



**PONTEFRACT**  

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**ACADEMIES TRUST**

## **Contractors at Work Policy**

Trust Board Approval Date	7 December 2016
Effective Date	1 January 2017
Planned Review Date	December 2019
Web Access	Internet
Owner	Director of Finance, Business & Operations

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# 1. Statement of Intent

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## 1.1 Introduction

Ponfrac Academies Trust (“the Trust”) is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc 1974 and subsequent or associated legislation.

The Trust is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor. Alongside this, they are equally committed to ensuring that any contractor working at any Trust school, has high standards of diligence to the health and safety of its own employees.

The Trust will strive to maintain or improve its’ arrangements through on-going monitoring and review processes.

The Trust Health and Safety Policy requires its’ individual schools and central office to have their own specific Health and Safety Policy and Procedures in accordance with the Trust Health and Safety Policy Framework.

## 1.2 Purpose

This Policy sets out procedures to be followed so that The Trust (and any individual (“authorised individual”) acting on behalf of the Trust through delegated authority) can be sufficiently satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work.

## 1.3 Scope

The Contractors At Work Policy will be applied in all contractor selection procedures.

## 1.4 Policy Review

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

## 2. Roles and Responsibilities

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### **2.1 Persons with delegated authority to contract for works**

Any person(s) employed by the Trust with delegated authority to contract for works are required to ensure that the Contractors at Work Policy is fully complied with as part of the procedure for selecting contractors for work on any Trust/School premise.

### **2.2 Contractors**

The Trust recognises it's responsibility for the actions and safety of contractors on it's premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) at each Trust/School premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/School premise.

## 3. Arrangements

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### 3.1 Appointment of Professional Advisers

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisers will have included in their terms of reference their responsibility to ensure the following takes place within the CDM Regulations:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a CDM Co-coordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

The appointment of professional advisers in the above instances will be undertaken by the Director of Finance Business and Operations.

### 3.2 Projects Procured and Managed by Authorised Individuals in the Trust

As part of the selection process the Trust or any of its authorised individual(s) will ensure that prior to any tender/quotation exercise taking place a health and safety pre-qualification questionnaire (**Appendix A**) is sent to all prospective contractors at invitation stage.

It should be noted that the assessment into the competence of a contractor will be proportionate to the risk and scale of proposed work. The Trust requires assurance that the contractor has sufficient knowledge and understanding of:

- The type of work to be done
- The management of health and safety and control of risks associated with the proposed work
- The capacity to apply this knowledge and experience to the work in question

Once a contractor has satisfied the above criteria, that contractor will be added to the list of safe contractors. The Trust will review and update the list of safe contractors as required and in consideration of the nature of current activities within the Trust. The inclusion of a contractor on the safe contractor list in no way is intended to guarantee or pre-empt the award of contracts which will still be undertaken in accordance with the Trust Financial Regulations and Financial Scheme of Delegation.

In addition to the works specification the Trust's Health & Safety Standards must be conveyed to all contractors invited to quote/tender. It is essential to pass on information that may be required to safeguard the interests of Trust staff, students and visitors who need to be protected before and during contract work.

This information will include but will not be limited to:

- Significant health and safety risks relevant to the work or site condition, which may require control and submission of a Pre-construction Information Pack

### 3. Arrangements

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(PcIP);

- The standards required to control those risks;
- Trust Asbestos Policy and appropriate school asbestos management plan including the site survey, Risk Assessment and Asbestos Register;
- A checklist identifying common health and safety problems and specific hazards;
- Requirements for contractor disclosure checks.

The contractor will be required to confirm, in writing, their receipt and understanding of any such information prior to commencement on site.

#### 3.3 Monitoring Tender / Quotation

When considering a returned tender/quotation the following should be taken into account:

- Compliance with Trust Financial Regulations and Financial Scheme of Delegation.
- Does the contract represent Value For Money (appropriate scoring mechanisms may be appropriate where lowest cost may not be the most significant factor for measuring VFM)
- If the Trust has used the contractor previously, did they perform to required health and safety standards?
- Has the contractor demonstrated their ability to provide the works?
- Has adequate provision been made for health and safety?
- How does the contractor propose to manage health and safety on site, especially any high risk operations?

The authorised individual will ensure an appropriate tender/quotation evaluation panel is established for each contract (where required). The evaluation panel will consider all relevant information prior to appointment of the contractor. A formal letter of award will be sent to the successful contractor. The letter will identify the Trust's authorised contract manager for all correspondence proposes. The contractor will be required to formally confirm their acceptance or otherwise of the letter of award.

#### 3.4 Post Contract Award

When the authorised contract manager has received confirmation of acceptance by the contractor, dependant upon the type and scale of the contract, a pre-contract meeting will be convened.

The purpose of the meeting is to discuss contract details and to exchange all relevant health and safety information (**Appendix B**) which will include detailed risk assessments, refurbishment/demolition asbestos report, drawings, method statements and contractors on site procedures (**Appendix C**).

