

Control of Contractors Policy	
Lead: Health and Safety	Status: Approved
Version: 1	Date of Version: 13/09/2022
Approving Body: Health and Safety Management Committee	Supersedes: Control of Contractors Policy and combines the Contractors Health & Safety Pack into one document.
Approved on: 13 October 2022	Next Review date: 13 October 2025

Equality analysis tool ¹		
1.	Is the policy relevant to the public sector equality duty?	No
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	No
Version Control		
Version	Date	Change(s)
Access		
Location	Address/Link	
SharePoint		
Service Centre		
Document Centre		
Communication		
Medium	Audience	
All exchange user e-mail	All College staff on college network and disseminated by managers for those not on the network	

¹ If the answer to any of these questions is yes, please complete the Screening Template provided

Control of Contractors Policy

1. Introduction

Contractors are engaged across the Heart of Yorkshire Education Group to carry out a huge variety of tasks and can have a significant impact on the management of health and safety within the Heart of Yorkshire Education Group.

The Heart of Yorkshire Education Group utilises contractors to carry out various types of work. This can range from very simple work such as window cleaning, servicing of equipment, maintenance, and repair of buildings to larger construction type projects for new buildings. The term 'contractor' does not exclusively refer to maintenance or building workers.

The Health & Safety at Work Act 1974 places health and safety duties on work activities to all employers, employees and the self-employed.

The Management of Health and Safety at Work Regulations 1999 builds on the foundations of this Act and places further responsibilities on the use and control of Contractors at work. These regulations apply to both the Contractor and the organisation employing the Contractor, to ensure there is effective communication, cooperation, and coordination between all stakeholders.

The Construction (Design and Management) Regulations 2015 impose more detailed requirements, as client, designer, or Contractor. These activities will be managed via Estates staff.

2. Aim

The aim of this policy is to provide guidance to all staff who are directly involved in the appointment, use and management of contractors.

The policy will be most applicable for Estates and Support Services related areas; however, other areas and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractors and therefore all responsible persons employing contractors are required to follow this policy.

3. Scope

The policy applies to the management of Contractor's activities, which include installation, commissioning, inspection, service, maintenance, cleaning, repair, alteration, moving, decommissioning, or removal of equipment, plant, services, building fabric or other articles at the Heart of Yorkshire Education Group

and include as an Appendix to your policy.

It will apply to all contractors appointed by Heart of Yorkshire Education Group to carry out any work. This policy is not exclusively for building, refurbishment, installation, or maintenance work.

This Policy applies on all premises under the control of the Heart of Yorkshire Education Group. Where the Heart of Yorkshire Education Group occupies premises but is not the controller of those premises, the Heart of Yorkshire Education Group expects that the controller of the premises will exercise an equivalent standard of care in the management of contractors to that provided by this Policy.

4. Definitions

The following are defined terms of understanding for the following:

- 4.1 Contractor. Contractor is defined as any individual, company or organisation engaged by the College to carry out any work on college premises who is not an employee of the client.
- 4.2 Subcontractor. Subcontractor is anyone who is employed by a contractor, instead of using their own employees.
- 4.3 Competent person. Person(s) who have the relevant skills, knowledge, and experience to carry out specified tasks

5. Types of Work

There are various types of work where Contractors will come onto Heart of Yorkshire Education Group property:

- 5.1 Planned - The policy must be adhered to in full. Failure to comply means the Contractor will not be allowed to commence work.
- 5.2 Emergency - Advance notification will often be impossible. Where this is the case, the Senior Caretaker should be informed by e-mail or phone. Further clarification or advice may be required from the Estates Manager / Maintenance Officer.
- 5.3 One off, employed for a particular task.
- 5.4 Long term, continuing functions.

6. Roles and Responsibilities

The following responsibilities are delegated to each of the following roles'

- 6.1 Head of Curriculums/Deputy Heads of Curriculums/ Service Area Managers. Ensuring that sufficient resources are made available to control and manage contractors' activities within their area.

Responsible for ensuring that all staff to whom they delegate responsibility for Contractors are aware of this policy, the Contractors Health and Safety Pack and understand the requirements.

Ensure that the delegated person is suitability competent, i.e., skills, knowledge, training, and experience. The level of competence required will depend on the complexity of the situation.

Suitable and sufficient information about local hazards (other than these related to building fabric and services) are communicated to contractors working in their areas.

Ensure that prior to a contractor attending site to commence works a completed Health and Safety Contractors Pack have been returned along with risk assessments and method statements.

6.2 Health & Safety Team

The Health & Safety Officer will advise on appropriate measures to meet legal and organisational requirements as required.

Issuing of "Permit to Work" if identified through the Contractor's paperwork submitted.

Periodically auditing Contractors whilst working on Heart of Yorkshire Education Group premises to check for compliance with the policy.

Stop works immediately if contractors are deemed to be working unsafely, and insist that appropriate action is taken to ensure the safety of all concerned

Providing advice and guidance on procedures and the health and safety competence and management of Contractors if required.

Investigate accidents/incidents involving contractors

6.3 Responsible Person appointing Contractor

Prior to a new contractor being appointed onto the Heart of Yorkshire Education Group approved contractors list a Contractor Competency

Questionnaire is required to be completed and returned by the contractor (Fig 2)

The responsible person must take steps to ensure they are familiar with this policy and the Contractors Health and Safety Pack (Appendix 1).

Ensure arrangements are in place to ensure sufficient communications with these that may be affected for the works undertaken.

Provides contractors with suitable and sufficient asbestos information to enable them to plan and define their works without risk of exposure to, or the release of asbestos fabrics. This information can be obtained from Estates.

Ensure the Contractors Health & Safety Pack (Appendix 1) is issued to the Contractor. Contractors Work Application Form (Fig 2) is completed and returned along with suitable and sufficient risk assessments and method statements prior to the work being carried out.

It should not be assumed that contractors will understand the particular peculiarities of working on our sites. For example, occupancy levels vary significantly during the day and from day to day, it may be easy to work at height using a scaffold tower in a workshop on an afternoon out of term and difficult during term time.

Determine whether it is reasonably practicable to segregate the contractors work from other activities taking place either by scheduling the work out of hours or by physical separation.

Ensure that a responsible person is appointed to meet the contractors' representatives and if required that they receive an induction and are briefed with essential Health, Safety and Emergency information

6.4 Estates

Provide building, services/ technical information, and any specific hazards.

Provide current asbestos register for all Heart of Yorkshire Education Group College property.

Provide with support from I.T sufficient access control cards and ensure appropriate control measures are implemented.

Curriculum/Service Areas are provided with advance information regarding routine works that Estates contractor will be carrying out in their areas.

In the event of an emergency situation where there is a significant damage to property, the requirement to provide notice may need to be carried out.

Curriculum/Service Areas are provided with adequate information about routine works that Estates' contractors will be carrying out in their areas.

Manage any notifiable projects

6.5 Senior Caretaker / Caretaker

The Senior Caretaker is responsible for ensuring that once they have been notified that Contractors are attending site, they have in their possession the "Contractor's Details Sheet" and the Permit to Work (where applicable) prior to any work commencing.

On the first day of the Contractor attending site, the Senior Caretaker should be notified by Security of their arrival. The Senior Caretaker should brief the Contractor's staff on the following.

- Emergency evacuation procedures and the evacuation point
- Accident/ first aid reporting
- Hazards in the area they are working
- General welfare

The Senior Caretaker should monitor the Contractor's code of conduct and compliance with the College's Health and Safety Procedures. The Contractor should report immediately any health and safety concerns to the person organising the work, and either the Health and Safety Team, the Head Caretaker, the Estates Manager, or the Maintenance Officer.

