



**TRENT  
ACADEMIES  
GROUP**

## ***Managing Contractors Policy***

***(Annex 11 to TAG Health & Safety Policy)***

***October 2017***

<b>Document Owner:</b>	<b>Chief Executive Officer</b>
<b>Review Date:</b>	<b>October 2019</b>

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is the only version that is maintained. Any printed copies should therefore be regarded as “uncontrolled” and as such they may not contain the latest updates and amendments.

## Version History

V0	2015	Rushcliffe School Managing Contractors Policy
V1	June 2015	TAG Policy adopted from Rushcliffe School Policy
V2	October 2017	Revised TAG Policy – <b>this document</b>

## Review prior to Ratification

<b><i>Name of Group/Department Committee</i></b>	<b><i>Date</i></b>
H&S specialist advisors & consultees	28/07/2017
TAG Staff Consultation	25/09/2017
TAG Policies Committee	18/10/2017
TAG Board of Trustees	

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# 1. Statement of intent

- 1.1. Trent Academies Group (TAG) is a Multi-Academy Trust.
- 1.2. TAG recognises and accepts its responsibilities to ensure the effective and safe management of safety risks within its premises in accordance with current Health and Safety legislation. Schools within Trent Academies Group aim to provide an environment which is safe and which promotes safety at all times.
- 1.3. This Managing Contractors Policy forms **Annex 11** to the **TAG Health & Safety Policy**, and is to be read in conjunction with that policy.
- 1.4. This policy shall apply to all schools within TAG that commission and manage work by contractors at the school.
- 1.4.1 It is acknowledged that where school sites and buildings are managed by third party organisations, for example within Private Finance Initiative (PFI) partnership arrangements, the arrangements for managing contractors are outside of TAG control.
- 1.4.2 As at July 2107 the following are outside of TAG control:

The Farnborough Academy	Main school building and grounds	Carillion FM
	Sports Hall & Trent House Sports Lettings	Field Sports Management
Rushcliffe School	Sports Lettings, Maintenance of Sports Pavilion and All-weather pitches	
	All other lettings are managed in house by the schools' Facilities Team	
Arnold Hill Academy	Sports Letting of All-weather pitch	A third-party organisation
	All other lettings are managed in house by the schools' Facilities Team	

- 1.5. TAG will ensure that all services and works provided by contractors is planned and managed so as to minimise risks to the health, safety and welfare of staff, pupils and visitors to the school.
- 1.6. The main purpose of this policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:
- Effective planning of the contracted work or services;
  - Selection of competent contractors;
  - Ensuring safe working on site;
  - Maintaining effective co-operation and communication;

- Monitoring and review.
- 1.7. The policy will apply primarily to high risk contracts e.g. window cleaning, premises maintenance and construction work. However the requirement to select competent contractors extends to all services.
  - 1.8. TAG Board, The Head Teacher of each TAG school, and the Facilities & Resources Manager/Site Manager (or equivalent) at each school are aware of the **Construction (Design and Management) Regulations 2015 (CDM)** and the application of this legislation to construction, and building maintenance work.
  - 1.9. TAG Board, The Head Teacher of each TAG school, and the Facilities & Resources Manager/Site Manager (or equivalent) at each school are also aware of their duties as 'The Client' as defined by the CDM regulations.

## **2. Review procedures**

2.1 The Chief Executive Officer (CEO) shall review, and where necessary revise, this policy to meet with continuing requirements as necessary. The review period shall be every two years or when relevant legislation changes.

2.2 The CEO may delegate the review to a competent person or organisation but shall remain responsible for ensuring the review is undertaken in a timely manner.

## **3. Signatures**

Name: \_\_\_\_\_  
(Chair of Board of Trustees)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Chief Executive Officer)

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## 4. Organisation

### 4.1 Introduction

4.1.1 This document is intended as a guide to contractors (including sub-contractors) working in the school on local maintenance tasks or under contracts placed by TAG schools. To enable contractors and schools to operate both safely and efficiently, this guidance defines the necessary responsibilities.

4.1.2 The school is mindful of the duties imposed by the **Health & Safety at Work Act (1974)** in respect of employees, students, visitors and the general public.

4.1.3 This document will be provided to Contractors at the Tender stage of any planned works so that the safety can be properly taken into consideration when costing the works.

4.1.4 The contents of this guidance do not in any way prejudice or detract from any formal contractual arrangements and do not form part of the contractual document.

### 4.2 Structure

4.2.1 The Trust as the employer has overall responsibility for the policies and procedures in each Academy.

4.2.2 The Local Governing Bodies will consider and provide challenge on health and safety matters affecting each Academy and will report to the Head Teacher.

4.2.3 The Head Teacher has overall responsibility for the localisation of the Trust's policies to their Academy.

4.2.4 The Head Teacher has responsibility for the internal management of the Academy policies and procedures, and reporting to the Local Governing Body.

4.2.5 The Chief Executive Officer has overall responsibility for health & safety matters across the Trust and reports directly to the Chair of the Board of Trustees and local Academy Head Teachers on such matters.

4.2.6 Each Academy appoints an appropriate Health & Safety Manager (HSM) at each site and has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Head Teacher; it is usual for such a role to be undertaken by the Facilities manager or equivalent.

### 4.3 Legislation

4.3.1 Failure to manage contractors has wide implications under the **Health and Safety at Work Act (1974)**, where Sections 2, 3, and 4 can be applied to occupiers and contractors, depending upon the circumstances. Similarly, civil claims for damages can be made against occupiers as well as contractors.



4.3.2 The following legislation also applies to the management of contractors and the control of building work:

- The Construction (Design and Management) Regulations 2015
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Management of Health & Safety Regulations 1999

4.3.3 The school and contractors both have legal responsibilities under health and safety regulations dealing with specific hazards, including but not limited to:

- The Control of Substances Hazardous to Health Regulations 2004
- The Control of Lead at Work Regulations 2002
- Control of Asbestos at Work Regulations 2012

## 4.4 The Construction (Design and Management) Regulations, 2015

4.4.1 The Construction (Design and Management) Regulations, 2015 impose the duty of 'Client' for **all** maintenance and repair work as detailed below.

As a Client with control of budgets the school takes on legal duties that cannot be transferred to a client's agent or third party. These duties apply to **ALL** projects and require the client to:

- Check competence and resources of all consultants, architects and contractors.
- Ensure there are suitable management arrangements for the project.
- Allow sufficient time and resources for all stages of the project.
- Provide pre-construction information to designers and contractors.

4.4.2 The CDM Regulations establish the need for all construction work including maintenance, building works and demolition to have a structured approach to ensure that only the safest practices are employed throughout construction and future use of buildings.

### 4.4.3 Main Duty Holders (roles and responsibilities)

4.4.3.1 **The Client:** (the budget holder who controls and commissions the work is deemed to be the Client).

- The client has overall responsibility for the successful management of the project, including making suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.
- Pre-construction information: To assist designers and contractors, the school shall provide relevant information at the earliest opportunity. Such information may be that which is already in its possession or that can be obtained by sensible enquiries, for example any surveys or the results of other investigations.
- Construction Phase plan: Ensure that the Principal Contractor produces a suitable, project specific plan detailing how they will manage health and safety on site during the construction phase.
- To enable the school to meet its responsibilities it shall be supported by a Principal Designer

and Principal Contractor in different phases of the project.

- A project with more than one contractor will initiate the allocation of a Principal Contractor or Principal Designer.

#### 4.4.3.2 Principal Designer:

- The role of Principal Designer replaces the role in the 2007 regulations of the CDM Coordinator.
- The Principal Designer is responsible for managing health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the Principal Contractor and ongoing design work.

#### 4.4.3.3 Principal Contractor

The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Designers and contractors should be appointed at the earliest opportunity to help prepare and plan the project.

A Principal Designer and Principal Contractor will be required on all projects where there will be more than one contractor working on the project.

#### 4.4.4 Appointment of Duty Holders

4.4.4.1 If a project requires the appointment of Principal Designer and Principal Contractor (as noted above, when more than one contractor is working on the project), the Client (school) is responsible for appointing both the Principal Designer and Principal Contractor in writing.

4.4.4.2 Failure to make these appointments means that the Client takes on the duties of the Principal Designer and/or Principal Contractor;  
CDM 2015 specifies the need for duty holders to have appropriate skills, knowledge and experience;

4.4.4.3 When appointing duty holders the Client is responsible for ensuring that they:

- a) Have the necessary capabilities and resources;
- b) Have the right blend of skills, knowledge, training and experience;
- c) Understand their roles and responsibilities when carrying out the work.

