



HEALTH AND SAFETY POLICY

MANAGEMENT OF CONTRACTORS

AIM: To set out the overarching principles and responsibilities with regard to Management of Contractors working at Trust schools
ESSENTIAL POLICY FOR: Heads of Schools, Governors, Staff, SET Estates, Principal Designers, Principal Contractors.

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Additional narrative added to Section 8 on 10th June 2019
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1. Introduction

- 1.1 This document outlines the basic Health and Safety requirements for clients (i.e. schools managing their own schemes) and contractors who undertake work on school premises.
- 1.2 In any client / contractor relationship, both parties have statutory duties to ensure the health and safety of all persons who may be affected by their undertaking.
- 1.3 Similarly if the contractor, employees, sub-contractors, all parties will have some health and safety responsibilities. The extent of these depends on the individual circumstances.
- 1.4 It is important to emphasise that the head teacher is ultimately responsible for all aspects of day-to-day health and safety management in the school, but the responsibility for ensuring effective collaboration between Contractors and school representatives shall be the joint responsibility of the SET Estates Manager and the SET Health and Safety Officer.

2. Definition of terms

- 2.1 **Client** – Sapientia Education Trust (SET).

Contractor - A contractor is anyone you get in to work for you who is not an employee. Be that for maintenance, repairs, installation, construction etc.

- 2.2 Further general guidance on the roles of participants and is given by the HSE in a summary of [duties under CDM 2015](#).

3. Identifying the job

- 3.1 Clients need to clearly identify all aspects of the work they want the contractor to do and consider the health and safety implications of the job they want done.

3.2 Things to consider:

- Has consent been obtained from SET before orders have been placed and work commences?
- Have statutory approvals such as planning permission and building regulations been sought?
- Does the project fall under the Construction (Design and Management) Regulations 2015 (CDM)?
- Can existing building utilities sustain the new work (electricity/gas/drainage etc.)?

4. CDM Construction (Design and Management) Regulations 2015

4.1 The [Construction \(Design and Management\) Regulations 2015](#) applies to all building, demolition, repair and maintenance or refurbishment work.

4.2 These regulations strengthen the client's duties and thus for construction projects where schools are acting as the client they will be required to ensure suitable arrangements are in place for managing the project in order that health and safety is secured (via a 'client brief').

4.3 The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

4.4 A new duty holder- The **Principal Designer** has been created in these regulations, this role is responsible for health and safety within the design team and the role can be fulfilled by an individual or organisation. In some cases, it is likely this may be undertaken by an architect /key designer. The previous role of CDM coordinator (CDMC) will no longer exist and it is the principal designer who will take control of the pre-construction phase of any project involving more than one contractor.

4.5 The **principal contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

4.6 **Main client responsibilities:**

To make suitable arrangements for managing the project, this includes:

- Appointing contractors and designers ensuring they have necessary experience, knowledge and skills (this includes appointing a principal designer and principal contractor for all projects involving more than one contractor on site at one time.)
- Appoint both the Principal Designer and Principal Contractor in writing, otherwise the Client is deemed to be carrying out these roles;
- Provide pre-construction information as soon as practicable (e.g. site plans/drawings/service and utility information/asbestos survey) to the design/construction team;

- Notify the HSE in writing of projects before works commence **if** they will exceed 30 construction days with 20 or more workers working simultaneously or if the project exceeds 500 person days. (previously this would have been actioned by the now defunct CDM coordinator role); The easiest way to notify any project to the HSE is to use the online notification form F10 on the HSE's website.
<https://www.hse.gov.uk/forms/notification/f10.htm>
 - Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site;
 - The main authority for health and safety matters will pass to the Principal Contractor/Contractor during the construction phase once works have commenced on site;
 - Ensure a Construction Phase Plan is provided by the Contractor or Principal Contractor and is in place before any works commence;
- 4.7 For all SET funded projects the SET would be considered the 'client' and an agent appointed to work on the SET's behalf.
- 4.8 For smaller projects you will still need to satisfy yourself that designers and contractors are competent, to allow sufficient time and resources and to provide adequate pre-construction information to designers and contractors.
- 4.9 **Remember all the requirements of CDM 2015 will apply whether or not the project is notifiable**
- 4.10 A pre-construction client checklist produced by the CITB is available in Appendix C
- 4.11 Guidance on CDM is available as follows:

[CDM 2015 industry guidance for clients - CITB](#)