If the Senior Caretaker is at all concerned and believe that staff / student / the public or the Contractor's employees themselves are in danger, he/she is authorised to suspend work until they can speak to someone in the Estates Service Area.

If a Permit to Work is required, this will be issued by the Health and Safety Team. Once the Permit to Work has ceased, as the work is completed, the Senior Caretaker needs to sign the sheet to confirm the work has been completed to a satisfactory standard and return it to the Estates Service Area.

6.6 All staff

Heart of Yorkshire Education Group staff, engaged with or affected by contracted work, must ensure they take notice and comply with all information available concerning Contractors who are working in their area.

Heart of Yorkshire Education Group staff also have a general duty to ensure their work does not endanger others, including Contractors who are working in their vicinity.

Report any suspected hazards associated with a Contractor working on site to the appropriate Manager and or Health and Safety.

If the work requires a Permit to Work, the Health & Safety Team must be notified immediately before any work can commence so a permit can be issued.

6.7 Contractors

All Contractors and their employees are responsible for complying with the requirements of all relevant, health and safety legislation. Codes of Practice and other relevant guidance, providing proof of competency (e.g. valid licences and permits where appropriate), ensuring that Risk Assessments/Method Statements are completed, recorded and reviewed, taking reasonable care of themselves and others who may be affected by their actions.

- Not undertaking any works of at the Heart of Yorkshire Education Group without the experienced authority of the College staff member who appointed the works.
- Provide risk assessments and method statements prior to undertaking works.
- Signing in and out through the electronic visitor system at each College site.
- Be aware of and complying with the Heart of Yorkshire Education Group fire and emergency evacuation procedures.
- Work in a safe manner and not endanger staff, students, the public or themselves
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only with the consent of Estates.
- Obtain prior agreement to break through fire compartments and make good any damage, e.g., when running electrical/data cabling or pipework.
- Remove all rubbish/debris at the end of each day
- Provide all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dust sheets etc.
- All contractors are required to sign the conformation and acceptance in Appendix 1 and return to the relevant College site along with risk assessments and method statements prior to work commencing.
- Contractors are required and will be deemed to have included copies of the Health and Safety Contractors Pack (Appendix 1) in any sub-contract let by them and shall make compliance a condition of any sub-contract.

- They must communicate with the relevant College site staff and the appointed Manager to ensure there is effective co-operation and co-ordination of work activities and to ensure that any incidents or potential hazards associated with their work are identified, recorded and action taken.

7 Contractor Selection

Anyone choosing a Contractor needs to satisfy themselves that Contractors appointed is competent (i.e., they have sufficient skills and knowledge) and has high quality and robust health and safety policies and procedures and is fully engaged in training its staff and enforcing safety policy and procedures.

- 7.1 Responsibility for engaging Contractors includes ensuring the professional competence of Contractors
- 7.2 Contractors hold adequate insurance cover
- 7.3 Contractors can demonstrate health and safety competence
- 7.4 Contractors can demonstrate arrangements for engaging sub-Contractors
- 7.5 Contractors have suitable arrangements in place for the reporting of accidents and incidents

8 Heart of Yorkshire Education Group Responsibilities to Contractors

- 8.1 To provide a safe place of work for the Contractor.
- 8.2 To ensure that Heart of Yorkshire Education Group employees, students, visitors, public are not put at risk by the actions of a Contractor working on site, for example by isolating areas where Contractors are working so they are not exposed to hazardous substances or live electrics. Out of hours working may be necessary in the case of larger scale projects to ensure people are not affected.
- 8.3 To ensure that employees/ students/ public do not act in a manner which may endanger the safety of Contractors.
- 8.4 The relevant College site must provide the Contractor with information regarding the hazards and risks relating to the parts of the workplace in which the Contractors conduct their work, for example, asbestos and fragile roofs.

9 Risk Assessments

A risk assessment is a document identifying hazards, risks and control measures.

- 9.1 A suitable and sufficient assessment of risk identifies, what the hazards are, who is at risk, what might happen if something goes wrong and how risks will be controlled.
- 9.2 Risk assessments should be for the task the contractor is carrying out and reflect the actual circumstances, the area, presence of students etc. If the assessment is generic and doesn't consider the particular circumstances relevant to the College, it will not be suitable and sufficient.
- 9.3 Risk assessments can and should be challenged if they aren't suitable and sufficient.
- 9.4 Risk assessments are legal documents. Accepting a risk assessment or method statement indicates the person managing/arranging the contractor, on behalf of the relevant College site, agrees to the arrangements and believes the risks are adequately controlled. If the Manager does not understand any part of the risk assessment, they must seek expert advice from health and safety

10 Method Statements

A Method Statement sets out how work will be done safely.

- 10.1 Risk assessments and method statements can be combined into a RAMS.
- 10.2 The method statement should include the way in which work is to be carried out.
- 10.3 Contact details of the contractor and if they subcontract out any of the works, they must be competent and have the same understanding of the work being carried out
- 10.4 Persons carrying out work, including names and relevant qualifications.
- 10.5 Arrangements for supervision and checking of work.
- 10.6 What equipment will be used, who is supplying the equipment and, where necessary, paperwork proving the maintenance and inspection regime for equipment.
- 10.7 Any activities requiring a Permit to Work.
- 10.8 The expected duration of work and arrangements for a change in duration.

- 10.9 Use, storage, and disposal arrangements for flammable or explosive materials.
- 10.10 Identification and management arrangements for hazardous substances, including storage arrangements, COSHH assessments and disposal methods.
- 10.11 Emergency arrangements.
- 10.12 Any impact on existing emergency procedures, including the need to modify the fire detection system, changes to access/egress routes, increases risk of fire or explosion.

11 Permit to Work

Where a hazardous activity is identified through the contractor completing the Contractor Details Form (Fig 2), no contractor(s) will be permitted to commence on Heart of Yorkshire Education Group property unless a Permit to Work has been issued by Health and Safety.

The Permit provides a clear record that all foreseeable hazards have been considered and specify the work to be done and precautions to be taken to safeguard the people doing the hazardous work.

- 11.1 Permit to Work procedures for the following operations are required and no work can be undertaken without a valid complete permit.
- Roof work
 - Work on main or sub electrical distribution boards
 - Entry into confined spaces
 - Use of flame or spark producing equipment e.g., welding
 - Use of cartridge operated tools
 - Use of laser equipment other than that used for educational purposes
 - Work involving the handling of asbestos products
 - Excavations over one metre deep, or where bending or kneeling below the surface will be needed
 - Demolition
 - Isolation of fire detection equipment
- 11.2 The issue of a permit must not be regarded as a mere formality. It will not be issued until and unless Health & Safety are satisfied that all necessary safety precautions are in place.
- 11.3 The authorisation, receipt, clearance, and cancellation arrangements in place must be strictly adhered to.

- 11.4 The permit to work determines the nature and extend of any activities or physical controls, the equipment, the timing and extent of the work, the number of people involved with the work activity and any identified emergency arrangements and procedures.
- 11.5 Any Contractor found to be working without an appropriate permit to work will be required to stop operations immediately.

12. Means of Access

Contractors are required to provide their own access equipment.

- 12.1 Work at height should be carried out from a platform with suitable edge protection.
- 12.2 Where a platform is not possible and a ladder may have to be used, the Provision and Use of Work Equipment Regulations (PUWER) 1998 requires that they must be suitable for their intended purpose taking into consideration the working conditions and risk.
- 12.3 Ladders should be in a good condition and be examined regularly for any defects
- 12.4 Ladders should extend at least 1 metre above the working platform providing a handhold for operatives for getting on and off
- 12.5 Ladders should be secured so they cannot slip
- 12.6 At the end of the working day must ensure that all temporary means of access outside abuilding are removed or rendered unmountable

13. Safeguarding

The Heart of Yorkshire Education Group is committed to safeguarding and promoting the welfare of all of our staff / students. We are also committed to upholding British Values, celebrating Equality, Diversity and maintaining a culture of respect and tolerance. If Contractors or their employees have any safeguarding concerns while on any College site, they should report them to a member of the Heart of Yorkshire Education Group safeguarding team, who can be contacted via reception.

