



## **Use of Contractors**

### **Compliance Code**

**Reviewed: December 2023**

## Contents

|  |     |
|--|-----|
| 1.0 Introduction   | 3   |
| 2.0 Contractor Management                                  | 3   |
| 3.0 Contractor Requirements                                | 4   |
| 3.1 Control of Substances Hazardous to Health (COSHH) Regs | 4   |
| 3.2 Electricity at work Regulations                        | 4   |
| 3.3 Noise at Work Regulations                              | 5   |
| 3.4 RIDDOR   | 5   |
| 3.5 Asbestos   | 5   |
| 3.6 Working at Height                                      | 5/6 |
| 3.7 Use of Machinery and Equipment                         | 6   |
| 3.8 Vehicle Access   | 6   |
| 4.0 Emergency Procedures                                   | 7   |
| 5.0 Permits to Work  | 7   |
| 6.0 Insurance  | 7   |
| 7.0 Conduct  | 7   |
| 8.0 Acknowledgment   | 7   |

Annex A - Contractor Acknowledgment

Annex B – Contractor Checklist and Information Sheet for use with Tendered Projects

## **1. Introduction**

Contractors are employed to conduct numerous work requirements for West Norfolk Academies Trust (WNAT) from assisting with education aspects through to servicing, maintenance and testing of plant and machinery. Contractors are also employed to carry out large scale projects following a tender process (see WNAT Purchasing and Tendering Policy).

WNAT is committed to ensuring that a high standard of health and safety is maintained at all times. Contractors are therefore required to conduct their (and their subcontractors) activities in a safe manner ensuring equipment, working conditions and methods are employed to minimise the risk to the health of their own, Trust employees, students or other persons on Trust premises.

As such it is important that contracted staff be made aware of their obligations concerning H&S when operating on school sites. This Compliance Code provides information relating to H&S requirements and should be made available for contractors to review and accept as required.

## **2. Contractor Management**

This Compliance Code should be issued to all contractors upon initial commissioning or prior to the commencement of tendered or quoted projects. Contractors, irrespective of prior acceptance, will sign and return the agreement (Annex A to this document) as confirmation of receipt and acceptance.

The principal contractor for tendered projects will also return the contractor checklist (Annex B to this document) prior to start of the project.

For Hazardous activities, not included in a tendered project E.g. Ad hoc roof access, contractors may be required to provide copies of Risk Assessments & Method Statements (RAMS) to provide evidence that the work will be undertaken in a safe manner. It is the responsibility of the Headteacher or Site Manager to ensure they are content that the RAMS are sufficient for the task at hand.

Before commencing work all contractors will report to and sign in at the school reception. Where enhanced Disclosure and Barring Service (eDBS) checks cannot be confirmed the contractor will be escorted at all times whilst on site. It is therefore beneficial for contractors to supply eDBS certification and photographic ID upon arrival

For tendered projects it is likely that the project will include the creation of a compound under the control of the principal contractor. Where this is the case contractors will sign in as required by the principle contractors H&S arrangements. Should work outside of the compound-controlled area be required, contractors are to follow the requirements of the previous paragraph.

The Trust operates a "No Smoking" policy in all of its premises and smoking is strictly prohibited in all areas.

The contractor is responsible for the safety and security of all of their plant and equipment used or brought on to Trust premises. The Trust accepts no liability for any loss or damage.

### **3. Contractor Requirements**

The contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974, and all current regulations when operating on WNAT sites. This section lists common areas applicable but additional regulations may need to be considered.

*Note – where works are conducted as part of a tendered project that involves the creation of a compounded work area the principal contractor will be responsible for all H&S requirements within the compound. The compound must be secured to prevent unauthorised access and all WNAT staff entering the compound are to abide by all rules and requirements as set by the principal contractor. This includes signing in and out and the use of PPE. The items listed below must be adhered to should work be required outside of the agreed compounded work area.*

#### **3.1 The Control of Substances Hazardous to Health (COSHH) Regs.**

All substances brought onto Trust premises by the contractor must have been subject to assessment and approved for use by the contractor's appointed COSHH assessor.

All substances shall be used in accordance with the manufacturer's instructions and/or any other instructions issued by the contractor's COSHH assessor.

All recommended safety precautions shall be adhered to and any personal protective equipment required should be provided by the contractor, who will ensure that it is used. Substances will be disposed of as per the information provided in the Material Data Sheet (MDS)

The Trust may request copies of COSHH assessments for any substances brought on to their premises and all efforts should be made to ensure the risk of exposure is controlled as far as reasonably practicable. Headteachers and Site Managers should ensure they are content with the control of substances as part of all works conducted by contractors.

#### **3.2 The Electricity at Work Regulations**

All work on Trust electrical systems shall be carried out in accordance with the regulations, and approved standards as per the current edition of the IET Wiring Regulations, by suitably qualified and experienced contractors.

