

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School

Health and Safety Policy: Contractors on Site



Introduction

The health and safety responsibilities of clients are extremely onerous. Case law has determined that it is not wholly possible to transfer safety responsibilities to the contractor, as has often been assumed in the past. The HSE intends to achieve the required improvements to the safety performance of contractors by putting increasing pressure on clients to regulate the activities of their contractors. Heavy penalties may be imposed on those who fail to manage this issue adequately.

Buildings Maintenance Contractors and Sub-contractors

It is essential that a competent contractor be selected so as to ensure that the work is carried out safely and professionally. Some contractors will be members of trade associations that provide an independent assessment of competence. This makes the task of evaluating their competence easier. Examples of such associations include the National Inspection Council for Electrical Installation Contractors (NICEIC) and the Council of Registered Gas Installers (CORGI).

In order to make the process of verifying the competence of building maintenance contractors more straightforward, the Property Services Division has drawn up an Approved List of Contractors that have had safety critical information vetted centrally.

Contractors who intend to use sub-contractors as part of their undertaking must include them in their internal management systems. Therefore, main contractors are requested to notify the School of any sub-contractors working for them so that their arrangements for project supervision can also be vetted.

It is strongly recommended that clients should use a contractor from this approved list to complete any repair or improvement works carried out in School buildings.

The school has a separate **Construction, Design and Management Regulations** Policy to ensure that the CDM regulations are carried out.

Planning Works

The key to managing the health and safety of a contract successfully lies in forward planning. Those persons commissioning work should:

- Identify the possible hazards involved with carrying out the work, and assess the risk to the contractor's staff, school employees and members of the public, including children
- Select contractors who are competent to deal with these risks
- Discuss safe methods of work with them
- Discuss any particular hazards present in the workplace
- Monitor their work through the duration of the contract

The nature of the work and the associated risk determine the amount of time required to manage the contract effectively.

When evaluating the level of controls required relevant factors are:

- The type of risk associated with the work, for example whether hazardous chemicals are involved with the work, whether the work involves working at height
- The size of the contract, for example whether contractors will be on site for an hour, a week, or whether arrangements being made to contract in a service for a number of years
- Public safety implications, for visitors or service users.

Health and safety considerations should be discussed as early as possible and during planning meetings. The client should carry out a risk assessment to ensure that all relevant issues have been communicated to the contractor and so that any changes required to the work patterns of School employees can be accommodated.

Example:	Altering a partition to make a hatch for a new reception area.
<p>Considerations in the risk assessment:</p>	<p>Design</p> <ul style="list-style-type: none"> • Has the glass been designed to break safely in the event of a violent incident? • Has a security system been included? <p>Construction</p> <ul style="list-style-type: none"> • Will the work be carried out during working hours? If so, will an alternative entrance be provided for the public? • How will members of staff cope with the noise and large quantities of dust generated? Should there be temporary re-location? • Is the wall load bearing? Have we consulted the drawings? • Does the partition contain asbestos? Have we checked the asbestos survey? <p>Have we warned the contractor about the possibility of confused clients who may try to gain access? Have they arranged for suitable signs to be erected?</p>

Recording Safe Systems of Work When Establishments Manage Jobs

Contractors have duties to provide risk assessments. Their risk assessments should complement those completed by the premises manager, designer or member of the Property Division (if commissioned) and should cover all relevant hazards. In the case of high-risk work, it will be necessary to record exactly how the work is to be carried out. Copies of method statements should be obtained for this purpose from the contractor prior to commencement.

A Minor Works Form (HSC1) has been devised to assist premises managers to formalise the exchange of information with the contractor in relation to the safe working methods to be adopted during the proposed work. The establishment may need to request technical input from Works Officers, Engineers or Architects as part of this process. If the Property Division has commissioned work of a complex or high-risk nature requiring them to visit the site, perhaps with a contractor's representative, there should be an expectation for the commissioning Works Officer to complete the majority of the HSC1 form as part of the planning process. A site representative should then complete the remainder of the form in the presence of the contractor carrying out the work on the day the project begins. In particular, it will be necessary to record the emergency contact details of the contractor's representative as well as going through local procedures, such as first aid and fire safety and making reference to the asbestos survey.

