

**WOKINGHAM
BOROUGH COUNCIL**

Walter Infant School and Nursery

'To be the best I can be'

CONTRACTOR MANAGEMENT

DOCUMENT HISTORY

| Version | Action | By | Date |
|----------------|------------------|---------------------|--------------------------------|
| 1 | Approved | Full Governing Body | 17 th February 2022 |
| 2 | Approved on Line | Full Governing Body | 20 th January 2025 |

Review Date: January 2028

Mission Statement:

Walter Infant School and Nursery is an equitable, safe, secure and happy place to learn; our children grow as individuals in a stimulating and exciting environment which values respect, kindness, honesty, empathy and resilience.



CONTRACTOR MANAGEMENT

The standard we work to:

Walter Infant school and Nursery will ensure that health and safety and competence are key considerations in the selection of our contractors. Furthermore, we will take all reasonable steps to monitor contractors on site to ensure that the agreed safe systems of work are being followed and that all concerned, including staff, pupils and others, are protected from the risks associated with work taking place on the school premises.

Responsibilities

The Headteacher has the overall responsibility for the management of health and safety at our school. The day to day management of contractors, including acting as the point of contact and maintaining the oversight role, has been delegated by the Headteacher to the Site Controller.

All school staff have a responsibility to bring to the attention of the Headteacher any shortfalls they identify in the school's health and safety arrangements. Should any employee come across any unsafe actions and / or unsafe conditions in relation to contractors and the work they are carrying out this must be brought to the attention of the Headteacher or Site Controller without delay. Should any member of staff feel that the actions of a contractor are causing a situation of imminent danger to any person then the Headteacher empowers employees to intervene, stopping the work until the school's management team have been made aware and have had an opportunity to investigate the matter.

Our arrangements and procedures

When employing contractors the school will:

- select a suitable contractor, ensuring they have sufficient skills and knowledge to do the job safely and without risks to the health and safety of any person.
- always regard the presence of any asbestos containing material (or presumed asbestos) a key factor in the early planning stages of contracting work or carrying out work in-house. Refer to the school's asbestos management plan and procedure for more details.
- prior to the work going ahead, assess the risks of the work and consider the health and safety implications of the planned work.

- the contractor is also expected to assess the risks related to the contracted work they will be undertaking and will be required to do so within the context of our school.
- share information with our contractors and jointly consider any risks from both sides that could affect the health and safety of either workforces or anyone else.
- ensure the contractor signing in procedures, together with the liaison arrangements for the contractor and their operatives whilst on the site, is made clear and followed. Contractors will be issued with a copy of the school's 'Contractors health and safety' leaflet at the time of signing in and provided with the school's asbestos register with a request to review and check it. Contractors must acknowledge and sign to confirm they have seen and checked the asbestos register.
- take reasonable steps to monitor the activities of contractors to ensure they are working safely, following the school's safety rules and the agreed safe system of work. The School Business Manager will review records to ensure that the signing in procedures are being consistently adhered to and robustly followed.
- advise staff of any planned or unplanned works where this could affect them, pupils or others.

Council contractors

The responsibilities in terms of the local sharing of information and the management of contractors on the school site remains with the school.

Construction work

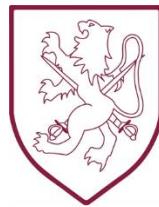
Where the school decides to progress a school managed construction project the Construction Design and Management Regulations 2015 (CDM) will apply under which the school will have specific duties to fulfil in the role of client. Before proceeding with such a project the school will seek specialist advice from Property.

Need more information?

Speak to the School Business Manager, look on the Wokingham Schools Hub or contact the Council's Health and Safety Team by email to: HREnquiries@wokingham.gov.uk or phone (0118) 974 6116.

Appendix 1

Walter Infant School and Nursery



Procedures for Visitors

Please ensure these procedures are followed rigorously to ensure the safeguarding of all children and adults.