If the proposed works are notifiable under the CDM regulations an F10 notification will be submitted and issued to the contractor. The contractor will need to provide a

## 3. Arrangements

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Construction Phase Health and Safety Plan. This is to be reviewed prior to commencement on site to ensure that the management arrangements and proposed welfare provision are adequate.

Where the possibility of sub-contracting work exists this can only be done with the written agreement of the Trust's authorised contract manager. Where such an agreement is reached, it is the responsibility of the main contractor to carry out the same checks to the same standards, and ensure that all sub-contractors observe these requirements and to inform the Client of all relevant information.

### 3.5 Management of Contractors on Site

On arrival at site the contractor must report to the relevant contract manager or their representative as identified in the Contractors on Site Procedure (**Appendix C**). The contractor together with the contract manager will complete Section 1-2 of the Contractors Information Sheet (**Appendix D**).

On completion of the relevant sections the contractor will be issued with the following:

- Keys or swipe cards required to enable access to specific areas
- Contractors Identification badge which must be worn on display whilst on the Trust premises
- The Trust's Health and Safety Code of Practice for Contractors (Academy to include contact person and telephone number prior to issue).
- Permit to work, if applicable.
- Specific site rules relevant to the work area

### 3.6 Permit to Work (Appendix E)

Non routine work can produce health and safety risks over and above those normally encountered in the workplace. To control these risks the Trust has in place a "Permit to Work" system for the following activities:

- Hot work – any hot work outside of a controlled workshop environment which would reasonably be foreseen as posing a hazard to others or buildings and equipment;
- Machinery – where dangerous parts of plant or machinery could reasonably be foreseen as a hazard;
- Confined spaces – where entry into any area where by reason of its enclosed nature there arises a foreseeable risk from the following hazards:
  - o Injury to any person from fire or explosion;
  - o Loss of consciousness arising from raising of body temperature
  - o Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or lack of oxygen;
- Electrical / Gas work (including pipe work containing heated bitumen) – work which poses a hazard from electrocution, fire and explosion;
- Work at height / roof access – access to fragile roofs or where the roof has no safety edge protection or parapet, any work involving the risk of falling more

### 3. Arrangements

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- than 2m;
- Excavation work – where there may be a risk to underground services and to preserve the structural integrity of nearby structures

The Permit to Work system is designed to ensure that the nominated Trust / School contract manager is consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

The Permit to Work will involve the following steps:

- (a) A thorough risk assessment and determination of who is at risk and what control measures are necessary to eliminate the hazards and the level of residual risk;
- (b) Complete a written system of work identifying the following:
  - The level of competence of all operatives and any specialist skills;
  - List isolation / pre-work precautions;
  - List prohibited activities (communicate to others as necessary);
  - List plant and equipment required
  - List personnel protective equipment to be used
  - List sequence of events as planned with identified hazards / residual risks and controls clearly defined;
  - Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent person(s) and fully understood.
- (c) Brief those who will be required to operate under the permit to work on the hazards and controls necessary to avoid them being realised;
- (d) Ensure that those conducting the task know that the safe system must be followed in full and that no other methods or sequence of work are allowed. ie work must stop, all individuals withdrawn and the safe system reviewed by the authorised individual; If the safe system is found to be flawed then the permit must be cancelled, the system of work reassessed, a new permit raised, and those conducting the task re-briefed.
- (e) Display the permit at the work site / isolation point to ensure that all individuals that need to know do so;
- (f) Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to the inspection by the authorised person. Please note that the authorised person must not sign the 'hand back' section of the form until the area is fully clean and safe.

#### 3.7 Contract Monitoring

The contract manager or their representative will monitor the contractor's progress to ensure work is being carried out in accordance with the terms of the contract and in full compliance with both the contractors and Trust's safety procedures.

Were the duration of the works is less than one week, contract monitoring will be carried out after the first day. On contracts with a longer duration, monitoring will be



### 3. Arrangements

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weekly throughout the period of the contract.

Any exceptions/breaches are acted upon and recorded on the Contractors Performance Review Questionnaire (**Appendix F**) which will be completed and signed by the Contractor and the contract manager. A persistent failure to comply with these requirements will result in termination of the contract immediately and may possibly jeopardize the company from obtaining any future business from the Trust.

#### Contract Completion/Performance Review

On completion of the contract, the contractor will ensure that the work site is left in a clean and tidy condition, removing any waste, materials, tools or equipment. This will be checked and confirmed by the contract manager responsible for monitoring the contract. Prior to leaving site the contractor and the designated contract manager will complete Section 3-5 of the Contractors Information Sheet (**Appendix D**). A record should be made of the contractor's performance in relation to carrying out the contract (Appendix 5 – Contractors Performance Review Questionnaire).

The contractor is to provide an operation and maintenance manual (relevant information to the works undertaken), including all necessary commissioning certificates and warranties. If the works were notifiable under CDM Regulations, the contractor will provide a completed Health and Safety File. A draft will be issued for review prior to project handover.

