



# STREATHAM & CLAPHAM HIGH SCHOOL

September 2024

## ENGAGEMENT AND MANAGEMENT OF CONTRACTORS

It is the policy of the GDST to minimise effectively the risks presented by contractors to our employees, pupils, visitors, the public and themselves by carefully planning, coordinating, controlling and monitoring the activities of contract companies. Only competent contractors will be used who have demonstrated their ability to safeguard both their employees and all other persons who may be affected by their undertakings.

**The procedures are relevant to all types of contractor, regardless of how small or large they are, or the type of job they are engaged to do.** The Construction (Design and Management) Regulations 2012 (CDM) make specific requirements for construction contracts. The Estates Department at Trust Office will provide schools with further information on these requirements when it is required.

A contractor is a person or company who is engaged to work for the GDST, or one of its schools, but who is not an employee. Contractors can be engaged for a whole range of jobs including maintenance, repairs, servicing, installation, refurbishment, construction and cleaning of buildings and equipment. They may work for us, or on our premises, every day, e.g. caterers, cleaners and transport providers; on a regular basis, e.g. groundkeepers, service engineers, electricians, plumbers and window cleaners; or only occasionally, e.g. to refurbish or construct new buildings. Sometimes more than one contractor may be on site at any one time, particularly in school holiday periods when major maintenance or refurbishment projects take place.

Accidents can happen to the contractors themselves and to GDST staff and pupils because of contractors working on site. To reduce these risks, it is important that the following procedures are followed:

1. That the work is clearly defined and properly planned – when and how;
2. Only competent contractors are appointed;
3. The contractor and the GDST provide each other with all relevant information;
4. Once the work has started it is monitored and controlled;
5. Once the work has been completed it is reviewed to identify if improvements can be made in the future.

Detailed information on each of these steps is set out in the following sections. Information relevant to contractors can also be found in the Estates and Finance - Insurance sections of Oracle.

### Estates

- Planet Processes - Planned Maintenance Module – useful for tracking PRMs
- Estates Standard Contracts

### Finance

- Procurement Procedure

### Legislation and Guidance

The following **legislation** is relevant to the GDST when appointing contractors:

- The **Health and Safety at Work etc. Act 1974** places a shared duty of care on the GDST and the contractor to protect the health and safety of their own employees and other people who may be affected by the contractors work, e.g. pupils, visitors to the school, other contractors working on site and members of the public.

The **Management of Health & Safety at Work Regulations 1999** requires:

**The GDST** (the ‘client’) to:

- Assess the risks presented by their premises and activities to the contractor’s employees.
- Supply contractors with any necessary health and safety information, e.g. location of hazards such as fragile roofs or asbestos, or the procedures to follow in event of an emergency
- Co-operate with contractors to enable them to comply with their legal duties and health and safety arrangements

**Contractors** to:

- Assess the risks presented by their activities to GDST staff, pupils, members of the public and, of course, their own employees
- Supply the GDST with any necessary health and safety information
- Co-operate with the GDST to enable them to comply with their legal duties and on health and safety arrangements

**Contractor's employees** to:

- Use machinery, equipment, dangerous substances, transport equipment, means of production or safety devices in accordance with any instruction and training given
- Inform their employer of any danger to health and safety posed by a work activity
- Inform their employer of any shortcomings in the H&S protection arrangements.

The following **guidance** is relevant to the GDST when appointing contractors:

**Managing Contractors: A Guide for Employers**, HSG 159 – HSE Books, 1997

 [HSG159 Managing Contractors - A Guide for Employers 1997.PDF](#)

**Use of Contractors - A Joint Responsibility**, INDG 368 – HSE Books, 2003

 [indg368 - Use of contractors - a joint responsibility.pdf](#)

**H&S in Construction**, HSG150 – HSE Books, 2006

 [HandS in Construction - hsg150 - HSE.pdf](#)

Staff Authorised to engage contractors

The following staff have the authority to appoint contractors and should be aware of and follow the procedures laid out in this policy and procedures document:

- Head or Director of Finance & Operations
- Premises or Facilities Manager
- ICT Managers

## Planning the Work

Successful use of contractors requires good planning – ‘what’, ‘when’ and ‘how’. It is important that health and safety matters are considered at an early stage; the last thing wanted is for work to have to stop because an important health and safety feature has been overlooked.