Wherever possible companies should be sourced whose staff have valid DBS clearance. A copy of their unique reference number and expiry date should be held on the central record by HR.

Section 26 of the Counter Terrorism and Security Act 2015 places a duty on Wakefield College to have “due regard to the need to prevent people from being drawn into terrorism” the act states that the Heart of Yorkshire Education Group must have in place precautions to carry out this duty.

14. Security

All contractors will report to reception and sign in, identifying what they are on site to do, who has commissioned the works, company they represent, contact details and image. The Heart of Yorkshire Education Group will issue a visitor's pass that will include photographic image of the contractor. This card will always be displayed unless instructed by a member of staff to remove it because the ID card or lanyard is a risk to health and safety.

Regular visitors who come into Heart of Yorkshire Education Group are required to complete a DBS Safeguarding Proforma. The relevant manager with whom the contractor is working has responsibility for ensuring the completed document along with their valid DBS/CRB disclosure is sent to HR, who will add their details to the single central record. When this has been completed and approved an ID badge will be issued that will allow an agreed level of entry to buildings.

The Senior Caretaker or Caretaker on duty will give any relevant site, health, and safety information, explain evacuation procedures, and arrange for the Contractor and / or employees to be shown to the work area.

15 Supervision and Monitoring

The following supervision and monitoring apply:

- 15.1 Contractors must be adequately supervised.
- 15.2 The person who has appointed and arranged the contractor undertaking the works is responsible for supervising contractors and must make sure arrangements are in place and discussed with the contractor.
- 15.3 Supervision doesn't mean contractors need to be shadowed all the time. However regular checks must be undertaken to ensure they are working to the method statement agreed and complying with all the safety controls identified.
- 15.4 Levels of supervision will vary depending on the complexity and length of the work being carried out.
- 15.5 The person supervising and checking work must be competent to do so and must be able to enforce the safe systems of work agreed in the method

statement. If necessary, contractors should be removed from site if they are not working safely

16 Summary

A summary flow chart which states the procedures for contractor engagement is detailed in Fig.1

The Health and Safety Contractors Pack (Appendix 1) can be found as a separate document on the health and safety service centre

17 Further Guidance

Further guidance on this policy and the legislation involved can be found at:

Health and Safety at Work Act 1974

<https://www.hse.gov.uk/legislation/hswa.htm>

Management of Health and Safety at Work Regulations 1999

<https://www.hse.gov.uk/managing/legal.htm>

The Construction (Design and Management) Regulations 2015

<https://www.hse.gov.uk/construction/cdm/2015/index.htm>

Using Contractors

<https://www.hse.gov.uk/pubns/indg368.pdf>

Managing Contractors

<https://www.hse.gov.uk/pubns/priced/hsg159.pdf>

Fig 1.

External Contractors' Flow Chart

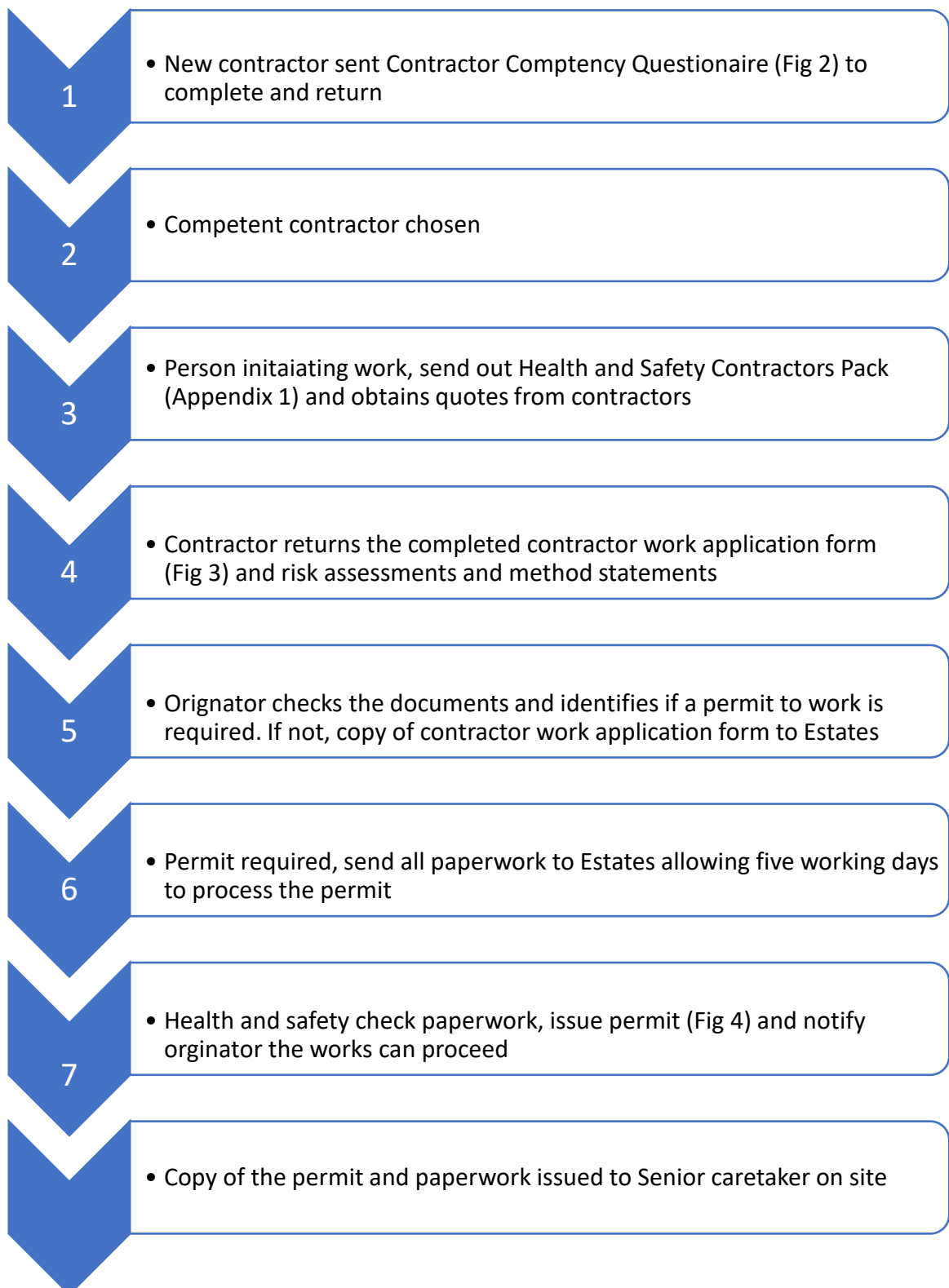


Fig 2

Heart of Yorkshire Education Group Contractors Competency Questionnaire

General Information			
Company name			
Company address			
Tel		E-mail	
Contact name		Position	
Company registration No		Date of incorporation	
UTR No		VAT Reg No	
Bank name and address			
Sort code		Account No	
Insurance	Please provide copies of your Employers Liability Insurance Certificate and your Public Liability Insurance Certificate		
Memberships	Is your company a member of any Trade or Professional organisation relevant to the type of work you are planning to carry out. If so, please provide copies of certificates/memberships		
List the full names and titles of all Directors, Partners, Associates and Company Secretary			
Have any of the Directors, Partners, Associates or Company Secretary been involved in any firm which has been liquidated or gone into receivership?	If the answer is Yes, please give details		
Has the firm or any of the Directors, Partners, Associates or Company Secretary been convicted of a criminal offence relating to the conduct of their business or profession?	If the answer is Yes, please give details		
Safeguarding			
Have all your employees a current DBS?	If yes and appointed onto the approved Colleges contractor you will be required to supply names, DBS numbers and the date the DBS was obtained	Does your company have a Safeguarding Policy – please provide a current copy	Yes / No
Health & Safety			
The person who is named as responsible for health and safety in the company		Job title	
Who is responsible for giving competent advice on health and safety			
Health and Safety Policy – please provide a current copy			Yes / No
If you employ less than 5 employees, please describe how you manage and communicate			