[L153 – Managing health and safety in construction – CDM 2015: Guidance on Regulations](#)
[INDG411 – Need building work done? A short guide for clients on CDM 2015 \(rev\)](#)

[Construction Phase Plan for small projects \(CDM 2015\) - CIS80](#)

5. Selecting suitable contractors

- 5.1 Contractors shall ensure compliance with their own Health and Safety Policy and procedures, all relevant Health and Safety legislation, guidance and good practice.
- 5.2 Schools in conjunction with the SET Estates department need to satisfy themselves that contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.
- 5.3 It is therefore recommended that schools consult at the earliest opportunity with the SET Estates team to ensure due diligence is applied to contractor selection.

- 5.4 All schools are advised that professional advice sought for any aspect of a proposed modification, alteration, structural change etc. should in the first instance be referred to the SET Estates department.
- 5.5 The process used when determining contractor competency should be proportionate to the level of risk involved, thus you may need to make specific enquiries about their health and safety knowledge. This may include checks and the provision of evidence on the following: -
- previous experience of the work required;
 - clear health and safety policies and procedures;
 - copies of their safety method statements / relevant risk assessments;
 - their accident/dangerous occurrence reporting systems including the number of accidents etc. in the last year;
 - whether they sub-contract and how this is selected;
 - what health and safety training and supervision is provided for their workforce; new 'passport' in health and safety training;
 - whether they have been independently assessed for competency and by whom;
 - membership of any relevant trade or professional bodies;
 - who to contact for references;
 - details relating to any Health and Safety Executive actions, i.e. Improvement or Prohibition notices or any prosecutions;
- 5.6 The checklist in [Appendix A](#) is not exhaustive but addresses the generic checks when considering the appointment of new contractors. It also serves as a good means of auditing existing suppliers to ensure they consistently achieve best practice.
- 5.7 The Public Available Specification PAS 91 provides a set of health and safety questions that can be asked by construction clients and those who appoint designers and contractors as part of the pre-qualification process.
You could use a Safety Schemes in Procurement (SSIP) member-assessed scheme to find designers or contractors who have been assessed and confirmed by a SSIP Forum member as meeting acceptable health and safety standards.
- 5.8 Though the use of sub-contractors is generally left to the contractor it would be prudent to satisfy yourself that the contractors selection criteria is sufficient for appraising their competency.

6. Risk assessment

- 6.1 Every employer and self-employed person is required to make a 'suitable and sufficient' assessment of the risks to employees and others not in their employment and put in place appropriate control measures.
- 6.2 Contractors should therefore provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site.

- 6.2 Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved should agree the risk assessments and be part of this discussion and agreement.
- 6.3 Any additions or further assessments should be passed on, as and when necessary.
- 6.4 [Appendix B](#) outlines basic good practice with respect to common risk areas, this list is not exhaustive and further controls will be required based upon specific risk assessments.

7. Co-operation and Co-ordination

- 7.1 To facilitate the effective management of health and safety then it is essential for the site manager and supervisors from all parties to exchange information regarding work activities, risks and relevant safety procedures, which could affect each other. This could take the form of regular meetings or briefings.
- 7.2 A pre-contract start meeting must be arranged with all parties to discuss the job before work commences on site. Prior to this meeting the programme of works is to be agreed with the school and SET Estates department.
- 7.3 Sometimes a project may require more than one contractor on site. In these cases we need to think about how their work may affect each other and how they interact with the school's activities. (Where a specific project involves more than 1 contractor on site the SET must appoint a principal designer and principal contractor in writing).

8. Management and supervision – controlling the work

- 8.1 The SET Health and Safety team and SET Estates department must decide what they need to do to effectively manage and supervise the work of contractors and monitor their health and safety performance. The greater the risks the greater the monitoring required. This would include checking whether the controls specified in the risk assessment are in place and working effectively and that the site manager has implemented a site specific induction procedure. The SET Health and Safety Manager will use the form at Appendix D to record monitoring of construction projects
- 8.2 The Contractor shall provide full and adequate supervision during the progress of the works and shall confirm the name of the operative responsible for site supervision prior to the commencement of work. There should be one point of contact, foreman/manager, for the contractor and school/SET.
- 8.3 The Contractor will ensure that the work methods and safety precautions agreed before the commencement of work are put into practice and that all parties involved understand how the work is to be conducted and are aware of relevant method statements before work starts.
- 8.4 If the Contractor employs sub-contractors for part of the work, they must ensure that relevant appropriate information, training and supervision is requested, and provided as needed.
- 8.5 Risks relating to safeguarding should be managed and documented e.g. by working out of school hours where possible, or by limiting access to pupils where work is being carried out. A decision should be made if DBS checks are required at the initial project meeting with the contractor.