#### 4.4.5 Notifiable Projects

The Health and Safety Executive's Notification level under CDM 2015 – is that notification (i.e. online notification form F10) is required for projects lasting more than 500 person days, or lasting more than 30 days with more than 20 workers simultaneously.

**Note:** The requirement to notify was previously the responsibility of the CDM Coordinator and is now the responsibility of the Client (school).

Further information on how to notify construction work can be found at <http://www.hse.gov.uk/construction/cdm/faq/notifications.htm>

#### 4.4.6 The Health and Safety File

- At the end of the project, it will be the Principal Designer's responsibility to provide the school with the Health and Safety file.
- On projects where the Principal Designer's role has finished before the end of the project, the Principal Contractor is required to take responsibility for the file and for handing it over to the school.
- The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.
- The file is only required for projects involving more than one contractor.

#### 4.5 The Governing Body

The Governing Body has the responsibility to challenge the school to ensure that:

- a) Any contracted work and services are carefully planned and robust specifications prepared.
- b) Sufficient funding is available to complete the specified work without compromising health and safety or the standard required of the service/project.
- c) Responsibilities for the selection and management of contractors are allocated to specific people and that these persons are competent to undertake these responsibilities.
- d) Contractors health and safety performance is measured both actively and reactively.

#### 4.6 The Head Teacher

The Head Teacher ensures that:

- a) This Policy is communicated adequately to all relevant persons and appropriate information on significant risks is provided to contractors;
- b) Systems are put in place to ensure effective communication and co-operation with the contractor/s;
- c) Method statements and safe systems of work are in place for high risk activities;
- d) Task-specific and site-specific Risk Assessments are collected from contractors and reviewed for all contractor work prior to work commencing;
- e) Contractors are made aware of the school emergency procedures;
- f) The activities of contractors are adequately monitored and controlled;
- g) All accidents and incidents arising from the contractor's activities are investigated appropriately;
- h) Contractors are required to stop work immediately if health and safety is compromised.

## 4.7 Health & Safety Manager (HSM)

**N.B. The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual. Where this option is exercised in an Academy, the Head Teacher shall ensure that a clear method of working which ensures that gaps are not left between the responsibilities taken on by each team member must be in place, to the satisfaction of the Governing Body.**

4.7.1 The Health & Safety Manager (HSM) will, where appropriate, deputise for the Head Teacher and undertake the day to day responsibility for the management of the contractor.

4.7.2 The Head Teacher may delegate some of the above operational responsibilities to the HSM. This could include point 4.5 d) to e) and points c) to h) from 4.6 above.

4.7.3 The HSM must report to the Head Teacher any concerns he/she may have with contractor working practices or the condition of the site/premises once work is complete.

4.7.7 The Site Manager will support the HSM as required in the control of contractors.

## 4.8 Obligations of All Employees

- No member of staff should give instruction to contractors unless they have been authorised to do so by the Head Teacher.
- No member of staff should agree to direct requests from the contractor for access to classrooms, offices or equipment. All such requests must be referred to the Head Teacher or HSM or Site Manager.
- No member of staff should enter the contractor's work area or facilities unless by prior arrangement with the Head Teacher or HSM or Site Manager.
- All staff must report any observed unsafe work practices to the Head Teacher or HSM or Site Manager without delay.

## 4.9 Obligations of Contractors

Contractors engaged in the maintenance servicing repair and replacement of the school premises and equipment, all have a role to play to ensure safety.

4.9.1 When the premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities will have responsibility for safe practices in the areas under their control.

4.9.1.1 Contractors shall provide a copy of their current Public Liability Insurance to the HSM/Site Manager to cover all such activities.

4.9.2 All contractors must be provided with a copy of and shall comply at all times with the **TAG Health and Safety** policy and the School-specific health and safety arrangements and emergency procedures.

4.9.3 Contractors from the construction and maintenance sectors must be provided with a copy of and shall comply with the **Trent Academies Group Managing Contractors** policy (this policy).

4.9.4 Contractors shall sign a log to confirm they have received, read and understood their responsibilities within the TAG Health & Safety policy and the TAG Managing Contractors policy.

4.9.5 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the HSM or the Site Manager of any risks that may affect the School staff members, students and visitors. This shall normally be achieved through the provision of site and task specific Risk Assessments and Method Statements (RAMS) which shall be retained for reference by the Site Manager in either paper or electronic format.

4.9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or his/her representative will take such actions as are necessary to protect the safety of School staff members, students and visitors.

## **5 Procedures and arrangements**

The following procedures and arrangements sections are related to significant building/repair works which require tender or contractual agreement before commencement. Whether the works in question fall under these requirements will be considered and agreed by the Head Teacher and HSM.

### **5.1 Planning and Specification**

The following Health & Safety provisions will be considered for inclusion in the tender documents and final contract:

- A clear definition of the work to be carried out including the preparation and completion stages;
- The respective obligations of the school and the contractor for health & safety matters;
- Particular health and safety requirements of the school which may impact on costs, e.g. Additional HERAS fencing, enhanced scaffold protection, lockable skips;
- Requirement for particularly hazardous or disruptive activities to be undertaken out of school hours or at weekends;
- Procedures to be followed in the event of an accident, dangerous occurrence or environmental incident;
- Arrangements for site supervision e.g. Foreman on site at all times;
- Arrangements for communication and co-operation e.g. pre-site and weekly progress meetings;
- Provision for the Governing Body to terminate the contract in the event of a gross breach of Health & Safety responsibilities by the contractor;

### **5.2 Selection of Competent Contractors**

5.2.1 Contractors with a proven track record of working with schools will be preferred.

5.2.2 Where applicable reference schools will be contacted regarding the contractor's previous performance.

5.2.3 All prospective contractors will be asked to explain how they work, what they know about health and safety and how they implement their own health and safety policy. The checklist in **Appendix 1** will be used to assist with the selection process. The Contractors Questionnaire in **Appendix 2** will be used to assess competency and suitability of contractors completing significant work at the school.

5.2.4 Where sub-contractors are to be used the principal contractor will be asked to provide evidence of his company procedures for the selection, training and management of sub-contractors.

### 5.3 Pre-Commencement Meetings

5.3.1 Before any work begins a pre-commencement meeting will be held to agree safety standards and arrangements.

5.3.2 The meeting will be attended by the HSM/ or the Site Manager, the contractor/s and, where appropriate a representative of the Governing body.

5.3.3 The meeting will be minuted and copies of the minutes provided to all parties. The checklist in **Appendix 3** will be used to record the key issues discussed and agreed.

### 5.4 Managing the Contract

5.4.1 The HSM and Site Manager will meet with the site foreman/supervisor weekly to discuss the work planned for the week.

5.4.2 The purpose of the meeting will be to identify any potential impact on the school activities or health and safety and agree control measures.

5.4.3 Any incidents or concerns will also be discussed and resolved at this meeting.

5.4.4 The HSM or Site Manager will undertake weekly checks of the site and report any concerns to the Head Teacher and site foreman /supervisor immediately.

5.4.5 If necessary the Head Teacher, authorized Deputy, or HSM will stop the work until the faults have been remedied.

5.4.6 If an unforeseen event or occurrence arises and there is a risk to well-being or safety or the fabric of the building/site then the HSM and/or Site Manager shall be informed.

### 5.5 Post-Contract Review

5.5.1 The HSM or the Site Manager will complete a Contractor Post-Contract Review Sheet for each project (**Appendix 6**).

5.5.2 This will allow a record to be kept of the contractor's performance overall and of any particular successes or problems.

5.5.3 This record will allow the premises management team to maintain a list of competent contractors and provide useful information for future projects.



## **6. General requirements**

6.1 These General requirements apply to **all** contracted construction, maintenance, repair and refurbishments works on school premises.

6.2 The contractor's person in charge must make contact with the HSM or Site Manager at the school before any work is started initially or access to an area of the building or grounds is made.

### **6.3 Risk Assessment**

6.3.1 The contractor must submit a site and project specific **Risk Assessment & Method Statement** covering the work activities intended in any area of the premises and the measures being taken to ensure health and safety of the workforce and school staff, students and visitors. Once the HSM has been made aware of the intended activities and methods of operation, the contractor must not deviate from them without further discussions taking place.

6.4 The HSM through the Site Manager will ensure that the contractor's person in charge is made aware of any risks, special precautions or safety rules applicable to the intended work area and cooperate in site induction arrangements given to the contractor's staff or subcontractors.

6.5 Reasonable co-operation will be given to the contractor's workforce at all times in order to create a safe place to work throughout their period of working at the School. Site access and exit times will be agreed and must be adhered to.

