

Policy	Contractors Policy – HR 49
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Review delegated to	Health & Safety Manager
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Associated documents	Health & Safety Policy Safeguarding Policy Visitors Policy Security Policy
Initial reviewing body	Senior Leadership Team
Final approval body	Resources & Business Committee
Published on website	Yes

Purpose	This policy aims to ensure the effective safeguarding of our students/clients where contractors are used in College or on premises providing caring for vulnerable adults. This will apply to all contractors irrespective of whether they are classified as approved or not. This policy will also outline the checks to be completed for the safety of our staff and contractors.
Definitions	'Contractor' a person or company that works or provides a service for the college. 'Contact' - shall be taken to mean any opportunity for contractor's staff to converse with students or to communicate with them in any other way, e.g. by passing messages, without a member of staff being able to monitor the contact and to intervene where necessary. 'Supervise' - will be taken to mean the ability for a member of staff to monitor conversation or communication of any kind between contractors and students and to intervene where necessary.
Scope	The policy applies to all contractors irrespective of whether they are classified as approved or not, and is intended for use where the College engage contractors to complete works or a service for the college.
Equality & Diversity	<i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i> <i>Derwen College Equal Opportunities Policy</i> Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.

	If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.
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Prior to engaging a contractor

We should first consider if this work could be completed internally. Where this is not possible, we must assess for the competence of the contractor ensuring that they work to the same high standards as our own work force.

We will discuss with contractors the safety precautions necessary on our sites to manage the safety of contractor personnel, Derwen College Staff, Students and Clients.

Before commencing any work on site, Contractors need to become an approved college contractor. They are required to sign and agree to the terms set out by Derwen College, complete the Contractor Application Form, and provide the relevant information. This will include:

- Company Health and Safety Policy
- Name and details of all staff attending Derwen College and DBS assurance at relevant level.
- Relevant training matrix and certification.
- Relevant Method Statements and Risk Assessments.
- Relevant COSHH Assessments.
- Up to date Employers Liability insurance certificate.
- Up to date Public Liability insurance certificate.
- Service records of all relevant plant and equipment.
- Membership accreditation of required bodies
- Environmental Policy

Staff instructing the contractor are required to gain all the above relevant documents and the application form. Once collated these are to be sent to the Head of Estates and the H&S Manager for approval prior to any work being completed. Please ensure that you also provide the planned date of attendance of the contractor, so this can be communicated with any relevant parties.

Safeguarding our Student and Clients

All people working with our young people are responsible for their safeguarding. The Head of Estates is responsible for ensuring that adequate measures are in place to safeguard students/clients whilst contractors are on site (including Satellites or off-site accommodation).

The aim of the safeguarding measures will be to manage the risk of harm to our students/clients. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered will include any or all of the following:

Segregate

To avoid contact between contractors and students/clients as far as possible.

Supervise

To supervise any contact that does take place

Code of conduct

To require contractors to observe a code of conduct

Regulate Access

To regulate access to the premises

Checks

To undertake checks where appropriate.

Segregate

The risk of harm to our young people can be managed if contact between non-approved contractors and students/clients can be avoided altogether.

Segregation can be achieved by physical means or by time, or by a combination of both.

For larger building projects lasting a number of weeks, physical separation would normally be achieved by the contractor's staff working within secure areas behind fencing, hoardings, barriers and the like where students/clients would normally be excluded for routine health and safety concerns. Outside such secure areas, separation can be maintained by confining the movements of the contractors to specific areas and to specific times.

For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Should any contact between the contractors and students occur then a member of staff should supervise it.

Supervise

Measures should always be instigated to segregate non-approved contractors from students/clients as much as is possible. However, where such measures to segregate are in place but some contact may occur between non-approved contractor's and students then any such contact should always be supervised by a member of Derwen College staff.

The requirement to supervise can be limited to the times when contact is likely to occur, e.g. at break times, when in residences. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors and students.

Code of Conduct

The code of conduct is used to inform contractors what is acceptable conduct and what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

All order for works/building contracts are agreed with a clear condition that failure to observe the code would entitle Derwen College to ask a contractor to leave premises.

To ensure the effectiveness of the code it shall either be:

- Issued to contractors when quotations or tenders are invited
- Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed.
- Issued to all contractors direct by the College when they first attend and before any work has commenced.

