



The Societas Trust
xxxxxx Primary Academy
Contractor Management Policy

Date of Policy	2026
Reviewed and Agreed by	The Directors' Board
Adopted on	8 th July 2026
Review Date	
Next Review Date	Summer 2027

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Statement of intent

xxxxx Primary Academy takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance.

In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Throughout this policy, the term '**contractor**' refers to any party (company or individual) that the school hires to complete work but is not an employee, including designers. Where contractors and designers are referred to independently, this is done to reflect a specific duty in relation to that role.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Construction (Design and Management) Regulations 2015 (CDM)
- DfE 'Keeping children safe in education 2025'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Lone Worker Policy

2. Roles and responsibilities

The governing board will be responsible for appointing a member of staff to be responsible for health and safety. In this school, the headteacher has been appointed to the role. The headteacher will ensure the health and safety of all staff, pupils, visitors and contractors by ensuring a risk assessment of the premises is undertaken.

The headteacher has delegated the day-to-day co-ordination of health & safety to the Academy Business Manager and **Site Supervisor**

The Academy Business Manager and **Site Supervisor will be responsible for:**

- Ensuring that all contractors work in line with the Health and Safety Policy.
- Ensuring that planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.
- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Providing lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest.
- Ensuring the CDM Regulations are adhered to.
- Setting standards for the work expected.
- Providing all building contractors and designers with pre-construction information.
- Facilitating good working relationships between the school and the contractor's employers.
- Monitoring and reviewing this policy.

All members of school staff will be responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Making themselves aware of any upcoming work on site and associated working agreements.

Contractors will be responsible for:

- Complying with all health and safety policies and procedures provided by the school and their employer.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.
- Complying with their duties under the CDM Regulations.

- Ensuring they leave the school clean and tidy at the end of the day.
- Testing all works on completion as necessary
- The provision of all necessary protection of floors, walls and doors against damage through works.
- The provision of their own first aid facilities.
- Dressing appropriately for the work being undertaken, including the use of correct PPE at all times.

3. Planning

Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each. Before moving forwards, the school will ensure that:

- It has all required statutory approvals and planning permission.
- It is certain that existing building utilities sustain the new work.
- It is certain that the contractor is competent.
- It understands its duties under the CDM regulations.

4. CDM regulations

The school will always adhere to the CDM regulations. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

The school will ensure it meets its duties as a client under the CDM regulations. These duties include the following:

Duties relating to managing projects

The school will:

- Make suitable arrangements for managing the project, including the allocation of sufficient time and other resources. This includes making arrangements that ensure that:
 - The construction work can be carried out, so far as is reasonably practicable, without risks to the health and safety of any person affected by the project.
 - The required welfare facilities are provided for any person carrying out construction work.
- Ensure that the arrangements are maintained and reviewed throughout the project.
- Provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- Ensure that a construction phase plan is drawn up by the contractor (where only one contractor is used) or the principal contractor (where multiple contractors are used).
- Ensure that the designer or principal designer prepares a health and safety file for the project and keep this file upon completion of the project. If the school disposes of the client's interest in the structure, the school will provide the file to the person who acquires the client's interest.
- Take reasonable steps to ensure that the principal designer and contractor comply with their duties under the CDM regulations.

Duties relating to appointing a principal designer and principal contractor

Where there will be more than one contractor working on a project, or where it is reasonably foreseeable that more than one contractor will be working on the project at any time, the school will appoint in writing:

- A principal designer, who will have control over the pre-construction phase.
- A principal contractor.

The appointments will be made as soon as practicable before the project begins.

Duties relating to notification

The school will notify the HSE of a project as soon as possible before the construction phase begins if it meets the following criteria:

- It will last longer than 30 days and have more than 20 workers working at the same time; or
- It will exceed 500 individual worker days.

