



Caversham Preparatory School

Policies and Procedures
Contractors on Site Policy

Contractors on Site Policy

The School has regard to the HSE Guide for Employers HSG159 Document and Guidelines.

On Arrival

All contractors should report to the school office on arrival. Their identification will be checked. They will be signed in, given a Contractor's Identification Badge and a briefing on Evacuation Procedures. The Bursar will be responsible for controlling the work of contractors to ensure the safety of pupils, staff and visitors.

Accompanied at all times

In the interests of safety, major work should take place out of school hours and during school holidays. If work has to be done during the school day, the contractor will be accompanied at all times.

Risk Assessment

A Contractor Risk Assessment will be undertaken before the contractor is allowed to start the work.

Contractor's Duties towards the School Health and Safety Policy

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors, delivery persons, inspectors and trades people will be expected to comply with the requirements of the School's Health and Safety Policy and Rules while on the School's premises.

In order to ensure that activities are to be undertaken in the correct manner, the School adopts the following procedures:

Identification of Suitable Bidders

The following items will be taken into account:

- Adequacy of their Health and Safety Policy
- Control Structures in place
- Safe Systems of Work in Operation
- Training Standards

Permits for Work

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations.
- Access to roofs and roof voids.
- Sterilising of water systems with chemicals.
- Access by anyone to confined spaces such as voids, sumps and drains.



Caversham Preparatory School

Policies and Procedures
Contractors on Site Policy

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Health & Safety Policy

Quoted Legislation and Guidance

Review Schedule

Update Schedule – 3 Yearly (or when there is a change in legislation)

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	01.01.18	
A Lawson	08.02.22	Updated Formatting
J Lawson	Sept 2025	Reviewed and checked