health and safety in your organisation			
Do you use sub-contractors?		If yes how you assess their competence and monitor their performance?	
Accidents		In the last 3 years have you had any RIDDOR reportable accidents? If Yes, please give details below	
HSE/ EHO		Have any enforcement notices been issued, or prosecutions been taken against your company in the last three years? If Yes, please give details	
Environment		Is your company licensed by the Environment Agency as a waste carrier? If Yes, please attach a copy of the current licence.	
Declaration			
To the best of my knowledge, the details in this application are correct.			
I have received and read the Health and Safety Contractors document and I can confirm that all work on or behalf of the College will be carried out in full compliance with current health and safety legislation and best industry practice.			
Signed		Print name	
Position		Date	

College Site

Date returned		Approved	Yes / No
Documents Received			
H&S Policy	Yes / No	Safeguarding Policy	Yes / No
Staff name		Signature	

Fig 3

Heart of Yorkshire Education Group Contractors Works Application Form

Company Name	AIP COMPRESSORS		
Company address	WF5 9QF Logic Works, Dewsbury Road, Wakefield		
Sub-contractors used		Sub-contractor details	
Start Date	05/07/23	Duration	4 hours
College site	wakefield	Building/room	
No of contractors on site	1	Start time Finish time	9am 1pm
Type of work	Replace faulty dryer		
Risk assessments provided		Method statements provided	
Permit to Work Please tick if any of the following below applies and will therefore require a permit to work. Please note if a permit is required all documentation will be required to be returned to the College a minimum five days prior to the proposed commencement date for a permit to be generated			
Hot works	n	Work at heights	n
Confined space	n	Electrical works (requiring isolation of service)	n
Asbestos	n	Demolition	n
Excavation	n	Cartridge operated tools	n
Use of laser equipment	n	Isolation of fire detection devices	n
Hazardous Materials/ Substances List below any hazardous materials you will be bringing onto site			
On completion of the work the area must be left in a clean and tidy state and all waste materials must be removed. Please sign below to indicate that you have received a copy of the "Contractors Health and Safety Pack" and that you agree with the conditions contained in that document and will ensure that you / your employees / subcontractors will observe and comply with the information contained in the pack, and any relevant Health and Safety legislation. Any contractors / subcontractors not observing the conditions will be asked to leave the site.			
Contractor's signature	Chris Torrance - AIP		
Position in company	General Manager	Date	22/06/23

Heart of Yorkshire Education Group Permit to Work			N0:	
Type of Permit				
Hot works	n	Demolition	n	
Electrical (Requiring isolation of services)	n	Excavation	n	
Work at heights	n	Asbestos	n	
Use of laser equipment	n	Cartridge operated tools	n	
Isolation of fire detection devices	n			
Contractor	AIP COMPRESSORS		Emergency contact	01924 264217
College site			Location	
Staff requesting			Curriculum/Service	
Start date			Duration	
Description of work to be carried out and its limitations				
Replace faulty dryer on compressor #3				
Hazard Identification				
Pressurized systems, Electrical circuits, Manual handling				
Precautions Necessary				
Isolation and draining of stored energy, Isolation of electrical (your electricians)				
Protective Equipment Required				
Overhauls, Safety boots, Ear protection				
Isolation of services by			Date Time	
Permit authorised	Director of Estates, Estates Manager, Maintenance Officer		Date Time	
Acceptance by competent person prior to commencement				
I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statements and risk assessments. If conditions are such that the method statements and risk assessments become invalid, it is my responsibility to stop work immediately and notify the person who authorised the permit to work				
Contractor signature			Date Time	
Hand Back				
Contractor signature			Date Time	
Estates signature			Date Time	

Appendix 1

Heart of Yorkshire Education Group Health and Safety Contractors Pack

Confirmation of receipt and acceptance

I confirm that I have read and understood the contents of Heart of Yorkshire Education Group Contractors Health and Safety Pack.

I will ensure that all quotes and/or tender submissions will reflect the cost of complying with the requirements stipulated in the pack.

I will ensure that all relevant contents of the pack are brought to the attention of all members of our staff responsible for managing, supervising, and/or working at Heart of Yorkshire Education Group.

I will ensure that our sub-contractors working at Heart of Yorkshire Education Group (and their sub-contractors) will be notified of the requirement of the pack prior to attend College property.

I am aware of Heart of Yorkshire Education Group requirements that prior to commencing on site Contractors Details Form should be returned including risk and method statements.

Where I believe improvements or clarifications are needed to the pack I will notify Estates

Print Name	
Position	
Company	
Signature	
Date	

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Heart of Yorkshire Education Group Health and Safety Contractors Pack

Introduction

Heart of Yorkshire Education Group covers North Yorkshire, the East Riding, West Yorkshire and beyond catering for students of all ages and abilities, studying a broad range of courses.

Heart of Yorkshire Education Group expects that contractors will carry out their activities in a manner consistent with our college values of, excellence, respect, responsibility, inclusiveness, responsiveness, and teamwork.

This requirement extends to all contractors ensuring that they, their employees, and subcontractors, demonstrate consistent compliance with the Heart of Yorkshire Education Group health, safety, and sustainability standards as a minimum and commit to continuous improvement in these areas.

All works will be carried out to limit the adverse environmental impact of the activities on the surrounding environment and ensure that Heart of Yorkshire Education Group staff, students and contractors are safe.

Whilst some of the requirements outlined within this document may not be applicable to smaller scale projects or maintenance works, the general principles, legal compliance, and best practice elements should be adhered to by all contractors.

Key Aims

To be an organisation that ensures all works are;

- Given the necessary time, money and resources
- Ensure that health and safety is managed effectively in all works
- Ensure that contractor works site safety is compliant with statutory and Heart of Yorkshire Education Group requirements

College Information

Heart of Yorkshire Education Group has three College locations Wakefield College, Castleford College, and Selby College.

Normal working hours are 7.00 to 18.00 Monday to Friday (unless agreed otherwise)
Weekend/ out of hours working can be arranged with prior consent from Estates.

