

Contractors

Any third party who carries out work or provides a service to the school, including builders, caterers, contract cleaners, plumbers and electricians. These must be effectively managed.

Potential issues

- Injury or death of any student, school staff or adult helper.
- Injury or death of the contractor and their employees.
- Property damage, such as vandalism, fire and theft.

Control measures

- Always use contractors that have been approved by the relevant body e.g. gas safe as well as considering:
 - adequate insurance cover
 - adequate health and safety arrangements and performance
 - competency of contractors to undertake the specific works identified
 - membership of an appropriate trade body
 - risk assessments and systems of work of the contractor
 - references.
- Carry out a risk assessment of the impact of contractors' activities on site.
- Carry out Criminal Records Bureau (CRB) checks on contractors.
- Check all identities and sign in all contractors as soon as they arrive on site.
- Ensure contractors are made aware of any school specific risks, rules and arrangements such as asbestos locations and fire procedures.
- Ensure all work areas are secure to prevent students and staff gaining access.

- Consider out-of-hours working such as during school holidays and weekends to minimise students exposure to risk.
- Ensure contractors leave their work area in a safe condition at the end of each day.
- Carry out an inspection with the contractor to ensure the work has been completed satisfactorily and that all waste materials have been cleared away.
- Perform routine inspections of ongoing works.
- Monitor contractors on site to ensure they are following their laid down arrangements.

Example

A student gained access to an area where building work was being carried out and suffered a serious injury.

It was found that the area where the building work was taking place had not been properly segregated and secured against access by students.

Further information

Health and Safety Executive (HSE) website for construction and Construction Design and Management (CDM)

<http://www.hse.gov.uk/construction/cdm.htm>

HSE Publication 'Contractors a joint responsibility' available from the HSE.

<http://www.hse.gov.uk/pubns/indg368.pdf>

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For more information visit: www.RiskCurriculum.co.uk

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