



Language, Learning, Lives



People Directorate Health & Safety Services

Contractor Management Procedures

September 2018

Keresley Grange Primary School

[Type text]

CONTRACTOR MANAGEMENT PROCEDURES

Keresley Grange Primary School adopts best practice as laid down in the Trusts' Contractor's Code of Practice and will notify Health and Safety Services of all contracts other than routine maintenance and repairs. A copy of the Code of Practice is available from the staff shared drive.

SCHOOL MANAGEMENT PROCEDURES

- Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent.
- If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors).
- Contractors will be issued with a copy of the Code of Practice.
- Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.
- The school 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.
- Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor.
- The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager (Area Surveyor if used) and the Head Teacher.
- If the school 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 school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.