All electrical hand tools and extension leads shall be in good condition, all joints and connectors sound and of the approved type, and all portable appliances shall be subject to regular tests and be within their test date. The Trust may request copies of any test certificates or reports.

Wherever possible 110-volt equipment shall be used. Where 240-volt equipment is used it shall be protected by a residual current device of 30-milliamp rating. No three-phase 415-volt equipment shall be used without the approval of the Site Manager.

### **3.3 The Noise at Work Regulations**

The Site Manager must be notified of any equipment or process, which is likely to produce noise above the upper action level of 85dBA. Where approval is given to use such equipment or processes the contractor will provide appropriate ear protection for their own staff.

Consideration of the impact to education must be considered and where a process likely to produce high levels of noise is likely to take place, confirmation to proceed must be obtained from the headteacher or Site Manager prior to commencing.

### **3.4 Reporting of Infectiousness Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Whilst operating on WNAT Sites all contractors are required to report incidents and injuries, including near misses, to the Headteacher, Reception staff or Site Manager to enable the incident to be submitted via the WNAT Incident reporting system as per the WNAT First aid Policy.

Where the incident is reportable as per the RIDDOR requirements a copy will be issued to the contractor for their records.

Any damage to material or equipment that poses a risk to the school staff, students, visitors and contractors from potentially dangerous occurrences is to be brought to the attention of the Headteacher or Site Manager with immediate effect to ensure control measures are implemented.

### **3.5 Asbestos**

Upon arrival all contractors are to ensure they review the site asbestos survey located at reception. If the report is not available it is to be requested prior to any work commencing where there is potential to disturb Asbestos Containing Materials (ACM). Contractors must sign as having reviewed the asbestos survey.

During works if any suspected asbestos is identified, that is not indicated in the asbestos survey, work must stop and the Headteacher or Site Manager is to be informed. Control measures are to be implemented as per the WNAT asbestos Compliance Code.

Any exposure to potential asbestos is to be reported to the Headteacher or site Manager for submission via the WNAT Incident reporting system as per Para 3.4.

For projects including construction or demolition works additional surveys must be completed prior to work starting and the contractor is responsible for confirming they are content prior to proceeding. This requirement should be discussed at the project planning phase. Any ACM identified is to be disposed of correctly as part of the project with documentation provided.

### **3.6 Working at height**

Working at height is to be conducted using the correct equipment for the tasks at hand such as ladders, step ladders, scaffolding etc. Schools only have access to basic equipment; therefore, contractors should supply their own equipment where possible.

Ladders used on Trust property must be in good general condition and free from defects. All ladders must be secured by tether or “footed” by a second person at the bottom. When not in use, ladders must be securely locked away or made safe against unauthorised use. Ladders should rise at least 1.1m above the place of landing unless there is a safe handhold.

Some WNAT Sites have access to scaffolding and mechanical lifting towers. Where it is agreed that the equipment is to be used it is the contractor’s responsibility to ensure the equipment is safe to use prior to commencing works. Any issues are to be highlighted to the Headteacher or Site Manager immediately.

When accessing roof areas, it should be noted that most WNAT sites do not have fall protection or fall arrest systems such as ‘Man safe’ in place. Therefore, contractors are to provide a Risk Assessment and Method Statement (RAMS), or equivalent, of the work required prior to commencing. A copy must be provided to the Headteacher or Site Manager.

Any scaffolding to be used or erected by the contractor must be agreed by the Site Manager. Any such scaffolding must be erected by competent persons, inspected daily and thoroughly examined by a competent person every seven days. Potential access by unauthorised persons must be strictly controlled.

Any work requiring digging or excavation on WNAT sites must be assessed accordingly to ensure that openings are cordoned off using suitable barriers and boarding when unattended. Controls must be agreed with the Headteacher or Site Manager prior to commencing work.

### **3.7 Use of machinery and equipment**

The contractor will ensure that all tools and equipment are examined for defects before being used and are maintained in a safe working condition at all times. All tools and machinery are to be strictly controlled.

The contractor shall not interfere with, remove, or misuse any guard or protective device fitted to or used with any Trust plant, equipment or machinery without the prior consent of the Site Manager.

### **3.8 Vehicle access**

Currently there is only one site where vehicle access is permitted. Springwood high school therefore has a speed limit restriction of 4 mph for all vehicles that must be strictly adhered to due to the potential interaction between pedestrians and vehicles.

Where access is required to all other sites this must be agreed with the Headteacher or Site Manager prior to work commencing.

For project work utilising a compounded work area the speed restriction of 4 mph remains in place when transiting across the school site to the compound entrance.

## **4.0 Emergency procedures**

In the event of a fire the fire alarm system is to be activated at the nearest call point.