### Good planning includes:

- Clearly defining the job
- Identifying any hazards and assessing the risks associated with the job
- Identifying control measures to eliminate the risks or reduce them to an acceptable level
- Specifying the conditions contractors must comply with

Contractors invited to submit tenders should be made fully aware of the **standards of health and safety management** that the GDST expect of them, and of any sub-contractors they might engage. They must also be informed of the schools' procedures and rules in order that they can comply with them. In particular they must be informed of and, where relevant, provided with:

- The GDST's requirements re insurance;
- The GDST's requirements re Disclosure and Barring checks for all contractor's and subcontractor's employees
- The GDST's requirements for contractors to be appropriately licensed, accredited by H&S Assurance schemes, and members of specific trade organisations Information regarding any specific hazards and risks associated with the task or site e.g. presence of fragile roofs or asbestos;
- Any requirements specific to the job e.g. that work must be done outside the school day or during school holidays, or access/exit requirements to and within the buildings;
- The importance of the contractor providing all the equipment they need to complete the job. School equipment, including height access equipment such as ladders or scaffold towers, should not be used;
- The availability or otherwise of welfare facilities (toilets, changing rooms, dining facilities etc);
- The availability or otherwise of parking for contractor vehicles;
- The availability or otherwise of services (water, power, telephone, etc);
- Acceptable times and locations for deliveries;
- Contractor's dress and behavior code, including smoking rules and limitations on use of radios;
- The GDST Health and Safety Policy Statement.

## Appointing Competent Contractors

Regardless of the type or size of job, or the type or size of the contractor, it is essential that competent contractors are selected. Competent contractors (and sub-contractors) will have:

### Essential

- Employers, Public Liability and Professional Indemnity **Insurance** (latter for construction projects only) – normally a minimum of £5million for each type of insurance, but it depends on the value of the contract. The Legal department should be consulted in each case.
- Registration with **ConstructionLine** for **all building and construction contractors**, sub contractors and contractors undertaking related work, e.g. installing IT equipment such as cabling, screens and projectors. **NB** registration with ConstructionLine does **not** mean that a contractor automatically has H&S accreditation. This must be checked.
- **All building and construction contractors**, sub contractors, and contractors undertaking related work must have their H&S management systems accredited by one of the SSIP Forum **H&S accreditation** schemes, e.g. CHAS, Safecontractor or Acclaim (see box below).

- **All other contractors** (and sub-contractors) must have their **H&S documentation checked** and confirmed as adequate **either** by one of the SSIP Forum H&S accreditation schemes **or** by the school / Trust Office department appointing them
- All employees have satisfactory Disclosures from the **Disclosure and Barring Service** if they will or may come into contact with children. The correct **technical expertise** for the job,
- Employees who have appropriate **qualifications and training**,
- The correct **plant, equipment** and tools to do the job - NB The contractor must provide all the equipment they need to complete the job. The contractor should not use school equipment e.g. ladders or scaffold towers,
- Appropriately **licensed** and members of / registration with / accreditation by relevant trade organisations, eg GasSafe or NICEIC
- **References** from other clients, preferably schools, for whom they have recently carried out similar jobs, if not already known to the school.

### Desirable

- Non building / construction contractors - H&S accreditation by one of the 'SSIP Forum' members, e.g. 'CHAS', 'Safecontractor', 'Acclaim'.
- Practical experience of working in an educational environment

**ConstructionLine** is a Public – Private partnership between the Department of Business, Innovation and Skills and Capita. It is the largest UK Database of pre-qualified contractors, primarily in the construction and building maintenance sector, but increasingly in many other sectors. Accredited companies have had details such as their directorship, financial stability and insurance checked and approved. NB registration with ConstructionLine does **not** mean that a contractor automatically has H&S accreditation - this must be checked. ConstructionLine does not provide an absolute assurance that a contractor is suitable and competent for any one particular area of work but forms a good starting point. Comprehensive information about ConstructionLine can be found at [www.constructionline.co.uk](http://www.constructionline.co.uk)