#### Contractors Disclosure Checks

Where contractors are required to work in areas, which provide them with access to children and / or vulnerable adults, an appropriate disclosure barring scheme (DBS) check must be carried out by the contractor on any individual working for them prior to commencement on site.

The requirement to undertake a DBS check will depend on the nature of the work being carried out. A contractor will require a DBS check if they meet the criteria determining 'regulated activity'.

Regulated activity is defined as:

- Frequent contact – once a week or more on an ongoing basis.
- Intensive contact – on four or more days in any 30-day period.
- Overnight contact – between 2am and 6am.

Contractors working outside, with no contact with students, do not require a DBS check.

In keeping with the law, the Trust will not ask contractors to undergo checks if the activity is not deemed to be 'regulated activity'. Where possible, the Trust will aim to effectively manage the risk of potential harm via segregation.

# Appendix A :

## Contractors Pre-Qualification / Competence Questionnaire

<b>SECTION 1 : COMPANY DETAILS</b>	
1.1	Full Name of Organisation
1.2	Trading Address
1.3	Telephone Number
1.4	Contact Name
1.5	Contact Email
1.6	Contact Telephone Number
1.7	No. of Employees (including Directors)

<b>SECTION 2 : COMPANY EXPERIENCE AND REPUTATION</b>																									
2.1	Provide below details of your experience in the field of work including previous similar projects:																								
2.2	Detail below licences or certificates for specific types of work (eg construction asbestos, gas) where applicable:																								
2.3	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Does the company undertake work on construction sites?</td> <td></td> <td></td> </tr> <tr> <td>If "Yes", do all workers have an appropriate CSCS safety passport?</td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	Does the company undertake work on construction sites?			If "Yes", do all workers have an appropriate CSCS safety passport?																	
	Yes	No																							
Does the company undertake work on construction sites?																									
If "Yes", do all workers have an appropriate CSCS safety passport?																									
2.4	Supply contact names and addresses of two organisations that you have carried out similar work for in the past 18 months																								
	<table border="1"> <thead> <tr> <th>Client Name</th> <th>Address</th> <th>Client Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> <td>Telephone</td> <td></td> </tr> <tr> <td>E-mail</td> <td></td> <td>E-mail</td> <td></td> </tr> <tr> <td colspan="2">Nature of works completed below:</td> <td colspan="2">Nature of works completed below:</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> </tr> </tbody> </table>	Client Name	Address	Client Name	Address					Telephone		Telephone		E-mail		E-mail		Nature of works completed below:		Nature of works completed below:					
Client Name	Address	Client Name	Address																						
Telephone		Telephone																							
E-mail		E-mail																							
Nature of works completed below:		Nature of works completed below:																							

<b>SECTION 3 : COMPANY ACCREDITATIONS / INSURANCES</b>		Yes	No
3.1	Employers' and Public Liability Insurance certificates attached (and as applicable, contractual risks, professional indemnity, product liability). Minimum £5 million. Certificates/details enclosed		
3.2	Detail below of trade / professional organisations of which your organisation is accredited by or is a full member of (including membership numbers):		

## Appendix A :

# Contractors Pre-Qualification / Competence Questionnaire

<b>SECTION 4: COMPANY ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY</b>		Yes	No
4.1	Who is appointed to provide competent H&SW Advice to your organisation (internal or consultants):		
	Name		
	Position		
	Telephone		
	Email		
	Qualifications		
4.2	Have you had any Health and Safety prohibition, improvement or other enforcement notices within the last 5 years? (if yes attach details)		
4.3	Have there been any prosecution or pending prosecution undertaken against your company, or individuals employed by your company, for breaches of health and safety legislation within the past 3 years? (if yes attach details)		
4.4	Details attached of summaries of statistical information in relation to company accidents, injuries and dangerous occurrences over the last three years & any relevant improvement actions for serious incidents – not limited to those reported under RIDDOR?		
4.5	Are you a member of a Health and Safety Assessment Scheme ie CHAS, Safe Contractor, NHBC Safemark, EXOR, or SMAS? Worksafe? <b>If “Yes” attach certificate and go to section 5</b>		
4.6	Your Current Health and Safety Policy Statement, and if applicable, the index of your Health and Safety Procedures manual. Details attached?		
4.7	Management Organisation Structure with regard to allocation of duties and delegation of responsibilities for Health and Safety Attached?		
4.8	Summary details of Health and Safety or skills training for employees and managers undertaken within the last 2 years. Where appropriate attach example certificates and copies of competence cards. Details attached?		
4.9	Supply worked examples of a method statement and associated risk assessment for work similar to which you would expect to undertake in any contract with the Trust. Details attached?		
4.10	Supply worked examples of specific risk assessments for work with hazardous substances and for manual handling tasks (if applicable). Details attached?		
4.11	Supply details of your accident and reporting investigation procedure. Details attached?		
4.12	Supply details of you arrangement for Health and Safety inspection of site work. Details attached?		
4.13	Provide details of how your organisation undertakes post contract review of health and safety management		

