

Gilded Hollins Community Primary School



Safe Management of Contractors Policy

Reviewed:

Spring 2026

This policy has been written with due regard to the Equality Act 2010

GILDED HOLLINS SCHOOL
Safe Management of Contractors Policy



At Gilded Hollins Community School we strive to create an environment in which both children and adults feel happy, safe, secure and valued.

INTRODUCTION

Gilded Hollins Community Primary School accepts statutory responsibility for maintaining the health, safety and welfare at work of its pupils, employees, visitors and others. All activities undertaken for, or on behalf of, Gilded Hollins Community Primary School and Wigan Council must be carried out in accordance with all relevant legislation and all reasonably foreseeable risks reduced as low as is reasonably practicable.

LEGISLATION

Gilded Hollins Community Primary School acknowledges the requirements of:

- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2006
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Construction (Design and Management) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Noise at Work Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- The Regulatory Reform (Fire Safety) Order 2005 which supplements the general obligations contained within the Health and Safety Work etc. Act 1974.

Section 3.1 of this Act deals with the general safety responsibility of employers towards other persons who are not in their employment.

POLICY

This policy is to assist in the safe management of contractors. It is the policy of Gilded Hollins Community School that:

- All contractors conduct their activities in such a manner that the conditions and methods used are safe for Gilded Hollins Community Primary School pupils and employees, the contractor's employees, Wigan Council and any other person who may be affected.
- Only competent contractors are to be employed to carry out work for, or on behalf of, Gilded Hollins Community Primary School and Wigan Council. Suitable checks of the contractor's health and safety competence must be made before employing any contractor. This can be achieved by requesting copies of all appropriate qualifications and relevant training documentation, copies of the method statements for the tasks to be carried out and all relevant risk assessments.
- All relevant health and safety information must be communicated between Gilded Hollins Community Primary School and the appointed contractor.
- Responsibility for safe working cannot be left entirely to the contractors or sub-contractors. The client has the duty to ensure, as far as is reasonably practicable, that contractors have safe working procedures, risk assessments and method statements and also adhere to them.
- This policy does not in any way relieve the contractor of his responsibilities or duties under statute and common law.
- No matter how small the job or activity is, or how quickly it needs to be done, health and safety must be considered from the moment the need for the job is identified. Successful control and management of contractors may be achieved in five steps: -

Planning the work or task

Selecting a competent contractor

Control of contractors

Supervising and monitoring

Review

PLANNING THE WORK OR TASK

Successful use of contractors requires effective management and planning. Health and safety aspects need to be considered at the planning and design stage. Risk assessments will still be required even when the department of the initiating manager will not carry out the work. This is to be interpreted using the following guidance:

- The manager's own department is to carry out the work – that department is responsible for the risk assessments.

- Another department is to carry out the work – that other department should carry out the risk assessments.
- A contractor is to carry out the work – the contractor should carry out the risk assessments.

Hazards identification will form an integral part of the risk assessment process and as a minimum the following should be considered:

- Asbestos materials - including the checking of the asbestos register by any person undertaking any construction work in school
- Chemical storage and the safe use of
- Noise and disturbance
- Working at heights
- Working in excavations
- Underground, overhead and other hidden services e.g. gas, electricity and fuel supply
- People - including pupils, employees, contractors, visitors, clients, residents and members of the public
- The use of plant and equipment
- Safe access and egress for personnel, plant and equipment
- The provision of effective safety signage
- Clear separation between the work area and others
- The emergency procedures
- The provision of training, information, instruction and supervision for those affected

The above and any other hazards identified should be discussed with the contractor at the design and planning stage to ensure that the risks are reduced to an acceptable level. Contractors must ensure that all relevant information is brought to the attention of all employees and sub-contractors affected by the work.

Risk assessments must be produced as a minimum for every job or task, which is contracted and may be accompanied by detailed method statements for all work processes. The detail must be proportionate to the risk involved in the task.

SELECTING A COMPETENT CONTRACTOR

All Wigan Council and Gilded Hollins Community Primary School staff appointing contractors must be satisfied that the contractor is competent and has, so far as is reasonably practicable, considered all potential health and safety issues and secured adequate provision for their control. The staff appointing contractors shall stipulate that Gilded Hollins Community Primary School and Wigan Council shall exercise their rights to suspend any activity which it feels endangers the health and safety of any pupils, employee, contractor, visitor, clients or member of the public.