**SSIP Forum** stands for 'Safety Schemes in Procurement Forum'. It is the umbrella body for health and safety accreditation and pre-qualification schemes. Members of the forum include 'CHAS', 'Safecontractor' and 'Acclaim'. For more information go to [www.ssip.org.uk](http://www.ssip.org.uk)








































**CHAS** is the 'Contractors Health and Safety Assessment Scheme'. Contractors who are 'CHAS' approved have had their H&S Policy Statement, H&S Organisation and their specific H&S arrangements assessed by independent H&S professionals and confirmed as satisfactory. For more information go to [www.chas.gov.uk/About.aspx](http://www.chas.gov.uk/About.aspx)

**Safecontractor** accredited contractors have had their H&S policies, procedures and documentation reviewed and audited in order that they can demonstrate H&S compliance to their customers. For more information go to [www.safecontractor.com](http://www.safecontractor.com)

**Acclaim** is ConstructionLine's own H&S accreditation scheme. It is a separate service and is **not** automatically included as part of the general ConstructionLine accreditation. For more information go to [www.constructionline.co.uk/static/acclaim/index.htm](http://www.constructionline.co.uk/static/acclaim/index.htm)

In order to assess a contractor's competence it is necessary to ask them a number of questions and review a number of key documents. The amount of detail required in the contractor's answer should be tailored to the risks associated with the work: higher risk requires a more detailed response. A record should be kept of all responses. The questions set out in Appendix 1 should be asked of contractors

Requirement	Constructionline	H&S Accreditation	Membership of trade
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		e.g. CHAS, Safecontractor or Acclaim	organisations e.g. NICEIC or Gas Safe
Adequate <b>DBS checks</b>	 x	 x	 x
<b>Site specific risk assessments</b> and method statements	 x	 x	 x
<b>Adequate Insurance</b> (employers & public)	 y	 y	 x
<b>References</b>	 y	 x	 x
Sound <b>financial accounts</b>	 y	 x	 x
Adequate <b>H&amp;S Policy &amp; procedures</b>	 x	 y	 x
Appropriate <b>qualifications</b>	 x	 y	 y
Procedure for <b>monitoring H&amp;S standards</b>	 x	 y	 x
Details of any <b>H&amp;S prosecutions</b> or <b>HSE notices</b>	 x	 y	 x
Adequate system for <b>recording &amp; reporting accidents</b>	 x	 y	 x
Adequate procedure for appointing <b>sub-contractors</b>	 x	 y	 x
Access to <b>competent H&amp;S advice</b>	 x	 y	 x
Correct <b>technical expertise</b> for the job	 x	 x	 y

Appendix: Planning Checklist

		Yes / No	Comments
1	Has the job been clearly defined - 'what', 'when' 'where' and 'how'?		
2	Have all the hazards associated with the work been identified and the risks assessed? (See section 7.1. of the guidance for more info)		
3	Have appropriate control measures been identified for all significant risks?		
4	Have potential contractors been advised of the conditions they must comply with:		
a	The GDST's requirements re insurance		
b	The GDST's requirements re Disclosure and Barring checks for all contractor's and subcontractor's employees (See section 10.2 of the guidance for more info)		
c	The GDST's requirements for contractors to be appropriately licensed, accredited by H&S Assurance schemes, and members of specific trade organisations (See section 10.1 for more info)		
d	Information regarding any specific hazards and risks associated with the task or site e.g. presence of fragile roofs or asbestos		
e	Any requirements specific to the job e.g. that work must be done outside the school day or during school holidays, or access/exit requirements to and within the buildings		
f	The importance of the contractor providing all the equipment they need to complete the job. School equipment, including height access equipment such as ladders or scaffold towers, should not be used		
g	The availability or otherwise of welfare facilities (toilets, changing rooms, dining facilities etc)		
h	The availability or otherwise of parking for contractor vehicles		
i	The availability or otherwise of services (water, power, telephone, etc)		
j	Acceptable times and locations for deliveries		
k	Contractor's dress and behavior code, including smoking rules and limitations on use of radios		
l	Have potential contractors been given a copy of the GDST Health and Safety Policy Statement.		