Regulate Access

To ensure that as far as possible only bona fide personnel are afforded access, a suitable means of identification shall be provided by all contractors and be agreed and produced for checking by the College in advance of any works taking place. If a contractor fails to produce such ID they may be refused entry to the site

The means by which any contractors are to be identified will be determined in each case to suit the location and nature of the work being undertaken. In the case of College-issued ID badges or contractor's own photo ID, these shall be worn and be visible at all times when the contractor is on the site.

Typical methods may include:

- a) ID badges
- b) Photo ID
- c) Branded workwear
- d) Signing-in book

Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

Checks

Whether contractors should undergo a DBS check should be determined by a suitable assessment undertaken by Derwen College.

The assessment should take account of the likely amount of contact that the contractors might have with students/clients.

DBS checks are not required where there would be no contact between contractors and students/clients, for example where a building was being built on a separate site, or where the works were to be undertaken during College holidays.

Similarly, DBS checks would not normally be required for contractor's staff working on site building an extension or undertaking repairs where they are segregated from students and where the College supervises any contact that does take place.

However, where a contractor is likely to have either frequent or prolonged contact with students/client then it would be appropriate to obtain a check, in addition to measures to supervise any contact.

Where contractors regularly visit the College to undertake routine maintenance (boilers, electrical tests and the like) then a check may be deemed appropriate.

Appendix 2 gives guidance as to when such checks may be deemed appropriate but is in no way comprehensive.

Where checks are necessary then the contractor must confirm these by providing a copy of certificate where a Certificate Number can be retained and signed off by the Head of Estates and/or H&S Manager.

Day of works

Prior to the commencement of any work ALL contractors are to sign in with the estates team by accessing the site through Entrance F. Only, pre-approved, expected contractors will be allowed to access site. The following steps will need to be completed:

- New Contractors / Contractor Staff will need to complete an induction on site which is to be annually refreshed.
- A conversation will be had with all contractors to discuss the work being completed and ensure that all the paperwork corresponds.
- The estates team will provide any additional required information such as buried services/asbestos locations.
- A short audit of paperwork will be completed prior to them being allowed to access the college to include DBS and ID check as required.
- Contractors are to sign onto any required permits for works such as, permit to dig, confined space and hot works.

During the works, inspections will be completed by the Head of Estates/ Health and Safety Manager to ensure compliance with health and safety requirements. Any unsafe work methods identified is to be recorded and appropriate action.

Contractors may be removed from the approved contractors list and asked to leave site, for any health and safety breaches deemed to put the College, Staff, Students, Clients or any visitors at risk.

Ongoing Management

The estates team will keep an up to date list of approved Contractors who will have successfully completed our contractor's application form.

Termly audits will be completed on Contractors by Head of Estates / Health and Safety Manager to ensure all paperwork has been received and up to date.

Regular site inspections on contractors will be completed to ensure that contractors are abiding by the college code of conduct and are working as per their Risk Assessments and Method Statements.

**Appendix 1 –
Code of Conduct / Induction and
Rules When Undertaking contracted work or construction Works**

The contractor named below will comply with this Code of Conduct, will induct all staff working on the site, and include the Code in their Health and Safety Plan, Method of Work Statements and Risk Assessments.

Contractor / Company

The following details form part of Derwen College rules and information for contractors. The lead person (Contractor) must sign this form before commencement of work.

The contractor, its staff, sub-contract staff and its visitors to Derwen College undertake to:

Observe this Code at all times.

- To ensure that contractors are competent, are aware of Derwen College site risks and do not create a risk to staff, students, clients and visitors or the intended continuity of normal day to day business.

Parking

- Contractors are asked to park their vehicles within the parking bays arranged by the Derwen Estates office and not in disabled or unauthorised parking bays (unless for unloading).
- Vehicles and contents are left at owner's risk.

Deliveries

- Contractors are advised that no deliveries will be offloaded or signed for by College staff.
- Delivery times of bulk items, plant and equipment must be pre-arranged with the Estates team.

Access

- Only use agreed access routes.
- Obtain consent from the Head of Estates if alternative access routes are required
- Stay within the confines of the agreed site or work area.
- Sign in each day at Derwen Estates reception only, within the pre-arranged time frame. If access is required outside of the standard working day (8.45 – 5.00) then this has to be agreed in advance.

