



THE PIGGOTT SCHOOL

Procedure: Contractors

Reference Documents: HSE – Managing Contractors “a guide for employers”
Piggott Procedure – Permits to Work
Piggott Procedure – Asbestos

Aim: To ensure that Contractors visiting or working on site are competent, qualified, insured and are made aware of the school’s safety procedures including the presence of Asbestos on site if appropriate to their work.

Method:

- Contractors are vetted by the site and finance team to ensure they are appropriate and able to complete the task they are being brought in to carry out.
- In the case of large works like CIF projects a project managing company may be brought in to help the vetting, tendering and procurement of contractors. Larger jobs with multiple contractors may require the school to follow the CDM (construction design and management) regulations for reportable works with appointment of specific tasks to manage the works safely from design to completion
- All Contractors must sign in at reception in the contractors’ section of the signing in book. Contractors arriving in a group can be signed in by their Lead Operative who takes responsibility for his co-workers
- Contractors must be given a copy of the “Contractors Working on Site” booklet to read.
- Contractors commencing work on site must be met by a member of the Premises team and required to read the site asbestos survey if working in an effected area. (documentation kept in the Premises Manager’s office)
- After signing into reception contractors should be escorted to the location of works and any hazards noted along with being told what to do in case of emergency and evacuation points
- No work that might put staff or students in danger should take place within school hours where possible and risks managed to an acceptable level of disturbance if this is not avoidable through use of fencing and barriers, this may mean redirection of walkways to prevent access to areas of works.
- Contractors should not be left unattended on site within teaching hours unless they have a DBS check on record with the school and have been made aware of the school evacuation procedures. These Contractors will wear a Green lanyard as a visual cue to staff, Contractors without a DBS will wear a Red lanyard
- Contractors undertaking large works must provide the appropriate documentation for their works including but not limited to: Risk assessments, safety documentation, insurances, etc.

- Contractors working in areas with Asbestos (please refer to Procedure “Asbestos Management Plan”) must be shown the areas where asbestos is present that relate to their works and must also be shown the asbestos survey.
- Contractors where applicable will need to file a “permit to work” for any works that are deemed high risk and require it, see permits to work for full details <S:\Health & Safety\Policy & Procedures\Permits to Work\Piggott School Procedure - PTW.docx>

Attachments: Contractors Working on Site Booklet
Contractors signing in sheet

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