



Contractor Management Procedure

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Responsible: H&S Lead and Estate Lead	

CONTRACTOR GUIDANCE FOR ACADEMIES

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1.0 - Introduction

Academies have specific duties under the Health and Safety at Work Act and all subordinate legislation on all sites where contracted work is carried out, including construction, refurbishment and maintenance work, to ensure that all relevant legislation is adhered to. The purpose of this guidance is to detail how contractor works should be controlled on the academies premises. This guidance has been prepared to help academies understand how to manage contractors, to prevent accidents and injuries to them and to the academy's staff, pupils and visitors.

The words 'client' and 'contractor' are used throughout this procedure. The academy is the Client. The Contractor is anyone who is not an employee of the academy and is brought in to work on the Academy's premises.

2.0 - Responsibilities and Management

Organisation

The client/academy should have a nominated responsible person for health and safety, this should be a member of the senior leadership team. The academy should also have access to competent health and safety advice (YMD Boon Health and Safety) to provide support to the academy and nominated responsible person.

The nominated person is responsible for procuring and managing contractors on the site. The competent person is responsible for checking on the progress with the job and that contractors are working safely (this may be in conjunction with an external project manager/CDM coordinator for bigger projects).

Procurement of Contractors

It is recommended that the contractors have membership of one of the accredited schemes under the Safety Scheme in Procurement (SSIP) such Contractors Health and Safety Scheme (CHAS), Constructionline and SafeContractor.

Being a member of a scheme does not guarantee that a contractor is competent; in addition the contractor will also need to demonstrate evidence of the following:

- Public liability insurance,
- Risk assessments and method statements,
- Competency certification,
- Professional memberships / accreditations,
- No previous enforcement action relating to health and safety offences,
- Training of staff

In addition to the above, it is also important that contractors demonstrate a proactive and willing attitude to engage in the safe procurement process.

Responsibilities

Responsibility of the academy

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

- The academy is required to clearly identify all aspects of the work they want the contractor to do, including work falling within the preparation and completion phases.

- The academy must check that the contractors are competent (on larger projects this will be undertaken by the Project Manager/CDM coordinator). This will be established by considering the individual's skills and experience (certification such as NVQ's, health and safety awareness training, degrees, and experience), business competency (affiliation / accreditation to professional trade associations, recognised management systems 9001, 18001, 45001).
- The academy (or Project Manager/CDM coordinator) should view the contractor's method statement and consider if it conflicts with on-site safety. The academy should also consider, suitability of equipment and if the contractor has it regularly inspected and correctly maintained.
- The academy, contractors and sub-contractors must provide their employees with information, instruction and training on anything, which may affect their health and safety in particular with the work to be undertaken.
- The academy and the contractor must co-operate and co-ordinate their activities between all the parties involved.
- The academy should provide a contractor induction, communicate on-site hazards, site contacts and safe working procedures. It is recommended that the academy request all contractors complete the Contractors Health and Safety Log (found at the back of this document).
- The academy should decide what they need to do in order to effectively manage and supervise the work of contractors.
- The academy, contractors and sub-contractors should monitor their health and safety performance.
- The academy should make periodic checks on the contractor's performance to see if the work is being done as agreed.

Any person engaging contractors will need to ensure that these issues are addressed.

Responsibility of contractors

The Contractor, before submitting a tender should be conversant with the Statutory Regulations governing the work to be undertaken and other Acts, Regulations and Orders affecting the works, together with the academy's requirements and any other special conditions. The Contractor at all times must comply with their duties under all approved codes and Health & Safety legislation. Where no specific legislation exists, the Contractor should comply with guidance provided by relevant codes of practice or industry standards as a minimum standard of safety.

The Contractor is responsible for the appointment of a Safety Supervisor for the premises or works and should forward the name of that person on commencement of work, to the academy.

The Contractor must ensure that Sub-Contractors are carefully selected to ensure high standards of health and safety compliance are maintained. Contractors are responsible in the event of any failings of the Sub-Contractor.

The Contractor should assure the academy that the Sub-Contractors attention has been drawn to those items in this document, which are the subject of the work they are to undertake as part of the main contract.

The Contractor should ensure that: -

- a) They have established satisfactory and safe systems of working in accordance with their written safety policy and method statements.

- b) All employees are adequately trained and are supplied with all relevant information on risks associated with the project and control measures to be employed.
- c) The area of work and siting of temporary building and storage areas e.g. LPG, petroleum, etc, has been clearly defined and is adequately fenced/hoarded.
- d) They are fully aware of any emergency evacuation procedure and assembly points that may be in force in the area of work. Where the work may interfere with these arrangements, temporary arrangements must be agreed by all parties concerned i.e. controller of the premises, occupants and other Contractors.
- e) They have made proper arrangements for the sharing, or provision of sanitary, welfare, canteen and First Aid facilities.
- f) Any Licenses, Permits to Work etc, necessary for the work have been obtained.
- g) Structural Engineers have been consulted where excavations are required near buildings, or additional weight is being placed on roofs, floors or other parts of existing structures.
- h) Designs and calculations have been prepared by a competent person for temporary works, such as shoring, formwork or similar supporting structures.
- i) Safe passage is maintained for all pedestrians near works, whether they are academy employees, pupils, visitors or members of the public, with particular attention being paid to persons with special needs, the visually impaired, young persons or children etc, and that all plant equipment and materials, together with the site in general is left in a safe condition when unattended
- j) The position of all public utilities, e.g. electricity, gas, water, telephone and television etc have been identified and the necessary precautions taken.

Risk assessments

The Contractor must ensure that suitable and sufficient risk assessments are produced and documented for all tasks that involve significant risk. Suitable control measures must then be put in place and all operatives provided with information and training on the risks identified and the control measures provided.

