

DOCUMENT DETAILS

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Summary	This policy and procedure establishes a consistent framework for the engagement and management of contractors across Nottingham College. It defines required controls, responsibilities, and processes to ensure that all works to the estate are undertaken safely, comply with relevant legislation, and support the College's duty of care to staff, students, and visitors.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed

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Environment, Health & Safety Strategy Group	May 26

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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POLICY CHANGES

Key updates	Impact	Section reference
New policy and streamline of existing procedure.		

CONTENTS

Nottingham College Contractor Management Policy.....	Error! Bookmark not defined.
1. Policy Statement.....	4
2. Scope	4
3. Objectives.....	4
4. Policy Principles	4
5. Roles and Responsibilities	5
6. Legal and Regulatory Framework.....	5
7. Monitoring and Compliance	5
8. Related Documents	5
Contractor Management Procedure.....	6
1. Process for Appointing Contractors:	6
2. Roles and Responsibilities:	6
Nottingham College Contractors Code of Conduct.	10
General Code of Conduct Expectations.....	10
Safeguarding Do's and Don'ts.....	10
EDBS and Safeguarding Compliance	11
Nottingham College Site Induction checklist.....	Error! Bookmark not defined.

1. POLICY STATEMENT

Nottingham College is committed to ensuring all contractors engaged to work on its premises operate safely, professionally, and in accordance with legal, regulatory, and safeguarding requirements.

The college recognises its duty of care to students, staff, visitors and contractors, and will ensure that all contractor activities are effectively managed to minimise risk to health, safety, wellbeing, and the learning environment.

This policy establishes the framework for the safe selection, appointment, control, and monitoring of contractors working on college premises. It is supported by the contractor management procedure, which details the operational processes to be followed.

2. SCOPE

This policy applies to all contractors, subcontractors, suppliers, and college staff responsible for commissioning or overseeing contractor works. It applies to all works carried out on college premises, including maintenance, repair, refurbishment, installation, and construction activities.

3. OBJECTIVES

This policy aims to establish clear objectives that underpin the safe and effective management of contractors across Nottingham College. In doing so, it seeks to:

- Ensure contractors are competent, appropriately vetted, and authorised to work on site.
- Safeguard students and other vulnerable individuals through appropriate controls.
- Achieve full compliance with applicable health and safety legislation.
- Provide an auditable and transparent contractor management framework.
- Ensure risks arising from contractor activities are identified and effectively controlled.
- Protect the college's assets, business continuity, and reputation.

4. POLICY PRINCIPLES

Nottingham College is committed to ensuring that all contractor activities are managed in a safe, consistent, and compliant manner. The following principles underpin this policy:

4.1 Safe Selection and Approval

The college will ensure only contractors who can demonstrate appropriate competence, experience, insurance, and safeguarding compliance are engaged. A formal approval process will be applied, and an up-to-date approved contractor list will be maintained.

4.2 Effective Planning and Risk Management

The college will require appropriate planning and risk management arrangements for all contractor works. This includes the provision and review of suitable Risk Assessments and Method Statements (RAMS), and the application of the Construction (Design and Management) Regulations (CDM) where applicable.

4.3 Safeguarding

The college will prioritise the safeguarding of students and vulnerable individuals by ensuring that contractors comply with safeguarding requirements, including Enhanced Disclosure and Barring Service (EDBS) checks. All contractors will also be required to adhere to the college's Contractor Code of Conduct.

4.4 Control of Work on Site

The College will ensure that all contractors are appropriately inducted, informed of site-specific risks, and subject to proportionate monitoring and supervision. Contractor activities must comply with College site rules and safety requirements at all times.

4.5 Accountability and Assurance

The College will establish clear roles, responsibilities, and lines of accountability for the management of contractors. Robust record-keeping arrangements will be maintained to ensure that contractor management processes are transparent, auditable, and capable of providing assurance.

1. ROLES AND RESPONSIBILITIES

The college will ensure clear roles, responsibilities, and accountabilities are defined and understood to support the effective implementation of this policy. Key responsibilities are:

- **Director of Estates and Facilities** holds overall accountability for the effective implementation of this policy and for ensuring that appropriate systems and resources are in place to manage contractors safely and compliantly.
- **Health and Safety Manager** provides professional advice, guidance, and assurance to ensure compliance with health and safety legislation and College requirements.
- **Projects and Contracts Manager** is responsible for overseeing contractor approval processes and maintaining an up-to-date approved contractor list.
- **Estates Managers** are responsible for the day-to-day management, supervision, and monitoring of contractors on site, ensuring compliance with college procedures and site requirements.
- **Appointing Managers** are responsible for ensuring that contractors are appropriately selected, competent, and that suitable risk assessments and control measures are in place prior to work commencing.
- **Contractors** are responsible for complying with all relevant legislation, college policies, site rules, and agreed safe systems of work at all times.