## Appendix A :

# Contractors Pre-Qualification / Competence Questionnaire

<b>SECTION 4 (continued): COMPANY ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY</b>		<b>Yes</b>	<b>No</b>
4.14	Does your organisation use sub-contractors for work on site? (if "yes" then attach details for work to be undertaken, if "no" then go to section 5).		
4.15	Are you aware of the need for the principal contractor to provide suitable information on risks to health and safety for employees, casual employees, and sub-contractors?		
4.16	Do you permit sub-contractors to appoint their own sub-contractors?		
4.17	Provide details below of how you organisation co-ordinates health and safety information to sub-contractors:		
4.18	Provide details below of how do you undertake competency assessments of your sub-contractors prior to appointment:		
4.19	Provide details below of how do you monitor the competence of effective resource of your sub-contractors in health and safety matters:		

<b>SECTION 5: CRIMINAL RECORDS BUREAU (CRB) / DISCLOSURE BARRING SERVICE(DBS) INFORMATION</b>		<b>Yes</b>	<b>No</b>
5.1	Details of CRB / DBS information for all contractors including sub-contractors. Details attached?		

*Please note that if you are accepted onto our approved list of safe contractors you will be required to provide updated insurance certificates as they renew and obligated to notify of any material changes to this questionnaire.*

<b>SECTION 6:DECLARATION</b>			
This questionnaire has been completed to the best of my knowledge. I am authorised to complete and submit it on behalf of the contractor:			
Signature		Telephone	
Print Name		Email	
Date			

## Appendix B :

# Contractors Checklist

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All contractors are required to assure themselves that they have received sufficient information/documentation to carry out the required works in a safe and efficient manner.

The Contractor must sign for receipt of the listed pre-construction information documents below.

This will also act as confirmation that the contractor has been made aware of the identified hazards/guidance documents and has considered these in relation to the work content.

### **Policy Documentation**

1. Management of Contractors
2. Fire Safety Policy
3. Asbestos Management Policy
4. Safeguarding Policy

### **Information Documentation**

1. Pre-construction Information Pack
2. F10 notification (if required)
3. Asbestos Management Plan and Refurbishment/demolition asbestos report
4. Clearance certificates (asbestos, sharps etc)
5. As existing drawings (building and services)
6. Drawings and specification
7. Designers risk assessment/hazard management
8. Surveys (ground investigation etc)

### **Identified Hazards**

Mandatory induction required for the contractors staff that the Trust will provide

1. Any specific local site hazards
2. Safe access and egress from site
3. Electrical safety
4. Manual and mechanical handling
5. Buried and overhead services
6. Fire Protection
7. Occupational health risk e.g. noise
8. Safe storage e.g. chemicals requirements
9. Personal Protective Equipment requirements

# Appendix B :

## Contractors Checklist

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10. Welfare amenities

11. Insurance

Health and Safety Management Arrangement

1. Construction Phase Health and Safety Plan (if required)

2. Risk Assessments for proposed works

3. Written safe systems of work for proposed works

Site Induction

1. Specific site rules relating to work area

2. Contact details

3. Fire/Emergency Procedures including Fire Assembly Point

4. First Aid arrangements

5. Welfare Provision (use of electricity, water and drainage)

6. Client undertakings (adjacent working/live areas)

NOTE: If, during any period during the contract, the Contractor identifies any additional risk of health and safety issue, all works must be terminated immediately and reported to the contract manager. The work must not continue until the Contract Manger has given written authority.

**Signed on Behalf of Pontefract Academies Trust:**

Signature	
Print Name	
Date	

**Signed on behalf of the Contractor:**

Signature	
Print Name	
Date	

## Appendix C :

# Contractors On-Site Procedure

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This Procedure applies to all contractors, service engineers and any other person who may be required to carry out work on any property or equipment owned by the Trust, located on Trust property or for which the Trust may be responsible.

### 1. On Arrival:

The contractor is required to report to building reception at the pre-agreed time and meet with the Trust contract manager. Both parties will then:

- a. Fill in and review the Contractors Information Sheet (Appendix D(Section 1)).
- b. Sign (or log in to visitor management system) to receive identification badge (Appendix D (Section 2)).
- c. Sign out keys or access control card if required (Appendix D (Section 2))
- d. Identify additional information on local hazards.
- e. Inform of any additional hazards associated with the work to be carried out.
- f. Complete the Contractors Information Sheet (Appendix D (Section 3)).