Wakefield College

Margaret Street
Wakefield
WF1 2DH

Light waves
Lower York Street
Wakefield
WF1 3LJ

Waterton
Wood Street
Wakefield
WF1 2EW

Castleford College

Thunderhead Ridge
Castleford
WF10 4UA

Selby College

Abbot's Rd
Selby
YO8 8AT

City College



Selby College



Heart of Yorkshire Education Group Contractors Works Application Form

Company Name			
Company address			
Telephone		Mobile	
Sub-contractors used		Sub-contractor details	
Start Date		Duration	
College site		Building/room	
No of contractors on site		Start time Finish time	
Type of work			
Risk assessments provided		Method statements provided	
Permit to Work Please tick if any of the following below applies and will therefore require a permit to work. Please note if a permit is required all documentation will be required to be returned to the College a minimum five days prior to the proposed commencement date for a permit to be generated			
Hot works		Work at heights	
Confined space		Electrical works (requiring isolation of service)	
Asbestos		Demolition	
Excavation		Cartridge operated tools	
Use of laser equipment		Isolation of fire detection devices	
Hazardous Materials/ Substances List below any hazardous materials you will be bringing onto site			
On completion of the work the area must be left in a clean and tidy state and all waste materials must be removed. Please sign below to indicate that you have received a copy of the "Contractors Health and Safety Pack" and that you agree with the conditions contained in that document and will ensure that you / your employees / subcontractors will observe and comply with the information contained in the pack, and any relevant Health and Safety legislation. Any contractors / subcontractors not observing the conditions will be asked to leave the site.			
Contractor's signature			
Position in company		Date	

College Key Contacts

Area	Direct Dial	Internal Phone	Area	Direct Dial	Internal Phone
Estates Admin	01924 789400	3400	Health and Safety	01924 789381	3381
City Security	01924 789160	3160	City Caretakers	01924 789227	3227
City Reception	01924 789385	3385	City First Aid	01924 789550	3550
Castleford Security	01924 789730	3730	Castleford Caretakers	01924 789421	3421
Castleford Reception	01924 789421	3431	Castleford First Aid	01924 789440	3440
Selby Estates Office	01757 211070	1070			
Selby Reception	01757 211000	1000			

Prior to Commencing Works

Once the notification that the quote has been accepted the “Contractor’s Work Application” form needs to be completed and returned along with the relevant risk assessments and method statements to the relevant College site before a commence date can be agreed.

Please note if a permit to work is required, the relevant College site requires return of all documentation and any training certificates at least five working days before the proposed start date.

At the start of the work the contractor and / or their employees must report to reception, sign in, where an identity badge will be issued.

Contractors will wear the identity badges at all times on the Heart of Yorkshire Education Group premises. The Senior Caretaker/ Caretaker will give any relevant site information, explain evacuation procedures, and arrange for the contractor and / or employees to be shown to the work area. Each day when attending site, all contractors must sign in and sign out.

Contractors must ensure their operations are conducted, and all plant, equipment and materials are used, in such a manner as to prevent injuries to persons or loss of access to essential buildings, services or thoroughfares. Plant, equipment and materials should not be left unattended in corridors, hallways, staircases or other common areas without adequate safeguards.

Accidents and Dangerous Occurrences

First aid assistance is available on all College sites. The following two emergency numbers can be dialled from any internal phone, which will be answered by reception who will arrange for a first aider to come to your assistance

- Wakefield 01924 789550
- Castleford 01924 789440
- Selby 01757 211070
- Estates Service Area 01924 789720

Whilst contractors are responsible for recording and reporting to the Health and Safety Executive (HSE) injuries to their own employees and dangers arising from their contracted work, details must also be reported to Reception who will make a report on the Heart of Yorkshire Education Group accident form which will be sent to the Health and Safety.

Asbestos

Asbestos and ACM are present within premises at the Heart of Yorkshire Education Group, removal of such materials will be by a licensed contractor only.

However, where such materials are in good condition they maybe left in situ, encapsulated, and labelled “Asbestos – Do not disturb. Under no circumstances are contractors to carry out or undertake work on such materials without a Permit to Work.

Where material, which may contain asbestos, has to be stripped, broken or otherwise disturbed, the Heart of Yorkshire Education Group will (subject to any contractual agreement to the contrary) arrange for any analysis to be carried out and the result will be communicated to the contractor. The contractor is reminded that they are expected to comply fully with all legal obligations under the Control of Asbestos at Work Regulations 2012, the Asbestos (Licensing) Regulations 1998 and the Approved Code of Practice “Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board” and HSE Guidance Notes EH10, EH35 – 37, EH41, EH47 and EH50 – 52 relating to asbestos, so that the exposure of personnel to asbestos dust is kept as low as reasonably practicable at all times.

No materials containing asbestos are to be specified on any works within the Heart of Yorkshire Education Group. Suitable alternative materials are to be used.

The disposal of asbestos waste is controlled by safety and environmental legislation, and this must be done in the prescribed manner.

Barriers

Barriers must be a minimum of 1m high, in a conspicuous colour (predominantly orange or yellow) and must be stable. Either barrier feet must be designed not protrude into walkways or colour of feet to contrast strongly with colour of floor to prevent trips



Behaviour

Contractors providing services to the Heart of Yorkshire Education Group on or off Heart of Yorkshire Education Group property should be aware that the Heart of Yorkshire Education Group operates an Equality and Diversity Policy. The College requires that contractors' staff conduct themselves so as not to give offence to others by means of unfair or unlawful treatment of any person because of race, colour, nationality, ethnic or national origins, religion, creed, gender, sexual orientation, marital status, disability, or age.

The use of foul, abusive or discriminatory language by contractors working on college sites is not acceptable and will result in removal from the site and possible cancellation of the contract.

Cartridge Operated Fixing Tools

Cartridge fixing tools may not be used on Heart of Yorkshire Education Group premises without risk assessment and the issue of a permit to work. If this has been given, such tools may be used only in compliance with the current standards.

Completion of Work Activities

On completion of all works, contractors will:

- Remove all refuse and debris
- Remove all surplus materials.
- Remove tools, ladders, access equipment, barriers and scaffolding etc.
- Replace all manhole or access covers in a secure state.

- Ensure that equipment is either brought back into service or made safe by disconnection and isolation as appropriate.
- Ensure all doors, gates or other accesses to restricted areas are secured.
- Return all keys/ access cards to the issuer.
- Return all “Permits to Work” to the Authorised Person who issued the permit. The Authorised Person will check that the work has been properly completed, all safety precautions have been taken and that all systems are made safe or have been brought back into service.

Confined Spaces

The interpretation of a “confined space” as laid down in the Confined Spaces Regulations is to be strictly adhered to.

Any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

The Permission from the Estates Manager and /or the Health and Safety Officer must be obtained and a Permit to Work signed before any entry is made into any confined space.

The Estates Manager, Health and Safety Officer or Maintenance Officer will advise the contractor of any known and /or foreseeable hazards which may be present.

It is the responsibility of the contractor to ensure.

- Not enter any tank, vessel, chamber, sewer, or void, etc without being in possession of a “Permit to Work”
- Provide suitable and sufficient equipment and carry out atmospheric monitoring as specified.
- Have attended and be in possession of a valid Certificate of Competence for entering or undertaking work in confined spaces.
- Have attended and be in possession of a valid First Aid Certificate
- Provide all necessary protective equipment and facilities as specified to meet the requirements of the “Permit to Work”.
- Be conversant with emergency arrangements and evacuation procedures.
- that there is sufficient ventilation in the area to be entered and that all work in confined spaces is carried out in compliance with the requirements of governing health and safety legislation

Covid-19

The health, safety and wellbeing of our staff, students, visitors, and Contractors is our absolute priority and underpins our resilience and recovery works

We are now living with the Covid-19 virus in much the same way as we live with other infectious diseases, and our own and collective actions and behaviours will either limit, or accelerate, the spread across communities and populations.

There may be times, as a Heart of Yorkshire Education Group, we are advised by our local or national public health advisors, that the Heart of Yorkshire Education Group are required to apply local restrictions and requirements in response to increasing risks. Any such actions will be communicated widely as soon as a decision is made.

Dress code - suitable attire

Whilst working on or in Heart of Yorkshire Education Group the Contractor or Contractor's staff are required to dress appropriately at all times.