6. LEGAL AND REGULATORY FRAMEWORK

This policy is underpinned by, and must be implemented in accordance with, relevant UK legislation and statutory requirements, including but not limited to the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015, and applicable safeguarding legislation.

7. MONITORING AND COMPLIANCE

The college will monitor compliance with this policy through a programme of audits, inspections, and incident reviews to ensure that contractor management arrangements remain effective and robust. Where non-compliance is identified, appropriate corrective action will be taken, which may include removal from the approved contractor list or termination of contractual arrangements.

8. RELATED DOCUMENTS

The following documents provide additional guidance and support this policy:

- Contractor Management Procedure
- Safeguarding Policy
- Health and Safety Policy
- Contractor Code of Conduct

CONTRACTOR MANAGEMENT PROCEDURE

1. Purpose

This document aims to set out the procedures which Nottingham College staff should follow when using contractors to carry out works to the college building fabric or fixed services.

The document sets out the rules and requirements for good working practices on Nottingham College sites, the requirements will in all circumstances request contractors work diligently in accordance with all legal and legislative requirements as a minimum, the college requirements are an enhancement only or a reiteration of all legal and legislative requirements current at the time when the works are carried out.

The document is intended for Nottingham College staff, volunteers and governors of Nottingham College

Other Links which relate to this document:

[Keeping children safe in education 2025 part one Information for school college staff.pdf](#)
[Safeguarding - Safeguarding-Handbook.pdf - All Documents \(sharepoint.com\)](#)

2. Process for Appointing Contractors:

A contractor must successfully pass the Estates & Facilities Gateway 1 Review before progressing to Gateway 2, where a proposal and recommendation will be submitted to the finance team to appoint as a Nottingham College supplier.

Estates & Facilities Gateway 1 review includes the following:

- EDBS Review and the contractor must sign up to the Nottingham College Contractors Declaration see Appendix A.
- Nottingham College Code of Conduct for Contractors. See Appendix B.
- Nottingham College minimum Insurance levels for contractors – See Appendix C.

The Projects and Contracts Manager will maintain an up-to-date approved contractor list, detailing the current status of all Gateway 1 and 2 reviews and associated documentation. Contractor contact details will be added once Gateway 2 has been completed and the supplier has been approved as a Nottingham College supplier.

3. Roles and Responsibilities:

Projects and Contracts Manager:

Projects and Contracts Manager will be responsible for maintaining an up-to-date approved contractor list, reflecting the status of all Gateway 1 and 2 reviews and associated documentation.

Estate Manager:

Estate managers or their delegated responsible person (RP) will be responsible for the contractor when carrying out work on site.

Estate managers will reiterate the Nottingham College Site Induction Pack (Appendix D) with the contractor on arrival before works can proceed.

Estate managers are responsible for ensuring that an up-to-date induction pack is maintained for each site under their responsibility (refer to Appendix D for the Site Induction Checklist).

Appointer:

It is the responsibility of the individual within estates & maintenance (appointer) to appoint the contractor to supply the estates manager with the following information prior to a contractor

attending site to carry out works:

- RAMS based and reviewed by the appointer and acknowledged by email to the estate manager as appropriate for the task to be completed.
- Date of attendance, name of individuals to attend and declaration that EDBS adherence has been completed for all proposed contractor attendees.

Contractor:

All contractors working on colleges premises must adhere to Nottingham College's code of conduct (Appendix B) and comply with their Risk Assessments and Method Statement (RAMS).

Health and Safety Manager:

To provide health and safety advice and guidance, as and when appropriate.

4. CDM Regulations

Prior to the appointment of any contractor, the appointer must determine whether the proposed works are notifiable within the scope of the Construction (Design and Management) Regulations 2015 (CDM 2015).

CDM 2015 applies to a wide range of construction-related activities, including (but not limited to) building, alteration, maintenance, repair, refurbishment, demolition or installation works to the building fabric or fixed services.

The appointer must consider the nature, scope and complexity of the proposed works and assess whether:

- The activity constitutes "construction work" as defined by CDM 2015
- There is likely to be more than one contractor involved (sequentially or concurrently)
- The project triggers additional CDM duty holder requirements (e.g. appointment of Principal Designer and/or Principal Contractor)
- The project is notifiable to the Health and Safety Executive (HSE)

When considering the above, refer to the CDM Applicability Checklist in (Appendix E).

Where there is any uncertainty, or where CDM 2015 may apply, the appointer must consult with the college's Health & Safety Manager at the earliest opportunity for advice and confirmation of requirements.

No works that fall within the scope of CDM 2015 shall proceed to contractor appointment until:

- The applicability of CDM has been confirmed; and
- Appropriate duty holders, documentation and management arrangements have been established in line with CDM 2015 duties.