Form HSC1 is included as an appendix to this section and has also been issued as a duplicate pad. It is difficult to define precisely the level of detailed information required for completing this form, as this will generally be proportionate to the level of risk associated with the work activities in question. Completed forms should be kept at the establishment for future reference. The form need not be used if more sophisticated documentation has been used to record project planning details. This would apply to projects where CDM procedures apply (see section J1).

Where the same person frequently carries out the same jobs it may also be practical to produce a standard form that covers the work in question. Colleagues should refer to the guidance on the back of the form HSC1.

If there is any doubt as to the validity of the safe working procedures to be adopted then a member of the Property Division or Health and Safety Team should be consulted for further advice.

When the Contractor Arrives On Site

It is especially important to make sure that someone is always available to take responsibility for liaising with the contractor's representative.

Therefore, information that will need to be exchanged includes:

- accident reporting procedures
- fire and emergency procedures
- first aid cover
- asbestos survey
- permit to work information
- security information

A model induction pack for contractors has been produced centrally and issued to all establishments. This should be tailored to meet individual needs.

It is important to remember that the person who has been allocated the task may not have been involved in all the preliminary discussions. However, it is not necessary to repeat all this information if the person attends the site regularly. It would be more appropriate to carry out a site induction for those individuals.

Permits to Work

Permits to work are an essential part of safe systems of work for some high-risk activities. They ensure that a more vigorous method of control is put into place to avoid accidents. Typical examples of instances where permits are used include:

- work taking place in a confined space, creating risks of asphyxiation or fire
- work involving portable gas equipment (hot work), often used by plumbers, where there is an increased risk of fire

It will be necessary for the occupiers of buildings to be aware of activities going on which may need a permit to work. More detailed guidance on this subject is given in the section of this manual which considers safety at work in confined spaces. A copy of the hot work permit can be found in the Fire Log Book.

Monitoring and Review

It is necessary that monitoring be carried out to ensure that work is being completed in accordance with the agreed standards. The amount of contact with the contractor should be proportionate to the risks associated with the job. Any concerns with regard to the contractor's performance should be fed back to the Property Division, which is responsible for reviewing the approved lists of contractors.

In the case of a risk of imminent danger individual managers may have to stop work being carried out until they have obtained further advice from the Works Officer or Health and Safety Team.

Other Work Carried Out Under Contract

Independent contractors can also be used to undertake a number of services that do not relate to construction activities. Examples include cleaning, caretaking, catering services, grounds work and domiciliary service provision.

All contracts should be managed using similar systems to those described for building contracts. The contractor must be competent to carry out the work for which they are to be employed.

There may not always be a centrally approved list of contractors for all types of service. If this is the case managers are responsible for carrying out their own competence checks prior to appointing any contractor.

To assess their competence the contractor's health and safety performance will need to be reviewed. The following areas should be considered:

- Provision and standard of Health and Safety Policy documentation, such as a policy statement, procedures etc.
- Provision of risk assessments, such as generic and specific activity based assessments.
- Job specific training records for staff that will carry out the work, for example food hygiene courses for catering staff, PA1/PA6 training in use of pesticides and certificate of competence for chainsaw use for Grounds staff.
- General health and safety training records, such as manual handling training, induction training.
- Demonstrable experience in the area of work.
- Insurance arrangements, such as public liability insurance.
- Accident record information, such as number of reportable accidents.
- Supervisory arrangements, such as named person in charge, named point of contact.
- Emergency procedures such as arrangements for first aid, fire prevention etc.
- Membership of advisory associations and bodies.

To complete this competence check a suitable questionnaire should be sent out to the contractor, inviting them to complete it. When returned this should be vetted by a member of staff who has appropriate knowledge and experience to evaluate the content.