Any form of dress that would cause offence or distress is not acceptable, this includes

- Offensive slogans on clothing
- Working without a shirt or top
- Wearing shorts
- Wearing clothing that could cause injury or harm to the wearer or others

Electrical Equipment and Plant

All electrical work and work involving electrical tools and equipment shall be carried out in accordance with the appropriate statutory requirements of the Heart of Yorkshire Education Group. All portable power tools, so far as reasonably practicable, shall be operated at 110 volts or less. In certain circumstances, where agreed by the Health and Safety or Maintenance Officer, an alternative device may be used but this must incorporate an earth leakage / residual current device.

Equipment belonging to Contractors and used by them whilst on Heart of Yorkshire Education Group premises must have a valid test certificate or label attached which is available for inspection upon request by any Heart of Yorkshire Education Group employee. If the equipment does not possess relevant safety documentation it will not be allowed onto the Heart of Yorkshire Education Group premises.

Contractors, or their employees, shall not enter any substation, switch room or similar area except with the express permission of the Estates Manager, Health and Safety Officer or Maintenance Officer. Work on live electrical equipment should only be undertaken in accordance with the Electricity at Work Regulations and an approved Permit to Work.

PV Units are now in place at Wakefield College (Harrison Building) and at Castleford College where works are to be completed in these buildings contractors must be sure where necessary that both power sources are isolated.

Excavations

Groundwork on Heart of Yorkshire Education Group property may not be broken without a Permit to Work. The work site must be made and kept safe by means of barriers, warning notices, lights, etc at all times.

Underground services must be positively located, and their presence pointed out to those persons carrying out the excavations. This should occur at the risk assessment stage, if in doubt please check.

Provide and insert warning traces to identify services and utilities being installed underground and replace any identification or warning traces disturbed during the work.

Where appropriate, provide physical measures to prevent vehicles running over the edge.

Inspect all excavations at the commencement of every shift.

Provide and use suitable means of support to prevent the collapse of excavations more than 1 metre deep.

Provide suitable means of access to egress from any excavation

When work is complete, the site must be made good and any markers, protective covers and warning notices restored.

All trenches and excavations, particularly those adjacent to roads or existing buildings must be adequately shored and falls of material prevented by battering back, caissons or other effective means. In particular, the safety of the public should be borne in mind and excavations boarded over when work is not actually proceeding. In particular, open manholes should be protected at all times.

Works near underground services must comply with the requirements of HSG 47.

Fire Compartmentalisation

Prior to any works starting, the contractor is to ascertain if any work will breach a fire line wall. If this is the case appropriate plans are to be formulated to ensure that the fire line is maintained as required during the works. On completion of any service passing through a fire line the contractor is to ensure that all the necessary fire stopping is undertaken using the appropriate intumescent materials, fire dampers or building materials as specified to maintain the fire integrity of the fire line.

Fire Precautions

Smoking is prohibited in any building under the Heart of Yorkshire Education Group control. Contractors **must ensure** their employees observe this policy. All contractors' employees must observe the posted fire instructions in the area that they are working. The evacuation signal is either a continuous bell or electronic sounder,

which indicates immediate evacuation by the nearest available exit. **No one is exempt from evacuation.**

Ensure that their employees are familiar with the Fire Safety Warning Alarms and means of activating them.

Ensure that their employees are aware of the location of Fire Fighting Equipment (FFE) and report any use or damage of such equipment.

Do not wedge Fire Doors

Not burn rubbish or light fires on any Heart of Yorkshire Education Group property.

The Heart of Yorkshire Education Group emergency instructions are as follows:

- If you spot a fire, alert those around you and break the glass of a manual call point
- If you hear the continuous alarm
- Stop what you are doing
- Make your work area safe (to prevent trip hazards/obstructions, etc.) and ensure fire doors are closed.
- Follow fire exit signs to leave by the nearest exit.
- Go to a safe place away from the building.
- If you are outside a building being evacuated, then you should stop your work and move to a safe place away from the building.
- If you suspect your work (dust, heat, smoke, etc.) has caused the alarm activation or you have accidentally struck a call point or detector you must evacuate but immediately give the details to a college member of staff
- Await instruction to re-enter the building.

The Heart of Yorkshire Education Group provides fire-fighting equipment suitable for hazards normally found in a given area. If the work of a contractor introduces unusual fire hazards, they are responsible for providing the appropriate type of firefighting equipment and should consult the Health and Safety Officer before work starts.

Major disruption to main access routes is subject to the approval from Estates, partly due to the risk of blocking Fire Escape routes. If a route needs to be closed, the Contractor must obtain permission from the Director of Estates, Estates Manager or Maintenance Officer. If closure is not permitted while the building is in operation, out-of-hours work may be necessary.

Any welding or burning should only be carried out with the appropriate Permit to Work in place and the Heart of Yorkshire Education Group authority.

In addition to any instructions or precautions against fire in a building, contractors will ensure that their employees' activities and equipment in no way prejudices:

- Means of escape in case of fire.

- Fire warning or firefighting installations.
- Access to firefighting equipment.
- Access for the Emergency Services.

Flame Producing Equipment

All hot work is controlled by a Permit to Work system.

Operations involving heat or flame must cease at least 30 minutes prior to workforce going off site.

The contractor must ensure that adequate ventilation and / or extraction will be present whilst the work is in progress to prevent the concentration of hazardous fumes. The use of flash back arresters for oxy-acetylene equipment is strongly recommended.

Before any flame producing equipment or procedure e.g., welding, cutting, braising, blowlamps is brought into operation the following precautions must be taken;

- clear area around and below working place of all combustible materials
- when this is impractical protect them with non-combustible blankets or screens
- suitable fire extinguishers provided by the contractor, and the relevant staff trained in the use
- never leave hot work unattended
- immediately after any work is completed the area should be closely examined for at least an hour to make sure there is no smouldering or incipient fire. Particular attention should be paid to cavities, cupboards, and ducts and to other concealed areas.

Fume Cupboards

Work which involves fume cupboards and fume cupboard ducting or work which is likely to disturb fume cupboards and / or the associated ducting, must not be started before permission is given, in writing, by the Estates Service Area. The contractor is warned that many fume cupboards and ducts may be contaminated by toxic / hazardous substance and suitable precautions may have to be taken and the appropriate de-contamination notice issued by the Heart of Yorkshire Education Group prior to any work on fume cupboards and associated point work.

Gas Safety

Contractors will not be permitted to undertake any work in relation to any gas fitting without the authority of Estates.

Anyone involved in work on any gas fitting are competent, approved and registered via Gas Safe Registration Scheme.

Ensure compliance with the Gas Safety (Installation and Use) Regulations by following the Approved Code of Practice and use of Gas Systems and Appliances

Hazardous / Harmful Substances and Materials

Contractors must ensure that any hazardous substances are used in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 or other appropriate legislation.

A copy of all material data sheets and COSHH assessments for all materials must be made available to the relevant College site Head Caretaker prior to the work commencing.

Contractors must report immediately all suspected hazardous / harmful substances and materials e.g. asbestos discovered or disturbed in the course of their work.

Highly Flammable Liquids and Liquid Petroleum Gas (LPG)

The storage and use of flammable liquids must be carried out in compliance with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

LPG cylinders not in use should be stored in the open air in a well-ventilated area at ground level on a firm surface at least three (3) metres away from any cellars, drains, excavations (where vapour may collect) and in a position where the store will not prejudice existing means of escape.

Housekeeping

It is imperative for the safety of the contractor's employees and the Heart of Yorkshire Education Group employees, students, and visitors, that all contractors keep materials in an orderly fashion in the place designated.

Contractors are to put in place appropriate measures to ensure that equipment / surfaces not subject to a work activity are covered or otherwise protected from damage. Contractors will be held responsible for any damage caused to Heart of Yorkshire Education Group property during the course of their work.