# SCHOOL'S ASSESSMENT OF CONTRACTOR'S COMPETENCE CHECKLIST

Guidance on completing this form can be found in Oracle>H&S>Support Departments >Contractors>  
Para 6.2 Appendix 3

**CONTRACTOR'S COMPETENCE ASSESSED BY:**  
**TITLE:**

**JOB**

<b>CONTRACTOR'S DETAILS</b>	<b>DATE OF ASSESSMENT:</b>	
	<b>REVIEW DATE:</b>	
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TELEPHONE NUMBER:</b> <b>WEBSITE:</b> <b>NAME OF MAIN CONTACT:</b> <b>EMAIL:</b>  <b>TYPE OF WORKS UNDERTAKEN (i.e. electrician, plumber, general building, cleaning etc.)</b>		
<b>1. <u>INSURANCE</u></b>	Does the contractor have the correct up to date insurance in place? The three types of common insurance that a contractor may be required to hold are Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance.	
a) <b><u>Public Liability Insurance?</u></b>	<b><u>YES - CHECKED AND UP TO DATE</u></b>	<b><u>NO-NOT AVAILABLE INADEQUATE OUT OF DATE</u></b>
b) <b><u>Employer's Liability Insurance?</u></b>	<b><u>YES - CHECKED AND UP TO DATE</u></b>	<b><u>NO-NOT AVAILABLE INADEQUATE OUT OF DATE</u></b>
c) <b><u>Professional Indemnity Insurance?</u></b>	<b><u>YES - CHECKED AND UP TO DATE</u></b>	<b><u>NO-NOT AVAILABLE INADEQUATE OUT OF DATE</u></b>
<b>2. <u>DISCLOSURE &amp; BARRING CHECKS</u></b>	Does the CONTRACTOR ensure that their employees have Satisfactory Disclosures through the DBS system before working on school sites where applicable?	
<b><u>YES - Confirmation has been received by Trust Office/the school.</u></b>	<b><u>No-nothing received.</u></b>  <b><u>No - contractor does not check the DBS Disclosures for their employees</u></b>	
<b>3. <u>PRE-QUALIFICATION</u></b>	<b><u>Accredited / Members</u></b>	<b><u>Not Checked or Not Accredited or Not Members</u></b>
a) <b>H&amp;S Accreditation by SSIP Forum member,</b>	<b><u>PROVIDE DETAILS</u></b>	