Date adopted: September 2013

Updated : September 2019

Name: Andrea Taylor



Signed:

**RECORD OF INFORMATION EXCHANGE FOR CONTRACTORS' AND
SUB CONTRACTORS' OPERATIONS (MINOR WORKS FORM HSC1)**

PART A				
PROPERTY:		LOCATION:		
DESCRIPTION OF WORK:		NCC SUPERVISING OFFICER:		
		START DATE:	FINISH DATE:	
CONTRACTOR: ADDRESS:		CONTRACTOR'S SITE SUPERVISOR:		
		TEL NO:	APPROVED LIST CONFIRMATION: YES/NO	
PART B				
ACCESS & SITE HAZARDS				
OVERHEAD POWER LINES, UNDERGROUND SERVICES				
STORAGE OF MACHINERY, EQUIPMENT & MATERIALS				
HAZARDOUS SUBSTANCES				
PUBLIC PROTECTION				
OTHER REQUIREMENTS				
CONFIRMATION OF INFORMATION SUPPLIED TO CONTRACTOR	Asbestos Survey	<input type="checkbox"/>	First Aid Arrangements	<input type="checkbox"/>
	Emergency Evacuation Procedures	<input type="checkbox"/>	Accident Reporting Procedures	<input type="checkbox"/>
	Security Information	<input type="checkbox"/>	Permit Information	<input type="checkbox"/>
PART C				
NCC Supervising Officer attendance on site at pre-start meeting: Yes/No		If "yes", date of meeting:		
Authorisation Signature of site representative:		Date:		
Signature of Contractor's representative:		Date:		

MINOR WORKS FORM (HSC1) - Guidance Notes

MINOR WORKS FORM (HSC1)

*White copy to be kept on site
Pink copy to be kept by Contractor*

This form should be used for all contractors each time they attend site. The exception to this requirement would be in the case of any contractor who attends site on a regular basis to perform the same task, for example window cleaning, re-glazing, unblocking drains and grass cutting. In these cases the arrangements should initially be detailed on the form and supplied to the contractor for use on an ongoing basis.

<p>ACCESS & SITE HAZARDS</p>	<p>Describe agreed access routes (attach site map if necessary). Identify all known risks, including those which are not likely to be obvious to the Contractor, e.g. playground activities, access and traffic routes for members of the public and clients. Stipulate start and finish times and restrictions on access e.g. when service user transport arrives, playtimes etc.</p> <p>(This section could be included in a separate induction pack, which could be developed by establishments to save unnecessary repetition of information).</p>
<p>OVERHEAD POWER LINES, UNDERGROUND SERVICES</p>	<p>Identify the location of these hazards, as far as is known. The Contractor must devise a safe system of work, incorporating safe working distances from the hazard, barriers and have suitable warning signs in place.</p> <p>The occupier should also seek to confirm that other information on services is provided. This should include relevant isolation arrangements and details of proposed wiring runs.</p>
<p>STORAGE OF MACHINERY, EQUIPMENT & MATERIALS</p>	<p>Identify where and how machinery, equipment and materials are to be stored to ensure no risk exists to NCC staff, the Contractor or the public, especially children.</p>
<p>HAZARDOUS SUBSTANCES</p>	<p>Identify hazardous substances which the Contractor intends to use. Ensure that they have:</p> <ul style="list-style-type: none"> • manufacturers' safety data sheets and details of the safe method of application. • taken precautions for safe storage and planned emergency action in the event of spillage • arrangements for removal from site (including the separation of incompatible materials and recycling where possible).
<p>PUBLIC PROTECTION</p>	<p>Give details of all precautions required to protect the public from the work in progress , for example:</p> <ul style="list-style-type: none"> • road and path closures • diversions • warning signs • barriers • exclusion zones.
<p>OTHER REQUIREMENTS</p>	<p>Use this section to record the exchange of information carried out in relation to the specific job in question. For example, there may be a need to make specific arrangements with the Contractor to ensure that the security of the site is maintained. Alternatively, a job may present a particular risk which needs to be controlled by specific action, such as work to a pathway which may require the provision of a temporary ramp with appropriate handrails.</p> <p>The last section requires that a check is recorded indicating that the Contractor has been provided with certain information. All the relevant boxes should be considered and the box ticked if information has been supplied. Again, some of this information could be included in an induction pack to save time.</p>