5. Identifying a contractor

Before confirming a contractor to work on school premises, the school will be satisfied that they have the skills, knowledge and experience to fulfil the role they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Contractors that are to be employed to provide goods or services will be appointed in line with the school's tendering process

When choosing contractors, the school will determine competency via a series of checks. These may include:

- Previous experience of the work.
- Clear health and safety policies and procedures.
- Copies of their safety method statements, relevant risk assessments and appropriate training certificates
- Copies of their Public Liability Insurance
- Whether they have been independently assessed for competency and by whom (certificates to be provided)
- Membership of any relevant trade or professional bodies.
- Details about the health and safety training and supervision provided for their workforce.
- Their accident reporting systems, including the number of accidents in the last year.
- Whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient.
- Contact details for any references.
- Details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions.

6. Risk assessments

Both the school and the contractor will make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors will submit copies of site- and task-specific risk assessments and method statements prior to commencing work.

7. Safeguarding

The local governing boards and headteacher will take a proportionate risk-based approach to the level of information that is provided to contractors. Contractors will be provided with a copy of the Safeguarding and Child Protection Policy, where appropriate.

The school's safeguarding requirements will be set out in the contract between the contractor and the school.

The ABM and Site Supervisor will be responsible for ensuring contractors have been subject to the appropriate level of DBS check.

A contractor will require an enhanced DBS check with children's barred list information if they work in regulated activity relating to children.

Contractors who are not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children will be required to have an enhanced DBS check (not including barred list information). In considering whether the contact is regular, it will be considered irrelevant whether the contractor works on a single site or across a number of sites.

Contractors working outside, with no contact with pupils, will not require a DBS check.

Under no circumstance will a contractor who has not undergone a DBS check be left unsupervised with pupils. The HT/ABM will determine the appropriate level of supervision required in line with the circumstances.

Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

The identity of contractors will always be checked upon their arrival at the school.

When appointing contractors, the school will consider their responsibilities under the Prevent Duty. Due diligence checks will be conducted on contractors working at the school or providing extra-curricular activities.

The DSL will manage any safeguarding concerns or allegations regarding contractors in line with the Safeguarding and Child Protection Policy. Where staff have a concern or allegation of a contractor harming or posing a risk of harm to pupils, this will be referred to the headteacher. Concerns that do not meet the harm threshold will be shared and managed in line with the Low-level Safeguarding Concerns Policy.

Low-level concerns which are shared about a contractor will be notified to their employer to enable any potential patterns of inappropriate behaviour to be identified.

In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds. All visitors' badges will be returned at the conclusion of the work.

No contractor will execute work on the school site without the express permission of the headteacher/ ABM or Site Supervisor, other than in an emergency or to make the area safe following theft or vandalism.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

8. Lone working

Contractors will adhere to the school's Lone Worker Policy and any relevant lone working policies enforced by their employer.

The ABM or nominated person will conduct a risk assessment to identify and mitigate the risks associated with lone working, prior to lone working commencing.

Lone-working contractors will ensure they have the necessary equipment to assist with lone working and this equipment is in working order.

9. Working together

The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures, etc. that may affect the other party.

A pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of work will be established and agreed. During this meeting, the parties will discuss the following:

- Emergency procedures
- Whether any emergency alarm practices are due
- The use of appropriate clothing
- The use of appropriate language
- Limiting disruptive noise

Designated persons from each party will meet regularly if needed, to discuss concerns and progress.

Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

10. Managing contractors

The ABM/site supervisor will be the designated contact with contractors. No other staff member may give the contractors instructions without permission

The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be at least one point of contact for both the contractor and the school.

The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

Contractors will be required to:

- Work with the school to complete a Hazard Exchange Form – see appendix A
- Provide a copy of any relevant health and safety policies – this is a requirement if there are five or more workers.
- Provide written risk assessments and method statements before work commences.
- Comply with all relevant health and safety legislation.
- Keep noise and waste to a minimum.
- Ensure that no products containing asbestos or chlorofluorocarbons (CFCs) are used on school premises.
- Be aware of and comply with the school's emergency procedures, including the evacuation, invacuation and lockdown procedures.
- Evacuate buildings at the sound of the fire alarm, report their safe evacuation to the headteacher and go to the nominated assembly area(s).
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Adequately control physical and chemical hazards to prevent risks to school staff, pupils and visitors (e.g. trailing leads, solvent fumes, absence of lighting or fire alarm).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors and staircases or other fire escape routes may take place only with the consent of the headteacher.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical cabling or pipework.