8.5.1 Where possible, all contractor related work on school premises should take place outside of term-time to limit the impact on education

8.5.2 If the school has arranged for contractors to be on site (either during term-time or outside of term-time), it is the responsibility of the Headteacher to make sure suitable arrangements are in place for the supervision of the contractors in accordance with their risk assessment.

8.5.3 If SET staff have arranged for any contractor to be present at a school (either during term-time, or outside of term time), SET staff are to confirm, in writing, with the school what arrangements are in place for escorting the contractors while on site.

9. Managing Contractors

9.1 The following is taken from [HSE Managing Contractors](#) – A guide for employers (HSG 159) and is a useful summary of key steps in effectively managing contractors on site:

Managing contractors: five steps

Step 1: Planning

- Define the job
- Identify hazards
- Assess risks
- Eliminate and reduce the risks
- Specify health and safety conditions
- Discuss with contractor (if selected)

Step 2: Choosing a contractor

- What safety and technical competence is needed?
- Ask questions
- Get evidence
- Go through information about the job and the site, including site rules
- Ask for a safety method statement
- Decide whether subcontracting is acceptable. If so, how will health and safety be ensured?

Step 3: Contractors working on site

- All contractors sign in and out
- Name a site contact
- Reinforce health and safety information and site rules
- Check the job and allow work to begin

Step 4: Keeping a check

- Assess the degree of contact needed
- How is the job going:
As planned?
Is the contractor working safely and as agreed?
Any changes in personnel?
- Are any special arrangements required?

Step 5: Reviewing the work

- Review the job and contractor
- How effective was your planning?
- How did the contractor perform?
- How did the job go?
- Record the lessons

Contacts

Health and safety guidance and support

SET Health and Safety Team

chris.lloyd@se-trust.org

Property maintenance, construction guidance and support

SET Estates Department

steve.peck@se-trust.org

APPENDIX A

SELECTION OF CONTRACTORS CHECKLIST

This checklist is not exhaustive but addresses the generic health and safety checks to be undertaken by the SET prior to engaging the services of a contractor outside of its approved contractor database.

There will be other requirements (equalities, financial, DBS checks etc.) to consider.

CONTRACTORS WITH FOUR OR LESS EMPLOYEES (SMALL CONTRACTORS)
For smaller contractors then it should be remembered that some of these requirements may not be able to be evidenced as they do not need to be documented under health and safety legislation, therefore evidence of competence may be more difficult to determine. None the less schools should carry out the same checks, but apply common sense and expect answers commensurate with the level of risk involved. This could simply be done by discussing the areas of the checklist with the prospective contractor taking notes about the answers received.

CDM
CDM refers to the Construction (Design and Management) Regulations 2015 and applies to all building, demolition, maintenance or refurbishment work. If the project is notifiable or if there will be more than 1 contractor on site at the same time two specific and specialist roles of principal designer and principal contractor must be appointed in writing by the client.
For all SET funded projects the SET would be considered the 'client' and there are statutory obligations placed upon them. In this instance it is likely that an agent would be used to work on the SET's behalf.
Notifiable projects
Such projects are notifiable to the HSE where the work exceeds 30 construction days with 20 or more workers working simultaneously or if the project exceeds 500 person days. (previously this would have been actioned by the now defunct CDM coordinator role);
https://www.hse.gov.uk/forms/notification/f10.htm

WORKS OF LESS THAN 30 DAYS / 500 PERSON DAYS
Contractors shall ensure compliance with all relevant Health and Safety Legislation, guidance and good practice, their own Health and Safety Policy, health and safety systems and procedures. Schools/SET Estates need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely, the degree of competence required will depend on the work to be done.