A copy of these assessments should be available on site to those undertaking the work. In some circumstances it may be necessary to share the findings of these risk assessments with the academy, specifically where the contractor's activities will affect the Clients existing health and safety arrangements e.g. Fire escape routes, etc

Method statements

The Contractor must produce and submit written method statements describing the safe systems of work to be adopted for the tasks they are contracted to carry out, prior to work commencing. The level of detail included in the method statement etc, is dependent on the level of risk involved with the task.

The method statement(s) will need to be on site and available for inspection at any time.

Monitoring

Representatives of the academy should monitor contractors on a regular basis to ensure compliance with their legal obligations and academy health and safety policy and arrangements. The nominated responsible person and Contractor should undertake site inspections. A record of these inspections should be kept to monitor the Contractor's health and safety performance whilst working on academy premises.

Site documentation

The Contractor is expected to keep a copy of all required and relevant documentation on site at all times. It is expected that the contractor will disseminate the documented information

to their employees accordingly. As stated above copies of risk assessments and method statements should be kept on site at all times.

3.0 - General Site Issues

Protection of the public and site security

It is the Contractor's responsibility to ensure the safety of those other than their employees who may be affected by their activities. The Contractor must make adequate provision to secure the work site as per the requirements of the Health and Safety at Work Act and supporting regulations.

All contractors should be asked to follow the academy's sign in and sign out procedure, to enhance site safety and security (unless the contractor has had part of the site formally handed over, in which case they will have their own signing in and out arrangements).

The contractor is expected to ensure clear and physical demarcation between the construction site area and the rest of the academy site. The erection of fencing where appropriate and warning signs will need to be in place. These arrangements will need to be maintained and monitored on a daily basis.

Emergency procedures

It is the responsibility of the Contractor to ensure that adequate emergency procedures are put into place before the commencement of a project, and that all persons working on or visiting the site are made fully aware of them. With respect to Contractor, they must co-ordinate emergency procedures with the academy or their representative. In all circumstances these procedures must be supported by satisfactory risk assessments, which must take into account the existing site arrangements.

Reporting of accidents

All reportable accidents, diseases or dangerous occurrences affecting Contractors or Sub-Contractors' employees must be notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Also, these accidents together with accidents to academy employees, pupils or members of the public that arise out of the Contractors' undertaking need to be notified to the academy as soon as practicable.

Smoking

There should be no smoking or vaping on the academy site or in view of academy pupils. Contractors are expected to adhere to the no smoking policy at all times.

Safe place of work

Contractors are required to ensure that they provide a safe place of work so far as is reasonably practicable at all times. Contractors are expected to organise their site in order to accommodate the safety of employees and those not in their employment. This will include communication, co-operation and co-ordination between all concerned parties.

4.0 - Working at Height

All work at height shall be undertaken in accordance with the current regulations, including the Work at Height Regulations. Tasks should be carefully assessed to see if alternative methods of work could be adopted to avoid the need for working at height. If not, then the task should be carefully assessed to determine a suitable safe system of work; risk assessments should be completed, and recorded.

Contractors are required to apply the requirements of the Working at Height Regulations in particular:

- Avoid working at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

When selecting equipment for work at height the contractor MUST:

- Use the most suitable for the task
- Give collective protection measures (e.g. guardrails) priority over personal protective measures (e.g. safety harnesses)
- Take account of:
 - the working conditions, and
 - risks to the safety of all those at the place where the work equipment is to be used

Materials must not be thrown or dropped to lower levels. All materials must be lowered by means of hoist, gin-wheel, ropes or chute.

5.0 - The provision of plant and equipment

The Contractor are responsible for the provision, maintenance and safe use of all tools, plant and equipment required for the work. The Contractor should not be allowed to use equipment owned or provided by the academy for their employees, unless the academy has given explicit permission in writing. Where applicable the requirements of the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations must be applied.

All equipment must be kept within the Contractors working area and stored safely when not in use. All mechanical plant must be locked off when not in use.

6.0 - Cranes, hoists, lifting appliances and lifting gear

Contractors must ensure that all lifting equipment and lifting operations undertaken comply with the requirements of the Lifting Operations and Lifting Equipment Regulations, and that all equipment used on academy premises is subject to thorough inspection by an authorised, competent person in accordance with a written scheme of inspection.

A current copy of the examination and insurance certificates should be kept on site and made available for inspection if required.

Each item of equipment used should carry its own unique identifying number, and clearly display its safe working load (SWL), which should not be exceeded at any time during use.

When not in use, all lifting equipment and accessories, such as eyebolts, shackles, strops & slings etc should be stored in a suitable manner and in accordance with the manufacturer's advice.

Any item of lifting equipment that shows any sign of wear or damage, or any item that may have been subjected to a load greater than the marked SWL, should be removed from service immediately, and should not be used on academy premises again until it has been re-certified by the competent person.

All lifting operations should be planned and thoroughly assessed for risk; and a written record of these assessments should be retained on site. Persons undertaking the lifting operations should be competent, trained and familiar with the assessments and the control measures to be applied.

Where there will be lifts over the site/premises, a detailed lifting plan must have been produced and the academy made aware of any controls that they need to adhere to.

7.0 - Excavations and Permit to Work

All Contractors undertaking excavation work must be competent to do so and ensure that risk assessments and method statements are in place. Prior to any excavation work being undertaken contractors will be required to abide by the requirements of the Construction Regulations and guidance produced by the Health & Safety Executive, specific to excavations and hidden services.

Following this, reasonable investigation into the presence of underground services needs to be undertaken, including a review of all existing site information and drawings, contact should also be made with the service providers etc. to ascertain if these services will be disturbed by the intended works. This investigation should also consider the depth of the intended excavations, the prevailing soil types and condition, the prevailing weather conditions etc.

Prior to the commencement of any excavation greater than 150mm, a Permit to Work should be in operation and under the control of a competent and authorised person. Even at depths less than 150mm appropriate investigations should still be undertaken by the contractor to determine whether or, not any hidden services are present.

