

## Policy and Practice Guidance

<b>Title:</b>	<b>THE MANAGEMENT OF CONTRACTORS ON SITE</b>
<b>Purpose:</b>	To ensure the safe working practices throughout Education with regard to the management of contractors on site.
	<b>Health and Safety Operational Policy</b>

### INTRODUCTION

Each year the building and construction industry not surprisingly accounts for the highest number of reported accidents and incidents. This is somewhat expected given the nature and type of work undertaken but this does not negate the need to seek continuous improvement in order to provide a safer working environment for our students, staff and members of the public.

In January 2015 under Health and Safety at Work (Jersey) Law, 1989 the Managing Health and Safety in Construction ACoP 11 was introduced and the following guidance has been developed to assist Head Teachers, Senior Managers, Section Heads and Site Teams with the management of their onsite contractors.

### POLICY STATEMENT

The Education Department recognises the need to ensure the correct management of all Health and Safety issues that may impact upon and result from the use of external contractors.

All Education employees who have responsibility for engaging contractors to supply their services to the school must ensure they are selected from the Jersey Property Holdings (JPH) approved contractors list or another contractor if this is justified in exceptional circumstances, and with the prior agreement of Jersey Property Holdings.

If agreed by JPH the responsible persons/budget holder must, as a minimum vetting requirement, seek the following:

- proof of competency in the works to be undertaken
- provision of a Health & Safety policy
- a minimum insurance cover of £5 million public liability
- a minimum insurance cover of £10 million employers liability
- where required, a risk assessment & method statement (RAMS) for the intended works.
- any RAMS has to be checked by a competent person

This provides an initial assurance that the contractors have provided evidence of their Health and Safety (H&S) management systems and have an appropriate level of competence for the work for which they are being engaged.

Those who engage a contractor must ensure that the contractor is competent for the specific services or task for which they are being engaged. In the majority of circumstances, evidence of planning and the specific safety arrangements required for the task will be established by requesting the contractor to provide risk assessments and method statements (RAMS) for the work to be undertaken. The RAMS will need to be checked by a competent person.

Some regular and routine work can be covered by a generic risk assessment and method statement provided by the contractor at the start of a service level agreement or long term contract agreement; for example an engineer coming on to site to repair a photocopier as part of corporate service agreement or contract. As with all risk assessments these should be reviewed at regular intervals, after any incidents, or when any work activity has changed.

When a contractor is engaged to provide a service, the management or site team is responsible for identifying/notifying the contractor of any hazards e.g. asbestos. The site team must also provide the contractor with the name of a contact person to meet on the day of arrival and arrange for this to happen. Each Department site is required to maintain a register of all contractors on site and the register must be kept in the main reception area.

## **MINOR WORKS BUDGET AND SPEND**

Minor works are all construction projects that do not qualify as major projects as defined by the Managing H&S in Construction, ACoP11.

Where a contractor is to undertake work involving working at height, knocking through walls, work in ceiling voids, hot metal works, or high voltage electrical works, an R&D asbestos survey must be undertaken on premises built before the year 2000 **for all those type of works which may affect or disturb the infrastructure or fabric of the building.** JPH authorisation is required at the planning stage so that they can provide assistance on planning, bye law issues and current legislation etc prior to work commencing. For these types of project/works, method statements and risk assessment must be provided. They may also qualify as Major Projects and require additional management arrangements (Ref SoJ Construction Safety Management Policy) - for further guidance on this point please contact your maintenance officer at JPH.

A Health and Safety checklist for small projects relating to your minor works budgets has been developed to assist the site teams with the project management of their works. This checklist **must be completed** prior to the commencement of the works to be undertaken – see Appendix A.

**No unauthorised persons or contractor shall carry out any alterations or additions to the School estate without prior authorisation from JPH.**

All contractors working at the school must be given the appropriate Health and Safety information relevant to their location of work within the school.

## **THE MANAGEMENT OF CONTRACTORS ON SITE**

This policy should be read in conjunction with the Education Department's Health and Safety policies and procedures, and the Service Level Agreements (SLA) between Education and JPH. It is designed to confirm how the schools, colleges and

business areas of the departments will address the health and safety issues related to the management of contractors on their sites. The policy will also ensure that the requirements of Health and Safety legislation and the Managing Health and Safety in Construction ACoP 11 with regards to the management of contractors are met.