The following activities will be prohibited on school grounds:

- Smoking, including vaping
- Possessing or drinking alcohol
- Taking, possessing or being under the influence of illegal substances
- Shouting, swearing, an over-familiarity with pupils or staff
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the headteacher

If any of these requirements are not met, the headteacher/ABM will have the authority to stop work. If the headteacher/ABM believes a danger is posed to contractors, staff or pupils, they may stop work.

11. Reporting incidents

The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members will be expected to report the following incidents using the Incident Report Form:

- Trespassing
- Aggressive behaviour by persons other than pupils
- Security matters reported by pupils
- Other security-based incidents giving cause for concern

The ABM will securely store all completed forms in an incident register.

Together with the headteacher, the ABM will monitor the register to identify developing patterns and to consider the need for action.

12. Monitoring and review

This policy is reviewed on an annual basis.

Appendix A - Control of Contractors - Hazard Exchange Form

The purpose of this form is to ensure that information about hazards is shared between contractors and the premises manager to allow safe working practises to be agreed and suitable control measures implemented.

This form must be completed by the Premises Manager (or other responsible person) with each contractor who is undertaking activities/works on the premises **prior to any work commencing**. When work is arranged by the Entrust Property Surveyors/other external organisation it is important that they complete this process with all parties including the Premises Manager and Contractors.

Where more than one contractor is working on a construction or building project OR a contractor is subcontracting any part of their work, the principal contractor **MUST** ensure that ALL subcontractors participate in this process.

It is the responsibility of the principal contractor to ensure that all employees of all contract companies are made aware of the hazards identified and control measures adopted during work on any premises.

Premise/Workplace		CDM Client	
Name of Contractor (or Principal Contractor if more than one)		Contractor's Representative	
Name of Sub-Contractor(s)	<i>Add additional lines as necessary</i>	Sub-Contractor(s) Representative	
Brief Description of the Work		Project Start Date	
Areas Involved		Project Completion Date	

Hazard Information to be supplied to the Contractor by the Premises Manager

Inform the contractor of all known site hazards that may present a risk to his workforce to enable him to undertake a risk assessment and implement appropriate control measures.

Hazards identified and notified to the Contractor	Yes	No	Details/location and control measures to be taken.
Contact with vulnerable service users/pupils			
Violence from premises occupants			
Fragile roofs or structures			
High noise levels that could damage hearing			
Presence of flammable or explosive substances			
Vehicle movement in proximity to the work area			
Presence of underground cables, gas or water mains where any excavation work is to be undertaken (if known)			
Presence of fumes, gases or significant amounts of dust			
Presence of corrosive, toxic or other harmful substances			
Other hazards (specify).....			

Asbestos Management

All steps must be completed. Ensure that the Premises Asbestos Register is available to refer to.

The Asbestos Register must be shown to the contractor and all contractor/subcontractor staff working on site must sign the Declaration of Understanding within the Asbestos Register.

Assessment Process	Yes	No	If Yes - actions to be taken
STEP 1 Does the sites Asbestos Register indicate that the proposed work involves working with or on asbestos containing materials/presumed asbestos containing materials?			Contact your Property Surveyor or the Asbestos Management Team. This work will require a licensed contractor in accordance with SCC Asbestos Management Arrangements and the Control of Asbestos Regulations.

STEP 2 Is the work intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting, accessing areas previously not inspected such as ducts and voids?			Complete the Intrusive Work Assessment Form HSF 45 prior to any work commencing and follow guidance detailed in the document.
STEP 3 If information is unavailable, is it possible that the proposed work may disturb asbestos containing materials?			Contact the Asbestos Management Team who can arrange for any suspect materials to be assessed by completion of a Refurbishment & Demolition Survey prior to any work commencing.