### 2. Carry out the work

- a. The contractor is required to carry out the works as per the agreed works specification and schedule of works
- b. The Contractor **MUST** at all times adhere to any agreed policy, guidance or other information including health and safety controls as identified in the Contractors Checklist
- c. If, during the course of the works, the Contractor identifies any additional hazard or potential hazard e.g. unidentified hazardous substance, the Contractor must stop work immediately and report this to the Trust contract manger. The works must not recommence until written authority has been given by the Trust contract manager
- d. It is the Contractor's responsibility to ensure the works are carried out in a safe manner. Were the contractor has ANY reason to consider health and safety issues are compromised, the contractor must stop all works and contact the Trust contract manager

### 3. Works lasting more than one day

At the end of each working day, the Contractor is required to:

- a. Remove all debris from site
- b. Ensure the site is left in a clean and hazard free condition
- c. Report to building reception

## Appendix C : Contractors On-Site Procedure

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- d. Sign out in the visitor register
- e. Where appropriate, ensure the works site is locked and secure

### **4. On completion of the works**

The Contractor must contact the Trust contract manager and arrange to meet on site.

Both Parties will then:

- a. Fill in the Contractors Information Sheet (Appendix D(Section 4)).
- b. Check the site to ensure all debris has been removed.
- c. Check that the site is left in a safe, secure and clean condition
- d. Ensure there is no remaining health and safety issues
- e. Complete Contractors Information Sheet (Appendix D(Section 5))
- f. Provide Health and safety File / Operation and Maintenance Manual information

### **5. Prior to leaving site**

**The Contractor must hand to the Contract manager:**

- a. Contractors Information Sheet.
- b. Identification Badge.
- c. Keys and/or access control cards.

The Contractor must then

- d. Receive receipt for the above
- e. Sign out in the site register



# Appendix D :

## Contractors Information Sheet

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### SECTION 1 : CONTRACTOR'S INFORMATION DETAIL OF VISIT

Company Name	
Telephone Number	
Mobile Number	

Questionnaire *(If yes, copies of Risk Assessments are required before work commences)*

		Yes	No
1.	Working at Heights		
2.	Working in confined spaces (Permit to work required)		
3.	Working with substances which may be hazardous to health		
4.	Working with power tools		
5.	Interrupting or disturbing a service (Permit to work required)		
6.	Carrying out "Hot Work" (Permit to work required)		
7.	Working with flammable or explosive agents (Permit to work required)		
8.	Carrying out excavation or ground works (Permit to work required)		
9.	Carrying out demolition or work on the structural fabric of a building		
10.	Creating loud noises		
11.	Other work which may create a hazard		
12.	Are you aware of the Trust's Code of Practice for the Management of Contractors		

Contractors Signature	
Contractor (Print Name)	

# Appendix D : Contractors Information Sheet

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Date

# Appendix D :

## Contractors Information Sheet

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### SECTION 2 : ITEM ISSUE DETAILS

ID Badges / Numbers	
Keys	
Swipe Cards	
Safety Information	

### SECTION 3 : TRUST/SCHOOL NOMINATED CONTRACT MANAGER

(To be filled in by the Trust / School nominated contract manager when the contractor arrives at the School)

To the best of my knowledge I have informed the contractor of any local safety hazards with the site and have received information of any safety hazards, which may be brought about by the work to be carried out. This information will be conveyed to the employees that may be affected.

Trust / School Nominated  
Contract Manager (Signature)

Role

Date


### SECTION 4: CONTRACTOR COMPLETION NOTICE

*(To be filled in by the Contractor prior to leaving the School)*

The work requested has/has not been completed and the Trust contract manager has been informed of the current situation. The work has been left in a safe and acceptable manor.

Contractors Signature

Date

#### Agreed by:

Trust / School Nominated  
Contract Manager

Date

# Appendix D :

## Contractors Information Sheet

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### SECTION 5: TRUST/SCHOOL NOMINATED CONTRACT MANAGER COMPLETION CONFIRMATION

*(To be filled in by the Trust/school contract manager prior to the Contractor leaving School)*

I have inspected the works and site area. I confirm that the site has been left in a safe, secure and clean manner and that to the best of my knowledge no health and safety issues are identified. I will convey this information to employees that may be affected.