A risk assessment must then be carried out prior to any excavation to determine the risk of collapse, flooding or oxygen deficiency etc, and detailing control measures to be employed.

A CAT (Cable Avoidance Tool) scanning survey must be carried out by a suitably qualified and competent person; to determine the location of buried services. CAT scanning must be carried out continuously (i.e. at 300mm intervals) during the excavation. Site drawing and plans must be modified where services are located.

Excavations must be properly shored or battered to the correct angle of repose for the soil type to prevent collapse.

Edges of excavations must be protected by a continuous rigid barrier where practicable, and further barrier protection, *e.g.:" stop-blocks" or similar*, must be used where vehicles have to approach the excavation edges. All excavations must be securely fenced.

8.0 - Demolition

All demolition work must be carried out in accordance with the CDM and Construction Regulations and associated Health and Safety Guidance Notes. Written method statements are required prior to any demolition work being undertaken.

A suitable asbestos survey will be required prior to commencement of the demolition. The survey will need to be undertaken by an appointed UKAS accredited organisation.

Any asbestos containing materials (ACM's) identified within that survey that could be potentially be or will be disturbed by the proposed works, shall be removed by a licensed asbestos removal contractor.

Temporary fencing /solid hoardings (dependant on the type and duration of the work) at least 2 metres high must be erected around the site and protective fans erected if the general public is likely to be affected.

The site must be left in a safe condition when the day's work is over.

9.0 - Asbestos

Before the commencement of any work which involves disturbance to the services or fabric of the building, the presence or otherwise of asbestos containing material must be established. Where this has not previously been determined an appropriate asbestos survey will need to be conducted by a UKAS accredited Asbestos surveyor. Prior to demolition, a Refurbishment/Demolition survey must be carried out.

The survey will need to be undertaken by an appointed UKAS accredited organisation.

CONTRACTORS MUST ENSURE AN ASBESTOS SURVEY, SUITABLE FOR THE WORKS IN HAND, HAS BEEN CARRIED OUT BEFORE WORK STARTS AND THAT THE NECESSARY CONTROL MEASURES HAVE BEEN PUT IN PLACE.

Contractors must have a copy of the relevant parts of the asbestos survey available on site, and must be familiar with the contents.

During the removal of asbestos, an appointed Asbestos analyst should undertake air monitoring where this has been deemed necessary.

10.0 - Control of Substances Hazardous to Health (COSHH)

As an employer the Contractor has a duty under the COSHH Regulations to undertake an assessment of all materials/substances used by operatives to ensure that they and others who may be affected by their work activities are not exposed to health and safety risks.

Where it is reasonably practicable the employer must eliminate/substitute a hazardous product with a safer one to reduce the risk of harm to those using the material and those who could be affected by the material in question.

Suitable and sufficient COSHH Assessments shall be held on site and made available for inspection if required. All relevant information contained within the COSHH assessment must be communicated to those persons who will use the substances, especially in regards to the suitable control measures to be employed to use the substance in a safe manner.

Contractors must make the academy aware of any hazardous materials being stored on the academy site.

11.0 - Confined spaces

A confined space is defined as any place, including any chamber, tank, vat, silo, pit trench, pipe, sewer, flue, well or other similar space in which, by the virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Clarification as to what constitutes a specified risk can be found in the Health and Safety Executive (HSE) Approved Code of Practice for confined space working.

Confined space entry is a high-risk activity; consequently all entry into confined spaces must be controlled by the application of Permit-to-Work control and Entry Permits.

Contractors whose work requires entry into confined space must produce detailed risk assessments and method statements prior to the work commencing. Proof of competency and training for all parties both entering and supervising the confined space entry must be provided and available for review/inspection.

12.0 - Electrical work and the use of portable electrical equipment

Any electrical work must be undertaken ensuring compliance with Electricity at Work Regulations. It is recommended that 'live' working on the site must be avoided and alternative work methods implemented. If there is no alternative other than live works then a written request will need to be made by the Contractor to the academy prior to commencing. They will consider the request and provide authorisation if in their option the request is justified.

All portable electrical equipment and site lighting should be used at reduced voltage i.e. 110v or lower and must be regularly inspected, tested and maintained. Battery powered equipment should be used where possible. If a step-down transformer is used, then this must be located adjacent to a suitable 240-volt socket outlet, 240-volt extension leads will not be allowed. Any reduced voltage extension leads (i.e. 110v) must be suitably protected against the prevailing hazards, and laid in such a manner so as not to introduce any additional hazards, (i.e. tripping hazards or lying in pools of water etc).

13.0 - Noise

The Contractor must be aware that regular exposure to high noise levels can cause damage to hearing. The exposure of anyone to noise from work activities must be assessed and controlled; this would also include members of the public. Noise produced by plant and machinery must be kept as low as is reasonably practicable.

If the academy has any specific requirements regarding noise i.e. during examination periods, these should be discussed and agreed in advance.

Consideration must also be given to the academy's neighbours, specifically relating to early starts, late finishing and weekend working.

14.0 - Traffic and Vehicles

The Contractor will need to coordinate with the academy any specific requirements regarding the movement of vehicles in and around the site. The onus will be on them to apply these requirements or be able to demonstrate that they have a system in place that is at least equal to the requirements laid down by academy. It is recommended that there is a no vehicle movement agreement around school start and finish times.

Where reasonably practicable the contractor should endeavour to maintain separate vehicle and pedestrian access points and routes. Where possible one-way systems should be implemented. A trained reversing assistant must control all reversing vehicles where it is safe to do so.

The Contractor must ensure that all vehicles are securely loaded. All routes should be clearly signed and information disseminated appropriately to the users of the building. The contractor must ensure that all drivers have the correct competencies to drive the required

vehicles. Inspection and maintenance records must also be held. Contractors should organise deliveries at times to cause least disruption to the site as possible.