6.6 Contractors working in or on school premises must ensure the protection of all persons who may be affected by their work. This includes staff, students, and visitors. The Contractor must pay particular attention to the following items:

#### **6.6.1 Safeguarding of children and vulnerable persons.**

6.6.1.1 All Contractors shall comply with the **Department for Education Keeping children safe in education statutory guidance for schools and colleges**, current edition (accessible at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf) ). Under this statutory guidance, work undertaken in schools or on school premises is a "regulated activity"

6.6.1.2 Under this statutory guidance, any contractor, or any employee of the contractor, or any sub-contractor, who is to work at the school who shall have the opportunity to come into contact with children or vulnerable persons shall have been subject to the appropriate level of Disclosure & Barring Service (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 a regulated activity, but whose work provides them with an opportunity for regular contact with children, an Enhanced DBS check (not including Barred List) will be required.

6.6.1.3 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.

6.6.1.4 Contractors shall allow for all costs and time delays associated with complying with 6.6.1.1 and 6.1.1.2 when submitting their project tenders and quotations.



6.6.1.5 If a contractor working at the school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application to the DBS on their own account.

6.6.2 All contractors' **electrical equipment** on site must be at or below 110 volts unless alternative protection measures have been agreed with the HSM.

6.6.3 The Contractor must apply the requirements of the ***Control of Noise at Work Regulations (2005)***. The Contractor should use the most effective noise reduction measures available and plant likely to cause disturbance may only be used within the time periods previously agreed by the HSM and Site Manager. This is intended to minimise any disruption to teaching and learning.

6.6.4 The contractor must agree to abide by all relevant provisions of the ***Trent Academies Group (TAG) and school Health & Safety policies, TAG Management of Fire Safety Policy, school fire safety procedures, TAG Asbestos Management Policy, School Asbestos Management Plan***, and any other relevant TAG and school policies which will be made known to him prior to the work commencing. If any part of the work is sub-contracted out the contractor must undertake to inform any sub-contractor of all safety requirements and the subcontractor should do likewise if they in turn subcontract any work.

6.6.5 Contractors will not be permitted to use school tools and equipment e.g. ladders, tower scaffolds, power tools.

6.6.6 The contractor shall provide a written site and task specific **Risk Assessment & Method Statement** in advance of undertaking particular work, as agreed.

6.6.6.1 This will include demolition, asbestos operations, work which involves disruption, or alteration to main services or other facilities which cause interruption to the school activities, erection of false work or temporary support structures, and steel erection.

6.6.6.2 In the event of any deviation from the method statement, no further work will be done until agreement has been reached and recorded in writing between the client and the contractor on the method of work to be followed in the new circumstances.

6.6.7 Machinery shall not be allowed on site until current documentation for necessary statutory inspections has been seen as well as evidence of operator training and experience.

6.6.8 The contractor should leave the work area clean and tidy, removing all waste, materials, tools and equipment at all times. Skips and storage containers should be lockable and sited sufficiently far away from the perimeter of buildings as to prevent any risk of fire spreading.

6.6.9 Tools should not be left unattended at any time, especially where school staff and students or other visitors or members of the public can have access to them.

6.6.10 Contractors shall at all times comply with any applicable planning conditions attached to the project. For example these may include, but are not limited to, permitted hours of work, requirement to prevent mud reaching the public highway, protection arrangements for trees or protected species.

## 6.7. Provision of Site Supervision

6.7.1 The Contractor must provide adequate site supervision via a competent general foreman. This person will maintain day to day communication with the HSM and/or Site Manager.

6.7.2 The General Foreman will be responsible for the supervision of the works, receiving and acting promptly (on behalf of the Contractor) all instructions and requests by the Facilities & Resources Manager, Site Manager or nominated contact.

6.7.3 Where works are carried out in areas, which have been handed over for the sole use of the Contractor, all visitors to the site must report to the Contractor, who will maintain an independent Fire Safety Register.

6.7.4 The Contractor must provide hard hats (to relevant British Standard) and any other appropriate personal protective safety equipment in accordance with ***The Personal Protective Equipment at Work Regulations (1992)***, for the use of all visitors to site, and must ensure that any particular/exceptional hazards are made known.

## 6.8. Site Perimeter Fencing

6.8.1 Arrangements for fencing, etc. protection will be agreed at the pre-commencement meeting and must be to the same standard irrespective of holiday periods.

6.8.2 Where work cannot be segregated from the building's normal function it shall be enclosed by a fence at least two metres (2.0m) high, unless this is already achieved by a boundary wall, or other adequate barrier. The Contractor must provide a secure compound; the siting of which will be agreed at the pre-commencement meeting. All materials and plant must be stored within the compound.

6.8.3 The Contractor will ensure entrance gates are securely closed when not in use, and kept locked when the site is unattended. Fencing must be adapted as and when required during works and be dismantled and removed at completion of the works.

## 6.9. Scaffolding – Erecting, Protecting and Dismantling

All scaffolds must comply with:

- ***The Work at Height Regulations (2005)*** and Approved Code of Practice.
- ***BS EN 12811-1:2003*** Scaffolds - performance requirements and general design.
- ***BSI Code of Practice BS 5974:2010*** for the planning, design, setting up and use of temporary suspended access equipment.
- ***The Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) - Operators Code of Practice*** or any amendment or substitution of these regulations/standards at such time in force.

## 6.10 Barrier Fencing Around Small Works or Scaffolding

6.10.1 Where ladders, scaffolds, cradles, towers, etc. are to be in position for less than a working day, a barrier of warning tape or similar must be provided, 2 metres clear of the scaffold, etc. During this period scaffolds, ladders, etc. must not be left unattended.

6.10.2 Where ladders, scaffolding, towers, cradles are erected, and positioned for more than a working day, a barrier must be provided to prevent unauthorised access to the scaffolding etc. The barrier shall be sufficient to prevent access and be erected 2m high from the base of the scaffolding etc. This fencing must be of solid construction.

6.10.3 Where practical, barriers should be provided 2.0m from the face of scaffolding, etc. Where this cannot be achieved, the fence should be fixed to the face of the scaffolding, and where appropriate be fitted with an overhead fan.

6.10.4 Fencing provided on existing paving must be supported so as not to cause damage.

6.10.5 The Contractor must maintain the safety arrangements of the scaffold and obtain all necessary licences.

6.10.6 Glazed roof lights or similar areas must be suitably protected from damage by falling objects during work.

6.10.7 Sensitive areas (e.g. toilets, changing rooms, showers, etc.) shall, where necessary, be screened prior to works.

## 6.11 Scaffolding

Where scaffolding is required the following arrangements apply:

6.11.1 The main Contractor is responsible overall for scaffolding, and may only use Sub-Contractors who are registered members of the National Association of Scaffolding Contractors.

6.11.2 All scaffolds shall be suitably tied. Aluminium towers must be used in accordance with the PASMA Code of Practice.

6.11.3 Scaffold ties must be fixed as necessary during the erection of the scaffold. Care must be taken to ensure stability during dismantling.

6.11.4 Scaffolds and perimeter/barrier fencing etc. may only be erected/dismantled when the surrounding areas are clear of occupants. Similar precautions are to be taken when mobile towers are moved.

6.11.5 The Contractor must ensure that the HSM and Site Manager is advised prior to commencement and any movement or alterations to scaffolds/hoists etc.

6.11.6 Entrances/access ways in occupied premises should, where necessary, be protected with suitable fans. All scaffold tubes must be arranged so that the operation of the doors is not obstructed. Additional requirements will be necessary in wet or very dusty conditions. If natural or artificial lighting including emergency lights is obscured then alternative lighting must

be provided. Scaffold tubes must not protrude into an access way. Caps must be provided to protect ends of tubes.

6.11.7 It is the Contractor's responsibility to inspect as required and to sign the statutory registers within the seven days immediately prior to their use, and to obtain a Handover Certificate from the scaffolder.

6.11.8 All working platforms must be fully boarded out and provided with guard rails, toe-boards and brick guards together with extra sheeting or sealing during demolition or similar operations.

6.11.9 Scaffold access ladders must be in a good condition and suitable for their use. They should be checked before use for any damage, wear or faults.

6.11.10 Storage arrangements for scaffold tubes and fittings should be agreed prior to their arrival on site.

## 6.12 Ladders

6.12.1 Ladders must comply with and be used in accordance with the ***Work at Height Regulations (2005) (WAHR)***.

British Standards provides information on current product standards, e.g.:

- BS 1129 Specification for portable timber ladders, steps, trestles and lightweight stagings
- BS 2037 Specification for portable aluminium ladders, steps, trestles and lightweight stagings
- BS EN 131 Ladders (Specification for terms, types, functional sizes; Specification for requirements, testing, marking; User instructions; Single or multiple hinge-joint ladders)

6.12.2 Ladders must be adequately tied and access to them kept clear. Ladders at ground level must be removed at the end of each working day. Both ladders and ropes must be secured out of reach of children and unauthorised persons.