RESULT OF ASSESSMENT delete as appropriate	
Contractor has demonstrated competence and has documented safe systems of work in place	Contractor has not demonstrated competence and/or does not have documented safe systems of work in place

SUMMARY OF ASSESSMENT

NAME OF ASSESSOR	SIGNATURE	DATE

1. INSURANCE	Contractor has adequate and valid insurances?
<p>It is essential to check the validity and level of contractor's insurance prior to the commencement of work. The following details should be checked:</p> <p>Contractor is the principal insured</p> <p>Cover is in force (check renewal of cover if contract works exceed the renewal date)</p> <p>Limit of indemnity is adequate for work being done i.e.</p> <ul style="list-style-type: none"> • Employers liability £ 10 million (any one incident) • Public liability £ 5 Million (any one incident) • Professional Indemnity £ 5 Million (any one incident, if contractor is providing professional consultancy advice) <p>Policy documents are checked for exclusions or conditions which may invalidate cover for the contract being undertaken e.g. height restrictions.</p>	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

2. HEALTH & SAFETY POLICY	Health and safety policy in place?
<p>Check contractor has a clear and comprehensive policy consisting of a statement of intent, roles and responsibilities and arrangements required.</p> <p>Policy reviewed regularly (annually ideally)</p> <p>Policy signed and dated</p>	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

3. HEALTH & SAFETY MANAGEMENT	Suitable management systems in place for H&S?
<p>Details of organisational structure (roles, responsibilities and accountability)</p> <p>Provide details of any H&S management systems used e.g. HSG65, OHSAS 18001 etc.</p> <p>Provide details of audits and monitoring undertaken (frequency and type)</p> <p>How is health and safety communicated within the organisation</p>	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

4. PROVISION OF SAFETY ADVICE	Access to competent safety advice?
<p>Check who provides competent safety advice for the contractor. In practice this could be one of their employees or an external source. Competence could be demonstrated through a NEBOSH diploma / certificate in safety, chartered membership of IOSH or similar qualification.</p> <p>Trade associations may also provide H&S advice to members.</p>	
YES – CHECKED AND ADEQUATE	NO – NONE / INADEQUATE

5. RISK ASSESSMENT	Suitable risk assessments in place?
<p>Check contractor has conducted suitable risk assessments covering all aspects of the work involving significant risk e.g. work at height, working around children, vehicles on site etc. Assessments to be: specific to works to be conducted identify satisfactory control measures signed and dated regularly reviewed</p>	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

6. METHOD STATEMENT	Written method statement available?
Check contractor has produced a written safe system of work based on the risk assessment. Method statement to take account of any local issues.	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

7. WORK RELATED TRAINING RECORDS	Evidence of suitable training?
Check contractor has adequate training records for employees involved in work. This may be, course attendance certificates, operating identity cards, safe operating certificates or other suitable evidence of competence to carry out the work.	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

8. COMPETENCY	Evidence of suitable experience / competence?
Specialised contractors or certain types of work may require other specific documentation or an independent assessment of competency. Is there evidence that they are members of any relevant trade associations or professional bodies? I.e. for Gas Safety, work on asbestos etc.	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

9. PROSECUTIONS AND NOTICES	Does contractor have previous convictions / notices?
Ask contractor to provide details relating to any HSE actions e.g. improvement or prohibition notices or any prosecutions. Look for details of clear actions being taken by the company as a result of any such HSE action. HSE has a database of prosecutions and notices which enable you to search for previous convictions, cases currently going through the courts or any past improvement / prohibition notices. http://www.hse.gov.uk/notices/ http://www.hse.gov.uk/prosecutions/	
NO – CLEAR OF PROSECUTIONS / NOTICES	YES – PROSECUTION / NOTICE IDENTIFIED

10. ACCIDENT HISTORY	Evidence of accident history provided?
Ask contractor for accident records and evidence of their accident reporting systems. Absence of such records may be an indication that safety is not a priority rather than of a totally safe operation.	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

11. SUB-CONTRACTORS	
Provide details of the checks the organisation makes on competency of any sub-contractors Provide details of the frequency and type of monitoring of sub-contractors	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

12. REFERENCES	Evidence of suitable experience
Ask contractor for details of contact names and addresses of 2 referees for whom similar work has been carried out?	
YES – CHECKED AND ADEQUATE	NO – NOT AVAILABLE / INADEQUATE

APPENDIX B

CODE OF CONDUCT RISK ASSESSMENT PROCESS

The following list provides an indication of controls and the areas for which detailed risk assessments and method statements may be required, however this is by no means exhaustive and method statements / controls which are unique to the site or the nature of the work, will be requested as necessary either before work commences or during the contract.