#### On behalf of the Trust / School:

Trust / School Nominated Contract Manager (Signature)			
Role			
Date		Time	

#### On Behalf of the Contractor:

Contractors Signature			
Contractor (Print Name)			
Date		Time	

## Appendix E : Hot Works Permit

<b>PERMIT TO UNDERTAKE HOT WORKS</b>				<b>PERMIT NUMBER:</b>					
<b>Contracting Company</b>						<b>VALID DATE</b>			
<b>Exact Location of work</b>									
<b>Scope of Works</b>									
<b>Date</b>		<b>Start Time:</b>		<b>Finish Time</b>					
<b>At all times the contractor is responsible for ensuring compliance by all his employees / sub-contractors of Hot Work Fire Safety Precautions</b>									
<b>PART ONE: BEFORE WORK STARTS</b>						<b>Yes</b>	<b>No</b>	<b>N/A</b>	
1.1	Operator(s) level of competence / specialist skills certification checked								
1.2	The above location has been thoroughly inspected and safety precautions carried out								
1.3	Where applicable automatic fire alarm and detection systems / zones have been isolated								
1.4	All solid combustible materials / surfaces removed or adequately protected against sparks (including dust, debris)								
1.5	All combustible liquids or gases removed or where cannot be moved adequately made safe (including fumes etc)								
1.6	All wall and floor openings covered								
1.7	Services in area identified and protected (gas, water, electric, telephone, cabling)								
1.8	Personnel Protective Equipment to be used (detail attached)								
1.9	A competent person is on stand by with the correct type and serviceable fire extinguisher / hose reel while the operation is in progress								
1.10	Is the work taking place in a confined area/space? (state additional precautions taken):								
1.11	All operatives have familiarised themselves with the means of escape from the working area and the building and are fully competent in the use and operations of the equipment?								
1.12	Prohibited activities identified in the area and communicated to the appropriate individuals								
1.13	Fire watch during operation and for 60 minutes following completion of operations								
<b>Signature of Contractor Responsible person</b>						<b>Date</b>			
<b>Print Name</b>									
<b>PART TWO: AFTER COMPLETION OF HOT WORK AND FIRE WATCH</b>									
I declare that I have thoroughly inspected all work areas and all adjacent areas to which heat and sparks might have spread on initial completion of hot work operations, and 1 hour after, no smouldering fires were discovered. Where applicable I have ensured that all fire alarm and detection systems/zones have been re-instated. Further precautions required are:									
<b>Signature of Contractor Responsible person</b>					<b>Date</b>		<b>Time</b>		
<b>Print Name</b>									

## Appendix E : Hot Works Permit

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*To be completed in duplicate, one retained by contractor and duplicate by Trust/School. Permit is only valid for date shown*

# Appendix F : Performance Review

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Name of Contractor:	
School /Central Office:	
Nature of Contract:	
Date of Review:	

	YES	NO
Report in and out at the appropriate time?		
Undertake the work in a diligent and professional manner?		
Complete all works in accordance with the specification?		
Ensure all health and safety issues were managed appropriately ?		
Wear appropriate personal protective equipment (PPE)?		
Display identification badge at all times?		
Use appropriate safety equipment?		
Provide adequate safety barriers and signs?		
Supply adequate supervision?		
Conduct himself/herself in a courteous/diplomatic manner?		
If no please give reasons why:		
Has the contractor provided Operation and Maintenance Manual information and Health and Safety File (if required) ?		

**Signed on Behalf of Pontefract Academies Trust:**

Signature	
Print Name	
Date	

**Signed on behalf of the Contractor:**

Signature	
Print Name	
Date	

# Appendix G:

## Contractors Code of Conduct

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### Definition

Throughout these instructions the following words/titles have the meaning given here.

**TRUST** Pontefract Academies Trust

**CONTRACTOR** A company or person who has agreed to carry out work on or on behalf of the Trust's properties or premises including sub-contractors

### Introduction

It is the Trust's intention to maintain a high standard of safety in all of its premises. Contractors must so conduct their activities that conditions and methods are safe for their own, the Trust's employees, learners and the general public.

It shall be a condition in the Terms of Contract for contractors that:

- The Manager in charge of the work will decide if the Construction (Design and Management Regulations) 2015 will apply to the contract and contractors will abide by the specific duties as laid down in the control specification.
- Will abide by the Trust Fire Policy and specific school procedures;
- Will employ on site persons who have received adequate instruction in all aspects of their work, including safety, and who will exercise the necessary care in the performance of their duties.
- Will appoint and keep on site a competent foreman/supervisor in charge when deemed necessary by the Trust.
- Will carry out Risk Assessment of any significant hazards and inform the Trust Representative.
- Where appropriate will ensure all employees attend a site induction.
- Are not relieved of any of their obligations under statutory or common law.
- Agree any local working practices with the relevant Manager with particular reference to working near asbestos and in compliance with the Control of Asbestos Regulations 2012.
- The Contractor and their personnel familiarise themselves with the Trust's Health & Safety Policy and any applicable Safe Systems of Work Procedures.

### General Rules and Information

#### 1. Consultation and Commencement of Contract

All method statements relevant to each project must be completed and approved prior to commencement of work and all persons involved must be aware of the contents of such method statements. Risk Assessments of known tasks are to be completed and risk assessments are to be on going and available for examination at any time.

#### 2. Arrival and departure



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All contractors' staff will report on arrival to the designated contact person where they will sign in and be issued with a temporary site pass. This pass may be valid for the period of the contract but the contractor has to sign out each night and at the end of the week. When work is being undertaken outside office hours the Manager responsible for the work will take out all control to ensure the signing out procedure is adhered to and if necessary pass control to the replacement Manager.

### **2.1. Other Sites**

Where the contractor is required to work away from the main base, pre-arranged dates and times for commencement of work must be agreed with the relevant Manager together with the method to be adopted for registering, monitoring and signing off on completion of work.