<p>e.g. CHAS, Safecontractor, Acclaim (essential for contractors undertaking for all types of building work, recommended for all other contractors)</p>		
<p>b) ConstructionLine (essential for contractors undertaking for all types of building work)</p>	<p>PROVIDE DETAILS</p>	
<p><b>If contractors are accredited by a SSIP Forum H&amp;S pre-qualification scheme, e.g. CHAS, Safecontractor or Acclaim, go next to Q11 and ignore Qs 4 to 10</b></p>		
<p>4. <b><u>HEALTH &amp; SAFETY POLICY</u></b></p>	<p>Does the CONTRACTOR have an up to date health and safety policy which includes the organisational structure and the associated arrangements? Is the policy signed and up to date?</p>	
<p><b><u>YES-COPY TAKEN &amp; IS SIGNED AND UP TO DATE</u></b></p>	<p><b><u>NO-COPY NOT RECEIVED COPY NOT SIGNED/UP TO DATE POLCIY INADEQUATE</u></b></p>	
<p>5. <b><u>QUALIFICATIONS &amp; TRAINING RECORDS</u></b></p>	<p>Does the CONTRACTOR have and maintain training records for their own employees?</p>	
<p><b><u>YES-DETAILS PROVIDED AND RELEVANT</u></b></p>	<p><b><u>NO-NO TRAINING RECORDS OR NOT RELEVANT</u></b></p>	
<p>6. <b><u>MONITORING HEALTH AND SAFETY</u></b></p>	<p>Does the CONTRACTOR have a system in place for monitoring, auditing and reviewing health and safety within its own organisation (i.e. site inspections, health and safety audits)?</p>	
<p><b><u>YES-DETAILS BELOW</u></b></p>	<p><b><u>NO-NO MONITORING SYSTEMS YES HOWEVER NO EVIDENCE PROVIDED</u></b></p>	
<p>7. <b><u>PROSECUTIONS AND ENFORCEMENT NOTICES.</u></b>   Check HSE database for enforcement notices at:  <a href="http://www.hse.gov.uk/notices/">http://www.hse.gov.uk/notices/</a>   Check HSE database for prosecutions and breaches at:  <a href="http://www.hse.gov.uk/prosecutions/">http://www.hse.gov.uk/prosecutions/</a></p>	<p>Does the CONTRACTOR have any previous convictions or notices? You should check the Health &amp; Safety Executive's Prosecutions and Notices Databases to find out whether the contractor has been subjected to previous convictions for breaches of safety legislation, has a case going through the courts, or has received any Improvement or Prohibition Notices.</p>	
<p><b><u>NO PREVIOUS/ CURRENT CONVICTIONS OR NOTICES</u></b></p>	<p><b><u>PROSECUTION (S) NOTED NOTICES NOTED</u></b></p>	
<p>8. <b><u>ACCIDENT HISTORY</u></b></p>	<p>Does the CONTRACTOR have a system for recording accidents, and reporting to HSE under RIDDOR? Is there evidence of accident investigation?</p>	



<u>YES-SYSTEM IN PLACE, ADEQUATE</u>	<u>NO-NO SYSTEM IN PLACE</u> <u>NO-INADEQUATE SYSTEMS IN PLACE</u>
<b>9. <u>SUB-CONTRACTORS</u></b>	In the event of sub-contracting, what arrangements are in place for appointing sub contractors and how is sub contractor performance monitored?
<u>YES-ADEQUATE SYSTEMS IN PLACE</u> <u>Comments:-</u>	<u>NO-INADEQUATE SYSTEMS IN PLACE</u> <u>Comments:-</u>
<b>10. <u>SAFETY ADVICE</u></b>	Does the contractor have access to competent H&S advice, preferably within their own organisation?
<u>YES-DETAILS OF PERSON (S) AND QUALIFICATIONS SPECIFIED BELOW</u>	<u>NO-NONE/ INADEQUATE</u>
<b>11. <u>RISK ASSESSMENTS - Site / Task Specific</u></b>	Are adequate risk assessments produced by the contractor/sub contractor which are specific both to the work which is to be undertaken and the location of the works? Are they signed, dated and reviewed within the last year?
<u>YES-COPIES PROVIDED, SITE &amp; TASK SPECIFIC AND ADEQUATE</u>	<u>NO-NO RISK ASSESSMENTS PROVIDED</u> <u>NO-INADEQUATE RISK ASSESSMENTS</u>
<b>12. <u>METHOD STATEMENTS / SAFE SYSTEMS OF WORK - Site / Task Specific</u></b>	Does the contractor/sub contractor produce written method statements for the works that they carry out based on the risk assessments submitted? Are specific method statements produced, not generic?
<u>YES-COPIES PROVIDED, SITE &amp; TASK SPECIFIC AND ADEQUATE</u>	<u>NO-NO METHOD STATEMENTS PROVIDED</u> <u>NO-INADEQUATE</u>
<b>13. <u>MEMBERSHIP OF PROFESSIONAL ORGANISATIONS</u></b>	Are contractors suitably qualified and/or members of relevant professional organisations e.g. Construction Skills Certification Scheme (CSCS), Gas Safe, NICEIC?
<u>YES-DETAIL BELOW</u>	<u>NO-NO RELEVANT QUALIFICATIONS OR MEMBERSHIPS</u>
<b>14. <u>SELECTION &amp; USE OF EQUIPMENT</u></b>	Is suitable equipment proposed for the work? The contractor should <u>not</u> ask to borrow school equipment e.g. ladders or scaffold towers. Is appropriate PPE provided relevant to the works being undertaken? Where possible please state the PPE to be used.
<u>YES-SUITABLE AND IN GOOD WORKING ORDER</u>	<u>NO-NOT KNOWN OR UNSUITABLE</u>
<b>15. <u>EQUIPMENT RECORDS</u></b>	Are maintenance records available for equipment to be used on GDST sites? (This could be inspection certificates, annual test records, PAT records etc.)