15.0 - Fire

Prior to the commencement of any project the Contractor must ensure that a coherent fire plan/strategy has been drawn up including emergency evacuation procedures and fire assembly points, in particular if the academy building(s) is still in occupation. If egress routes are to be altered strong lines of communication and co-ordination between the academy, users of the building and the contractor must be maintained at all times. Information must be disseminated to all relevant parties.

The Contractor must ensure that suitable and sufficient fire fighting equipment is provided and situated at accessible points. The Contractor must also ensure that sufficient members of staff have received the correct training for the fire-fighting equipment that has been provided.

Contractors must ensure that flammable materials are kept to a minimum and appropriate and adequate storage facilities are provided for flammable/liquid gases etc. It is the contractor's responsibility to ensure that waste is removed from site regularly.

Where there is a requirement for hot working, the Contractor must have a Hot Work Permit in place with an appropriate checking regime following the completion of any hot working.

16.0 - Protective equipment/clothing

Contractors will be expected to provide protective equipment/clothing appropriate to the type of work being undertaken and to ensure that it is maintained and used. Specified PPE must be worn at all times irrelevant of weather conditions.

17.0 - Welfare facilities

Contractors are required to ensure adequate welfare facilities are in place and fully operational before commencement and are available for the full duration of construction works. There should be as a minimum requirement;

- Regularly cleaned toilets, with toilet paper and lighting
- Hand washing facilities i.e. hot and cold running water, soap and a facility for drying hands
- An area for resting and consuming meals. (i.e. tables and chairs) with adequate protection from the weather and away from noise and dust of the work.
- Provision of clean drinking water and suitable receptacles where required.

18.0 - General comments

This document identifies a number of the key elements that need to be considered by the Academy and Contractor. It is by no means an exhaustive list of issues but gives some guidance as to the main types of issues that may be encountered and what to expect from a contractor in relation to health and safety when they are working on an academy site.

Further advice

Further advice, guidance and assistance is available on from:

YMD Boon Ltd

Health and Safety Service

healthandsafety@ymdboon.co.uk

01858 464 482

CONTRACTOR MANAGEMENT PROCEDURES

- Where practicable, all contractors used on site will be registered with Constructionline and the Contractors Health and Safety Assessment Scheme (CHAS) or an approved equivalent (SSIP)
- If a contractor not registered with CHAS and/or Constructionline is to be used, the academy will undertake a thorough assessment of competence (it is only recommended that non-CHAS approved contractors are used in exceptional circumstances or for non building related contractors).
- Before work commences, pre-contract meetings will be held between the academy and the contractor, with an attendance list and documented minutes being kept.
- The academy will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.
- The contractor will provide the academy with appropriate risk assessments, method statements and details of any permit systems.
- Before commencement of any contract work, a member of the academy's staff will complete a contractor induction form with each individual contractor company.
- The academy and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- The academy will visually monitor works to ensure that work is undertaken safely will report any concerns to the project/contract manager and the Head Teacher.
- If the academy is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.
- At the end of the works, the project/contract manager must provide the academy with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers instructions/warranties, fixed wiring certificates, schematic diagrams of services....

Appendix 1

CONTRACTORS ACKNOWLEDGEMENT

We/I.....acknowledge that we/I have received a copy of this control of contractors guidance and have read and understood the content.

We/I will distribute a copy to each of our/my supervisory staff engaged on contract work for our Company. We/I understand that our/my employees will be instructed to observe these rules throughout the contract. We/I further undertake that no work will be undertaken until this Acknowledgement is completed and returned*

Name of Contractor/ Company

.....

Signature:

Print Name:

Title:

.....
(for and on behalf of Contractor/Sub-Contractor)

Address.....
.....
.....

Date.....

***TO BE RETURNED TO THE SCHOOL BUSINESS MANAGER BEFORE WORK COMMENCES.**



This Contractors' Log is to be signed by all general contractors carrying out work within the buildings or grounds of LiFE Multiacademy trust school. Lone Contractors must sign individually and the 'On-site' Team Leader or 'Responsible Person in charge of a group of workers, working for a specific contractor, should sign on behalf of the whole group.

I am/my team are aware:

Please tick

- Of the School 'Site Rules' for contractors
- Of fire and Emergency Evacuation Procedures;
 - o Assembly Point & who to report to,
 - o Means of escape,
 - o What the Fire Alarm Sounds like,
 - o Any planned evacuation drill,
- Of the Welfare facilities
- That I/we will use appropriate equipment for working at height
- That I/we will require a 'Hot Work' permit (available from the Site Manager) if working with heat related procedures or equipment
- I / we have been informed as to the location of any asbestos containing material and completed the record for asbestos reading the survey
- Of the First Aid provisions and accident, incident and near miss reporting Procedures
- That all portable appliances are appropriately PAT certificated

Contractors' Company	Contractor's Name	Date Starting	Approximate duration

A brief summary of work:	
Number of workers	

Print name	Sign name
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Appendix 2

Asbestos Permit to Work		
Contractor Details:		
Name:	Company Address:	
Company Name:		
Type of works being carried out:		
Area works being carried out in:		
Prior to commencing any work, the asbestos register must be consulted.		
Please Circle Yes or No to the following questions:		
1. Has the register been consulted? (If yes, go to section 2. If No, please consult the register)	Yes	No
2. Are asbestos materials present in the area? (If yes, go to section 3. If No, please sign the permit to work)	Yes	No
3. Are the asbestos materials clearly identified and been pointed out to you by a member of school staff? (If yes, go to section 4. If No, identify materials and go to section 4.)	Yes	No
4. Are asbestos materials in a good condition? (If yes, go to section 5. If No, Property support contractor Immediately)	Yes	No