Where contractors will be deployed to work activities that enable them to have unsupervised access to children the contractor and all persons who will be employed by the contractor must be the subject of DBS checks. DBS certificates must be shown to the School Office.

The following health and safety information must be obtained from the contractor prior to the commencement of any activity:

- Ensure that the contractor is competent and that if sub-contractors are to be used how does the main contractor ensure the competence of his subcontractors
- Specific risk assessments for the tasks
- Method statements detailing how the activity will be carried out in a safe manner must be provided if identified by the risk assessment process.

The above list is the minimum standard. Additional health and safety information may be requested and should be commensurate to the risks associated with the project. If the contractor is to perform the same tasks in a similar environment within the department then generic risk assessments may be satisfactory and will not be required every time they undertake that task.

CONTROL OF CONTRACTORS

The contractor is the responsibility of the individual who commissioned them to carry out the work. If the work is raised via internal Wigan Council departments i.e. Property Services, the duty to ensure that the person(s) appointed to the work is competent remains with the manager requesting the work.

In addition to this, Property Services Department have a key role in the Approval of Contractors for Health and Safety competence as well as other competencies, for and on behalf of Wigan Council.

From the first day at Gilded Hollins Community Primary School to the completion of the works, contractors can present risks to pupils, staff, clients, visitors and members of the public and premises. By implementing the following guidelines these risks can be effectively reduced:

All contractors must sign in and out of all Gilded Hollins Community Primary School premises and a visitor pass shall be issued dependant on DBS status. If we do not have DBS information, the contractor will be escorted around site at all times by a member of staff.

Managers shall liaise with the relevant contractor and monitor their health and safety standards. The level of supervision must be provided on a risk priority basis.

Managers should also liaise with the Health and Safety Coordinator/Officer when health and safety advice is required in the work undertaken by the contractor.

Ensure that the manager and the contractor keep each other informed about hazards and changes to plans or systems which may affect health and safety.

Ensure good communications are maintained between staff e.g. if the manager responsible is unavailable (sick, on holiday etc.), who will liaise with the contractor?

Ensure that Gilded Hollins Community Primary School rules are communicated to all contractors e.g. No smoking on site, fire procedures, hazardous substances, the expectations with regard to the use of mobile phones etc.

Ensure that all accidents to contractors working on Gilded Hollins Community Primary School projects or premises are reported using the Accident Recording System.

Frequency of visits to contractor's sites should be determined by:

- The nature of the work
- The degree of hazard and risk
- The perceived expertise of the contractor and willingness to follow agreed procedures.

Records of supervisory visits should be maintained, a copy of any adverse comments concerning the contractors work or working practices should be passed to the contractor as soon as practicable.

Appointed staff must not ignore breaches of safe working practices, they are obliged to notify contractors of any deficiencies and require remedial actions forthwith. If supervisory staff consider the practice poses imminent danger then the contractor should be ordered to cease working.

There are obviously times when the control of contractor is extremely difficult e.g. where specialist knowledge is required, equipment that is specific to the contractor's area of work, callout to reactive repairs and burst pipes in the middle of the night etc. It is advised that the manager consults with the Health and Safety at Wigan Council.

SUPERVISING AND MONITORING CONTRACTORS

Although contractors are responsible for supervising their own work and ensuring they carry out their activities in a safe manner, Gilded Hollins Community Primary School still has a legal duty to monitor and supervise the work. This step is absolutely critical in the management of contractors. The work must be

adequately monitored and supervised to ensure that safe methods of working are being adopted and to ensure the work is progressing appropriately. Any changes or unforeseen circumstances need to be assessed and the appropriate control measures implemented to resolve the situation. A competent person must carry out all monitoring.

Where monitoring identifies an unsatisfactory situation, immediate actions must be taken to rectify the situation and if necessary suspend work until the situation is rectified. The person carrying out the monitoring must be empowered to suspend the work. All actions taken must be recorded and work should not recommence until it can be carried out safely and in accordance with their method statements and risk assessments.

REVIEW

This shall consist of:

A completion visit with the contractor to ensure the work has been properly completed and that the site has been left in a safe condition is essential. A review of the work and the contractor's health and safety performance should be conducted. The contractor should be involved in the review, they should know if they have to improve.

The results of the review should be recorded for future reference.

This policy will be reviewed every 3 years.