The policy requires all managers, site teams and caretakers, on behalf of the schools, colleges and Education business areas, to comply with the following:

1. Whilst section 2.1 of the SLA identifies the type of works which can be ordered and managed by the Tenant (i.e. the Education site representative or budget holder), certain works, regardless of which budget is used, **must** be approved by the Landlord (JPH) before works are undertaken. These are:
  - Mechanical Services (wet trades & associated plant)
  - Electrical Services (from the plug socket back into the system, inclusive of Emergency Lighting)
  - Any alterations to the building fabric, dimension and ceiling void
  - Air Conditioning or Air Handling Units.
2. Ensure that all contractors are selected from the Jersey Property Holdings (JPH) approved contractors list, or in exceptional circumstances another contractor if this is justified, and with the prior agreement of Jersey Property Holdings that they are competent to carry out the required duties. The contractor must also comply fully with the vetting requirements listed in the section headed 'Policy Statement'.
3. Provide any relevant information to the contractor before work commences.
4. If there is more than one contractor on-site, you must appoint one as the "principal contractor" to take responsibility for the works being carried out on site. (Ref Managing H&S in Construction ACoP 11).
5. Ensure there is access to suitable toilet facilities.
6. Ensure appropriate consultation with contractors regarding the nature of hazardous work they are conducting and the control measures they have adopted before work commences. The review of method statements and risk assessments appertaining to the assigned work must be undertaken by a competent person.
7. Ensure all contractors who come on site receive an appropriate induction regarding the site Health and Safety management systems and JPH log book.
8. Ensure contractors are appropriately monitored whilst on site.
9. The review of method statements and risk assessments appertaining to the assigned work and record significant findings as necessary.
10. That any incident/accident involving a contractor or members of their staff is reported to the school or site team at the earliest opportunity.

## **DEFINITIONS**

### **Approved Contractor:**

Any contractor from the JPH approved contractor list who is called into work for the school but who is not an employee.

### **Sub-Contractor:**

Anyone called into work by the approved main contractor but is not an employee of the main contractor.

### **Construction Work:**

As directed by the Service Level Agreement between Education and JPH, other examples may include:

- the installation, commissioning, maintenance, repair or removal of a structure, mechanical, electrical, gas, telecommunications, computer systems/wiring or similar services which are normally fixed within or to a structure.
- upkeep, redecoration or other maintenance, including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances

**Approval Process**

It is recommended that this policy be approved by the Department's Senior Management Team

**Review Process**

This policy will be subject to review by Education, in consultation with JPH, every two years or sooner should legislative changes require it.

<b>Issued by:</b>	Education Department
<b>Author:</b>	Head of Facilities Management
<b>First Issued:</b>	September 2015
<b>Last Updated:</b>	January 2016 (Updated to reflect new Department name and job titles/contacts.)

## Appendix A

<b>HEALTH AND SAFETY CHECKLIST FOR SMALL PROJECTS</b> <b>(i.e. those projects which may affect or disturb the infrastructure or fabric of a building)</b>		
<b>Address of Premises:</b>		
<b>Description of the Project/Works:</b>		
Work activity	Yes/No	Action required or taken
<b>Informing Jersey Property Holdings</b> – Has a clear Client Brief been produced and has JPH been informed of the proposed project and associated works?		
<b>Contractors</b> – have they been selected from the JPH approved contractors list?		
<b>Contractors</b> – if there is more than one contractor working on the project have you appointed a “principal contractor”?		
<b>Contractor induction</b> – are they aware of safeguarding with children, evacuation procedures, toilet access and the on-site first point of contact?		
<b>Property Log Book</b> – Has the contractor or contractor’s supervisor seen the property log book and signed the asbestos register if necessary?		
<b>Access and egress to the site</b> – are safe working arrangements in place?		
<b>Working at Height (scaffold, hoists, ladders and roof works)</b> - have you received method statements and risk assessments and have these been checked by a competent person.		
<b>Out of hour’s access and egress</b> - What control measures are in place for out of hours access and egress?		
<b>Delivery, loading and unloading of goods and materials</b> – where, how and when will this be done?		
<b>Traffic management, vehicles and plant</b> – Have you considered segregation from students, staff and members of the public and the safe management of these activities?		
<b>Tools and machinery</b> – what will be used, safe use of and on site storage?		
<b>Emergencies</b> – are plans in place for the emergency services e.g. ease of access and egress, contact details etc.?		
<b>Fire</b> – have you considered the work related sources of ignition, combustion action plans and extinguishers?		
<b>Asbestos</b> – has the contractor been informed of the site survey and is a Refurbishment and Demolish (R&D) survey required?		
<b>Hazardous Substances</b> – has the safe management of on-site chemicals been considered?		
<b>Noise levels</b> – have you considered this from the school’s and contractor’s perspective, operational times etc.?		

<b>Electricity and other mains services</b> – what control measures are in place e.g. safety signage, kept locked, RA and method statements (RAMS)?		
<b>Contract management and monitoring</b> – have you made arrangements for the appropriate monitoring of contractors whilst on site?		
<p><b>Prepared by and date:</b></p> <p><b>Departmental area/company:</b></p>		