

Name of Policy

SAFE MANAGEMENT OF CONTRACTORS POLICY

Purposes

To ensure the safe management of contractors whilst operating within Macclesfield College. To ensure compliance with relevant regulations.

Author / Job Title

Estates Manager

**Equality Assessment
By Whom**

Estates Manager

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3

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Approved by

SMT

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**Related policies or
procedures or parent
policy if applicable**

Safeguarding Policy
Equality Policy
Health and Safety Policy

**Groups/bodies consulted
in the development of the
policy**

**To be published on the
website**

Yes

**To be published on the
Student Hub**

No

SAFE MANAGEMENT OF CONTRACTORS POLICY

1 Introduction

The College often uses contractors to carry out various types of work. This can range from very simple work such as window cleaning, office machinery repair or security services to major construction projects to extend, refurbish or maintain premises.

Where the organisation employs a contractor, both parties will have duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. These duties require the organisation (as the client) and the contractor to protect each other, their workforce and anyone else who may be affected by their activities. Both parties must co-operate with each other to ensure health and safety arrangements on site are managed properly.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) impose more detailed requirements on those involved in any construction work as client, designer or contractor. These activities must be managed by professional Estates staff who will require each contractor to demonstrate compliance with these regulations.

2 Purpose / Statement

This policy applies to all staff who are involved in employing and/or working with contractors on site. Whilst most appointments will be undertaken by Estates, individual service delivery units and managers will also employ contractors and will, therefore, be required to follow this policy.

The policy also indicates the responsibility of individuals /departments / managers when contractors are appointed by others, such as Estates, but are operating in their area.

The College is committed to ensuring people's safety while at work. It aims to do this by:

- a providing a safe working environment which, as far as is reasonably practicable, reduces the risk of harm occurring to staff, students and contractors
- b implementing a proactive approach to risk assessment to identify where risks need to be controlled
- c providing guidance to managers and supervising staff on selecting appropriate contractors and implementing adequate control measures
- d ensuring co-operation between its staff and the contractor's workforce
- e ensuring sufficient information, instruction and supervision is available to staff and contractors to enable them to work safely.

3 Definitions

Contractor

Any individual, company or organisation external to the College who has been employed by the College to carry out work or provide services.

Responsible Manager

Any individual, within the College or acting on their behalf (eg Estates staff), who will co-ordinate the work of the contractor while on site.

Competent Person

Any individual, who is appropriately trained, qualified and experienced to carry out the work required or supervise the work in hand. This term has very specific meanings in property and engineering matters and particularly where CDM applies. In these circumstances it is likely that only specific estates personnel will be so qualified.

Safe system of work

A formal procedure of examining the task, identifying the hazards and risks, developing a safe method of undertaking the work, implementing the method and monitoring the system.

Permit to work

A formal documented system of controlling the work at every stage via checks and competent authorisation due to the high hazard nature of the work, including but not exclusive to electrical, hot work, confined spaces, pressurised systems, asbestos, working at height, medical gases and permit to dig.

4 ORGANISATIONAL RESPONSIBILITIES

4.1 Responsible Manager

The responsible manager must take steps to ensure the contractor:

- a is competent to carry out the work safely, i.e. has sufficient training, qualifications, experience
- b is clear about the content and scope of the work to be undertaken either via a contract or service level agreement
- c has included the necessary safety measures to protect occupants of the premises in planning and costing the work.
- d has ensured competent persons are appointed to each stage of a project
- e has allocated adequate resources for Health & Safety
- f has undertaken risk assessments for any hazardous activities, including any applicable College risk assessments, and will follow a clear safe system of work
- g has a site induction (Appendix 1).

In order to undertake these duties the Responsible Manager must be able to demonstrate their own competence to judge these matters.

The Responsible Manager must ensure that contractors brought on to the premises are provided with information on:

- a risks to Health and Safety on the premises
- b measures taken by the host to control the risks.
- c They must sign the Contractors Signing-In Book (located in Estates Office), and read the required documents listed. (Appendix 2)

Contractors must reciprocate with details of the risks likely to affect the College and the measures they have or intend to apply to control or minimise the risks. To comply with these duties, and to enable the contractor to plan and cost the work effectively for safety, the Responsible Manager should:

- a ensure that the contractor is provided with sufficient information
- b ensure that the contractor clearly specifies the precautions which will be taken to control risks
- c agree the required precautions with the contractor
- d monitor the work of the contractor to ensure that safeguards remain effective.

The Responsible Manager must ensure that employees of contractors are not endangered by the way the College carries out its own work. This will require the contractor being provided with information on such matters as:

- a emergency procedures in the premises
- b hazards in the area of works, eg chemical, physical and/or biological
- c control measures are in place to reduce the risk of harm / loss / damage i.e. permit to work system for high hazard activities. The Permit to Work system covers:
 - Asbestos work
 - Permit to dig

- Safe to work permit for low voltage
- Confined spaces
- Hot work.

Please note that this list is indicative only – it is not intended to be an exhaustive or model list.

The Responsible Manager may need to consider evacuating the work area before the contractor starts.

The Responsible Manager must make the contractor aware of any on site hazards, for example:

- a the location of underground or overhead services
- b any hazardous materials in the premises such as asbestos containing materials
- c contaminated ground
- d fragile roof material, etc
- e high risk activities requiring a “permit to work”
- f risks posed in client related areas (clients/contractors).