6.12.3 Ladders must not be painted or otherwise treated so as to conceal any defects.

6.12.4 Ladders must be placed at any angle of 75 degrees (1:4) to the supporting structure.

6.12.5 Ladders must be used on a firm level base and be of adequate length for the job, extending at least 1.07m (3 rungs) above the landing place.

## 6.13 Hoists

Hoists must comply with the ***Lifting Operations and Lifting Equipment Regulations (1998)***, including the following.

6.13.1 The Hoist tower must be adequately tied in (at every lift) to the scaffolding and/or building as necessary.

- 6.13.2 Hoist towers and motor areas must be adequately fenced.
- 6.13.3 Gates must be kept closed at all times except when loading and unloading materials.
- 6.13.4 Access ways must be kept clear at all times.
- 6.13.5 Only competent trained persons may operate the hoist. From one position only with good visibility to all landings.
- 6.13.6 In no circumstances may persons ride on a hoist platform.
- 6.13.7 The hoist motor and tower must be immobilised and effectively secured at ground level at the end of the working day.
- 6.13.8 A competent person must inspect the hoist once a week and the necessary entry made in the register (F91 Pt.).
- 6.13.9 Test certificates must be provided before the hoist is used and thereafter every six months or after substantial movement or repair.

#### **6.14 Hazardous Substances (Including Asbestos and Paint Stripping)**

- 6.14.1 The Contractor must provide the HSM with copies of any COSHH assessments for substances or processes to be used on site, which may present a risk to the health and safety of persons using the premises.
- 6.14.2 Assessment must include details of the substance to be used, or processes to be undertaken, and the precautions and protective measures the Contractor intends to take. Such information must be provided at least 14 days prior to works.
- 6.14.3 The Contractor must ensure that all substances, etc. are stored safely and used in accordance with assessments.
- 6.14.4 Suitable precautions must be taken where work is excessive or likely to create dust, e.g. sealing, totally enclosing, damping down, and localised dust extraction.
- 6.14.5 All work with asbestos must be in accordance with the ***Control of Asbestos Regulations (2012)*** and approved Code of Practice.
- 6.14.6 The Contractor must consult the HSM and Site Manager regarding the location of known asbestos, and must refer to any available Asbestos Survey Report. All contractors' operatives shall read and sign the Asbestos Register prior to undertaking works.
- 6.14.7 If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The HSM and Site Manager must be notified immediately and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

6.14.8 Most painting contracts incur some stripping of internal/external paint. Specifications allow either chemical or heat stripping externally, but prohibit heat stripping/burning off internally. Dry rubbing down of known lead paint is prohibited under the Regulations.

6.14.9 The safety precautions required for stripping and rubbing down of all internal and external paintwork throughout the building are as follows:

- Where premises are occupied during stripping of paint, the Facilities & Resources Manager and Site Manager must be advised in advance of the time these operations are to take place.
- During stripping, dustsheets must be placed beneath the work area, whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets must not be used when burning off is carried out.
- Cleanliness is essential, e.g. periodic cleaning of the floors, landscaping and paths, etc. beneath areas stripped is to take place regularly while work is in progress. Cleaning up should always be done immediately before any known major use of the area, ea. break time, lunchtime, end of day etc. unless the work areas, including any area into which stripped material or dust is allowed to fall, is securely fenced off.
- All rubbing down of paint must be with wet abrasive and all debris removed before it dries.
- Dust must be dampened down and removed by industrial vacuum cleaner fitted with a HEPA Filter.
- Contaminated dustsheets must not be used elsewhere on the site.
- All debris from stripping is to be placed in sealed bags and disposed of following stripping. It must not be stored on site nor placed in School dustbins, etc. Affected areas are to be suitably cleaned by industrial vacuum cleaner and washing, if internal, and hosed down to the nearest gully if external.

## 6.15 Security

6.15.1 Trent Academies Group can accept no responsibility for tools equipment plant and materials owned or in the care of Contractors.

6.15.2 Trent Academies Group expects Contractors to take all reasonable steps to ensure the continued security of TAG premises and property assets at the School insofar as they are affected by the Contractors activities.

6.15.3 Perimeter fencing is not always sufficient to prevent intruders gaining access. Alternative security measures may be necessary. This can be provided via a combination of methods, and the following should be considered:

6.15.3.1 All windows adjacent to any scaffold or access equipment must be secured.

6.15.3.2 Screens must be fixed to areas of high risk, e.g. IT Suites unless alternative storage has been arranged, or existing security arrangements are adequate.

6.15.3.3 Additional fencing around higher elevations of scaffolding where this is near entrance railings.

6.15.3.4 Horizontal fencing or boards should be used to secure lower lifts.

6.15.3.5 Additional patrols of Contractor's or Premises staff.

6.15.3.6 Where scaffold ties pass through open windows, these are to be secured and plywood screwed to the inside of the windows over the open areas, to the satisfaction of the HSM or Site Manager.

6.15.3.7 All Contractors' access must be adequately secured at night and during weekends and bank holidays.

6.15.3.8 Scaffolding or other building works must not interfere with or obstruct access to any part of the alarm systems, i.e. alarm wiring, sensor units, door contacts, control panels, strobe light units, etc.

## 6.16 Vehicular Access

6.16.1 The Contractor must take all appropriate precautions to avoid danger to the occupiers or the public arising from the movement of Contractors/Sub-Contractors vehicles on the site. Where practicable, separate access to the site for Contractors should be arranged.

6.16.2 Appropriate warning notices must be provided e.g.

**"THIS ENTRANCE IS FOR THE USE OF CONTRACTORS ONLY - NO ACCESS FOR ANY OTHER PERSON"**

## 6.17 Public Access

6.17.1 Areas remaining open to the occupiers or the public must be provided with proper footways, and where appropriate, protective measures to ensure safety.

6.17.2 Emergency escape routes must be maintained. Where scaffolding is erected over or adjacent to an entrance, suitable screens and fans must be provided.

6.17.3 The Contractor must not block the access of occupiers or the public, to roads, parking areas or pathways during the course of the works.

6.17.4 Excavations must be adequately tested with suitable warning notices in accordance with 6.15. Suitable barriers must be provided to stop vehicles negotiating too close to excavations or scaffolding.



## **6.18 Internal Access**

6.18.1 The Contractor must maintain existing access or provide alternative access and ensure that work within lobbies corridors and stair areas proceeds in a safe manner. Corridors, staircases, intake cupboards, WCs, or emergency escape routes must not be obstructed with plant or materials, etc.

6.18.2 Materials must be distributed on a daily basis with no localised storage. The Contractor must remove all rubbish, plant, tools and materials from areas used by the occupiers to a central storage point as work proceeds and at the end of each working day. Intake cupboards or WCs, etc. must not be used for storage.

6.18.3 On completion the Contractor must also properly clean floors, woodwork, steps, yards, clear out all gutters, drains and gullies and leave the whole of the area in a clean and suitable condition for occupation.

6.18.4 Works undertaken above occupied areas must be suitably carried out as to prevent any risk to occupants. If this is not possible, arrangements must be made with the Facilities & Resources Manager for the occupants to vacate the area for the duration of the work.

## **6.19 Protection of Property**

6.19.1 The Contractor must take all appropriate measures to ensure the stability of the building and adjoining properties that may be affected by the works, and provide all appropriate shoring, strutting, needling and other supports and precautions that are necessary to preserve the stability of these buildings.

6.19.2 Protective measures must remain until all risk of damage or settlement is past.

## **6.20 Fire Precautions**

6.20.1 The Contractor should ensure that all fire escape routes are kept clear at all times.

6.20.2 If the blocking of a fire exit is unavoidable contractors must notify the HSM and/or Site Manager and ensure that suitable temporary signage is in place directing occupants to an alternative route.

6.20.3 Combustible materials must be appropriately stored in agreed areas. Unnecessary build-up of combustible materials must be avoided. Flammable liquids or compressed gases, etc. may only be kept in the building in such quantities as are required for the immediate work. The Contractor must provide suitable and sufficient fire extinguishers.

6.20.4 Fire stopping must be restored after the installation of cabling or pipe work is completed, or in the case of any other breach of the fire containment.

6.20.5 The attached Hot Work Permit must be completed before any Hot Work can take place.

## **6.21 Provision of Warning Notices**



6.21.1 The Contractor must provide suitable signs to warn persons of dangerous operations, plant and chemicals and of freshly applied materials. All safety signs must conform to the ***Health and Safety (Safety Signs and Signals Regulations) (1996)***.

