

DOCUMENT DETAILS

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| Document Name: | Contractor Management Procedure | | | |
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| Summary | This document aims to set out the procedures which Nottingham College staff should follow when using contractors to carry out works to the building fabric or fixed services. | | | |

DOCUMENT CONSULTATION & APPROVAL

| Consultation person / body | Date passed |
|----------------------------|-------------|
| | |

| Approval body | Date approved |
|---------------------------|---------------|
| Health & Safety Committee | |
| | |

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 |
|---|---|-------------------|
| Links to two safeguarding documents have been updated. | Correct up to date information provided | 1 |
| Document title update to "Keeping Children Safe in Education (KCSIE) 2024 | | 2 |
| Contact details updated. | | Appendix b |

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 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. Other links which relate to this document include:

- [Keeping Children Safe in Education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/keeping-children-safe-in-education-2024.pdf)
- [Safeguarding - Safeguarding-Handbook-June-23.pdf - All Documents \(sharepoint.com\)](#)

2. PROCESS FOR APPOINTING CONTRACTORS

When it is apparent that a contractor is required by the college there will be a number of things that need to be taken into consideration.

There will be different situations and scenarios for when a contractor is to be appointed by the college. Some contractors may have gone through a tender process whereas others may just be a direct appointment. In all situations though the contractor will be required to provide the following as a minimum:

- Details of insurance cover – public liability
- Signed purchase order T's and C's
- A completed approved main contractor form or contractor form
- Health and safety policy
- Environmental policy

This information will be stored and recorded by the department which is appointing the contractor. The estates department facilities admin will keep a record of all documentation received for estates related contractors.

Safeguarding

The safety of our students is of paramount importance. In addition to the above requirements, the contractor must provide the following specific to safeguarding:

- Signed confirmation of checks completed for staff visiting Nottingham College sites. This is a signed letter which can be found in the appendix to this document.

As per the statutory guidance Keeping Children Safe in Education (KCSIE) 2024: when considering what type of check is required:

Section 245. For all other staff (e.g. contractors) who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.

As part of these checks, the contracting organisation should be undertaking a risk assessment to ensure that the person(s) attending the college are safe to be working around children.

Enhanced DBS

Further to the above requirement, all contractors who are working at the college will need to provide evidence that they have an enhanced DBS. Prior to the commencement of any

works, a full list of personnel intending to visit the site will be provided to the college including name, EDBS certificate number and date of issue. The date of issue must not exceed three years from the contractor appointment date.

If the date of issue exceeds three years or a person attends site without the college having the EDBS information, then access will be prohibited. The college will not supervise contractors who do not have an EDBS.

If the contractor is appointed by estates, then the normal procedure is that the contractor will be asked to provide enhanced DBS details to estates / facilities admin at the earliest opportunity. Details to be provided are name, EDBS reference number and issue date. This information will then be populated on a spreadsheet which all college receptions can view and check when a contractor arrives on site.

Personal Identification

When attending the college, the contractor will be required to provide some form of identification. The preferred form of ID will be a contractor ID card detailing the contractor's name, photo of person and person's name. If this cannot be provided, then a driving licence (or other such as passport) will be requested.

College Safeguarding Policy

The college's commitment to safeguarding applies to contractors so they have a responsibility to follow this policy when working at any of our sites. Contractors need to be made aware of this responsibility prior to appointment and they should be given a copy of the safeguarding policy and the safeguarding flyer at the most suitable time. This may be as part of tender documentation or following appointment during a mobilisation/induction phase. The safeguarding flyer can be found in the appendices.

3. PROCESS FOR INDUCTING CONTRACTORS

Before a contractor commences any work on site, they need to be provided with information by the college.

- Asbestos survey information for the building and work location. This should be reviewed as early as possible as an additional refurbishment survey may be required before any works can proceed. This can be provided by speaking to the estates team.
- Fire evacuation Information.
- Designated working areas.
- Hours when the building is operational.
- Contact details for the college staff member or department who is responsible for them.
- Any additional details on safeguarding.
- Any information that may be relevant on the date of their attendance (e.g. fire drills, exams in progress etc.).
- Parking requirements / restrictions.

