Details required from contractors

All contractors must provide the following information:

- 9.1** A copy of an in date and relevant to the company they are working for, Data Barring Service (DBS) certificate. This may be checked on the DBS register.
- 9.2** A valid insurance certificate with the company name and a minimum of £5 Million public liability.
- 9.3** An Employment Status Questionnaire with details including UTR number (Unique, Tax, Reference).
- 9.4** Relevant risk assessments and method statements for work to be carried out and these approved by the necessary person.

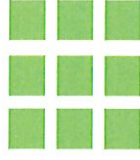
10. Covid19

- 10.1** When contractors arrive on site, they should use the hand sanitiser provided at the cleaning station at reception.
- 10.2** Contractors should observe social distancing at all times.

- 10.3 If a contractor has any COVID 19 symptoms they should not come onto site and should follow the government guidelines.**
- 10.4 If a contractor develops any COVID 19 symptoms after they have been working on site, they should inform the School immediately.**
- 10.5 Contractors should implement their own local COVID 19 arrangements agreed with the School and ensure this is covered on any risk assessment that is provided for the School.**



Nine Acres Primary School



Risk assessment: COVID 19 contractors on site
Risk assessment carried out by: Barry Grant
Signature: <i>Barry Grant</i>
Position: H & S Adviser
Personnel affected: Students, Staff and Visitors
Date Completed: 18.05.2020
Date for review: 18.11.2020

Hazard	Who might be harmed	Key Action	Additional Control measures	By Whom	To be reviewed
Contractor arriving at premises.	<ul style="list-style-type: none"> Staff Visitors Contractors Members of the public 	<ul style="list-style-type: none"> Contractor must sign in at reception Contractor must provide method statement and risk assessment before work commences. Contractor must sanitise hands. Contractor can only commence work when authorised to do so. Contractors will be given a brief induction and issued a permit to work. 	<ul style="list-style-type: none"> Ensure relevant staff – reception staff and premises team are aware of the procedures to allow a contractor on site. 	Reception staff Premises team	18/11/2020
Spread of Coronavirus Handwashing	<ul style="list-style-type: none"> Staff Visitors Contractors Members of the public 	<ul style="list-style-type: none"> General reminders for handwashing for all contractors at reception. Effective handwashing facilities and soap available see guidance here https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<ul style="list-style-type: none"> Contractors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made 	Reception staff Premises team Contractor	18/11/2020

		<ul style="list-style-type: none"> • Dry hands with paper towels • Gloves are provided if required. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Use of gel hand sanitisers are available throughout the premises. 	<p>available throughout the workplace.</p> <ul style="list-style-type: none"> • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus 		
Contractor risk assessment/ method statement	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Members of the public 	<ul style="list-style-type: none"> • Contractor must provide method statement and risk assessment, and this has to be agreed before any work can commence. 	<ul style="list-style-type: none"> • Monitoring of contractors completed during works to ensure they are following risk assessment and method statement. 	Contractor	On going
Social Distancing	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Members of the public 	<ul style="list-style-type: none"> • Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Taking steps to review work schedules including start & finish times/shift patterns. • Redesign workplace to ensure minimal contact with other persons if appropriate. 	<ul style="list-style-type: none"> • Management checks to ensure this is adhered to. • Ensure that any visitors/contractors/members of the public are reminded of the social distancing measures that have been put in place. • Ensure posters are displayed at every entrance to the premises. 	Contractor	On going

		<ul style="list-style-type: none"> • Install signage or floor markings to remind persons of the safe distance that people should be, where appropriate. • Redesigning processes to ensure social distancing in place. • Contractor to be reminded of what toilet facilities they should use. 			
Gloves	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Members of the public 	<ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, the contractor should ensure they have enough to complete the job. 	Contractor	On going	
PPE	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Members of the public. 	<ul style="list-style-type: none"> • Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours • Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- • Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. 	<ul style="list-style-type: none"> • Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 	Contractor	As required

Covid 19 Symptoms	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Members of the public 	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. • Contractors will maintain regular contact with staff members during this time. • If advised that a contractor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 	<ul style="list-style-type: none"> • Contractor reminded to notify school as soon as possible. 	Contractor	Immediately
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Information for staff, visitors and building users

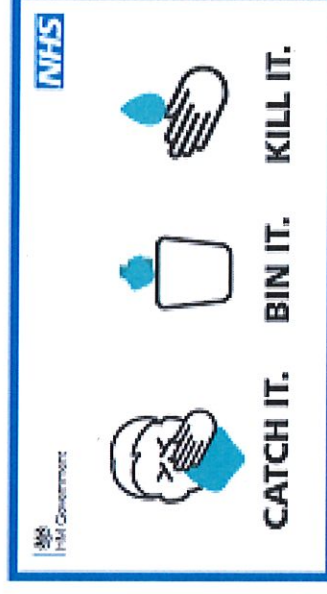
STAGE 2 – PREVENTION

We have put increased precautions in place to ensure effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance.

DO

- ✓ Wash your hands with soap and water often – do this for at least 20 seconds.
- ✓ Always wash your hands when you arrive at work or when you get home.
- ✓ Use hand sanitiser gel if soap or water are not available
- ✓ Cover your mouth and nose with a tissue or your sleeve (**not your hands**) when you cough or sneeze.
- ✓ Put tissues in the bin straight away and wash your hands afterwards
- ✓ Try to avoid close contact with people who are unwell



Do not

X do not touch your eyes, nose, or mouth if your hands are not clean

If you think you might have Coronavirus, have been to a country or area with a high risk of Coronavirus in the last 14 days or you have been in close contact with someone with Coronavirus ring NHS 111.