<p>5. Are the asbestos materials likely to be disturbed during the works? (If yes, go to section 6 If No, please sign permit to work)</p>	<p>Yes</p>	<p>No</p>
<p>6. Please confirm that the works have been agreed by the Academy, relevant refurbishment surveys have been completed and the works are being undertaken by appropriately trained and competent contractors using approved methods, under appropriately controlled conditions. (If yes, attach methodology statements, if No works must not commence and Advice must be sought from an appropriately competent person)</p>	<p>Yes</p>	<p>No</p>

<p>Permission to Work:</p>	
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<p>Date(s):</p>	<p>Times(s):</p>
------------------------	-------------------------

<p>School Duty Holder _____</p>	<p>Contractor name _____</p>
<p>Signed _____</p>	<p>Signed _____</p>
<p>Date _____</p>	<p>Date _____</p>

<p>Handover Area checked following works to ensure no asbestos containing materials have been disturbed</p>	<p>School Duty Holder _____</p> <p>Signed _____</p> <p>Date _____</p>
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Appendix 3

Fire System Permit to work

1. Proposal: To be completed by the CONTRACTOR carrying out the work

Site Name:

Exact location of proposed works:

Nature of works to be undertaken on fire system:

Any areas of fire system being taken out of use?

Risk assessment has been completed for fire system works and method statement will be followed?

The above location has been examined and the precautions listed on the reverse side of this form have been complied with, as indicated:

Signed:

Dated:

Name (BLOCK CAPITALS):

Position/Role:

Company:

-
- Agreement: To be completed by the Responsible Person for the SCHOOL
-

This Fire Systems Work Permit is issued subject to the following conditions:

Risk assessment and method statement related to fire system works have been reviewed?

Changes to fire safety management system or emergency procedures have been made and communicated.

Date and Time of Issue of Permit:

Date and Time of Expiry of Permit:

Additional Conditions Required:

Additional controls in place before works start?

Signed:

Date:

Position:

Name (BLOCK CAPITALS):

Procedure for Fire Systems Work Permits (to be read by School's Responsible Person and Contractor):

- a) Works on the fire system (detection, alarm, manual call points, sprinklers, suppression systems) that involve areas being taken out of normal function may require changes to emergency procedures or, and if longer term, changes to the fire safety management system including updates of fire risk assessments, emergency procedures, training & duties and use of certain areas of the premises.
- b) The Responsible Person nominated to authorise work, must have sufficient experience and competency in the problems associated with works to fire protection systems to ensure compliance with these procedures.
- c) Prior to the commencement of any fire systems works, a fire system works permit should be obtained from the Responsible Person representing the Client's premises. This should be done on every occasion that works of any type are undertaken on the fire protection system within or upon the building fabric, of established buildings or any structure or plant in the open. This procedure also applies to construction works.
- d) Any fire systems work permit should be issued with due consideration for any other permit in use within the premises. It is not recommended for hot works permits to be issued at times when areas of the fire system have been taken out of use.
- e) It is not desirable to issue Fire System Works Permits for protracted periods. Fresh permits should be issued, for example, on a daily basis.
- f) Before completing the first part of the Fire System Works Permit, the contractor/operative must complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- g) If the Responsible Person issuing the Fire System Works Permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered into the space provided in Section 2.

- h) The Fire System Works Permit should be completed in duplicate, with the first copy being handed to the person carrying out the work and the second retained by the issuer.
- i) The completed form should be returned to the issuer and retained on record for future reference

Fire System Works Permit Checklist:

Checklist		✓	x
• Confirm a site induction has been completed			
• Confirm you are competent to complete the works required on fire protection system.			
• Confirm risk assessment suitably covers working on fire protection systems and related hazards.			
• Will any electrical supply be isolated and suitably locked off?			
• Confirm safety locking device and signage will be used at isolation point			
• Confirm work area will be made safe with barriers or signage.			
• If working on a live system, can this be avoided?			
• If working on a live system, are all control measures in place to ensure works can be completed safely?			
• Are any hot works part of the proposed works? Are these covered in the risk assessment and method statement?			
• Is a fire watch/hot works permit to work required?			
Name		Date	

Appendix 4

Electrical Work Permit

2. Proposal: To be completed by the CONTRACTOR carrying out the work

Site Name:

Exact location of proposed works:

Nature of electrical works to be undertaken:

Risk assessment has been completed for electrical works and method statement will be followed?

Will any work be carried out on a live system? Is this covered in risk assessment and method statement?

The above location has been examined and the precautions listed on the reverse side of this form have been complied with, as indicated:

Signed:

Dated:

Name (BLOCK CAPITALS):

Position/Role:

Company:

-
- Agreement: To be completed by the Responsible Person for the SCHOOL

This Electrical Work Permit is issued subject to the following conditions:

Risk assessment and method statement related to electrical works have been reviewed?

Date and Time of Issue of Permit:

Date and Time of Expiry of Permit:

Additional Conditions Required:

Signed:

Date:

Position:

Name (BLOCK CAPITALS):

Procedure for Electrical Work Permits (to be read by School's Responsible Person and Contractor):

- j) The Responsible Person nominated to authorise work, must have sufficient experience and competency in the problems associated with electrical works to ensure compliance with these procedures.
- k) Prior to the commencement of any electrical works, an Electrical Works permit should be obtained from the Responsible Person representing the Client's premises. This should be done on every occasion that Electrical Works of any type are undertaken within or upon the building fabric, of established buildings or any structure or plant in the open. This procedure also applies to construction works.
- l) Any Electrical Works Permit should be issued with due consideration for any other permit in use within the premises.
- m) It is **not** desirable to issue Electrical Works Permits for protracted periods. Fresh permits should be issued, for example, on a daily basis.
- n) Before completing the first part of the Electrical Works Permit, the contractor/operative must complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- o) If the Responsible Person issuing the Electrical Works Permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered into the space provided in Section 2.
- p) The Electrical Works Permit should be completed in duplicate, with the first copy being handed to the person carrying out the work and the second retained by the issuer.
- q) The completed form should be returned to the issuer and retained on record for future reference.
- r) A lock out tag out system or clear signage should be in place to ensure that the electrical component can not be made live whilst work is taking place.