Failure to correctly identify and manage CDM applicability may result in non-compliance with statutory requirements and must be avoided.

5. Process for Managing Contractors on Site

5.1 Commencement of works:

Contractors must not commence any work without prior authorisation from the estates manager or their delegated responsible person (RP) within the estates team.

Contractors are expected to work in accordance with their Risk Assessment and Method Statement (RAMS) provided and comply with the college's Code of Conduct (Appendix B).

All documentation relating to the work must be reviewed and approved by the estates manager before work commences.

5.2 Departure from site:

At the end of each day, or upon completion of their task, contractors shall sign out at reception and leave the premises.

5.3 Site inspections:

The appointer may undertake regular site inspections to ensure that work is being carried out in accordance with the agreed requirements.

5.4 Contractor Requirements:

As detailed in the site induction pack (Appendix D) and any documentation provided by the appointer.

Appendix A Nottingham College Contractors Declaration

As part of the Nottingham College Gateway 1 Review the letter below should be provided on Company letterhead, signed and dated.

.....
.....

Subject – Nottingham College Contractor Declaration.

Statutory guidance Keeping Children Safe in Education (KCSIE) 2025 states,

Section 295, Page 81. Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check.

Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information)'

In order to comply with the above and the college safeguarding requirements, we [Insert company name] confirm all employees and subcontractors representing our company on the college site will possess the following throughout our engagement with the college and we commit to always maintaining an updated record.

- Full EDBS check
- Always maintaining no individual EDBS less than three years old from date of issue.

Prior to commencement of the work a full list of all personnel intending to visit site will be provided to the college including name, EDBS certificate number and date of issue (date of issue must not exceed three years from contractor appointment date). It is understood that if compliant data on EDBS is not with the college prior to attendance on site, access will be denied.

All representatives of [Insert company name] will have the company photographic ID badge with them when attending college sites and we accept if this is not provided access will not be granted.

Contractor
Signature: _____
Date: _____
of Declaration:

Appendix B - Nottingham College Code of Conduct for Contractors.

Nottingham College Contractors Code of Conduct.

Safeguarding is central to everything we do at Nottingham College. We are committed to maintaining a safe and respectful environment for all students, staff, and visitors. As a contractor it is vital that you always understand and comply with the following expectations and guidance when on site.

General Code of Conduct Expectations

- Wear Identification
- Always carry your photographic ID and clearly display. A hi-vis vest must be always worn
- showing very clearly the contractor being represented, as the college will at the same time have other contractors on site.
- Sign In and Out
- You must sign in and out daily at your designated location and be issued with a dedicated
- lanyard. This ensures accurate records and accountability, make a note of your EDBS status within the daily log.
- Access routes
- Agree with the Estates Manager or their delegated responsible person the access route to the area of works. Other routes are restricted unless otherwise authorised.
- Use designated facilities
- Use only the toilets and welfare facilities agreed accessible to contractors on RAMS
- Maintain professional conduct
- Always behave professionally and uphold the college's values, including respect, responsibility, and safeguarding awareness.
- Comply with security checks
- Be prepared to be challenged by college staff and/or security. Always cooperate respectfully
- and ensure photographic ID is clearly displayed along with signing in paperwork attached to the contractor lanyard.

Safeguarding Do's and Don'ts

Do:

- Report any safeguarding concerns or incidents to the Estates Manager or their delegated responsible person.
- Stay alert to your surroundings and student activity, particularly during peak movement times.
- Use signed barriers clearly and appropriately to delineate contractor areas as denoted in RAMS.

Do Not:

- Engage in conversations with students:
- If approached by a student for help or directions:
 - Stick to your designated route.
 - Walk them to the nearest reception so college staff can support them further.

- Keep interactions brief, professional, and appropriate.
- Use student spaces or facilities.
- Do not enter the canteen, college toilets, or other student-only areas unless specifically authorised to do so.
- Access to other areas of college are strictly off-limits unless explicitly authorised.

EDBS and Safeguarding Compliance

EDBS Records

All contractor staff and personnel representing the contractor must have valid EDBS certificate and these will be recorded within a contractor tracker and held locally by the site team

Preventative Measures

By exception, where EDBS clearance is not achievable prior to site entry, appropriate preventative safeguarding controls will be agreed with the college in advance; this fallback position must be recorded in RAMS

Please remain vigilant at all times. If you witness or experience anything of concern relating to student safety, behaviour, or wellbeing, report it immediately to the Estates Manager or their delegated responsible person

We appreciate your co-operation in upholding Nottingham College's safeguarding standards and thank you for playing a vital part in maintaining a secure, respectful, and professional environment.