### **2.2. Out of Hours**

The Manager will initiate the call to the contractor and inform him/her to make contact when on site. Details of the call will be recorded. On completion of the work the contractor will recontact the Manager and sign out and confirm the work is complete. Details of the contractor's visit will be entered onto the Contractor's Information Sheet the next working day.

### **3. Smoking**

Smoking is strictly forbidden within Trust premises including external areas.

### **4. Vehicles**

Contractor's vehicles are not allowed on the Trust premises other than those bringing personnel, materials, tools and equipment, unless authorised. Vehicles must be parked in authorised car parks.

### **5. Trust Property**

The contractor will not be allowed to use any of the Trust's plant or equipment without prior written consent from the contract manager.

### **6. Contractors Property**

The Trust will not accept responsibility for the receipt or safe custody of goods or materials delivered to site by the contractor or their supplier. The contractor must make their own security arrangements for this e.g. lockers or lock-up huts. Contractors are not permitted to erect their own buildings or establish a permanent site on the Trust premises without written permission from the Trust's representation.

### **7. Housekeeping**

All contractors' debris and waste materials must be collected by the contractor and cleared daily from the working area or on completion of the work. The contractor without prior permission must not use waste skips provided by the Trust. No debris is to be burnt on site.

### **8. Noise Control**

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The Trust is committed to a policy of reducing the nuisance to learners, employees and the public. To this end all contractors are to use modern machines, compressors etc. designed and equipped to reduce operating noise. All pneumatic hammers, drills and similar equipment must be fitted with effective noise suppressors. The use of mobile phones is allowed unless advised otherwise by Trust personnel in a specific work area.

### **9. Reporting of Incidents**

Any incident/accident or injury to a contractor must be entered into the site accident book and the incident reported to the contract manager to allow an incident report to be completed.

### **10. Personnel Protective Equipment**

It is the contractor's responsibility to supply their employees with all necessary protective equipment for the work to be carried out safely and to monitor and ensure its use.

### **11. Toxic and Hazardous Materials/Substances**

The contract manager must be advised of all substances the contractors propose using prior to the commencement of any work. The contractor will have all necessary materials substance data sheets and assessments required under Control of Substances Hazardous to Health Regulations 2004. Assessments must be available any time for examination.

### **12. Installation of New Plant and Machinery**

All plant and machinery must be fully guarded to comply with the Trusts standards and the Provision and Use of Work Equipment Regulations 1998. On completion of the installation and before clearing the site the contractor must give notice to the contract manager in charge who will inspect the installation and inform him of any safety deficiencies. These must be remedied before such machinery is operated under power.

### **13. Protection of Plant and Machinery**

The contractors must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery etc. or from any place where safety equipment had been provided without the permission. Where work of a dusty nature takes place near to rotating plant and machinery the contractor will be expected to protect the plant or machinery from the effect of the dust.

### **14. Above Ground Area – Working Safely at Height**

The contractor is responsible for:

- (a) Carry out Risk Assessments for working at height.
- (b) The provision and use of all ladders, scaffolding, tackle, equipment and tools necessary to undertake the work in a safe and efficient manner. Provision and use must meet with the requirements of the Health & Safety at Work Act 1974, Construction (Design and Management) Regulations 2015, The Provision and Use of Work Equipment Regulations

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1998 (PUWER), The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and its statutory provisions, together with all other statutory regulations.

- (c) Platforms are to be used in preference to ladders wherever practicable.
- (d) The adequacy and safe condition of all structures, scaffolding equipment and tools used by themselves in the execution of the contract. The regular inspections of scaffolding and other access equipment and the recording of inspections.

### **15. Services**

The contractor must not use the Trust's services e.g. electricity, water etc., without the permission of the Contract Manager.

### **16. Workshops and Machine Tools**

The use of Trust's workshop facilities, tools etc., is strictly forbidden.

### **17. Use of Pressure Vessels**

Contractors engaged on Trust sites on work necessitating the use of compressed air receivers including vessels for spraying paint and similar materials by means of compressed air must be able to produce the results of the last periodic examination required under Pressure Systems and transportable Gas Containers Regulations 1989

### **18. Use of Electrical Portable Tools and Equipment**

Where the contractor's work necessitates the use of portable electrical equipment, they must be suitable for connection to the Trusts power supply and have a current Portable Appliance Test Certificate to ensure the safe performance of such equipment and its proper maintenance.

Contractors must not allow cables to be trailed in a manner unsafe to persons in the working area.

Portable electric lamps must be insulated BASEEFA approved type and protected by effective guards. Extra low voltage lamps must be used within water tanks. The Trust will not undertake any necessary work to bring contractors equipment up to the required standard.

### **19. Control of Dust and Fumes**

No stationary petrol or diesel driven equipment may be used in closed or confined spaces unless specific provision is made to remove the exhaust gases into the open air or unless the place is sufficiently well ventilated to prevent danger from a concentration of such gases.