In addition, the Responsible Manager must co-ordinate the activities of several contractors on their premises to ensure they do not affect each other’s Health and Safety. This should include a pre-contract meeting with the contractors concerned. The Responsible Manager is required to communicate contractor activities and associated risks to any College staff or members of the public. This may be in the form of notices, signs, email, via telephone or site meetings.

4.2 Contractors

Contractors must comply with The Health and Safety at Work Act 1974 and any associated legislation in its entirety.

Contractors have a duty to their own employees to provide them with a safe place and a safe system of work. This duty will extend to the employees whilst they are on other premises. Safe systems of work may only be developed through assessment of risks to Health and Safety, to which employees are subjected. Therefore, the contractor must obtain as much information as possible, from the College, associated with premises where work is planned.

Contractors must also ensure that work is planned and carried out, so that it does not affect the safety of "others". This includes College employees, the employees of other contractors, the general public (students) and the clients / service users. The work should be controlled to have minimum impact on College activities. Where possible works (especially where they interfere with the day-to-day operation of the campus) should be planned and carried out outside operational hours, for example half terms and summer break.

On a multi-contractor job, the principal contractor, or project manager will be considered to be controller of the premises, i.e. the site Construction (Design and Management) Regulations 2015.

Contractors must ensure that they have made provision for their own first aid arrangements. Arrangements to be confirmed for the welfare facilities to be used for the contractors: toilets, washroom, clothing, etc.

Contractors are responsible for the housekeeping of all and any areas they use or are affected by their work.

Contractors' vehicles must only use areas designated by the Responsible Manager. Any expense incurred for parking is the responsibility of the contractor.

Contractors have a responsibility to ensure that all equipment that is brought into the College is in a good state of repair and maintained to regulatory standards. Estates to request copies of the relevant document prior to works commencing on site.

When a contractor is appointed to carry out any works, they are requested to provide the following documents:

- Insurance documents (public liability)
- Health & Safety Policy
- Qualifications of operatives, especially where gas and electrical works are required
- Evidence of CPD (where appropriate to works) i.e., Working at Height
- Risk Assessment and Method Statement
- DBS for staff coming to site

4.3 Sub-contractor

The main contractor must inform the College if they are to use sub-contracted labour.

The main contractor must obtain and produce to the Responsible Manager the sub-contractors' risk assessments and method statements and comply with all requirements of the College policy.

The main contractor is also responsible for any works carried out by a sub-contractor they have appointed, including insurance.

4.4 Safeguarding

Macclesfield College has full Safeguarding policy and procedures. All contractors' operatives must be aware that they are in a College environment which has young and vulnerable adults, and as such conduct themselves appropriately. There will be no unnecessary interaction with students. Should a student be paying inappropriate attention to contractors this should be reported to a member of staff. The College can insist that any member of the contractor's or sub-contractor's staff deemed to be unsuitable to work in the College be removed from the premises immediately.

4.5 All Employees

All employees of the College and the contractor have a legal duty to take reasonable care of themselves and anyone else who may be affected by their acts or omissions. All employees are required to co-operate with their employer in following any safe system of work or procedure designed to protect their health and safety. They are also required to notify their employer of any hazard that could adversely affect others.

The client also needs to ensure any prospective contractor understands the nature and extent of the work required. This may involve explaining the College's health and safety arrangements, providing any relevant policies, permit to work systems etc. If any contractor does not have their own Equality Policy, they will be asked to comply with the College's.

5 Risk Assessment

The work activity may already have a risk assessment, depending on the likelihood and extent of the harm/loss/damage occurring. The contractor is required to assess the risks

for the contracted work and then both parties should consult on the findings of the risk assessment. Any identified risks will need to be controlled and managed via co-operation between both parties.

A safe system of work will be developed by both parties based on the job specific risk assessment. This safe system of work will take the form of a documented method statement detailing how the work will be undertaken. If it is a high hazard activity, the contractor will be required to manage the work via a permit to work system. This process will be handled by the Responsible Manager.

6 Information, Instruction and Training

The College and its contractors must provide their respective employees with information, instruction and training on anything which may affect their health and safety. This includes information on risks, relevant safety rules, emergency procedures etc. There should be a suitable means of sharing this information between the College and contractor ie on site meetings or briefings, signage or e-mail.

7 Supervision

The level of supervision required by the Responsible Manager will depend on the extent of the risks associated with the work and the impact of the contractor's presence on site. Relevant issues may include:

- what equipment/substances/materials are being used
- permit to work system
- level of disruption to building services
- reporting and investigation of incidents either internally or externally
- day to day checks undertaken by the contractor
- periodic on-site checks by the Responsible Manager to ensure controls are being followed
- any issues observed must be addressed by the contractor as a matter of urgency.

All contractors will be expected to sign in/out of any College premises on a daily basis. This also includes communicating their presence to on site staff/managers as appropriate in order to ensure that College staff and/or other visitors are aware of their activities.

8 Monitoring and Review

Incidents involving contractors will be reported to the College Health and Safety Manager and to their own company. The investigation of these incidents will be used to identify the adequacy of existing controls and the effectiveness of this policy. Monitoring of the policy will also be undertaken via the analysis of completed risk assessments, RIDDOR incidents.

Policies will be subject to review in line with health and safety legislation or if there are changes to technology, processes or practice. The review of policies will also be based on the prioritisation of risk within the College and as a consequence of any serious incidents.

9 Notifiable Project

A project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers simultaneously at any point in the project; or exceed 500 person days.

