



WALTHAMSTOW HALL
SEVENOAKS

PREMISES CONTRACTOR MANAGEMENT POLICY

INTRODUCTION

This policy is to provide guidance to all staff who are directly involved in selecting and appointing premises contractors to work for and on behalf of the School. There is separate policy guidance on major construction projects where building contractors will be employed and compliance with the Construction (Design and Management) Regulations is needed. The general points of this guidance will be applicable to such work.

Objectives

The aim of this policy is to ensure that, so far as reasonably practicable, safety standards are complied with by premises contractors and to ensure the health and safety of School employees and pupils, contractor's employees, sub-contractors and any other persons who may be affected by the work being undertaken.

Responsibilities

The instructing member of staff, normally the Estates Manager but may include other members of staff such as the Director of Digital Services for IT works, will be responsible for the implementation of this policy.

The Estates Manager will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

- (a) How the contractor manages health & safety, e.g. sight of their health and Safety policy, how they conduct their risk assessments and their access to competent advice.
- (b) Who has overall responsibility for health & safety.
- (c) What training staff have had.
- (d) Whether the contractor has ever been prosecuted, been served notices or investigated by an enforcing authority
- (e) Provision of example risk assessments for the type of work you will be undertaking.
- (f) Details of any serious accidents in the last 3 years and record of any prosecutions.
- (g) References for the type of work from previous clients.
- (h) Details of public liability insurance.
- (i) DBS documentation and experience of working in schools.

On arrival the Contractors representative will report to the Estates manager and provide details of:

- (a) General description and scope of work.
- (b) Timescale for the work.
- (c) Areas affected.
- (d) Work methods, safe systems of work / risk assessment as applicable.
- (e) Any foreseeable hazardous operations.
- (f) Any hazardous materials or dangerous work practices.
- (g) Details of all contractors expected on site.

The Estates Manager will advise the Contractor on:

- (a) The School's emergency procedures including evacuation / assembly points.
- (b) Facilities available to the contractor.
- (c) Relevant operational rules and procedures, e.g. no-go areas, times of working.
- (d) Access arrangements.
- (e) School activities which may affect the contractors work.
- (f) Documentation required by the School.
- (g) Location of asbestos if relevant and access to the asbestos register.

Outside normal School hours work may be allowed by prior agreement with the Bursar or Estates Manager.

The contractor will provide a list of all persons to be present on site (including sub-contractors) and if appropriate the arrangements for signing in and out of the site/permit to work arrangement.

The contractor will be required to:

- (a) Ensure that work areas are safe.
- (b) Ensure that work areas are tidy.
- (c) Remove rubbish and redundant materials.
- (d) Be responsible for the provision of their own first aid arrangements.

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Bursar and Estates Manager, this includes:

- (a) Hot work.
- (b) Excavations.
- (c) Scaffolding.
- (d) Overhead work.
- (e) Use of flammable liquids.
- (f) Work involving electricity.
- (g) Work at height and involving lifting equipment.
- (h) Any construction work.

Any possible interference with alarm systems and emergency escape routes must be informed to

the School and suitable remedial arrangements agreed.

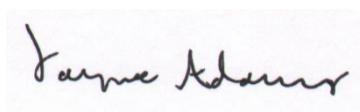
The Contractor will report any accidents to the Bursar and Estates Manager.

Any discovery of suspected asbestos material must be reported to the Estates Manager immediately and work stopped.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body and in the light of statutory requirements.

Reviewed March 2023
Next Review Date March 2024

Signed:

A rectangular box containing a handwritten signature in dark ink, which appears to read 'J B Adams'.

.....Date:17 March 2023.....

Mrs J B Adams
Chairman of the Governing Body