Also, any debris or waste arising from the contractor's work on site is cleared away as soon reasonably practical to the designated area. Any waste not cleared, which causes a hazard, will be cleared by the Heart of Yorkshire Education Group staff and the cost charged to the contractor or debited to the account of the offending contractor.

Hoarding

Panels must be sourced from sustainable sources. All timber content must be FSC approved Doors must be locked when site is not occupied Doors to open inwards into the work site

Hoarding - External

Marine Plywood 2.4m high, min 22mm thick, with timber 100 high x 25mm skirtings and top cover pieces, supported on min 100 x 75mm timber bearers.

External angles to be protected with suitable corner cover pieces. Frame timbers to be designed to suit location and exposure with additional timbers and cross pieces as required.

Hoarding to be painted white.

For short term and less visible or quiet areas metal mesh fence panels can be used.

Hoarding - Internal

Panels on protected fire escape routes are to be painted in intumescent white paint. The gap between panels and ceiling should be infilled with sheeting to prevent dust release and dust migration.

Do not secure panels to the ceiling grid. If the panels are pushed over the ceiling grid may be damaged or pulled down.

Doors fitted with locks or padlocks must be supplied with 3 keys: The Keys are to be held by the contractor, relevant College site security, and Caretakers

Interference with Fire Detection Apparatus

Any interference with the electrical wiring and other mechanisms of automatic fire detection and extinguishing apparatus or the audible fire warning system is prohibited. Requests for the temporary re-siting or switching off of such equipment will require permit to work prior to any work commencing.

Isolation of fire detection equipment

The need to isolate any fire detection equipment must be supported by a full risk assessment and an appropriate safe system of work, providing details and all appropriate arrangements to be taken during isolation. Isolation may be by way of covers or remote isolation, whichever is most appropriate.

No fire detection equipment may be disconnected, unplugged, or covered to prevent actuation without written consent by either the Director of Estates, Estates Manager or Maintenance Officer

Under no circumstance may Fire Detection Equipment needing isolation due to the risk of generation of dust or similar activating materials be left live or operational and unprotected during such works. Notification should always be made to Estates in the event of non-isolation.

Lifting Equipment

It is the contractor's responsibility to ensure that any lifting equipment, together with all associated ropes, chairs etc complies with the Lifting Operations and Lifting Equipment Regulations 1998.

Requirements relate to both the integrity of the equipment itself, for example the requirements in certain circumstances for visibility aids, control measures to prevent unauthorised start-up, and to the management of how work equipment is used.

All lifting operations must be undertaken under the specific control of a competent person.

Certificates of test, through examination, and inspection must be available for checking in connection with any lifting operations.

Manual Handling

Contractors are required to;

- Avoid the need for hazardous manual handling as far as is reasonably practicable
- Check whether an item needs to be moved at all, can any works be carried out in situ
- Consider the use of mechanical lifting aids
- Ensure staff are trained in correct manual handling techniques

Materials

All material must be of serviceable quality. The Estates Service Area reserves the right to require proof of the quality or standard to which any materials are manufactured and require its removal from Heart of Yorkshire Education Group property if not satisfactory.

All items of equipment and materials are to be stored safely on site and undercover to prevent deterioration. The Heart of Yorkshire Education Group person authorising the work, or the Head Caretaker on that particular College site will designate the area in which items are to be stored. The contractor shall be responsible for the security of, and any loss of materials.

Monitoring of Safe Working

Contractors will be monitored for health and safety on site. Should contractors fail to meet legislation requirements or the requirements of this document, they will be removed as a Heart of Yorkshire Education Group authorised contractor.

Health and safety will undertake random monitoring and will focus on the following key areas;

- Risk assessments and method statements
- Fire
- Environment
- Housekeeping
- Working at height
- Asbestos
- Security
- Equipment
- PPE

Noise

The contractor should take measures to minimise the effect of noise as far as is reasonably practicable. Plant likely to cause a disturbance should only be used within the periods previously agreed with the person initiating the work and / or the Head Caretaker.

Parking

Please note during term time parking is not available on Heart of Yorkshire Education Group property for Wakefield and Castleford College (for unloading of materials and heavy equipment vehicles can be temporarily parked to unload) out of term parking is allowed for contractor's vehicles.

At Selby College parking is allowed in the estates yard by prior booking, dropping equipment is also allowed again by prior booking but the vehicle should then be moved to the estates yard

When loading or unloading of materials and equipment is required, arrangements need to be made with the Head Caretaker as to the most suitable location to temporarily park vehicles.

Once the loading / unloading has been completed the vehicle must be parked in a designated parking space. Vehicles must not:

- block any other vehicles
- park in a disabled / reserved bay
- block /obstruct safe access and egress to any building

Permit to Work

On completion of the Contractors Details form, if any of the boxes have been ticked indicating a permit to work is required the relevant information will need to be supplied

to the relevant College site a minimum of five working days prior to the proposed start date.

The following tasks will require a Permit to Work (page):

- roof work
- work on main or sub-electrical distribution boards
- entry into confined spaces
- asbestos
- excavation
- demolition
- use of flame / spark producing equipment
- use of cartridge operated tools
- use of laser equipment

The issue of a Permit to Work must not be regarded as a mere formality. It will not be issued until and unless Estates is satisfied that all necessary preliminary safety precautions are in place.

Once the Permit has been authorised, the contractor will receive a copy of the Permit which needs to be displayed at the work area until the job has been completed.

Personal Protective Equipment

Contractors are responsible for providing their employees with appropriate personal protective equipment and clothing as may be required for the work being undertaken. The Heart of Yorkshire Education Group may need proof of adequacy or specification of protective equipment or clothing provided. Contractors will;

- Provide all suitable PPE required by their employees in order to carry out work safely
- Ensure that PPE provided complies with statutory requirements and appropriate British Standards
- Be required to remove employees from Heart of Yorkshire Education Group property of any employee who fails to wear PPE when so required
- Ensure that employees are aware of and comply with rules concerning the use of PPE in specified areas.

Pressure Plant

It is the contractor's responsibility to ensure that the use of all items of pressure plant, including steam boilers and air compressors, comply with the relevant statutory provision.

Removal of Redundant Wiring during Refurbishment

During refurbishments, redundant wiring should be identified and completely isolated & removed at the earliest practical opportunity. This is to prevent confusion, the chance of it being left in situ and injuries on exposed wires.

Responsibility

Contractors will be responsible for ensuring that each of their employees and sub-contractors they employ are acquainted with the requirements of this document.

Risk Assessment and Method Statement

Prior to commencing work for the Heart of Yorkshire Education Group contractors will need to provide risk assessments and method statements to the College employee organising the work. Risk assessments will need to be task related and address all hazards associated with that task.

Risk Assessments and Method Statements will be prepared by a competent person, dated and signed.

The format and level of detail of any Risk Assessment and Method Statement will be suitable for the task. Heart of Yorkshire Education Group will not impose a specific format upon contractors

Roof Work

While the protection of any contractor carrying out work is important, it is essential that suitable precautions are also taken to protect others who may be in the vicinity from falling materials, tools etc. In such cases loose goods are to be stored away from roof edges. Before any work is undertaken in the vicinity of glazed roof lights or similar fragile materials, these areas should be suitably protected from damage by falling objects.

Consideration must be given to ensuring the safety of personnel and security of goods stacked, particularly on exposed areas of roofs that may be affected by environmental conditions including wind and rain.

Work on flat or sloping roofs often entails particular hazards, especially if work on or near fragile materials is involved. The contractor is reminded that he is responsible for the provision of suitable crawling ladders, boards, edge protection etc.