Electrical Works Permit Checklist:

Checklist	✓	x
• Confirm a site induction has been completed and understood		
• Confirm you are competent to complete the works required on electrical system.		
• Confirm risk assessment suitably covers working on electrical systems and related hazards.		
• Will electrical supply be isolated and suitably locked off?		
• Confirm safety locking device and signage will be used at isolation point		
• Confirm work area will be made safe with barriers or signage.		
• If working on a live system, can this be avoided?		
• If working on a live system, are all control measures in place to ensure works can be completed safely?		
• Is there a lock out tag out system in place?		

Name		Date	
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Appendix 5

Gas Works Permit

3. Proposal: To be completed by the CONTRACTOR carrying out the work

Site Name:

Exact location of proposed works:

Nature of gas system works to be undertaken:

Risk assessment has been completed for gas system works and method statement will be followed?

Will gas system be isolated and vented before works commence? Is this covered in risk assessment and method statement?

The above location has been examined and the precautions listed on the reverse side of this form have been complied with, as indicated:

Signed:

Dated:

Name (BLOCK CAPITALS):

Position/Role:

Company:

Gas Safe ID Registration number:

Gas Safe ID Expiry Date:

- Agreement: To be completed by the Responsible Person for the SCHOOL

This Gas System Work Permit is issued subject to the following conditions:

Risk assessment and method statement related to gas system works have been reviewed?

Gas Safe ID Card has been seen:

Date and Time of Issue of Permit:

Date and Time of Expiry of Permit:

Additional Conditions Required:

Signed:

Date:

Position:

Name (BLOCK CAPITALS):

Procedure for Gas Systems Work Permits (to be read by School's Responsible Person and Contractor):

- s) The Responsible Person nominated to authorise work, must have sufficient experience and competency in the problems associated with gas system works to ensure compliance with these procedures.
- t) Prior to the commencement of any works on the gas system, a Gas System Works Permit should be obtained from the Responsible Person representing the Client's premises. This should be done on every occasion that works of any type are undertaken on the gas installation within or upon the building fabric, of established buildings or any structure or plant in the open. This procedure also applies to construction works.
- u) Any Gas System Works Permit should be issued with due consideration for any other permit in use within the premises.
- v) It is **not** desirable to issue Gas System Works Permits for protracted periods. Fresh permits should be issued, for example, on a daily basis.
- w) Before completing the first part of the Gas System Works Permit, the contractor/operative must complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- x) If the Responsible Person issuing the Gas System Works Permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered into the space provided in Section 2.
- y) The Gas System Works Permit should be completed in duplicate, with the first copy being handed to the person carrying out the work and the second retained by the issuer.
- z) The completed form should be returned to the issuer and retained on record for future reference.

Gas System Works Permit Checklist:

Checklist	✓	x
• Confirm a site induction has been completed		
• Confirm you are competent to complete the works required on gas system.		
• Confirm risk assessment suitably covers working on gas systems and related hazards.		
• Will gas supply be isolated, vented and suitably locked off?		
• Confirm safety locking device and signage will be used at isolation point		
• Confirm work area will be made safe with barriers or signage.		
• Are any hot works part of the proposed works? Are these covered in the risk assessment and method statement?		
• Is a fire watch/hot works permit to work required to be completed?		

Name		Date	
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Appendix 6

Hot Work Permit

4. Proposal: To be completed by the CONTRACTOR carrying out the work

Site Name:

Exact location of proposed works:

Nature of hot works to be undertaken:

Risk assessment has been completed for hot works and method statement will be followed?

The above location has been examined and the precautions listed on the reverse side of this form have been complied with, as indicated:

Signed:

Dated:

Name (BLOCK CAPITALS):

Position/Role:

Company:

- Agreement: To be completed by the Responsible Person for the SCHOOL

This Hot Work Permit is issued subject to the following conditions:

Risk assessment and method statement related to hot works have been reviewed?

Date and Time of Issue of Permit:

Date and Time of Expiry of Permit:

A final fire check of the work area shall be periodically undertaken for ONE HOUR immediately after the hot works have been completed, and before the permit is signed off.

Additional Conditions Required:

Signed:

Date:

Position:

Name: (BLOCK CAPITALS):

- Fire Watch: To be completed by a member of the CONTRACTOR responsible for the works, before returning this permit to the issuer, to be signed off

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected following completion of the work.

Time inspection completed: *(This must be filled in, one hour after the hot works are completed)*

Signed:

Dated:

Position:

Name (BLOCK CAPITALS):

Company:

Procedure for Hot Work Permits (to be read by School's Responsible Person and Contractor):

- aa) The Responsible Person nominated to authorise work, must have sufficient experience and competency in the problems associated with hot works to ensure compliance with these procedures.
- bb) Prior to the commencement of any hot works, a Hot Work permit should be obtained from the Responsible Person representing the Client's premises. This should be done on every occasion that hot work of any type is undertaken within or upon the building fabric of established buildings or any structure or plant in the open. This procedure also applies to construction works.
- cc) Any Hot Work Permit should be issued with due consideration for any other permit in use within the premises.

- dd) It is **not** desirable to issue Hot Work Permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.
- ee) Before completing the first part of the Hot Work Permit, the contractor/operative must complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- ff) If the Responsible Person issuing the Hot Work Permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered into the space provided in Section 2.
- gg) The Hot Work permit should be completed in duplicate, with the first copy being handed to the person carrying out the work and the second retained by the issuer.
- hh) The completed form should be returned to the issuer and retained on record for future reference.
- ii) Once the work has been completed the work area needs to be regularly monitored and check for any sparks/flames for up to 2 hours.

