



# Glen Hills Primary School

## Contractor Policy

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We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability

Discrimination Act 2005 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school and children come to no harm.

We require all visitors such as parents/carers, education officials, LA officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

### **AIMS**

- To ensure that the school premises are safe and that visitors to school and children come to no harm.

### **ROLE OF THE GOVERNING BODY**

The GB has:

- appointed a member of staff (The Head teacher) to be the Coordinator for Health and Safety;

### **ROLE OF THE HEADTEACHER**

The Headteacher will:

- ensure the health and safety of all visitors to school by undertaking Risk Assessments of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety

### **ROLE OF THE HEADTEACHER**

Policies and procedures;

- ensure that planned work is organized out of school time, wherever possible. No CRB is required for emergency repairs. Workers will be supervised and children will not be allowed near contractors. In the event of contractors being on site for a longer period of time they must have CRB checks. (Children may see them as safe and trustworthy).

- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure asbestos surveys and/or hot works policies are adhered to whilst contractors are on site (during 'holiday-time' work, this may be administered by the Premises Officer).
- monitor and review this policy.

## ROLE OF SCHOOL PERSONNEL

School personnel will:

- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school

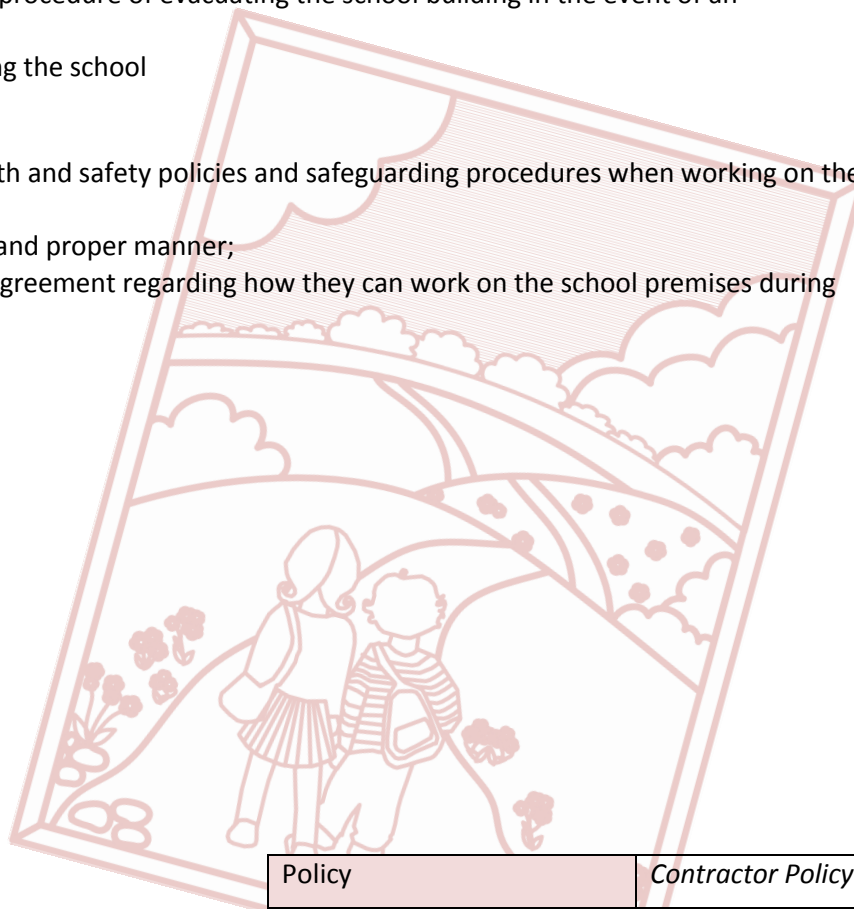
## ROLE OF VISITORS AND CONTRACTORS

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and safeguarding procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during the school day;



Policy	<i>Contractor Policy</i>
Reviewing Committee	<i>Management</i>
Last Reviewed	<i>2015</i>