The Heart of Yorkshire Education Group has fall arrest systems or edge protection, the contractor is required to provide harnesses to use on or property

Contractors are warned that fume cupboard exhausts and other hazards are present on many roofs within each campus. Access to all such roofs is controlled by a Permit to Work system which can be obtained from the Estates Service Area. At no time shall

a tar boiler be left lit and unattended on a roof and where gas cylinders supply the heat source, these cylinders must be placed at a judicious distance from the boiler and in the upwind position.

Contractors are required to remove all materials, rubbish, etc from roof areas in a safe manner.

Ensure that their employees do not block or obstruct any roof valley, gutter, or drain, or down pipe

Safety Signs

The contractor will be responsible for the posting of suitable signs as detailed in the relevant legislation where the contractor's activities have generated additional hazards to those that are already present.

Signs must be of a professional standard and fit for purpose. The information being displayed must be clearly identifiable and legible. The sign must be sized appropriately so that it is clearly visible from the required distance. It should be appropriately fixed and secured in an optimal position, and be of a rigid, weatherproof construction where used externally.

The contractor must maintain the signs so that they are current, clean, and visible. Damaged signs that have become unfixed must be rectified or replaced. Signs that are no longer applicable or are no longer required should be removed.

Security

Contractors are responsible for the security of plant, machinery and other materials brought onto the Heart of Yorkshire Education Group premises for use in connection with the contract. Request for storing of equipment, machinery, plant, building materials to be stored on Heart of Yorkshire Education Group premises for the duration of the contract should be in agreement with the Head Caretaker.

Service Isolations

Due to the potential disruption and costs arising from unplanned service disruptions, Contractors must not affect major service isolations without the permission of the Estates.

Other than in emergencies, permission will only be given once the Heart of Yorkshire Education Group is satisfied that it has identified what areas will be affected by an interruption to services, ensured that relevant stakeholders have been consulted and developed suitable plans to manage the impact of disruption.

All major service isolations will be subject to a Permit to Work

Skips

The placement of skips should be agreed with the Head Caretaker. They should be sited a minimum of 4 metres from any College building.

They should never be over filled and the area around the skip should be free of waste, debris.

Be emptied as soon as is practicable and if the site will be unsupervised for 24 hours or more.

If a chute is intended to be used to safely and rapidly dispose of waste from an upper floor the following additional controls will be required.

- A secure compound to minimise the risk of materials being ejected out of the skip into public areas
- Combustible materials should, wherever reasonably practicable, not be discarded in the skip. Good waste management typically requires segregation of waste at source

Storage

It is not acceptable to use plant rooms, switch rooms, lift motor rooms, cleaners' cupboards etc. for any storage at all, as stored materials create trip hazards & fire risks etc.

Traffic Control and Road Safety

The College sites present unusual danger in respect of road safety and drivers of vehicles are expected to exercise a high degree of responsibility and restraint. The presence of large numbers of young people must be constantly borne in mind and contractors and their employees are asked to remember that the campuses are essentially a pedestrian precinct to which vehicles are allowed access only for loading, unloading, and parking, subject to the car parking policy of the College.

The contractor must take precautions to eliminate or reduce, so far as is reasonably practical, the dangers to staff and students arising from the movement of his/her and subcontractors' vehicles about the site including entrance and exits. This should include where practical separate access to the site for the contractor's personnel, plant equipment for the whole duration of the work and a traffic system which eliminates or reduces reversing. Details should be agreed in advance with the Head Caretaker. The contractor is responsible for ensuring his/her employees comply with the strictly enforced 10 miles per hour speed limit on the College roadways and the College parking.

Underground / Overhead Services

Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions must then be taken to prevent injury or damage to persons or property.

Waste

Contractors are responsible for the proper disposal of all waste created during the contract. In particular, no materials should be disposed of into drains on Heart of Yorkshire Education Group premises, without prior permission from the Head Caretaker. All building materials and waste must be removed from the Heart of Yorkshire Education Group premises at the conclusion of the contract.

Welfare

Contractors may only use Heart of Yorkshire Education Group welfare facilities, e.g., vending, catering outlets when all dirty/soiled workwear is clean or removed prior to accessing such facilities. This includes footwear, overalls, and other PPE.

Working Areas

Contracted employees are forbidden to go beyond their working areas, except when it is necessary in connection with their work. In such circumstances recognised and agreed access routes shall be used, in agreement with the Head Caretaker.

Work at Heights

Contractors are to ensure that all employees involved in working at height activities are provided with general information regarding duty of care and due diligence, including the tasks to be undertaken and its hazards.

The contractor must take full precautions to prevent objects from falling from height.

Where work involves the erection of scaffolding or staging, the requirements of all relevant regulations and codes must be complied with, and this is the contractor's responsibility. Where a site is not an enclosed, secure site, all means of access to height must be removed or secured when work ceases or is suspended.

Ladders must be of sound construction and when in use extend at least 1.1 meters above the upper landing unless there is an alternative handhold at this height. Unless required for only a short period, (in which case it should be footed) ladders should be securely fixed near the upper end.

Step ladders must not be left unattended in areas where they may be accessed by staff or students unless they are locked so that they cannot be used

When ladders or scaffolds are to be in position for less than a working day, a clear demarcation of at least warning tapes or similar should be provided and maintained two meters clear of the ladder or scaffold.

Mobile Towers Persons erecting mobile tower scaffolds must hold proof of valid training (e.g., suitable PASMA training). Mobile towers used on college property must have toe boards. Mobile towers are to be inspected in accordance with HSE guidance sheet CIS 10. If there are multiple mobile towers on site, they should have suitable identification tags to make it possible to correlate inspection records with specific mobile towers.

Towers must not be moved whilst operatives are on the platform.

Contractors who use Mobile Elevating Work Platforms (MEWP) must ensure the equipment is suitable for the task and is operated by individuals who hold a valid Certificate of Competence. Full body harness must be worn on all MEWP and be clipped to a suitable anchorage point to prevent falls.

Work Equipment

All plant, tools and other work equipment used by contractors on Heart of Yorkshire Education Group sites must be appropriate for the work to be undertaken, comply with all relevant legal standards, used in compliance with the manufacturer's instructions and must be maintained in accordance with appropriate safety standards.

Ensure that all machinery, plant, and equipment is properly stored and secured when not in use.

Contractors must not use the Heart of Yorkshire Education Group own plant, tools or other work equipment without the express permission of the Estates Service Area or authorised representative.

Young Persons

Heart of Yorkshire Education Group acknowledges the importance of giving young people (persons under 18 years of age) opportunities to develop skills, such as participation in work. However, young people are more vulnerable than adults at work. The requirements of the Management of Health and Safety at Work Regulations 1999 (Regulation 19) should be observed when employing young people (including prohibition of certain work activities). Contractors may not bring children (persons below school leaving age) onto site.

Heart of Yorkshire Education Group Permit to Work			N0:	
Type of Permit				
Hot works			Demolition	
Electrical (Requiring isolation of services)			Excavation	
Work at heights			Asbestos	
Use of laser equipment			Cartridge operated tools	
Isolation of fire detection devices				
Contractor			Emergency contact	
College site			Location	
Staff requesting			Curriculum/ Service	
Start date			Duration	
Description of work to be carried out and its limitations				
Hazard Identification				
Precautions Necessary				
Protective Equipment Required				
Isolation of services carried by			Date Time	
Permit authorised	Director of Estates, Estates Manager, Maintenance Officer		Date Time	
Acceptance by competent person prior to commencement				
I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statements and risk assessments. If conditions are such that the method statements and risk assessments become invalid, it is my responsibility to stop work immediately and notify the person who authorised the permit to work				
Contractor signature			Date Time	
Hand Back				
Contractor signature			Date Time	
Estates signature			Date Time	