Dress Code

- Dress appropriately: no bare chest, no inappropriate imagery or wording on T-shirts etc. All Contractors must be dressed in corporate-identifiable work-wear (a high-vis vest is acceptable where corporate work wear is not provided) and may be essential due to the nature of the work along with other PPE such as a hard hat.

Security

- Contractor vehicles should remain locked at all times

- External doors and Fire doors must not be wedged open at any time
- Material, tools and equipment left on site remain at the contractor's risk.

College Equipment

- Contractors are requested to ensure they have all necessary plant and equipment to undertake the work they are contracted to carry out.
- Under no circumstances will College equipment be loaned out.

Welfare facilities

- Toilet and welfare facilities are provided.
- Food can be purchased on site.

Fire Safety

- All contractors must sign in and out on every visit.
- All equipment and materials are to be stored in a safe manner so as not to obstruct corridors, stairs and access/exit routes.
- Fire doors must not be wedged open.
- No flammable materials or substances are to be stored on the premises.
- The fire alarm is tested on a regular basis. If you hear the fire alarm sound at any other times, you should evacuate your work area immediately via the nearest fire exit and make your way to the nearest assembly point.
- A copy of the fire plan is available and contractors are advised to familiarise themselves with this document.

Health and Safety

- Health and Safety at Work Act 1974, particularly sections 2, 3 and 4
- The Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 the Control of Asbestos at Work Regulations 2002, the Construction (Design and Management) Regulations 2007
- The College is a No Smoking Site. Contractors are only allowed to smoke in the designated smoking areas. The Estates Team can supply details of the locations of these.
- A first aid kit is located at the Estates Office.
- All accidents, incidents and near misses shall be reported immediately to a member of the Estates Team. This is in addition to any contractor company requirements.
- Contractors must ensure that their work area does not create a hazard for College students/clients or staff.
- The contractor has had access to the Asbestos Risk Register
- The following high-risk work requires a permit to work (PTW) issued by Estates
 - Hot Work
 - Demolition
 - Excavation
 - Live Electrical Work
 - Overhead Work

Safeguarding

- Avoid all contact with our young people as is reasonably practicable during building works.
- If spoken to by a student/client please be polite but do not enter into lengthy

conversation.

- Do not engage in any physical contact with our students/clients (it could easily be misinterpreted or misconstrued).
- Do not use inappropriate language on site.
- Keep staff informed of where you are and what you are doing.

- Report any matters out of the ordinary/of concern to Estates Manager immediately.
- Do not give your address or telephone number to students/clients.
- Do not arrange to meet/contact students/clients either inside or outside College.
- Do not offer to buy or sell items to students/clients.
- Do not join in/play games with the students/clients.
- Do not share food and drink with the students/clients.

Remember.....your actions, no matter how well intentioned, could be misinterpreted.

Signed.....

Estates Team

Signed.....

Contractor

Date.....

APPENDIX 2 - CHECKS ON CONTRACTORS WORKING DERWEN COLLEGE

CONTACT STUDENTS/CLIENTS	WITH RECOMMENDED MEASURES	ESTATES MANAGER RESPONSIBILITIES
Nil [e.g. works undertaken on a separate site]	contractors to comply with code of conduct contractors to sign in and out of premises contractors to wear Company ID at all times <u>no</u> DBS required	requires contractor to adopt code of conduct requires contractor to sign in and out of premises requires contractor to wear ID on site
Minimal [where contractors are segregated from students/clients, any contact that does occur is supervised e.g. new build and major repair projects]	segregate supervise any contact contractors to comply with code of conduct contractors to sign in and out of premises contractors to wear Company ID at all times <u>no</u> DBS required (may be necessary for some individuals in particular area's)	ensures segregation arrangements in place ensures arrangements for any contact to be supervised requires contractor to adopt code of conduct requires contractor to sign in and out of premises requires contractor to wear ID on site reviews and amends arrangements to accommodate any change
Regular [e.g., where contractors are not segregated from students/clients but there is likely to be regular supervised contact by a member of staff, e.g. major repair projects, service engineers making routine maintenance visits]	supervise any contact contractors to comply with code of conduct contractors to sign in and out of premises contractors to wear Company ID at all times DBS check required	ensures arrangements for any contact to be supervised requires contractor to adopt code of conduct requires contractor to sign in and out of premises requires contractor to wear ID on site ensures DBS checks completed before works start reviews and amends arrangements to accommodate any change