## 6.22 Site Clearance

6.22.1 The Contractor must comply with all relevant Environmental legislation. Waste, dust, dirt and other debris caused by the building operations or other work shall be cleared regularly as work progresses and placed in skips sited so as to cause the minimum of inconvenience to occupiers, etc.

6.22.2 Contractor must ensure that there is no "bombing" of waste, etc. from upper storeys. Safe removal methods must always be deployed.

6.22.3 The Contractor shall take all reasonable steps to prevent water accumulation, which may present a hazard on site.

6.22.4 Waste skips shall be of the "enclosed" type and shall be located a minimum of 8 metres away from building perimeter walls and in a location that shall not cause an obstruction to the safe operation of the site as a whole.

## 6.23 Minimising Interference to Occupiers and the Public

6.23.1 All works must be carried out so as to cause the minimum of interference to the occupiers, and other persons using the premises.

6.23.2 For major construction projects it would be appropriate for the Contractor to register the project under the "Considerate Contractors" scheme.

6.23.3 Works must be carried out in phases agreed with the School at the pre-contract meeting.

6.23.4 The Contractor shall take measures to minimise noise on site.

6.23.5 All reasonable means must be used to avoid inconvenience to adjoining properties. Should it be necessary for plant, machinery or equipment to project over adjoining property, the Contractor shall obtain the prior written permission of the adjoining owner/occupier.

6.23.6 If the work requires operatives to enter adjoining properties, written permission must be obtained by the Contractor who will ensure that any conditions imposed by the owner/occupiers of these properties are met.

6.23.7 Because contractor's staff (and any subcontractors they may employ) are working on a school site there should be no smoking (including vaping) on site or within 50m of the entrance to the site, no use of radios, no alcohol brought on to the site, no fraternising with pupils of the school or visitors to the school, no swearing or bad language, no cat calling, no provocative behaviour aimed at members of any sexual orientation.

6.23.8 Contractor's and subcontractor's staff should always wear suitable clothing – i.e. shirts and trousers (no bare torsos).

6.23.9 Contractor's and subcontractor's staff must wear badges or corporate clothing which identifies them clearly to anyone checking the right of an individual to be on the site.

## 6.24 Building Services

6.24.1 No diversion of any of the existing services other than that prescribed in the specification may be effected without the written agreement of the Supervising Officer.

6.24.2 Any necessary temporary disconnection of services will be done at a time agreed by the Facilities & Resources Manager and/or Site Manager.

## 6.25 Precautionary Measures When Site Is Unattended

6.25.1 All reasonably practicable precautions must be taken to prevent unauthorised access.

6.25.2 All plant and vehicles must be immobilised.

6.25.3 Hazardous substances such as chemicals gas cylinders and flammables must be inaccessible.

6.25.4 Gas and electricity supplies must be isolated, or if flood lighting is required, supplies must be properly protected.

6.25.5 Scaffolding ladders and hoists shall be protected as outlined in Sections 5, 6 & 7.

6.25.6 The Contractor shall provide all barriers and lighting necessary by day and night for the protection of the persons.

## 6.26 Reporting of Accidents and Dangerous Occurrences

6.26.1 The Contractor must make adequate arrangements for reporting accidents and dangerous occurrences as required by the ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)***

6.26.2 In addition, accidents and dangerous occurrences must be reported to the HSM.

## **APPENDIX 1 Selecting a contractor**

The following questions can be used to assist in the process of selecting a competent contractor, especially when conducting appraisal of contractors for minor works:

Ask for documentary proof of the items as applicable.

Does the contractor have an up-to-date Health and Safety Policy?

Are the main health and safety responsibilities defined within the contractor's organisation?

Does the contractor have adequate Employer Liability Insurance and Third party and Public Liability Insurance?

Does the contractor have access to professional advice on health and safety?

Has the contractor any written safety procedures or reference manuals?

What health and safety training has been provided by the contractor for his site manager, supervisors and operatives?

Has the contractor previously worked in schools and does he understand the particular risks?

Does the contractor have membership of or accreditation by a Trade Body?

What is the contractor's system for the maintenance of plant and equipment?

Does the contractor have a system for the reporting and investigation of accidents, diseases and dangerous occurrences?

What is the contractor's system for assessing the competence and resources of his subcontractors? (if applicable)

Are the contractor's risk assessments and method statements applicable to the work he is going to carry out in your school?

Has the Contractor taken into account the presence of children in an occupied building?

The questions below may also be helpful:

What experience do you have of working in schools?

How familiar are you with the potential hazard in schools?

Have you worked on this type of project before? What are the main problems?

Can you provide existing risk assessments or safety method statements for a similar job?

Can you supply references from previous, similar projects?

Do you have a health and safety policy?

Has the HSE ever taken action against your activities?

What are your health and safety procedures?

Will you provide a Safety Method Statement for this job?

What safety checks do you make on equipment and materials?

Are you a member of a trade/professional body?

How do you ensure your subcontractors are competent?

How do you prepare them for working safely while on site?

What health and safety training do you provide? Ask for certificates of competence and attendance at training.

How is information about health and safety passed on to staff and subcontractors?

Can you show us your training programme and records?

How do you plan to supervise this job?

Who will be responsible for supervision on site?

How are changes, which arise during a job, dealt with?

If you identify a problem, what action do you take concerning your staff or subcontractors?

Will you report accidents, incidents or near misses to us?

Can you provide certificates of employer and public liability insurance?

## APPENDIX 2 Contractor questionnaire



# TRENT ACADEMIES GROUP

### Contractor Questionnaire

**(Contractors for Major Projects or for regular/repeat works orders)**

In order for your company to be included on our register of approved contractors and to determine your competence to successfully undertake work on our behalf in a legally compliant manner, please provide the following information relating to your arrangements for health & safety and environmental management.

The fully completed document should be returned to the address below, or emailed to:

Arnold Hill Academy	The Facilities Manager Arnold Hill Academy Gedling Rd, Arnold, Nottingham NG5 6NZ	<a href="mailto:lee.roberts@arnoldhillacademy.co.uk">lee.roberts@arnoldhillacademy.co.uk</a>
The Farnborough Academy Rushcliffe School	The Facilities & Resources Manager Rushcliffe School Boundary Road, West Bridgford, Nottingham, NG2 7BW	<a href="mailto:rharrison@rushcliffe.notts.sch.uk">rharrison@rushcliffe.notts.sch.uk</a>

**Name of Company:**

**Address:**

.....  
.....  
.....  
..... **Post Code**.....

**Telephone:**  
**Fax:**  
**E-mail:**  
**Web Site URL:**

**Contact details (name & position):**

**1: Health and Safety Policy**

Does your company have a written Health and Safety policy? **Yes/No**

If yes, please enclose copy of your current company Health and Safety Policy when returning this document

Does your company have a management system for Occupational Safety & Health certified to OHSAS 18801 **Yes/No**

If yes, please enclose copy of your current certification when returning this document

If no, state how you manage and communicate health and safety issues to your workforce:

.....  
.....  
.....

**2: Environmental Policy**

Does your company have an environmental policy? **Yes/No**

If yes, please enclose a copy when returning this document

Does your company have an Environmental management system certified to ISO 14001 **Yes/No**

If yes, please enclose a copy of your current certification when returning this document

**3: Safety Competence**

a) Provide the name of the competent person(s) in safety and environmental matters for your company (Safety officer, Advisor or Consultant who assists you in these matters)

.....  
.....  
.....

b) Please provide the name and any job title for the responsible/competent person on site for projects

.....  
.....

**4: Professional membership**

Is your company registered with a relevant professional body or accreditation scheme relating to contractor competence – e.g. *Construction Industry Council; National Inspection Council for Electrical Installation Contracting (NICEIC); Specialist Engineering Contractors Group; Professional Contractors Group, Confederation of Roofing Contractors* –

**Yes/No**

If yes, please provide details:

.....  
.....  
.....

**5: Prosecutions, prohibition or improvement notices**

a) Has your company been prosecuted for breaches of Health and Safety or environmental legislation? **Yes/No**

If yes, provide full details:

.....  
.....  
.....

b) Has your company ever been subject to a prohibition or improvement notice?  
**Yes/No**

If yes, provide full details:

.....  
.....  
.....  
.....

**6: Reportable accidents or diseases**



a) Has your Company had any accidents or incidents in the last three years that are/were reportable to the Health & Safety Executive under RIDDOR requirements (7 days and over lost time accidents [3 days before October 2012], or major accidents or dangerous occurrences)

If yes, how many (by type)?

.....  
.....  
.....

b) Have you had to report any cases of industrial disease in the last three years under RIDDOR requirements?

If yes, please provide details

.....  
.....  
.....

**7: Training**

a) What Health & Safety and/or environmental training has your Management Team received in the last 2 years?

