

## H&S Policies & Procedures

### Management of Contractor's Policy

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## **Contractor Policy**

<b>1.</b>	<b>Introduction</b>	<b>2</b>
<b>2.</b>	<b>Aim</b>	<b>2</b>
<b>3.</b>	<b>Scope</b>	<b>2</b>
<b>4</b>	<b>Responsibilities</b>	<b>2</b>
<b>5</b>	<b>Procedure</b>	<b>2</b>
<b>6</b>	<b>Permit to Work</b>	<b>3</b>
<b>7</b>	<b>Records</b>	<b>3</b>
<b>8</b>	<b>Review</b>	<b>3</b>
	<b>Appendix 1</b>	<b>4</b>
	<b>Appendix 2</b>	<b>6</b>
	<b>Appendix 3</b>	<b>8</b>
	<b>Appendix 4</b>	<b>10</b>

### **1. Introduction**

AM 02/17

## Contractor Policy

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 policy, a contractor is defined as anyone who undertakes work on behalf of Blackpool Sixth for gain or reward.

### 2. Aim

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

The Policy will be most applicable for Estates and Support Services related departments, however, other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

### 3. Scope

This policy applies only to activities / areas for which Blackpool Sixth has control and for which Blackpool Sixth employ the services of a contractor.

### 4. Responsibilities

The Principal has overall responsibility for Health and Safety within the college. Heads of departments also hold specific responsibilities throughout the college and assist in ensuring that the policy 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 utilise certified or accredited contractors/organisations. Throughout the contract period the employing manager 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 persons who may come into contact with the college and its undertakings. The college 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.

### 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 college core day. This will reduce the risk to stakeholders and minimise 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 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

## Contractor Policy

asbestos, chemicals etc. The contractor is responsible during this process to provide risk assessments and method statements in respect of how the work will be undertaken safely and in a manner that reduces risk to an acceptable level.

Where contractors are using equipment that requires specific qualifications such as scaffolding or MEWP's, compliance certificates of operators 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 authorisation 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 Head of Estates, and will only be issued where appropriate control measures have been identified, and which 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: work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, 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 are 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 college safeguarding officer that all contractors who have direct access to students and are employed on a regular basis (4 times in one month) have 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 utilised by the employing manager.

## 8. Records

- Copies of all valid risk assessments/method statements and permits to work shall be available at all times from Estates.
- Records of the assessments/method statements and permits to work will be retained for a minimum of three years, and shall be readily available for reference.

## 9. Review

- The content and operation of this policy will be reviewed every two years by the H&S Manager and the Senior Leadership Team



**Appendix 1**

**ELECTRICAL PERMIT TO WORK**

*Issuing Permits – The issue of permits is strictly controlled; the Head of Estates can only issue permits.*

PERMIT NUMBER:

CONTRACTOR (Company):

CONTRACTOR (Employee Name):

LOCATION OF WORK (Exact):

DESCRIPTION OF WORK:

SPECIAL INSTRUCTIONS:

**SAFETY REQUIREMENTS**

Isolation       Locks       Notices       Earthing

OTHER PRECAUTIONS:

I certify that the plant/equipment identified above has been made safe, electrically isolated, earthed and all necessary measures have been taken to ensure that the work/tests specified below can be performed in a safe manner.

Permit Controller: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Acceptance by competent person prior to commencement**

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statement and risk assessments. If conditions are such that the method statement and risk assessments become invalid it is my responsibility to stop work immediately and notify the person who authorised this permit to work.

Competent Person: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Contractor Policy



## Permit Cancellation

This permit is cancelled. The work is/is not complete. Safety precautions have/have not been removed.

Competent Person:

Signed:

Date:

Time:

## Completion of Work Final check by Contractor/Employee

I declare that the work described above is complete all work equipment, persons and materials under my control have been withdrawn. All safeguards have been reinstated and the work area returned to a safe status and service.

Competent Person:

Signed:

Date:

Time:

**Appendix 2 - Hot Permit to Work**  
For all operation involving flame, welding and hot cutting

**Description of Work**

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**Location of Work**

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

Contact Details

Head of Estates 07794452088	Estates 07958749576
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Potential Hazards	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 20%; height: 20px; background-color: #e0e0e0;"></div> </div> <div style="margin-bottom: 5px;"> <div style="width: 50%; height: 20px; background-color: #e0e0e0;"></div> </div> <div> <div style="width: 40%; height: 20px; background-color: #e0e0e0;"></div> </div>		
Control Measures	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 40%; height: 20px; background-color: #e0e0e0;"></div> <div style="width: 40%; height: 20px; background-color: #e0e0e0;"></div> </div> <div> <div style="width: 60%; height: 20px; background-color: #e0e0e0;"></div> </div>		
Other Identified Hazards	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:50%; text-align: center; background-color: #e0e0e0;">Controls Measures</td> </tr> </table>		Controls Measures
	Controls Measures		

Mandatory Safety Requirements (See reverse for further guidance)

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	

Person entering work area


AM 02/17

# Contractor Policy



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Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation (Estates Dept.)

Name		Date		Time	
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## Contractor Policy

### Appendix 3 – 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 Blackpool Sixth Form College.

The following details form part of the college'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 at the front or the rear of the Blackpool Sixth 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 workwear (a high vis vest is accepted where corporate workwear 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 anytime.
- 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 Blackpool Sixth staff.
- Delivery times of bulk items, plant and equipment must be prearranged with the Head of Estates.

#### 5. Fire Safety

- All Contractors must sign in and out on every visit. If leaving site temporarily you should inform a member of the Estates 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 anytime.
- 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 college is a No Smoking campus. Contractors are asked to use the Smoking Area to the north of the campus.
- The nearest first aid kit is located in the main reception area. There are designated first aiders on site at all times.
- All accidents, incidents and near misses shall be brought to the attention of the responsible person and the college's accident report form should be completed, (this is additional to any contractor company requirements).
- The fire alarm is tested every Friday morning at approximately 7.00am. 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 area do not create hazards for premises users.
- Only low voltage equipment to be used, i.e. 110v or battery operated.



## **Contractor Policy**

- 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 Head of Estates
  - Hot Work
  - Electrical Work

### **7. Blackpool Sixth Equipment**

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

### **8. Welfare Facilities**

- Toilets are located in the main reception area.
- Takeaway food can be purchased from the Starbucks Cafe between 11.30 – 12.00.

### **9. Waste**

- Contractors may not deposit any waste or chemicals into drains or waste containers on college premises unless express permission has been given by the Head of Estates.
- 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**

- Blue card issued.
- DBS on record                      Yes / No

Signed.....

Member of Estates Team

Signed.....

Contractor

Company.....

Date.....

## **APPENDIX 4**

### **CONTRACTORS WORKING AT BLACKPOOL SIXTH**

#### **SAFEGUARDING CODE OF CONDUCT**

##### **BLUE CARD**

- Work safely and responsibly and be aware of responsibility for own actions and behaviour.
- 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 number
- Work and be seen to work, in an open and transparent way.
- Never be in contact with young people without Estates staff supervision
- Stay within the agreed work area and access routes
- Obtain permission from Estates if you need to go outside the agreed work area or access routes.
- Keep Estates staff informed of where you are and what you are doing
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress 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.