- Ask all adults to identify themselves and state the purpose of their visit – if the visitor is unexpected and you need clarity contact the Headteacher or in her absence the SLT member with responsibility for the school – usually the Deputy Head.
- All visitors must sign in on entry to reception.
- All contractors must acknowledge that they are aware asbestos in the building when signing in.
- All contractors must sign to say they are trained to work with asbestos, if applicable.
- All visitors must wear a lanyard appropriate to the nature of their visit:

Our Rainbow of Safety

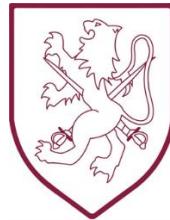
| | |
|-----------------|--|
| Red Visitor | Workman/Contractor: NO contact with children |
| Yellow Visitor | Expected or Parent Visitor: No 1:1 contact with children usually accompanied by staff |
| Green Visitor | DBS/LA professional: 1:1 contact with children |
| Blue Volunteer | DBS checked: 1:1 contact with children |
| Purple Governor | Access all areas where they are expected |
| Orange PTA | Access all areas where they are expected |

- Please refer all visitors to the safety information on the back of the visitor's badges.
- Any visitors unaccompanied by a member of staff who is not wearing a lanyard must be challenged using the **CHAT** approach:

CHALLENGE, ASK, TAKE

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Walter Infant School and Nursery



WORKS RISK ASSESSMENT FORM (RA)

NOTE:

1. Where a Risk Assessment (RA) is required then this form shall be completed in accordance with the School's Managing Contractors Policy.
2. This is the Schools assessment of the risks involved in a Contractor carrying out any works within the School's boundaries.
3. It shall be completed in consultation with the Contractor.
4. It is the responsibility of the Contractor/s to assess the need for them to carry out their own RA in order to ensure the Health & Safety of their own personnel, sub-contractors and the School. A copy shall be given to the School.
5. This Form does not address the issue of asbestos as, in accordance with the school's Asbestos Policy, the contractor will have signed the Asbestos Register and therefore the risk associated with asbestos present in school will already have been considered.

WORKS BEING ASSESSED:

NAME & ADDRESS OF CONTRACTOR:

NAME OF SCHOOL REPRESENTATIVE COMPLETING THIS FORM WITH THE CONTRACTOR:

DATE OF ASSESSMENT:

CONCLUSION OF ASSESSMENT BY THE SCHOOL:

Risk level: **MEDIUM / HIGH**

- If the risk level is 'MEDIUM / HIGH', the works must be reconsidered to see what can be done to reduce the risk level to 'Low', or further consideration will need to be given to the works taking place in the first

place and/or a full risk assessment will need to be carried out to see what controls can be put in place to minimise any risk.

HAZARD 1: CHILD SAFETY

Risk: Injury to child.

Assessment: Are the works to be carried out during school time?
YES / NO

If **YES** the following shall be considered

- Has the work site (s) been fenced off / made secure YES / NO
- Has the work site(s) been cleared of children/will the site be cleared of children before work starts?
YES / NO

If the answer is **NO**, to any of the above then the work shall **NOT** proceed.

HAZARD 2: STAFF SAFETY

Risk: Injury to member of staff.

Assessment: Are the works to be carried out during school time?
YES/NO

- Has the work site (s) been fenced off / made secure YES / NO
- Have warning signs been erected
YES / NO

If the answer is **NO**, to any of the above then the work shall **NOT** proceed.

HAZARD 3: SAFETY OF PREMISES

Risk: Damage to building, or any other structure, surfaces or trees.

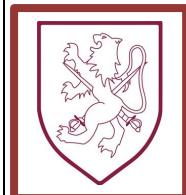
Assessment: If there is any risk to the above engage services/seek advice from Wokingham Borough Council.

SIGNED & DATE:

CONTRACTOR:

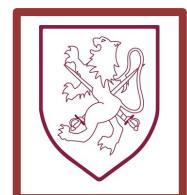
SCHOOL REPRESENTATIVE:

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Walter Infant School

Contractor's Log



No contractors can enter the school premises without completing this log

| Date | Name | Company | Nature of Work | Notified of Asbestos in school | Red Lanyard taken | Time in | Time out |
|------|------|---------|----------------|--------------------------------|-------------------|---------|----------|
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In signing this document, I confirm that I understand that prior to commencing any work or planning to commence any work I will read the local Health and Safety procedures and will make myself known to the nominated site contact (usually the Site Controller). I will not commence any work until I have prepared and discussed a risk assessment with the nominated site contact (usually the Site Controller). I will also read and review the asbestos register and map and will not disturb any surfaces where asbestos is identified in the register or suspected in the area where the works take place.

