

CONTROL OF CONTRACTORS POLICY



Summary	Control of Contractors
Responsible Person/Author:	Facilities and Health & Safety Manager
Applies to: (please check as appropriate)	Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Finance & Resources Committee
Available On:	SharePoint/Website
Date of Approval	23.09.24
Effective from:	24.09.24
Date of Next Formal Review:	September 2025
Review Period	Annually
Status:	Statutory
Owner	RMAT
Version:	2

Document Control

Date	Version	Action	Amendments
12.05.21	1	Policy reformatted	Policy updated to new format.
September 2024	2	Policy amended	Nomenclature changes

Contents

Document Control.....	2
Co-ordination of Health & Safety with Contractors.....	3
Planning.....	3
Permit to work.....	3
Permit to Work Requirements	4
Permit to Work Expiry and Amendments	4
Disclosure and Barring Service (“DBS”) Checks	5
Regulated Activity in Relation to Children (Department for Education Factual Note 2012).....	5
Monitoring.....	5
Diversity	5
DBS Guidance diagram	6

Co-ordination of Health & Safety with Contractors

1. It is recognised by RMAT that it is important for an appropriate exchange of health and safety information to be carried out between us, contractors and sub-contractors.
2. RMAT has an “Approved” List of Contractors who will be assessed for competence prior to works commencing within our Academies.
3. Discussions will take place prior to or on acceptance of a contract to ensure that all health and safety implications are considered.

Planning

4. All aspects of Health and safety should be considered at the planning stage of all projects in order to avoid work being stopped because some health and safety feature has been overlooked.
5. The following matters will be considered:
 - Our own operations which may affect the contractor's work.
 - The need for any statutory assessments, for example under Control of substances hazardous to health (“COSHH”), Noise or Vibration.
 - Who has overall responsibility for management of work on site?
 - Whether health and safety responsibility is clearly defined, even if work areas are not - e.g. during commissioning of newly installed systems or plant, carrying out trials or when several contractors are working concurrently.
 - Timing and segregating the work to ensure that activities do not create risks for others.
 - The health and safety issues when setting down working methods - using drawings or sketches as necessary. Detailed written procedures will be necessary for complicated or hazardous operations
6. It is imperative that there is adequate communication between RMAT and contractors both before and during any project. Ensure that all staff are clear as to which is their area of work and any restricted areas.

Permit to work

7. RMAT may occasionally carry out Hazardous work for which a permit-to-work is required.
8. All Premises staff must understand the permit-to-work system, its limitations and the importance of adhering to the procedures.
9. Where systems are already in place on site all staff and sub-contractors must abide by any such systems. A general permit to work system and a hot permit will be provided and operated by the Trust where required.
10. A permit-to-work is an essential link in the protection of personnel working in situations or on plant where the co-ordination of activities is an essential pre-requisite of safe working.

11. A permit-to-work is a formal written means of making sure that potentially dangerous jobs are approached and carried out using appropriate safety procedures. All persons involved in the use of the permit-to-work system are instructed in its purpose and application.
12. A permit-to-work system may be required to be operated by our staff (for example during roof inspections / maintenance) and it is essential that all contractors also conform to any permit-to-work system.

Permit to Work Requirements

13. Permits will be required in respect of the following:
 - Hot work. (e.g. welding, flame cutting, grinding)
 - Electrical work.
 - Work which may generate sparks or other source of ignition.
 - High risk work at height.
14. A permit-to-work certificate must:
 - Be based on comprehensive, up to date information in order that the operation may be carried out safely.
 - State exactly what work is to be carried out.
 - State the safety measures to be taken (e.g. isolation, cleaning, purging, testing, etc.) the precautions which are mandatory, the method of work and the time of expiry of the permit.
 - State the limitations of the permit regarding the space or plant, etc., to which it refers.
 - State the type of operation to be carried out.
 - Be clearly explained to those who are affected by it.

Permit to Work Expiry and Amendments

15. While current, the Permit must be considered as the Principal instruction (emergencies excepted) until it expires or is cancelled. It overrides other instructions issued in connection with specific operations to the extent specified in the Permit.
16. Only the "Responsible Person" who issues the permit-to-work certificate may amend or cancel it, with the exception of a "Responsible Person" who assumes responsibility at the beginning of a new shift and who has made himself familiar with the situation. Any "Responsible Person" who does take over, either for routine or an emergency, shall assume complete responsibility.
17. All persons carrying out a job subject to a permit-to-work should have an opportunity of seeing the permit so that they can be sure themselves that the procedures have been properly prepared.
18. If work has not been completed before the expiry of the permit, and re-issue is therefore required, a competent person should visit the place of work and satisfy himself (by all necessary means) that conditions have not materially altered since the first certificate was issued. If conditions have changed the competent person should re-assess the situation and specify what further precautions are needed to ensure safety.
19. Duplicate records of all permit-to-work certificates should be maintained.
20. Hazardous work may require the issue of a permit-to-work. All staff must understand the permit-to-work system, its limitations and the importance of adhering to the procedures.