The principal contractor has a duty to ensure any sub-contractors who may be employed by them also provide suitable and sufficient method statements.

ACCESS

The Contractor shall continuously maintain existing access or, if necessary, provide alternative access facilities to lifts, staircases, lobbies, hallways, corridors, refuse facilities, etc. and shall ensure that work within those areas proceeds in an orderly and safe manner.

VEHICULAR ACCESS

Site speed limits and other warning notices must be adhered to at all times. The Contractor shall take all precautions to eliminate, as far as is reasonably practicable, the danger to the occupiers or the public, arising from the entry and exit of all delivery vehicles to and from the site.

ACCIDENTS AND DANGEROUS OCCURRENCES

The Contractor shall notify the establishment manager of any accidents, incidents and dangerous directly associated with his workforce or undertakings. In addition, accidents, incidents and dangerous occurrences must be reported on the official SET Accident/Incident Report form available from the SET Health and Safety team.

Where incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, a completed copy of Form F2508/F2508A/F2508G must be supplied via email to chris.lloyd@se-trust.org.

ASBESTOS

Prior to commencement of work, the Client will inform the Contractor, as to the location of all **known** asbestos. Schools, SET Health and Safety and Estates departments and contractors must ensure they also consider the limitations of existing management surveys when planning any refurbishment or demolition works. It must not be assumed that the absence of an entry in the register means asbestos containing materials (ACMs) may not be present

Management surveys are not intrusive thus asbestos could be concealed within the fabric of the building, therefore it may be necessary to carry out further intrusive survey works to locate any 'hidden' ACMs ahead of any planned building or refurbishment works.

Intrusive asbestos surveys (Refurbishment and Demolition Surveys) must comply with the current HSE Guidance (HSG264). These are project specific and involve destructive inspection to gain access to all areas; therefore allowances must be made for making safe these areas as part of any work instruction.

If during the course of a contract, material suspected of containing asbestos is found, work in the area should cease immediately. Under no circumstances should the suspect material be disturbed.

After asbestos removal, a clearance certificate must be produced before re-occupation of any part of the building takes place.

For all work which will involve asbestos materials, a risk assessment will have been carried out and a suitable method of work proposed by the contractor. The work supervisor will be responsible for informing staff of any appropriate instructions or information.

DISRUPTION TO OCCUPIERS AND THE PUBLIC

All works shall be carried out so as to cause the minimum of interference and disturbance to the occupiers of the premises and the public.

To achieve this, the works shall be carried out in the sequence and indicative timing agreed with the Project Manager/Officer and the Establishment's Manager/Representative at the site meeting.

Working times to certain areas may be restricted to avoid disruption to staff and occupants.

Detailed site limitations to be provided prior to the commencement of works.

The area around the works shall be adequately segregated from other users of the site.

Any specific aspects of segregation and screening shall be confirmed at the pre-contract meeting.

DUST/FUMES

Where it is known that site activities are going to create a large amount of dust, then specific precautions must be undertaken. The Contractor shall make an appropriate risk assessment and should be aware of the need in certain circumstances of compliance with the COSHH. The Project Manager/supervising officer and the Establishment's Manager/Representative must be forewarned of such problems, so that if necessary additional cleaning provisions can be considered for the duration of these activities.

At all times it is essential to maintain a safe and healthy environment for employees and other users, and to protect machinery and equipment vulnerable to damage by dust.

ELECTRICITY AT WORK

All portable appliances and electrically powered plant must be appropriately inspected and tested. The Contractor will provide documentary evidence to this effect.

The Contractor shall take all necessary steps to ensure the safety of employees and others who may be affected by users of electrical equipment and power tools, by providing warning notices of trailing cables, overhead works, etc., as well as not to expose the building to the risk of fire or explosion.

It is expected that all portable, electrically powered equipment shall be of 110v rating.

EMERGENCY EVACUATION PROCEDURES

The establishment's Manager/Representative will provide the Contractor with the premises emergency plan and evacuation procedures. The Contractor and his employees will comply with all such site specific procedures.

FIRE PRECAUTIONS

Contractor shall ensure that all routes and means of escape in case of fire or emergency to the premises are kept clear at all times. Combustible materials are to be stored in agreed areas, unless they required for immediate use.

Unnecessary build-up of combustible materials must be avoided. Flammable liquids or compressed gases must not be kept within the building but taken off-site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work.