All contractors are to ensure they make themselves aware of the location of the Fire Assembly Point upon arrival at the school site. All schools conduct weekly fire alarm tests and the time should be displayed in reception for awareness. Any activation of the alarm outside of these times is to be treated as a live activation and contractors should make their way to the Fire Assembly Point via the nearest safe exit point. Contractors should make themselves known to the responsible person to ensure they are accounted for.

Note – For work conducted within an agree compound work area the principal contractor must identify a suitable Fire Assembly Point separate to that used by the school. Contractors employed within the compounded area are to muster at the correct assembly point.

Schools are required at times to conduct lockdown practice. As such if lockdown is activated contractors are to make their way to reception, or remain within the agree compound area for project works, and await further information.

## **5.0 Permit to Work (PTW)**

All “hot” work (which includes welding or cutting using oxy-acetylene or other gas equipment; soldering, brazing, paint stripping or any other activity using LPG gas torches or burners and any other burning or heating processes) will only be carried out with the consent of the Headteacher or Site Manager, who may require such work to be carried out under a Permit to Work. (See WNAT Fire Compliance Code)

Where such a document is issued, the contractor will ensure that all his employees (or his subcontractors’ employees) are fully informed of, and comply with, all safety requirements listed.

## **6.0 Insurance**

You must have a current policy in operation for public liability for a minimum of £5 million.

## **7.0 Conduct**

The business of WNAT is education. Therefore, it is expected that all adults, irrespective of role, conduct themselves accordingly at all times when on site. This includes when operating from an allocated compound work area. The following must be strictly adhered to at all times

- Interaction with students is not permitted and should be avoided.
- All contractors are to remain full clothed when operating on school site. No bare chests irrespective of weather conditions.
- Foul language or the playing of offence music is not acceptable whilst on school grounds at any time.

## **8.0 Acknowledgement**

The Main contractor is required to acknowledge receipt of this Compliance Code to the Site Manager before commencing any work on Trust premises utilising the form at Annex A.



**Annex A – WNAT Use of Contractors Compliance Code**

**CONTRACTOR ACKNOWLEDGEMENT FORM**

I have read and accepted all the terms, conditions and code as stated within this document.

I will ensure all persons directly or indirectly employed by myself/my organisation understand and comply with the terms, conditions and code for contractors working at West Norfolk Academies Trust premises.

Site Name:

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Name of Company/Organisation:

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Capacity of Person within Organisation Authorised to sign document:

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Name of Person within Organisation Authorised to sign document:  
(Please Print)

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Signature of Person within Organisation Authorised to sign document:

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Date of Signature:

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**Annex B – WNAT Use of Contractors Compliance Code**

**CONTRACTOR CHECKLIST AND INFORMATION SHEET FOR USE WITH TENDERED PROJECTS**

|                           |  |
|---------------------------|--|
| Site Name                 |  |
| Project Name              |  |
| Principal Contractor Name |  |
| Principal Designer Name   |  |
| Date                      |  |

Summary of project work being carried out:

Site Contact details (If different from those above):

Please list any hazardous areas or operations at this site (e.g. busy traffic routes, hearing protection zones,

| Questions  | Yes/No |
|--|--------|
| As part of the project has an agreed compound area been provided?  |        |
| Are all contractors aware of the boundary and requirement to sign in at the school reception should work be required outside of the agreed boundary?   |        |
| Are all contractors, including sub-contractors aware of the conduct requirements associated with this Compliance Code?   |        |
| Has a Risk Assessment Method Statement (RAMS) been completed for this work and is a copy available for the Headteacher or Site Manager?<br><br><i>Note: Any generic risk assessments should be modified to reflect any site-specific risks.</i>  |        |
| Have you received and reviewed a copy of the site Asbestos survey?<br><br>Where required have additional asbestos surveys been conducted/ reviewed prior to work commencing?<br><br>Have you and others involved in the project undertaken asbestos awareness training if your work involves the potential to cause damage to known or hidden Asbestos Containing Materials?   |        |
| Will you and /or others involved in the project be working at a height from which injury could occur should safety device not be in place?<br><br>Has the working at height requirement been assessed and has suitable equipment been obtained to mitigate the risk?   |        |
| Are you aware of the local fire evacuation procedures including the location of fire exits in the areas of work?<br><br>Has a Fire assembly point been identified for the allocated compound away from the school assembly point?<br><br>Does the work involved impact the operation effectiveness of the school fire alarm system? Has provision been made to ensure a suitable system is in place and operational for the duration of the project? |        |
| Does your work involve carrying out hot works (welding, soldering, blow torches etc.)?<br><br>Have suitable Permits to Work been obtained or provided?   |        |

Please print this document for signature and completion.

|   |  |
|---|--|
| Contractors signature                   |  |
| Head teacher or Site manager signature. |  |