.....  
.....  
.....  
.....

b) What Health & Safety and/or environmental training have your employees received in the last 2 years?

.....  
.....  
.....  
.....

**8: Communication and Consultation**

What arrangements does your company have in place for communication and consultation with employees with regards to safety, welfare and environmental matters

**9: Sub-contractors**

Do you employ sub-contract labour? **Yes/No**

If yes, how do you assess their competence?

.....  
.....

How do you communicate the safety, welfare and environmental information relating to projects/contracts to them

.....  
.....

**10: Plant/Equipment certification**

Please confirm that where applicable your plant/work equipment is tested inspected/examined by a competent person in line with current regulatory requirements, e.g. PUWER, LOLER and Maintenance of Portable Electrical Equipment **Yes/No**

If **no** please explain why

Note: A copy of certificates for plant/equipment used will be required before the start of any contract. If hired, copies of the hirer documentation will be required

### 11: Job Specific Training/competence:

Do your employees hold current certification or licences, where applicable, for duties that they would be expected carry out on contracts - Examples being:

*Gas Safe registration; Electrician Apprenticeship & NVQ, City and Guilds 2394/2395, (electrical skills); Engineering Technician (Engineering Council); Relevant Construction Skills Certification Scheme (CSCS) card, with matching NVQ Level; Appropriate mobile plant licence; PASMA 'Towers for users' training certifications, Powered Access Equipment certification (IPAF); Other specific Work at Height training (e.g. rooftop working;*

**Yes/ No** (if yes please state what is in place)

**Note:** Evidence of appropriate training will be required prior to the start of any contract. Note: You may be requested to provide evidence of appropriate training for any sub-contractors under your control who may join a project ongoing

### 12: Personal Protective Equipment

Does your company supply and ensure the wearing of appropriate Personal Protective Equipment, based on the findings of pre-work assessments? **Yes/No**

If **yes**, please provide details of what is provided

### 13: Safeguarding of Pupils

Does each employee within your team hold an Enhanced DBS certificate? **Yes/No**

Please list names and DBS numbers for each employee who could work at the school:

**14: Previous work:**

Provide details of the three most recent significant projects that your company has been engaged on in the capacity of contractor. Ideally one of these projects would be in a school environment. Denote whether your company was the principal or main contractor, or working under the control of others.

**When returning this questionnaire, please ensure that the following documents are enclosed:**

Please note that while copies are acceptable, we may request that original documents be made available for authentication purposes on occasions.

- Copy of your current Company health and safety policy
- Copies of current certification under OHSAS 18801 and ISO 14001
- Copy of your company's current Employer's Liability Insurance
- Copy of your current Public Liability Insurance
- Proof of employees' competence (certificates of training etc.)
- Current certificates relating to testing, inspection and calibration of plant and equipment
- Copies of any reportable accidents (F2508 forms) reported during the last 3 years
- A specimen copy of a method statement – representative of work to be undertaken
- A specimen copy of a risk assessment – representative of work to be undertaken
- A specimen copy of a COSHH Assessment – representative of work to be undertaken.

**Signed on behalf of Company by:** .....

**Print:** .....

**Position in company:** .....

**Date:** .....



4.2	Contractors Parking Arrangements	
4.3	Welfare	
4.4	Sign Boards	
4.5	Site Access	
4.6	Delap Survey & Photographs	
4.7	Site Security & contact numbers	
4.8	Tree, hedge and Landscape protection	
<b>5</b>	<b>Health &amp; Safety</b>	
5.1	F10 Notification to Health & Safety Executive	
5.2	Construction Phase Health & Safety Plan	
5.3	Handover of Health & Safety File / Building Manual	
5.4	Site boundary and fencing	
5.5	Contractors facilities – cabin, mess room, toilet	
5.6	Contractors storage	
5.7	Waste storage and disposal, lockable skips 8m away	
5.8	Vehicle movements, parking, speed limits, banksmen	
5.9	Staff, pupil and visitor access, egress and movements	
5.10	Signing in arrangements, fire register	
5.11	Fire alarm / testing / evacuation / assembly area	
5.12	Site Security – key holding, lock up, out of hours access	
5.13	Contacts and emergency numbers	
5.14	Hazardous materials – locations & nature of hazard	
5.15	Asbestos Management – Policy, Plan and Register	
5.16	Permits to Work: Asbestos, Hot Work, Electricity,	
5.17	Permits to Work: Work at Height, Confined Space	
5.18	Cranes and scaffolding	
5.19	Managing noise	
<b>6</b>	<b>Programme</b>	
6.1	Contract Date – Start	
6.2	Contract Date – Completion	
6.3	Programme of Works (Gantt chart)	
6.4	Weekend and Evening working	
<b>7</b>	<b>Scheme Compliance</b>	
7.1	Planning Conditions	
7.2	Building Control	
7.3	Considerate Contractors	
<b>8</b>	<b>Utility Works</b>	
8.1	Electricity	
8.2	Gas	
8.3	Water	
8.4	Drains	
8.5	Telecoms	
8.6	Highways	
<b>9</b>	<b>Design &amp; Specification Matters</b>	
9.1	Update on design status – Architect	
9.2	Update on design status – Structural Design	
9.3	Mechanical & Electrical design and approvals process	
9.4	Building Regulations approval	
9.5	Acoustics	
9.6	Construction drawing protocols	
9.7	Samples	
9.8	Ongoing role of consultants	

<b>10</b>	<b>Employer's Agent / Quantity Surveyor / Project Manager</b>	
10.1	Communication	
10.2	Queries	
10.3	Instructions and Variations	
10.4	Cashflow	
10.5	Valuations and Certification	
<b>11</b>	<b>Contractor Matters</b>	
11.1	Subcontractors are:	
11.2	Anything else	
<b>12</b>	<b>Client / School Matters</b>	
12.1	Safeguarding / DBS	
12.2	Pupil behaviour protocols	
12.3	The School Day	
12.4	Professionalism: Appropriate dress, No smoking/vaping	
12.5	Professionalism: No loud radios, no pupil contact	
12.6	Professionalism: No foul or inappropriate language	
12.7	Impact on school operations and activities	
12.8	Neighbours	
12.9	Other site users	
12.10	Use of School Fields	
12.11	Opportunities for engagement with the curriculum	
12.12	Opportunities to sponsor the school	
<b>13</b>	<b>Any Other Business</b>	
<b>14</b>	<b>Dates and times of meetings</b>	
14.1	Progress Meetings	
14.2	Valuation Meetings	

## **APPENDIX 4 - Monitoring of works**

<b>ITEMS TO CHECK</b>	<b>NOTES</b>
Site fencing secure and effective	
Access and egress kept clear	
Walkways under scaffolds protected and debris netting in place	
Skips and material stores secure	
No unsafe vehicle movement	
Work areas kept clean and tidy	
All hazardous materials and equipment removed at night / stored appropriately	
Ladders removed/rungs boarded at night	
Warning notices displayed	
Trailing cables etc. avoided	
Appropriate behaviour / dress standards / PPE	
Needs of school respected at all times	



## **APPENDIX 5 – Permit to work guidance and templates**

This document has been constructed to provide guidance in how to use a permit to work correctly. The first part explains the function of a Permit-To-Work and when to use one. The second part explains how to complete the sections of the permit. Part three provides examples of work to be carried out under permit conditions

### **1: Permit to work:**

Existing statutory provisions require employers to provide safe systems of work that are, so far as is reasonably practicable, safe and without risks to the health of employees and to others who may be affected by the work. However, certain types of work carry a particularly high risk of serious injury, serious ill health or property loss and require more formal safety planning and control. This can be achieved by the use of a permit to work system.

A permit to work is an analytical tool to ensure that a series of checks, measures or controls are put in place before any person undertakes a particular activity. Permits to work are the result of a risk assessment identifying that a high residual risk is present in/on the operation assessed.

The aim of a permit to work is to:

- a) Specify the area of work;
- b) Provide an adequate description of the work to be carried out;
- c) Specify the control measures and safety precautions in place;
- d) Identify who is undertaking the work;
- e) Clearly state the time period over which the permit is valid (should not exceed one working day).

Often a *Safe System of Work* will be sufficient for work with associated risks that cannot be eliminated. A competent person will assess whether a task can be covered by a Safe System of Work alone or whether a Permit-To-Work is also required as the checking and monitoring tool that will ensure the higher risk rating for the particular task is addressed.

The PTW system itself will not ensure safety, it relies totally on the named personnel who implement and use the permit understanding the importance of following/complying with each stage of the permit procedure strictly.

These key personnel are usually the *Senior Authorised Person* who issues and cancels the permit, and the *Authorised Person* who is responsible for carrying out the work safely in the 'field'.

