

Policy	Contractors Policy – ORG31
Manager responsible	Director of Care, People & Resources
Review delegated to	Health & Safety Manager
Date implemented	January 2019
Date last reviewed	March 2026
Date of next review	March 2028
Date Governor approved	February 2019
Associated documents	Health & Safety Policy Safeguarding Policy Visitors Policy Security Policy
Initial reviewing body	Health & Safety Committee
Final approval body	Director of Care, People & Resources
Published on website	Yes

Purpose	<p>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.</p> <p>This policy will also outline the checks to be completed for the safety of our staff and contractors.</p>
Definitions	<p>'Contractor' a person or company that works or provides a service for the college.</p> <p>'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.</p> <p>'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.</p>
Scope	<p>The policy applies to all contractors and is intended for use where the College engage contractors to complete works or a service for the college.</p>
Equality & Diversity	<p>"[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>Derwen College Equal Opportunities Policy</i></p> <p>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.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department</p>

who will provide help with alternative formats.

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 & Safety Policy (for a company of 5 employees or more)
- Public Liability Insurance
- Employers Liability Insurance
- Risk Assessments and Method Statements (RAMS)
- Relevant COSHH Assessments
- Name and details of all staff attending Derwen College and DBS assurance at relevant level.
- Relevant training matrix and certification.
- Service records of all relevant plant and equipment.
- Membership accreditation of required bodies

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 contractors and students/clients can be avoided altogether.

Segregation can be achieved by physical means, 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 contractors from students/clients as much as is possible. However, where such measures to segregate are in place but some contact may occur between contractors 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 on arrival 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.

Typical methods may include:

- a) ID badges
- b) Photo ID
- c) Branded workwear

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

On attendance contractors will sign in and be provided with a college-issued ID sticker to be worn and be visible at all times when the contractor is on the site.

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.

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, working at height, working in a loft 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 contractor's 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.

Compliance Monitoring and Enforcement

All contractor compliance, including adherence to safeguarding requirements, health and safety procedures, site rules, documentation requirements, and the Derwen College Code of Conduct, will be actively monitored by the Estates Team and the Health & Safety Manager.

Any breaches of compliance will be formally recorded.

Where minor breaches are identified, contractors will be informed and expected to implement immediate corrective action.

Repeated, significant, or serious breaches — including failure to follow safeguarding controls, supervision requirements, permit systems, or site access procedures — may result in:

- Immediate removal from site
- Suspension of works
- Removal from the Approved Contractor List
- Termination of contract arrangements

Derwen College reserves the right to take such action where non-compliance is deemed to present risk to the safety, welfare, or safeguarding of students, staff, clients, visitors, or contractors.

Appendix 1 – Contractors Code of Conduct

Contractors Attending Site

- Before attending site approved contractors must ensure the relevant information required in the approved contractor application form is up to date.
- Contractors must report any changes to an individual's circumstances since their last DBS certificate was issued.
- **All Contractors Must** sign in and out at the Estates Office before entering campus.
- Upon signing in contractors will be issued an identification badge which must be: -
 - Worn and on show at all times.
 - Badges are non-transferable.
 - Badges must be returned at the end of each visit or day.
- All Contractors must have read, understood and signed the Derwen College Code of Conduct at the Estates Office.
- The contractor must have the relevant Health and Safety paperwork with them when signing in and if relevant sign the documents at the Estates Office.
- All work reports or job sheet signing must be done by the Estates Office.
- Contractors entering any residences and teaching areas must report to staff at the individual buildings or Teaching staff before starting work.
- When the work is completed in a particular building the contractor must inform staff within the building before leaving the area.
- Contractor must leave site once work is completed.
- None approved contractors must allow 28 days' notice before they attend site, to ensure full compliance is completed before attendance.
- A Risk Assessment must be carried out before none DBS contractors are accompanied on campus.
- All portable electrical tools on site to be 110v or protected by RCD's.

- Contractors must abide by the Provision and use of work equipment regulations 1998 (PUWER) with regular recorded inspections of equipment.
- Any contractors working on site must apply for a permit to carry out the following activity's: -
 - Confined Space works
 - Isolations
 - Hot works
 - Loft access
 - Permit to dig
 - Working at height

These permits are available at the Estates Office, advanced warning of any permits required would be appreciated and save time during registration.

- Compliance with this Code of Conduct and all Derwen College policies is mandatory. Any breach of site rules, safeguarding expectations, health and safety requirements, or behavioural standards will be recorded and reviewed.
- Persistent or serious breaches may result in the contractor being instructed to leave site immediately and may lead to removal from the Approved Contractor List.

Signed

Print Name

Date

APPENDIX 2 - CHECKS ON CONTRACTORS WORKING DERWEN COLLEGE

CONTACT STUDENTS/CLIENTS	WITH RECOMMENDED MEASURES	HEAD OF ESTATES RESPONSIBILITIES
<p>Nil [e.g. works undertaken on a separate site]</p>	<p>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</p>	<p>requires contractor to adopt code of conduct requires contractor to sign in and out of premises requires contractor to wear ID on site</p>
<p>Minimal [where contractors are segregated from students/clients, any contact that does occur is supervised e.g. new build and major repair projects]</p>	<p>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)</p>	<p>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</p>
<p>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]</p>	<p>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</p>	<p>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</p>