Disclosure and Barring Service (“DBS”) Checks

21. Academies should ensure that any contractor, or any employee of the contractor, who is to work at the premises, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an **enhanced DBS certificate** (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. HR will support with this where applicable.
22. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Academies are responsible for determining the appropriate level of supervision depending on the circumstances.
23. Academies should always check the identity of contractors and their staff on arrival at the site.

Regulated Activity in Relation to Children (Department for Education Factual Note 2012)

24. The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:
 - unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
 - work for a limited range of establishments (‘specified places’), with opportunity for contact: e.g. schools, children’s homes, childcare premises. Not work by supervised volunteers;
25. Work under the above is regulated activity only if done regularly: “regularly”
26. An activity is ‘regulated activity’ in relation to children if carried out (subject to exceptions below) in schools (as a listed establishment):
 - frequently (once a week or more often), or on 3 or more days in a 30-day period;
 - by the same person, engaged in work for or in connection with the purposes of the establishment; and
 - it gives the person the opportunity, in their work, to have contact with children.

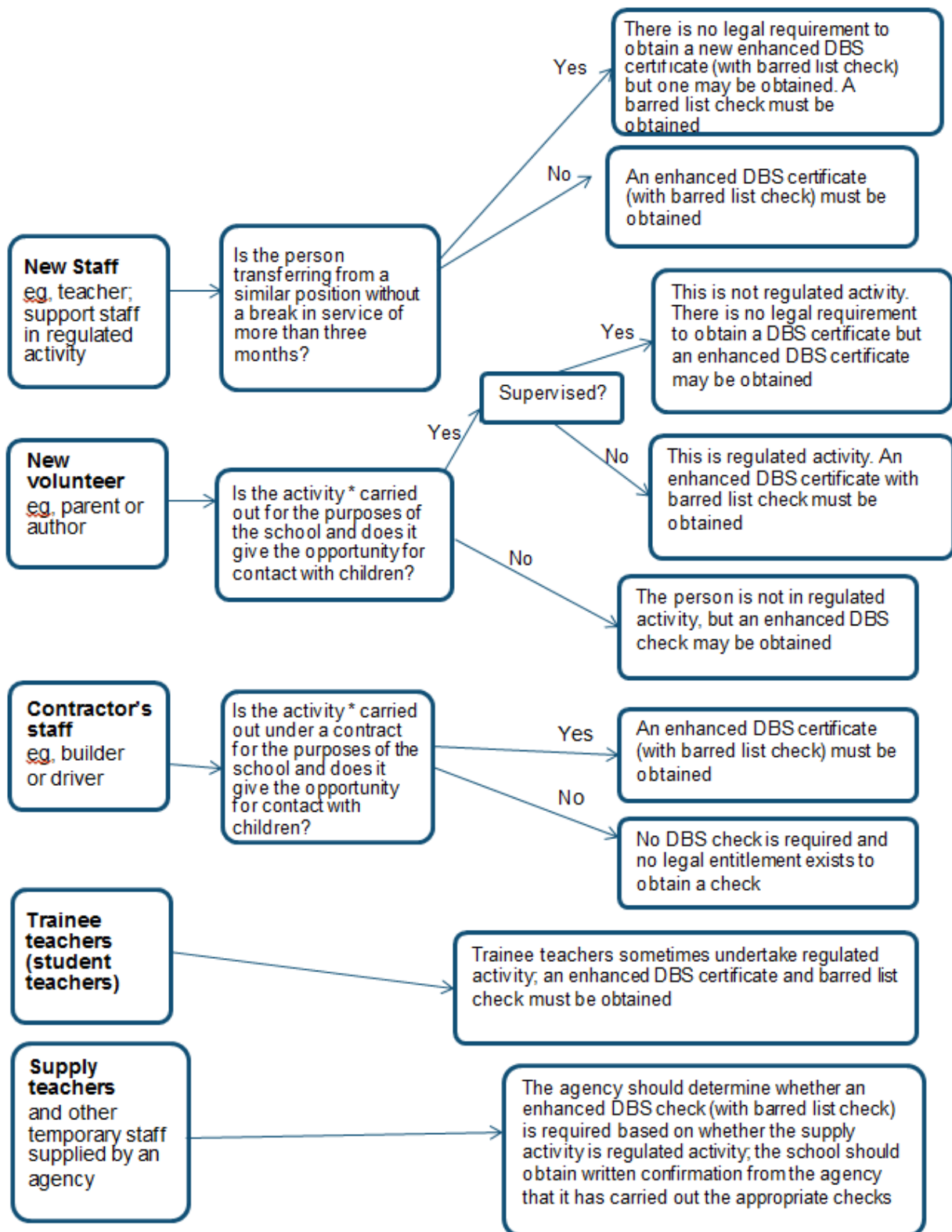
Monitoring

27. The Facilities and Health & Safety Manager together with the COO will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

Diversity

28. RMAT is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. RMAT will always comply with the requirements of the [Equality Act 2010](#) and associated guidance produced by the Department for Education.

DBS Guidance diagram



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