### **Degrees of competence:**

Senior Authorised Person (Health & Safety Manager / Site Manager) – The person who authorises and issues a permit-to-work must have sufficient/adequate knowledge relating to the equipment being worked on, the control measures and safety precautions required, a clear understanding of the implications of a failure to follow the laid down procedures and sufficient knowledge to assess the competence of the persons in the field who will undertake the work.

Authorised Person (Contractor) – The person responsible for the work will be fully trained in the field of the work to be carried out. They must be aware of the safety of other persons coming under their control. They must ensure that the conditions of the permit are strictly adhered to and

that no variations are introduced.

## **2: Component parts of a permit to work**

### **ISSUE:**

Completed by the Senior Authorised Person ensuring that each part of this section is completed, including:

- The work to be carried out – a full description the work to be done, clearly defining the boundaries and limitations and the length of time the permit is valid for, i.e. one working day.
- Safety/control measures that must be instituted – e.g. isolation of equipment, where isolated, requirement for barriers and signs, security of equipment to prevent falling or sliding.
- Other precautions – the use of any special equipment, PPE, special 'one off' instructions.

Note: Unless deemed to be suitably competent to a Senior Authorised Person level, a person cannot issue a permit-to-work to themselves.

### **RECEIPT:**

Acceptance by the Authorised Person of the work to be carried out and the conditions required by the permit. This person is also signing to accept the conditions on behalf other persons involved in the task and responsibility for their compliance with the conditions of the permit.

### **HANDOVER:** (Change of responsibility)

This section shall be used when work cannot be completed within the timescale detailed on the permit by the first person(s) that the permit has been issued to, or, if the authorised person has to leave the work for a prolonged period for whatever reason. Both the Senior Authorised person who issued the permit and the new Authorised Person taking over the responsibility shall sign off this section.

**CLEARANCE:** The Authorised (Responsible) Person shall confirm that:

- The work for which the permit was issued for is complete (or suspended);
- That all the control measures instituted during the work have been removed, e.g. isolation;
- Whether power has / has not been restored;
- All personnel, tools and equipment have been removed from the area.

### **CANCELLATION:**

The Senior Authorised Person who authorised the work shall sign off the permit to confirm that the work is complete and the permit is cancelled.

Note: If the work has not been completed and equipment/process has not been left in operational mode then they must ensure that adequate instruction and information is provided to this effect to relevant senior personnel (i.e. client management) and any person(s) affected by the work. This will include the use of suitable signage being attached to the equipment.

### **3: Permit to- work tasks**

The following are examples of tasks that would require a Permit-to-Work system used in conjunction with an appropriate Safe System of Work including the use of appropriate work equipment:

- Roof work - Open edge, fragile roof working;
- 'Live' electrical working – specified work;
- Specified 'Dead' electrical working involving circuit repairs or component repairs/replacement within a system – i.e. replacing fuses, breakers, isolators, transformers;
- Confined spaces working – High risk activities identified by assessment;
- Hot working – where flammable or combustible materials are present and cannot be removed or adequately isolated.

Permits to work can be issued for all contractor work completed on site. This is an effective way to ensure work on the site/premises are well controlled. Managers with multiple sites will find such procedures useful in assisting with responsibilities under the Management of Health and Safety Regulations.

**See forms attached for Permit to work templates which should be used in conjunction with this guidance.**

## HOT WORK PERMIT

<b>Applicable to:</b>	Applicable to <b>CUTTING, WELDING, GRINDING, SOLDERING, BRAZING, BLOW LAMPS OR BLOW TORCHES</b> , or the use of any equipment producing <b>HEAT, SPARKS OR NAKED FLAME</b> .
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<b>Contract No.</b>		<b>Permit No.</b>	
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**Exact location & description of work:**

<b>Permit valid from</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Permit valid to</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Health &amp; Safety Checklist: Before work starts</b>	<b>Yes or No N/A</b>
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Has a Risk Assessment been carried out specifically for this work?	
Has a Safe Method of Work Statement been produced specifically for the work?	
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
Have combustible materials and flammable liquids or gases been identified and removed from the area or protected?	
Where work is above floor level, have non-combustible curtains or sheets been suspended beneath the work to collect sparks?	
Is sufficient suitable fire-fighting equipment in place and persons able to use it?	
Is all equipment in safe condition and persons trained to use it?	
Has the contractor discussed any isolation requirement for smoke detectors and have safe isolation procedures been implemented?	
Are there emergency procedures in place?	
Are there arrangements for the work area to be watched for hot spots/fire/smouldering for an hour after hot work has ceased?	

**If any of the above questions have been answered 'No', hot work must not be permitted**

**Other specific control measures and conditions required:**

**ISSUE/RECEIPT:**  
**Permit form completed and issued by:**

Position:		Name:	
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Signed:		Date:	
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**Permit Issued to:**

Position:		Name:	
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Signed:		Date:	
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**Name of Supervisor (Contractor) responsible for monitoring the safety of hot work for this task:**

Position:		Name:	
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Signed:		Date:	
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**HANDOVER (Change of Responsibility)** If work is cannot be completed and permit is issued to another party please complete the Handover section:

**Senior Authorising person (Facilities & Resources Manager /Officer):**

Position:		Name:	
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Signed:		Date:	
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**New Authorised contractor/ Person being issued the permit:**

Position:		Name:	
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Signed:		Date:	
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**CLEARANCE and Hand Back:** The work has been completed and the area left in safe condition. The materials worked on have been given a suitable time to cool i.e. monitored for at least 1 hour.

**CANCELLATION**  
**Permit form cancelled by(Facilities & Resources Manager /Officer):**

Position:		Name:	
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Signed:		Date:	
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## PERMIT TO WORK AT HEIGHT

<b>Applicable to:</b>	Anyone working on <b>SCAFFOLDING, MOBILE ELEVATING WORK PLATFORMS, CHERRY PICKERS, SCISSOR LIFTS, MOBILE TOWERS, LADDERS, ROOFS</b> and to <b>WINDOW CLEANERS</b> .
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<b>Contract No.</b>		<b>Permit No.</b>	
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<b>Exact location &amp; description of work:</b>

<b>Permit valid from</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Permit valid to</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Health &amp; Safety Checklist: Before work starts</b>	<b>Yes or No N/A</b>
Has a Risk Assessment been carried out specifically for this work?	
Has a Safe Method of Work Statement been produced specifically for the work?	
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
Have persons who are required to work at height been trained for this type of work?	
Are persons who are required to work at height suitably competent and fit?	
Has work at height been minimised wherever possible?	
Has access equipment for working at height been inspected by a competent person?	
Is access equipment for working at height suitable and safe?	
Are others in the vicinity who could be affected by this particular work at height safeguarded?	
Are there emergency procedures in place?	

**If any of the above questions have been answered 'No', working at height must not be permitted**

**Other specific control measures and conditions required:**  
 E.g. use of a personal fall restraint system if working from a boom type mobile elevating working platform

**ISSUE/RECEIPT:**  
**Permit form completed and issued by:**

Position:		Name:	
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Signed:		Date:	
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**Permit Issued to:**

Position:		Name:	
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Signed:		Date:	
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**Name of Supervisor (Contractor) responsible for monitoring the safety of working at height for this task:**

Position:		Name:	
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Signed:		Date:	
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**HANDOVER (Change of Responsibility)** If work is cannot be completed and permit is issued to another party please complete the Handover section:

**Senior Authorising person (Facilities & Resources Manager /Officer):**

Position:		Name:	
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Signed:		Date:	
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**New Authorised contractor/ Person being issued the permit:**

Position:		Name:	
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Signed:		Date:	
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**CLEARANCE and Hand Back:** The work has been completed and the area left in safe condition.

**CANCELLATION**  
**Permit form cancelled by (Facilities & Resources Manager /Officer):**

Position:		Name:	
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Signed:		Date:	
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## ELECTRICAL WORK PERMIT

<b>Applicable to:</b>	Applicable to work on and near <b>ALL HV ELECTRICAL SYSTEMS</b>
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<b>Contract No.</b>	<b>Permit No.</b>
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**Exact location & description of work including exact identification of electrical equipment to be worked on:**

<b>Permit valid from</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Permit valid to</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Health &amp; Safety Checklist: Before work starts</b>	<b>Yes or No N/A</b>
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Has a Risk Assessment been carried out specifically for this work?	
Has a Safe Method of Work Statement been produced specifically for the work?	
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
Has the HV electrical system been made dead?	
Have tests been carried out to prove the system dead?	
Are all system activation controls isolated and locked and the keys held by authorised persons?	
Have access barriers and warning notices been provided?	
Are there emergency procedures in place?	