All representatives of **[Insert company name]** will fully adhere to the Nottingham College Code of Conduct for Contractors. when on college premises.

Contractor signature:

Date of Declaration:

Appendix C - Nottingham College minimum Insurance levels for contractors

Insurance type:	Minimum level
Employer's Liability Insurance	<u>£5,000,000</u>
Public Liability Insurance	<u>£5,000,000</u>
Professional Indemnity Insurance	<u>£1,000,000</u>

Appendix D – Nottingham College Site Induction Checklist

1. **Emergency evacuations and lockdown procedures**, the Estate Manager or their delegated responsible person (RP) will review all evacuation and lockdown procedures relevant to their site with the contractor.
2. **Nottingham College working with heat permit**, must be adhered to [Hot work - PTW template 1.docx](#)
3. **Accident and incident reporting** - all reportable accidents, dangerous occurrences and potential hazard situations must be reported to the Estates Manager.
4. **Electricity and lock out procedures**, the contractor shall adhere to any control measure identified through their RAMS. Before starting any work involving the use of electrical power supply, the contractor shall obtain formal permission from the Estates Manager/RP. The contractor has an obligation to ensure that the equipment they use is safe. There must be full compliance with the Electricity at Work Regulations and work must be performed to the latest edition of the IEEE Code of Practice. This procedure must be documented for each and every lock out proposed by the contractor and signed on and off by the Estate manager/RP as acknowledgement of the works taking place
5. **Noise**, the contractor shall adhere to any control measure identified through their RAMS
6. **Dust / fumes**, the contractor shall adhere to any control measure identified through their RAMS.
7. **Hazardous materials**, the contractor shall adhere to any control measure identified through their RAMS.
8. **Relevant college and site contacts and roles.**
9. **Site address and plans** (simple building layouts).
10. **Standard hours of access**, procedures required outside of these times.
11. **Working at height**, the contractor shall adhere to any control measure identified through their RAMS.
12. **Hoisting and lifting**, the contractor shall adhere to any control measure identified through their RAMS.
13. **Working in Confined Spaces**, the contractor shall adhere to any control measure identified through their RAMS.
14. **Waste disposal** the contractor shall adhere to any control measure identified through their RAMS. For the avoidance of doubt waste disposal will be carried out by the contractor in a manner which complies with waste regulations, the contractor must remove all waste associated with their works.
15. **Work completion** the contractor shall adhere to any control measure identified through their RAMS. Once the works are completed the Estates Manager/RP will carry out a general housekeeping check of the workplace area before approving completion. The appointer will be responsible for inspecting the quality of the workmanship

Appendix E - CDM Applicability Checklist

The appointer must complete the following checklist prior to contractor appointment to determine whether the Construction (Design and Management) Regulations 2015 (CDM 2015) apply:

Step 1 – Nature of Works

- ☐ Does the work involve construction activities such as building, alteration, installation, maintenance, repair, refurbishment or demolition?
- ☐ Does the work involve building fabric, structure, fixed services, or infrastructure?

If YES to any of the above, CDM 2015 is likely to apply → proceed to Step 2.

Step 2 – Scope and Complexity

- ☐ Will more than one contractor be involved (at the same time or one after another)?
- ☐ Does the work involve specialist trades or subcontractors?
- ☐ Is there any design element involved (including specification, drawings, or changes to existing layout / services)?

If YES to any of the above, a Principal Designer and Principal Contractor may be required.

Step 3 – Risk Profile

- ☐ Does the work involve any high-risk activities (e.g. work at height, electrical systems, structural alterations, confined spaces, lifting operations, asbestos)?
- ☐ Will the works impact normal college operations, staff, students, or public areas?

If YES, CDM controls and formal management arrangements are required.

Step 4 – Project Threshold (Notifiability)

- ☐ Is the project expected to last longer than 30 working days and have more than 20 workers on site at any one time?

OR

- ☐ Will the project exceed 500 person-days of construction work?

If YES, the project is notifiable to the HSE (F10).

Step 5 – Client Duties

- ☐ Has the college (as Client) ensured sufficient time and resources are allocated?
- ☐ Are arrangements in place for managing health and safety throughout the project?
- ☐ Has pre-construction information been identified or requested?

Action Required

- If ANY answers indicate CDM applicability or there is any uncertainty, the appointer must consult the college Health & Safety Manager before proceeding.
- The contractor appointment must not proceed until:
 - CDM applicability has been confirmed; and
 - Required duty holders and management arrangements are in place.

Further CDM Guidance:

- [L153: The Approved Code of Practice for CDM 2015 – CTC South West Ltd](#)
- [Need building work done? - HSE](#)
- [Planning for construction work - HSE](#)
- [Managing health and safety in construction. Construction \(Design and Management\) Regulations 2015. Guidance on regulations L153](#)