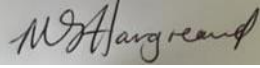


**ST PHILIP'S CE PRIMARY ACADEMY**  
**CONTROL OF CONTRACTORS POLICY**

Date of policy:	March 2024	Signed:  Headteacher: M Hargreaves Chair of Governors: Denise Poole
Review date:	March 2026	

## **Contents:**

Safeguarding Statement  
Mission Statement  
Vision Statement  
Statement of Intent  
Our Guiding Principles  
Introduction  
Purpose of Policy  
Health and Safety Information  
Review

### **Safeguarding Statement**

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

### **Vision Statement**

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled.

Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

### **Our Values**

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'**

This ethos is based on the following values that, as stakeholders, we all aim to uphold:

#### **Value 1: NURTURING**

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

**Value 2: OPTIMISTIC**

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

**Value 3: ASPIRATIONAL**

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

**Value 4: HOPEFUL**

The value of hope is interwoven into our teaching and is and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

**Value 5: SINCERE**

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

**Value 6: ASSURED**

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

**Value 7: RESPECTFUL**

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

**Value 8: KNOWLEDGEABLE**

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

**Introduction**

The Health and Safety at Work etc. Act 1974 places a duty upon organisations, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the school. This includes contractors.

**Purpose**

The purpose of this policy is to ensure that contractual arrangements comply with St Philip's CE Primary Academy policies and procedures and with legislation. It shall ensure all parties to fulfil their legal duties as well as contractual obligations.

## **Health and Safety Information**

### **Before the works commence**

The contractor must send a relevant paperwork to the school before work is to commence (risk assessments, method statements, insurance details, CRB documentation) etc.

Specific works will require a permit to work (hot work permit). Activities requiring the permit must be fully risk assessed before the permit is issued.

The school must ensure that the contractor is given a copy of this procedure and related policy before work commences.

### **Security**

The school must ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the school, wearing visitor's badges and signing in using the InVentry system. Where appropriate for frequent or prolonged contact, DBS information must be provided.

### **Contractors Requirements**

Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, effect the Health, Safety and Welfare of anyone who come into contact with them or their activities.

### **Accident/Incident Reporting**

The contractor must report all accidents and near misses to the school. Contractors will fill in relevant incident report forms. They may wish to also report using their own system.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation.

### **Delivery, Unloading and Hoisting of Materials**

The Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede access.

### **Electricity**

All electrical equipment on site to be used in a safe manner in accordance with current Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earthon 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period.

## **Water Supply**

A water supply will generally be made available by the school. There are two outside taps available; one in EYFS playground and one in the boiler house.

## **Housekeeping**

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the work.

Good housekeeping is to be maintained at all times.

## **Control of Pollution**

Contractors may not deposit any waste, chemicals or any other substances whatever into drains on school grounds.

Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

## **Working at Height**

Scaffolding will be erected only by competent persons who will carry out statutory inspections and maintain records of inspections. Contractors must erect suitable scaffolding with guardrails, toe boards and the tower must be fully boarded. Scaffolding must be erected in line with relevant manufacturer standards and HSE legislation. This will include The Construction Design and Management Regulations (CDM).

## **Road Safety**

All road works throughout the must be agreed by the Academy. Any excavations, storage and skips must be located away from the building to prevent potential arson attacks and maintain appropriate security against roof access.

## **Personal Protective Equipment**

The Contractor is responsible for providing the personal protective equipment for his employees that is necessary for the work in hand. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances.

## **Hazardous Substances**

Contractors must not bring hazardous substances (COSHH specific substances) onto the site without informing the school. The substance may only be utilised once the appropriate documentation, for example, Material

Safety Data Sheets(MSDS).

**Review**

The governors at St Philip's CE Primary Academy will review this policy every 2 years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.