



The Hinckley  
SCHOOL

# Contractors on Site Policy

<b>Date of Last Review:</b>	<b>June 2025</b>
<b>Reviewed by:</b>	<b>Reena Parmar, Operations Manager</b>
<b>Approved by Governors:</b>	<b>June 2025</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Date of Next Review:</b>	<b>June 2026</b>

The following protocol should be followed in relation to contractors working at The Hinckley School:

### 1. **Health and Safety Compliance:**

Contractors must comply with the Health and Safety at Work Act 1974, ensuring the safety of workers and the school community. This includes conducting risk assessments, ensuring proper training, and maintaining a safe work environment. All contractors agree to behave acceptably while on site at THS, and follow all health and safety rules as stipulated by THS. Failure to adhere to these actions could result in a contractor being omitted from the school Site.

All Contractors must sign the *Contractor declaration* and have a building induction before any work commences, which is carried out by the Senior Site Services Officer/SSSO. The Local Asbestos Management Plan (LAMP) is available for viewing with the SSSO and can be requested prior to the contractor visit electronically. All RAMs should be provided to THS before the commencement of any works.

### 2. **Safeguarding:**

Contractors **must** be vetted through the Disclosure and Barring Service (DBS) checks to ensure they are suitable to work around children. All contractors must make an appointment prior to arriving at site with completed DBS proformas sent in advance. Vetting forms are sent electronically to contractor companies for the attention and submission from their senior management.

Contractors have an induction with the SSSO where safeguarding procedures are explained. Contractors should follow safeguarding procedures at all times when on site, reporting any concerns to the SSSO, or the school's safeguarding lead or a member of THS Staff.

Contractors must bring with them on their first visit to the school a form of photographic ID in either a passport or a driver's licence. This is to check the identity of the contractor and their DBS vetting form. No copies of the ID are to be taken. The school is unable to check a DBS physically or carry out any other checks on the barring service due to GDPR restrictions.

THS will only permit visits by contractors during school hours when they have the resources to ensure that site protocols can be strictly followed. THS operates a lanyard system in line with Visitor Management procedures which must be adhered to at all times. Failure to wear the relevant lanyard could result in the contractor being escorted to the reception area or removed from the school site entirely.

### 3. **Access Control:**

Contractors should only access areas of the school relevant to their work and avoid contact with pupils during school hours. A site induction must be provided, and appropriate identification (e.g. contractor badges) should be worn at all times.

### 4. **Working Hours:**

Contractors must work within agreed hours, usually outside school hours (e.g., weekends or holidays), to minimise disruption to students and staff. Where critical, contractors can work within school operational hours on the proviso all measures have been satisfied with DSB and vetting information.

### 5. **PPE (Personal Protective Equipment):**

Depending on the nature of the work, contractors must wear appropriate PPE (e.g., hard hats, high-visibility vests, gloves) to ensure safety. All rules stipulated in the RAMs documents must

be followed at all times. Failure to adhere to RAMs could result in the work being stopped and/or the contractor being asked to leave the School Site.

#### **6. Noise and Disruption:**

Efforts must be made to limit noise and disruption, particularly if work is being carried out during school hours. Contractors should notify the school in advance of any works which could be disruptive. Contractors working at THS during school hours will be kept to a minimum and if possible, appointments arranged to take place before or after school. Where best suited and practical, school holidays will be utilised.

#### **7. Waste Management:**

All waste must be removed from the site regularly and before departing from the school site. Contractors should ensure their work area is clean and safe. They must also dispose of hazardous materials in line with environmental regulations.

#### **8. Fire Safety:**

Contractors must be aware of the school's fire evacuation procedures and ensure their work does not create fire hazards. Emergency exits should always be kept clear. The SSSO will carry out an induction with contractors to site, advising on closest muster point, tone of the fire alarm. Contractors must adhere to all fire safety control measures and procedures whilst carrying out contractor work at THS.

#### **9. Asbestos:**

Contractors carrying out any work duties within any buildings of the school site will be asked to view the Asbestos Register and sign the appropriate documentation as provided by SSSO to ensure they are fully aware of any asbestos risk in the area they have been requested to carry out works. Work involving asbestos and/or asbestos-bearing materials is strictly controlled by legislation and THS risk management on the subject.

#### **10. Hazardous Substances:**

Contractors must not bring hazardous substances (COSHH specific substances) onto the school site without informing the SSSO. The substances may only be utilised once the appropriate documentation, for example, Material Safety Data Sheets (MSDS) and relevant COSHH assessments have been presented and signed off by the SSSO.

#### **11. Hazardous Areas:**

Contractors are not permitted to enter specific hazardous areas, for examples, chemical storage areas, boiler rooms, fume extraction without the permission from the SSSO. If access is required for works, guidance and instructions will be given at induction stage.

#### **12. Working at Height:**

Contractors must erect suitable scaffolding **only** by qualified and skilled persons who will carry out the statutory inspections and maintain records of inspection. Scaffoldings must be erected in line with HSE legislation including The Construction Design and Management Regulations CDM.

#### **13. Supervision and Communication:**

Contractors should maintain regular communication with the SSSO or designated representative to ensure the work is progressing according to plan and to address any issues promptly.

#### **14. Insurance:**

Contractors must have appropriate public liability insurance to cover any accidents or damage that may occur during the course of their work.

#### **15. Environmental Regulations:**

Contractors should comply with environmental regulations, especially when carrying out works that could affect air quality, water systems, or biodiversity on the school grounds.

#### **16. Accidents and Incidents:**

Contractors must report any accidents or near-misses immediately to the SSSO or Operations Manager in their absence, and documented according to the school's incident reporting procedures. If an incident or accident requires a RIDDOR report and follow up investigation it is essential that this is carried out by the contractor in accordance to relevant HSE legislation.

#### **17. Welfare:**

Contractors will be permitted by THS to use the schools' welfare adult facilities. The SSSO will induct contractors on which facilities are to be used on school site and which facilities are prohibited from access.

For small project works where it is not practical for contractors to use shared schools' welfare facilities works must be undertaken outside of term time or contractors must provide their own welfare facilities.

For larger projects contractors are expected to provide their own dedicated welfare facilities and should not use the schools' facilities.

#### **18. Pre-Start Meetings:**

Contractors may be asked to attend pre-start meetings at THS depending on the nature of the works or project size. This meeting is to be arranged at a mutually beneficial time for both the school and contractor. This meeting may include colleagues from The Futures Trust Central Team.