General Site Arrangements to be notified to the contractor

Detail how you expect contractors to work whilst on the premises.

Site Arrangements	Site Rules	Site Arrangements	Site Rules
a. Vehicle access and parking		f. Storage arrangements including skips	
b. Fire evacuation procedure		g. Working hours/opening /closing hours and signing in/out procedure	
c. Use of toilet and washing facilities		h. Waste disposal arrangements	
d. First aid arrangements		i. Security	
e. Accident reporting requirements		j. Other (specify).....	

Hazard Information to be obtained from the Contractor. Contractor must complete this section and communicate suitable control measures to their own employees and employees of sub-contractors working on site.

NOTE – if more than one contractor is working on the site this section **must** include all the hazard information from all contractors/sub-contractors, add additional pages as necessary.

Contractors Hazards	Yes	No	Control Measures
Working on the water/heating system? (Contractor to read & sign Water Hygiene Record System Manual)			
Hot working e.g. welding, cutting, brazing, use of blow lamps, grinding, soldering, bitumen boilers etc.)? Hot Work Permit must be completed, and control measures outlined in this document implemented. Contractor and Premises Manager to sign the Permit to Work.			
Work on fragile roofs and structures?			
Contractors Hazards	Yes	No	Control Measures
Fire safety management Is the work likely to damage the integrity of the walls, floors, ceilings etc? If so the contractor must repair any damage by fire stopping the area with suitable material which has a 1 or ½ hour fire rating (whichever is appropriate). Does the work require any fire precautionary measures to be disabled? If so, it is important they are reinstated at the end of each working day, e.g. tape/plastic bags removed from smoke detectors, zones reactivated, fire exits cleared etc.			
Work at height? (Contractors who will be working at height must detail the control measures/provide copy of their method statement).			
Material, tools or equipment likely to obstruct escape routes/fire exits?			
Tools, materials, and/or plant that present a slip, trip and/or fall hazard such as cables etc.?			
Excavation works that present a fall or falling materials hazard?			
Work in confined space work including fall hazards into open inspection chambers, pit covers, other confined spaces?			

Generation of dust or fumes?			
Use and storage of hazardous substances?			
Generation of significant noise?			
Demolition work?			
Other hazards? (specify).....			

Unsafe working by the contractor must not be tolerated; concerns about the safe completion must be raised **immediately** with the Contractor, Property Surveyor and Health, Safety and Wellbeing Service.

Certification

Sufficient information has been exchanged to enable all parties to identify the hazards associated with the activity/work being undertaken. If there are to be any proposed changes to the agreed works, this assessment must be reviewed.

Organisation	Position	Name	Signature	Date
	Premises Manager Tel No			
	Contractor Tel No			
	Sub-Contractor Tel No			
	Property Surveyor Tel No			

Assessment Review

The assessment can be reviewed and resigned and dated if repeat work is regularly undertaken by the same contractor e.g. regular servicing and testing activities.

Organisation	Position	Name	Signature	Date
	Premises Manager Tel No			
	Contractor Tel No			
	Sub-Contractor Tel No			
	Property Surveyor Tel No			

Appendix B - Incident report form

Members of staff should use this form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property occurring on school premises.

The form should be completed as fully as possible – a member of staff should complete the form for an incident witnessed by a pupil.

Member of staff reporting the incident			
Name		Position	
Personal details of person assaulted/abused (if appropriate)			
Class		Age	
Position (if staff)			
Witnesses (if any)			
Name		Age	
Position (if staff)			
Address			
Name		Age	
Position (if staff)			
Address			

Incident details	
Time and date of incident	
Type of incident	[Identify the type of incident, e.g. trespassing, assault.]
Location of incident	
Description of incident	[Describe the incident, including events leading to it and who else was involved.]
Outcome	[Describe how the incident was resolved, e.g. whether police were called, parents were contacted.]