<p><b><u>YES RECORDS IN PLACE AND UP TO DATE</u></b></p>	<p><b><u>NO-NO RECORDS</u></b> <b><u>NO-OUT OF DATE RECORDS</u></b></p>
<p><b>16. <u>EXPERIENCE OF WORKING IN EDUCATIONAL ENVIRONMENTS / PREVIOUS EXPERIENCE OF WORK TO BE UNDERTAKEN</u></b></p>	<p>Does the contractor have experience of working in other educational settings? Can they provide references from educational settings and/or references for similar works undertaken for other clients?</p>
<p><b><u>YES-EDUCATIONAL ENVIRONMENT REFERENCES PROVIDED</u></b> <b><u>YES -PREVIOUS EXPERIENCE REFERENCES PROVIDED AND CHECKED</u></b></p>	<p><b><u>NO-NO EXPERIENCE OR WORKING IN EDUCATIONAL ENVIRONMENTS</u></b> <b><u>NO-NO PREVIOUS EXPERIENCE OF WORKS TO BE UNDERTAKEN</u></b></p>
<p><b>17. <u>FIRST AID</u></b></p>	<p>Have first aid arrangements been considered for the duration of the works? The contractor should provide details of qualified first aiders who will be on site throughout the works. Where the GDST have agreed to provide first aid please specify.</p>
<p><b><u>YES-CONTRACTOR PROVIDING (QUALIFICATIONS SUFFICIENT)</u></b> <b><u>GDST PROVIDING-DETAILS AGREED</u></b></p>	<p><b><u>NO-NO FIRST AIDERS</u></b> <b><u>NO-INADEQUATE/OUT OF DATE QUALIFICATIONS</u></b> <b><u>GDST CANNOT PROVIDE</u></b></p>
<p><b>18. <u>WELFARE FACILITIES</u></b></p>	<p>Does the contractor provide their own welfare facilities for its' own employees? Where the GDST are required /have agreed to provide please specify.</p>
<p><b><u>YES-CONTRACTOR TO PROVIDE</u></b> <b><u>YES-GDST TO PROVIDE-DETAILS AGREED</u></b></p>	<p><b><u>NO- NONE</u></b> <b><u>NO- INADEQUATE FACILITIES PROVIDED</u></b></p>
<p><b>19. <u>SPECIAL NEEDS</u></b></p>	<p>Do any contractors have any special needs which the school needs to be aware of, e.g. hearing impairment which would mean they couldn't hear the fire alarm?</p>
<p><b><u>NONE OF CONTRACTOR'S EMPLOYEES HAVE ANY SPECIAL NEEDS OR GDST HAVE BEEN ALERTED AND ARE AWARE OF POTENTIAL ISSUES</u></b></p>	<p><b><u>NO INFO RECEIVED</u></b></p>
<p><b>20. <u>CDM COMPLIANCE</u></b></p>	<p>Does the contractor understand his/her role in CDM compliance?</p>
<p><b><u>YES-CHECKED AND ADEQUATE</u></b></p>	<p><b><u>NO-POOR KNOWLEDGE OR INADEQUATE</u></b></p>

## OUTCOME OF ASSESSMENT

**The contractor is competent** to carry out the type of work outlined at the top of this form. **No further checks need to be undertaken** before this job is undertaken.

Signed & Dated

**The contractor is competent** to carry out the job outlined at the top of this form, but **further checks need to be undertaken before jobs can be undertaken** e.g. review site/task specific risk assessments and method statements.

Further checks to be completed before the job can commence:

Signed & Dated