**If any of the above questions have been answered 'No', electrical work must not be permitted**

**Other specific control measures and conditions required:**

**ISSUE/RECEIPT:**



<b>Permit form completed and issued by:</b>			
Position:		Name:	
Signed:		Date:	
<b>Permit Issued to:</b>			
Position:		Name:	
Signed:		Date:	
<b>Name of Supervisor (Contractor) responsible for monitoring the safety of electrical work for this task:</b>			
Position:		Name:	
Signed:		Date:	
<b>HANDOVER (Change of Responsibility)</b> If work is cannot be completed and permit is issued to another party please complete the Handover section:			
<b>Senior Authorising person (Facilities &amp; Resources Manager /Officer):</b>			
Position:		Name:	
Signed:		Date:	
<b>New Authorised contractor/ Person being issued the permit:</b>			
Position:		Name:	
Signed:		Date:	
<b>CLEARANCE and Hand Back:</b> The work has been completed and the area left in safe condition.			
<b>CANCELLATION</b>			
<b>Permit form cancelled by (Facilities &amp; Resources Manager /Officer):</b>			
Position:		Name:	
Signed:		Date:	

**PLEASE NOTE:** This permit is **ONLY** for work on Electrical Systems which are "**DEAD**". It is never absolutely safe to work on live electrical equipment. There are few circumstances where it is necessary to work live, and this must only be done after it has been determined that it is unreasonable for the work to be done dead. Even if working live can be justified, many precautions are needed to make sure that the risk is reduced 'so far as is reasonably practicable'. See: [Electricity at work: Safe working practices](#) for more details. Additional permission and agreement **MUST** be sort should such work be required.



**Other specific control measures and conditions required:**

**ISSUE/RECEIPT:**  
**Permit form completed and issued by:**

Position:		Name:	
Signed:		Date:	

**Permit Issued to:**

Position:		Name:	
Signed:		Date:	

**Name of Supervisor (Contractor) responsible for monitoring the safety of work for this task:**

Position:		Name:	
Signed:		Date:	

**HANDOVER (Change of Responsibility)** If work is cannot be completed and permit is issued to another party please complete the Handover section:

**Senior Authorising person (Facilities & Resources Manager /Officer):**

Position:		Name:	
Signed:		Date:	

**New Authorised contractor/ Person being issued the permit:**

Position:		Name:	
Signed:		Date:	

**CLEARANCE and Hand Back:** The work has been completed and the area left in safe condition.

**CANCELLATION**  
**Permit form cancelled by (Facilities & Resources Manager /Officer):**

Position:		Name:	
Signed:		Date:	

## CONFINED SPACE WORK PERMIT

<b>Applicable to:</b>	<b>Applicable to</b> all work completed in confined space. Work in a space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).
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<b>Contract No.</b>		<b>Permit No.</b>	
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**Exact location & description of work:**

<b>Permit valid from</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Permit valid to</b>	<b>Date:</b>		<b>Time:</b>	
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<b>Health &amp; Safety Checklist: Before work starts</b>	<b>Yes or No N/A</b>
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Has a Risk Assessment been carried out specifically for this work?	
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Has a Safe Method of Work Statement been produced specifically for the work?	
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Do the risk assessments and the method statements highlight the specific issue with the confined space on this site?	
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Have the following hazards been considered and are controls in place if applicable: <ul style="list-style-type: none"> <li>➤ A lack of oxygen;</li> <li>➤ Poisonous gas, fume or vapour;</li> <li>➤ Liquids and solids which could fill the space;</li> <li>➤ Fire and explosions (eg flammable vapours, excess oxygen);</li> <li>➤ Residues left in tanks, vessels or on internal surfaces;</li> <li>➤ Dust present in high concentrations;</li> <li>➤ Hot conditions.</li> </ul>	
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Have the following additional factors resulting from planned works been considered and are controls in place if applicable: <ul style="list-style-type: none"> <li>➤ Machinery being used causing hazards such as lack of dust extraction or electric shock;</li> <li>➤ Gas, fume or vapour from welding or by use of flammable solvents or adhesives.</li> </ul>	
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Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
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Is all equipment in safe condition and persons trained to use it?	
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Are the required mechanical and electrical isolation of equipment procedures in place?	
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Has the confined space been cleaned (if required) to ensure fumes cannot develop from residues?	
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Is the size of the access and or the confined space large enough to allow workers to wear and use appropriate equipment and large enough to allow safe escape?	
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Is ventilation of the confined space suitable, has it been assessed and improved where assessed as required?	
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Has the air been tested to ensure it is free from both toxic and flammable vapours (if applicable)?	
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Signed:		Date:	
<b>Permit Issued to:</b>			
Position:		Name:	
Signed:		Date:	
<b>Name of Supervisor (Contractor) responsible for monitoring the safety of work for this task:</b>			
Position:		Name:	
Signed:		Date:	
<b>HANDOVER (Change of Responsibility)</b> If work is cannot be completed and permit is issued to another party please complete the Handover section:			
<b>Senior Authorising person (Facilities &amp; Resources Manager ):</b>			
Position:		Name:	
Signed:		Date:	
<b>New Authorised contractor/ Person being issued the permit:</b>			
Position:		Name:	
Signed:		Date:	
<b>CLEARANCE and Hand Back:</b> The work has been completed and the area left in safe condition.			
<b>CANCELLATION</b>			
<b>Permit form cancelled by (Facilities &amp; Resources Manager ):</b>			
Position:		Name:	
Signed:		Date:	

## **Asbestos permit to work pro-forma**

### **Permit to Work Issuing Instructions**

To be used when any work on/near asbestos containing materials is to take place.

**Licensed work** - Licensed work shall be carried out by licenced contractors **only** for work where worker exposure to asbestos is not sporadic and not of low intensity and where the asbestos control limit will not be exceeded

### **Examples of licensable work include:**

- Removing sprayed insulation coatings (limpet asbestos)
- Removal or other work which may disturb pipe lagging
- Any work involving loose fill insulation
- Work on asbestos millboard
- Cleaning up significant quantities of loose/fine debris containing ACM dust (where the work is not sporadic and of low intensity)
- Work on asbestos insulation board AIB that will not be of short duration

**Notifiable, non-licensed work (NNLW)** - NNLW shall be sporadic, of low intensity and not exceeding the stated control limit for the material.

### **Examples of notifiable non-licensed work include:**

- Removal of asbestos cement (AC) which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal
- Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially broken up, creating significant quantities of dust and debris
- Removal of asbestos paper and cardboard products if not firmly bonded in a matrix
- Minor, short duration work to remove asbestos insulating board as part of a refurbishment project
- Minor short duration work involving asbestos insulation e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged

**Non-licensed work** - Includes work on asbestos cement products and certain 'short duration' non-continuous work with asbestos.

### **Examples of non-licensed work include:**

- Removal of asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handled/removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged
- Removal of small areas of textured decorative coatings using suitable dust-reducing methods, to support other activities such as installation/replacement of smoke alarms and light fittings
- Removal of textured decorative coatings provided that this can be done without deterioration of the material, (e.g. if the backing board is carefully cut around to achieve virtually intact removal)
- Removal of loosely fixed (e.g. screwed) asbestos insulating board (AIB) panels in order to gain access to areas for other maintenance activities (and refitting)

# ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity:..... Times:.....

## Section 1: Location and description of work

Is the work is licenced, notifiable non-licenced work (NNLW) or non-licenced work (*delete as applicable*)

## Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

*If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4*

## Section 3: Work ON asbestos containing materials

3.1 Contractor's competency to work on ACM's been confirmed? Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No

3.3 Has the Facilities Manager been informed and given approval? Yes / No

*Work can commence once the above are confirmed*

## Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

*The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered*

## Section 5: School Approval

Signature:..... Date:.....

Print Name:..... (Responsible Person\)

## Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Signature:..... Date:.....

Print Name:..... Company Name:.....



## **APPENDIX 6 - Post-Contract Review**

<b>Contractor</b>		
<b>Contract/Project Name &amp; Description</b>		
<b>Project Start date</b>	<b>End Date</b>	
<b>Project Successes</b>		
<b>Significant Problems or issues arising</b>		
<b>Quality of Tender documentation</b>	<b>Out of 10</b>	
<b>Quality of pre-commencement planning</b>		
<b>Quality of finish of project achieved</b>		
<b>Quality of liaison and communication</b>		
<b>Completion within agreed budget cost</b>		
<b>Completion within agreed time frame</b>		
<b>Quality of Safety Management of works</b>		
<b>Recommendation for future appointment</b>		<b>Yes</b>
<b>Reviewed By</b>	<b>Date</b>	
<b>BLOCK CAPITALS</b>	<b>SIGN</b>	