Specific fire risks shall be identified during the risk assessment process and in such cases the Contractor shall provide appropriate adequately maintained, fire extinguishers, suitable for use.

FIRST AID

The Contractor must ensure that there is adequate first aid provision in accordance with statutory regulations.

HAZARDOUS WORKS

When any hazardous works e.g. hot works are to be conducted a "permit to work" must first be obtained from the project manager / supervising officer.

No such work shall be commenced unless such a permit is in place.

A hot works permit is required for all operations involving flames or producing heat and/or sparks. Including but not limited to brazing, cutting, welding, grinding, soldering, use of blow lamps etc. This should include a suitable 'fire watch' period (min of 30 mins) after hot work has finished to ensure no smouldering / hot materials remain.

NOISE AT WORK

The Contractor shall take measures to minimise the disruptive effect of construction noise.

If necessary, noise levels should be assessed by a competent person to ensure levels do not exceed statutory control levels and do not obtrude or affect site workers, establishment occupants, or other persons in the vicinity.

Following risk assessments, the Contractor shall use the most effective noise reduction measures available. Any plant still likely to cause disturbances may only be used within the periods previously agreed by Project Manager/Officer and the Establishment's Manager/Representative.

PPE

Dependent on the nature of the work, the Contractor shall ensure that appropriate personal protective equipment is provided and used by employees.

Furthermore, the Contractor will ensure that visitors to the site are made aware of any special hazards, and that under no circumstances will visitors to the site in connection with the works, not wearing suitable personal protective equipment or clothing be allowed on the site, or in the vicinity of work activities where there is a likelihood of any risk to their personal health or safety.

SAFEGUARDING

School to verify any DBS applications required for contractors working onsite and provide the contractor with safeguarding guidance leaflets/information to be distributed and/or communicated to the workforce during site inductions.

SECURITY OF SITE

All site specific security procedures to be complied with. All doors and gates to be securely closed. Operatives to sign in and out of site. Identification to be worn at all times.

SIGNAGE AND WARNING NOTICES

The Contractor shall implement a system of signposting to warn occupiers and the public of dangerous operations, plant and chemicals, and of freshly applied materials. All safety signs must conform to the Safety Signs and Signals Regulations 1996. Such notices must be securely fixed externally and in a prominent position. It may be necessary to provide the signs in different languages.

SITE TRAFFIC

The Contractor shall liaise with the school, to ensure there is good segregation of pedestrians from site traffic e.g. skip lorries, delivery vehicles and plant e.g. forklift trucks, JCB's etc. and that the presence of such vehicles at site does not restrict access for the emergency services in the event of an incident at site.

SMOKING

Smoking is not allowed in any building.

STORAGE

Materials must not be stored appropriately at all times.

Under no circumstances are the corridors, staircases, intake cupboards, WCs, or emergency escape routes (both internal and external) to be obstructed with plant, equipment, materials, etc.

Extra precautions and safety considerations for secure storage must be considered where materials, (e.g. flammable liquids and gases such as propane) and hazardous substances (e.g. pesticides and timber treatment chemicals) are to be used.

Such substances must not be kept within the building but taken off-site or stored in a suitable place, except in such quantities as may reasonably be required for the day's work. Should this not be practicable specific storage arrangements will be required; no such substances shall be stored on site without prior agreement.

In the event of storage being required on site then access must be restricted to authorised personnel.

SUBSTANCES HAZARDOUS TO HEALTH

The Contractor shall provide the Project Manager/Supervising Officer with all the relevant information on any dangerous, noxious or offensive substances to be transported, stored, used or handled on site, in accordance with Control of Substances Hazardous to Health Regulations (COSHH), risk assessments will be provided.

Hazardous substances must not be left unattended without adequate safeguards having been taken. They must be kept in a secure place when not in use.

WASTE

Waste, dust and other debris caused by the building operations or other work shall be cleared regularly as work progresses, and at the end of each working day. In the event of skips being required these shall be sited appropriately in approved areas, agreed by the Establishment Manager/Representative.

WELFARE ARRANGEMENTS

The use of site facilities e.g. toilets shall be by agreement with establishment manager / representative, should these facilities be made available they must be left clean and tidy after use.

WORKING AT HEIGHT

This shall be avoided wherever reasonably practicable.

Roofs of buildings on site are not normally guarded and adequate guarding must be provided prior to work being carried out.