Hot Work Permit Checklist:

Checklist	✓	x
<ul style="list-style-type: none"> • Can this job be avoided? Is there an alternate method that does not require heat, spark or naked flame? 		

Fire Protection	✓	x
<ul style="list-style-type: none"> • Where sprinklers are installed, are they operational? 		
<ul style="list-style-type: none"> • A competent person, will provide continuous fire watch during the period of hot work and for at least one after it ceases. This shall be conducted in the work area and adjoining areas, to which sparks and heat may spread. 		
<ul style="list-style-type: none"> • Suitable extinguishers or hose reel are immediately available. Both personnel undertaking the work and providing the fire watch are trained in their use. Extinguishers shall have been routinely maintained. 		
<ul style="list-style-type: none"> • Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm. 		

Precautions within 10m (minimum) of the work	✓	x
<ul style="list-style-type: none"> • Combustible materials have been cleared from the area. Where this is not possible, protection is in place using non-combustible blankets, screens or drapes. 		

<ul style="list-style-type: none"> Flammable liquids have been removed from the area. 		
<ul style="list-style-type: none"> Floors have been swept clean. 		
<ul style="list-style-type: none"> Combustible floors have been covered with overlapping sheets of non-combustible material or wetted liberally covered with sand. All opening and gaps (combustible floors or otherwise) are adequately covered. 		
<ul style="list-style-type: none"> Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for: <ul style="list-style-type: none"> (a) Walls, partitions and ceilings of combustible construction or surface finish (b) All holes and other openings in walls, partitions and ceilings through which sparks could pass 		
<ul style="list-style-type: none"> Combustible materials have been moved away from the far side of the walls or partitions where heat could be conducted, especially where these incorporate metal 		
<ul style="list-style-type: none"> Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust 		

Equipment	✓	x
<ul style="list-style-type: none"> Equipment for hot work has been checked and found to be in good repair 		
<ul style="list-style-type: none"> Gas cylinders are sited at least 3m from the burner and have been properly secured in a vertical position and fitted with a regulator and flashback arrestor 		
<ul style="list-style-type: none"> Hazardous materials will be removed from the Hot Works location as soon as work is completed 		
<ul style="list-style-type: none"> Any lit LPG equipment (such as tar boilers) will not be left unattended. 		
<ul style="list-style-type: none"> If hot works being undertaken on the roof, a heat insulating base is provided 		

Appendix 7

Working at Height Permit to work

5. Proposal: To be completed by the CONTRACTOR carrying out the work

Site Name:

Exact location of proposed works:

Nature of work at height to be undertaken:

Risk assessment has been completed for work at height and method statement will be followed?

The above location has been examined and the precautions listed on the reverse side of this form have been complied with, as indicated:

Signed:

Dated:

Name (BLOCK CAPITALS):

Position/Role:

Company:

-
- **Agreement:** To be completed by the Responsible Person for the SCHOOL

This Work at Height Permit is issued subject to the following conditions:

Risk assessment and method statement related to work at height have been reviewed?

Date and Time of Issue of Permit:

Date and Time of Expiry of Permit:

Additional Conditions Required:

Signed:

Date:

Position:

Name (BLOCK CAPITALS):

Procedure for Work at Height Permits (to be read by School's Responsible Person and Contractor):

- jj) The Responsible Person nominated to authorise work, must have sufficient experience and competency in the problems associated with Work at Height to ensure compliance with these procedures and equipment requirements.
- kk) Prior to the commencement of any Work at Height, a Work at Height permit should be obtained from the Responsible Person representing the Client's premises. This should be done on every occasion that Work at Height of any type is undertaken within or upon the building fabric, of established buildings or any structure or plant in the open. This procedure also applies to construction works.
- ll) Any Work at Height Permit should be issued with due consideration for any other permit in use within the premises.
- mm) It is **not** desirable to issue Work at Height Permits for protracted periods. Fresh permits should be issued, for example, on a daily basis.
- nn) Before completing the first part of the Work at Height Permit, the contractor/operative must complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- oo) If the Responsible Person issuing the Work at Height is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered into the space provided in Section 2.
- pp) The Work at Height permit should be completed in duplicate, with the first copy being handed to the person carrying out the work and the second retained by the issuer.
- qq) The completed form should be returned to the issuer and retained on record for future reference.

Work at Height Permit Checklist:

Checklist	✓	x
• Confirm a site induction has been completed		
• Can this job be avoided? Is there an alternate method that does not require work at height?		
• Confirm risk assessment suitably covers work at height.		
• Confirm work at height access equipment has been inspected and is in good working order.		
• Confirm required formal inspections have been completed and recorded.		
• Confirmed named person(s) trained to use mobile access equipment and have suitable fall restraint equipment.		
• Confirm work area will be made safe with barriers or signage.		

Name		Date	
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Appendix 8

INDUCTION FORM FOR CONTRACTORS

All contractors must complete this form prior to commencing any works at the School. Any issues or concerns should be addressed promptly, and appropriate action taken to ensure the absolute protection of all persons during any works being undertaken.

COMPANY:		ATTENDING REPRESENTATIVE:	
LOCATION OF WORKS:		CONTRACTOR'S EMERGENCY CONTACT:	
START DATE:		COMPLETION DATE:	
SCHOOL NAME:		SCHOOL CONTACT:	
SCOPE OF WORKS:			
<p>All contractors are requested to sign below, confirming they commit to adhering to the School's H&S Rules for Contractors (detailed overleaf), and that any issues or concerns shall be reported promptly to the School.</p>			
CONTRACTOR PRINT NAME:		DATE:	
SIGNATURE:			

All questions are to be completed in the following list and where the response is identified in RED, further review is required before permitting work to be undertaken:

Details	Yes N/A
<ul style="list-style-type: none"> Has the Contractor been appointed following YMD Boon instruction, and as such, been assessed for competency? If NO provide evidence of competency and insurance 	
<ul style="list-style-type: none"> Are the School in receipt of DBS information where overlap with pupils is anticipated or possible? 	