In every case the contractor must first consult the contract manager in charge of the work. The creation of dust, fumes or any other impurity, which could be offensive or injure health, must be avoided. Where unavoidable, effective measures must be taken to comply with COSHH (Control of Substances Hazardous to Health) Regulations 2004.

### **20. Isolation of Services**

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Should any work to be necessary on any utilities within a Trust property, arrangements for its isolation has to be made with the Trust Authorised Person via the contract manager giving where possible three days notice. A Permit to Work is required.

### **21. Roadways and access Routes**

Nothing shall be done or omitted to be done by the contractor or their employees, which would interfere with the safe passage of vehicles, learners, employees or members of the public. Special care must be taken not to impede corridors or circulation areas by electrical extension leads or supply lines carrying air or gas. Permission may be obtained from the contract manager in charge for the restriction of movement in defined areas providing the contractor supplies, positions and maintains all necessary fencing, lighting and other warning devices to ensure safety at all times.

### **22. Overhead Working**

No work may be carried out above the heads of the Trust employees or students or over access and roadways until all precautions have been taken to ensure the safety of persons below and until the manager in charge has given consent for work to begin. This consent is required in respect of each place of area where such work is to be carried out.

### **23. Building Operations Including Repair, Painting, Decorating and Demolition**

The contractor is responsible under the Health & Safety at Work Act 1974 and the Construction (Design and Management) Regulations 2015 for ensuring that building operations are carried out in accordance with the applicable regulations. Particular attention is drawn to the provision of fencing, guards and toe-board at working platforms and workplaces etc., to prevent the fall of persons, tools and materials.

Where demolition work is carried out the area must be securely fenced and signage attached to warn and prevent the approach of all persons who may otherwise be endangered where any part of a structure is being demolished or repaired action must be taken to protect persons in the vicinity from falling or flying debris.

Before the site is vacated for the day the contractor must ensure that:

- All scaffolds must be left in a safe condition, and Unauthorised access prevented.
- Loose tools must be removed to a safe place or secured against falling.
- Approach ladders must be removed or rendered unscalable.
- The site must be rendered safe and secure.

### **24. Alterations or Additions to Existing Structures/Services**

No alterations to existing structure or services may be made without the written consent of the contract manager. No holes are to be made in existing steelwork, walls, floors, columns etc., without the written consent of the contract manager. Where consent is given all holes in structural steelwork

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must be drilled — no burning of holes is allowed. Welding or other hot work is not allowed unless a Hot Work Permit to Work has been issued.

### **25. Welding/Hot Work**

Any welding or brazing within any Trust property must have a Hot Work Permit issued prior to commencement of any work. Soldering will be subject to a Risk Assessment as to whether a Hot Work Permit is required. The Contract Manager will issue the permit. Under no circumstances can hot work take place where highly flammable or explosive vapours are present or likely to be present. The use of spark producing tools in such areas is prohibited and precautions should be detailed in the Permit to Work.

### **26. Private Trading e.t.c.**

Unauthorised private trading on Trust premises is forbidden. The distribution or exhibition of literature or notices of any kind is forbidden, unless authorised by the Trust.

### **27. Fire Precautions**

All contractors' employees must be conversant with the nature of the fire alarm system in use at the premises in which they are working. Fire instructions on discovering a fire are posted throughout each premise, which explains the action to take on discovering a fire or on hearing the fire alarm.

Fire fighting equipment installed by the Trust is available for use by the contractors' employees should a fire occur. The use must be reported and such equipment must not be used for any other purpose. Where any work is to be carried out which will necessitate interference with hand held appliances, alarm systems or devices prior notification must be given to the Contract Manager, enabling notification to be issued to staff where applicable.

A Permit to Work is required when isolation of smoke detectors is required – Smoke detectors must not be bagged off without the Trust's permission. The attention of contractors is specifically drawn to the danger associated with the use of mastic heaters (tar boilers). Such work will be subject to a risk assessment and must include the effective separation of the boiler from surrounding surfaces by mounting it on insulating stands. Tar boilers are to be sited at least 6m clear of any combustible materials and away from ventilation intake grilles, they are not to be left unattended when alight unless they are sited in the open at ground level well clear of buildings, plant and combustibles.

### **28. Inappropriate Behaviour**

Behaviour that is likely to cause offence i.e. abusive language, physical or verbal abuse, suggestive behaviour aggression or harassment including racial harassment will not be tolerated. The display of bare torsos is not permitted on Trust sites.

The use of radios is not permitted.

### **29. Confidentiality**

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The contractor, whilst in the process of carrying out their duties at any Trust premises must respect the privacy and confidentiality of employees, learners, or visitors and not divulge any information acquired in whatever form to any other party.

### **30. Asbestos**

Any involvement with asbestos must be notified to the Contract Manager and dealt with in accordance with the Trust Policy and the Control of Asbestos Regulation 2012.