The Contractor is fully responsible for all aspects of scaffolding erected by firms which are registered members of the National Association of Scaffolding Contractors.

The use of mobile tower scaffolding will not be permitted with a working platform higher than 10 metres above ground level.

All scaffolds, perimeters, barrier fencing, etc. may only be erected when the common or surrounding areas are cleared of occupants and members of the public.

APPENDIX C

Pre-Construction Client checklist

This checklist is useful as an aide memoire during construction projects.

1	Are you clear about your responsibilities?	
2	Have you made your formal appointments?	
3	Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
4	Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
5	Have you checked that the project team is adequately resourced?	
6	Has a project or client brief been issued to the project team?	
7	Has the project team been provided with information about the existing site or structure (pre-construction information)?	
8	Do you have access to project-specific health and safety advice?	
9	Are suitable arrangements in place to manage health and safety throughout the project?	
10	Has a schedule of the key activities for the project been produced?	
11	Has sufficient time been allowed to complete the key activities?	
12	Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work?	
13	Have you checked that a construction phase plan has been adequately developed before work starts on site?	
14	Are you satisfied that suitable welfare facilities have been provided before work starts on site?	
15	Have you agreed the format and content of the health and safety file?	

APPENDIX D



CONSTRUCTION SITE INSPECTION CHECKLIST FOR SAFETY REPRESENTATIVES

This checklist can be used as a guide to help inspect a construction site for common problems. It is not an exhaustive list of items and will not cover all hazards on all sites. It can be completed in a single inspection or over a series of shorter inspections. The template can be adapted to suit your construction site or you can use the blank boxes to add in additional items that you want checked or items that you come across.

Area or location inspected:	
Date:	
Inspected by:	

No.	Item	Yes	No	N/A	Comments
1	Do workers have a safe route to their place of work?				
2	Is the site fenced and secure so that the public cannot gain access?				
3	Are members of the public, such as people passing by the site, protected e.g. from falling materials, moving machines?				
4	Are traffic routes kept clear and are they well lit?				
5	Do vehicles have visual and reversing aids fitted where needed e.g. reversing camera, convex mirror?				
6	Is the site tidy and well laid out?				
7	Are appropriate safety signs in place e.g. traffic routes, authorised personnel, PPE?				
8	Are welfare facilities e.g. toilets and canteen adequate and are they kept clean?				
9	Are First-Aid facilities in place and do workers know where they are?				
10	Have workers been instructed and trained on safe manual handling?				
11	Is appropriate lifting equipment provided for handling heavy loads; is it suitable for the job, certified and inspected regularly?				
12	Have existing services been identified and protected e.g. overhead or buried electricity or gas lines?				
13	Are electrical systems and equipment maintained and frequently inspected by a competent person?				
14	Is the only power supply being used 110V and are there adequate transformer points on site?				
15	Are collective measures in place to stop workers and objects from falling e.g. netting, scaffolding/toe boards?				
16	Are scaffolds inspected at least weekly by a competent person and the results recorded?				

17	Are any remedial works identified during scaffold inspections complete?				
18	Where collective fall protection measures are not possible, are persons working at height using appropriate fall arrest/restraint equipment?				
19	Are ladders and stepladders used only for light work of short duration and when there is no other choice?				
20	Have lifts and hoists been properly installed, certified and checked by competent people?				
21	Are all people on site wearing the correct personal protective equipment e.g. footwear, hard hat?				
22	Are suitable protective measures being used to prevent or reduce exposure to dusts e.g. wood, cement, silica?				
23	Are suitable protective measures being used to prevent or reduce exposure to noise and vibration?				
24	Is work equipment, plant and machinery maintained in a safe condition and is it inspected regularly by competent persons?				
25	Are plant and machinery safety devices kept in good working order e.g. sound signals, guards?				
26	Are excavations adequately supported to reduce the risk of collapse and are they inspected before work starts and given a thorough examination by a competent person weekly and after alterations?				
27	Are people working on site in possession of a valid Safe Pass card and have they been inducted?				
28	Are workers suitably trained and in possession of a valid CSCS card where applicable?				
29	Do all employees get information about potential risks and control measures in a language and at a level that they understand?				
30	Are there systems in place for consultation with workers on safety, health and welfare matters and to support the safety representative?				
Additional items/hazards in your workplace		Yes	No	N/A	

Signed for and on behalf of Sapientia Education Trust by:

Insert signature

Insert name and title.....