<ul style="list-style-type: none"> Following review of the Asbestos Register, can you confirm there is no planned contact with Asbestos? If NO or unsure, refer to the Local Asbestos Management Plan (LAMP) 	
<ul style="list-style-type: none"> Is the Contractor aware of the need to cease works and report to the school any unplanned exposure to asbestos? 	
<ul style="list-style-type: none"> Has supervision of the Contractor been confirmed (where required)? 	
<ul style="list-style-type: none"> Has welfare been agreed, so that this does not overlap with pupil areas? (toilets/changing/mess facilities) 	
<ul style="list-style-type: none"> Are Contractors aware of the Schools First Aid and Incident reporting procedures? 	
<ul style="list-style-type: none"> Are Emergency Evacuation procedures understood by the Contractor, including the location of the Fire Assembly Point? 	
<ul style="list-style-type: none"> Are Work Permits established where any high risk works are planned? 	
<ul style="list-style-type: none"> Is the Contractor aware of authorised areas, and access/security arrangements? 	
<ul style="list-style-type: none"> Is the Contractor aware and accepting of the H&S Rules for Contractors detailed overleaf? 	

HEALTH & SAFETY RULES FOR CONTRACTORS

- Any issues or concerns raised as a result of completing the general checklist overleaf, should be discussed with the School prior to signing this Induction Form, and commencing works at the School.
- Minor works should also adopt the spirit of The Construction (Design & Management) Regulations 2015, by ensuring planning and organisation suitable for the works being undertaken. This must include a construction phase Health and Safety plan being produced before work commences but also includes the preparation of suitable and sufficient Risk Assessments and Method Statements relevant to the task being undertaken.
- Fire assembly point is location at **INSERT SPECIFIC LOCATION HERE**
- Any accident, incident, near miss or damage should be promptly reported to the School contact, by the Contractor and brought to the attention of YMD Boon Ltd.
- Suitable segregation should be maintained at all times by the Contractor where works are being undertaken in close proximity to the functioning School or key access routes.
- Access/egress routes and main walkways/roads should be maintained clear and accessible at all times by Contractors.

- Where any main access/egress route may be blocked or partially obstructed as a result of the works, the Contractor must make the School Contact aware prior to commencement, to ensure adequate consideration for the school's evacuation routes and Fire Risk Assessment.
- Any foreseeable hazards relating to the works, should be presented to the School Contact by the Contractor, prior to any commencement of works.
- All materials, tools and equipment should only, be used for their intended purpose; used by competent persons; isolated/stored when not in use; and not left unattended.
- Areas highlighted as restricted, should not be accessed by Contractors without permission from the School Contact.
- Speed limits and parking requirements should be strictly adhered to at all times, with periods of peak activity avoided where possible. Contractor's vehicle movements' proposals must be agreed with the school beforehand.
- Work at height shall be eliminated where possible, and where access to height is still required, the most appropriate means of access equipment shall be selected. Ladders and steps shall be used for short duration operations only (not exceeding 20-30 minutes). Any scaffold used shall only be erected, inspected, modified, and dismantled by competent persons.
- Only authorised welfare facilities shall be used by Contractors whilst on site.
- Ownership for ongoing housekeeping throughout the works shall be the responsibility of all Contractors on site.
- Permit to Work Systems are required for specific high-risk activities such as hot works; work on roofs; work in confined spaces; works on electrical systems etc. For hot works, this shall include a minimum 60-minute cooling down period following completion, and prior to Contractors leaving site.
- Although the School's electrical supply may be made available, all electrical equipment must be used strictly in accordance with Manufacturer's Guidance and only using a 110v safety electrical supply i.e. 55v to earth.
- Contractors are not permitted to make contact with any pupils.
- Contractors shall wear appropriate clothing and not use inappropriate language around staff or pupils, whilst on the premises.
- Any Contractor found to be in breach of statutory law or the H&S Rules for Contractors, shall be requested to leave immediately.

Appendix 8

Your Name.		Date:	
Name of your Company:			
Address:			
Nature of your business:			
Please complete the following questionnaire. All sections will require filling in. Where applicable please provide copies of documents, records, registers and certificates.			

Who is your Health and Competent Person/Safety Advisor? (Internal/External)	
Please provide a copy of your Health and Safety Policy Statement	If you have less than 5 employees please sign the Declaration of Intent below (Appendix 1)
Please provide a copy of your Liability Insurance.	<i>Copy to be in date and valid for work required. (PL, EL, and PI where required)</i>
Detail your Accident Statistics for the past 3 years	<i>Attach details</i>
Please supply details and evidence of experience and qualifications you or your employees hold	<i>Current staff training matrix or copies of certificates</i>
Please provide example risk assessments and method statements/ for works you have completed in the past 12 months.	An example from a similar activity or project would be suitable.
Do you have any formal notices issued, or any legal proceedings being brought against your company?	If so, by who?
Please provide two references which reflect the type and nature of the work you intend to carry out for the company.	<i>Please provide names, positions, address and contact telephone numbers.</i>
Please provide the relevant DBS (Disclosure and Barring Service) Numbers and names of staff.	<i>Please provide names and Disclosure and Barring Service numbers for staff who will be working at schools or other establishments with children or vulnerable persons.</i>

Appendix 9

Project Pre-Start Meeting

Project name:		Date:	
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Persons present

--

Roles and responsibilities of key persons

--

Phase plans received and discussed?

--

Asbestos information shared?

--

DBS information received and reviewed?

--

What are the working hours?

--

Any access requirements/changes to current provisions?

--

Contractor compound/storage/skips

--

Welfare facilities

--

Fencing

--

Deliveries

--

Fire procedures

--

Contact Details

Name	
Role	

Name	
Role	