The contractor will also need to provide their own specific risk assessments / method statements (RAMS) for the work that they are undertaking. This information should be provided a few days before the commencement in order that they can be reviewed. In some higher risk instances, the estates team may provide the contractor with a permit to work following review of the RAMS.

Within the RAMS, the contractors should ensure there are suitable control measures in place to protect vulnerable individuals. The contractor must ensure that areas are secure and that no unauthorised people can get access into the college and to vulnerable individuals. The contractor must demonstrate in detail

how this will be managed.

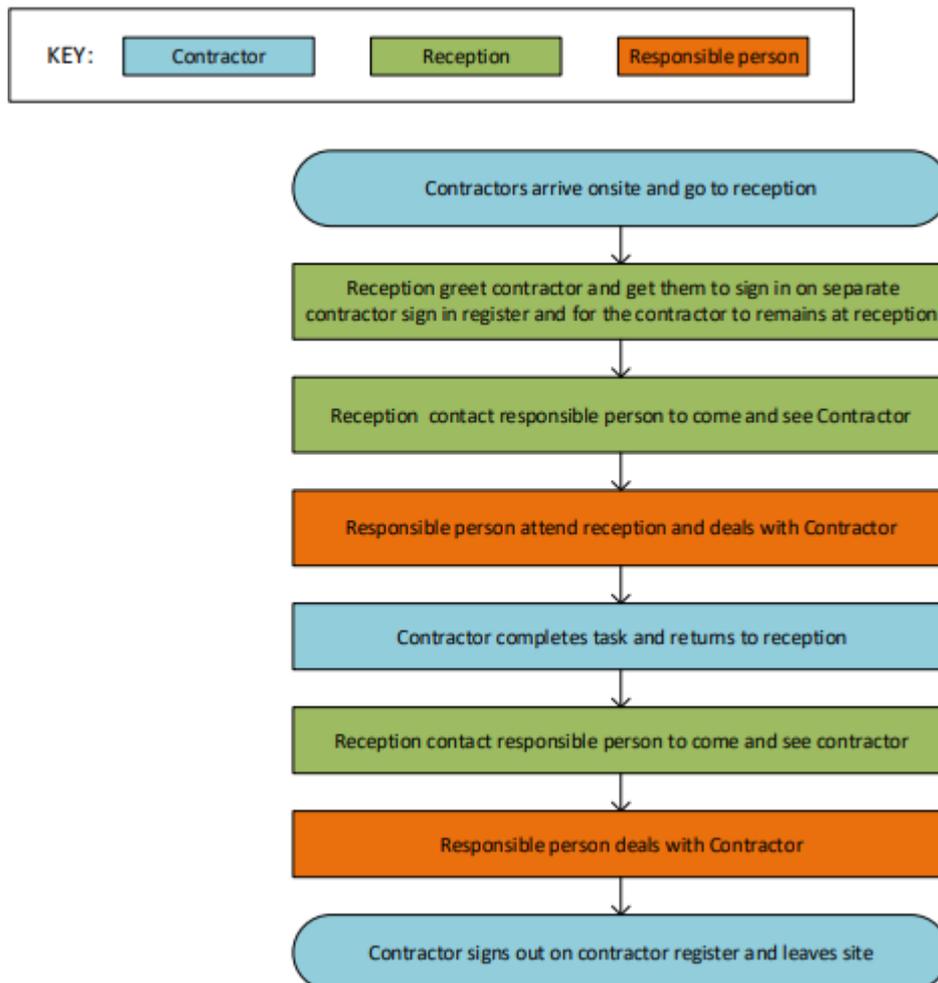
On all of the above points, good practice would be to hold a short pre-start meeting to ensure everything is in place.

Important

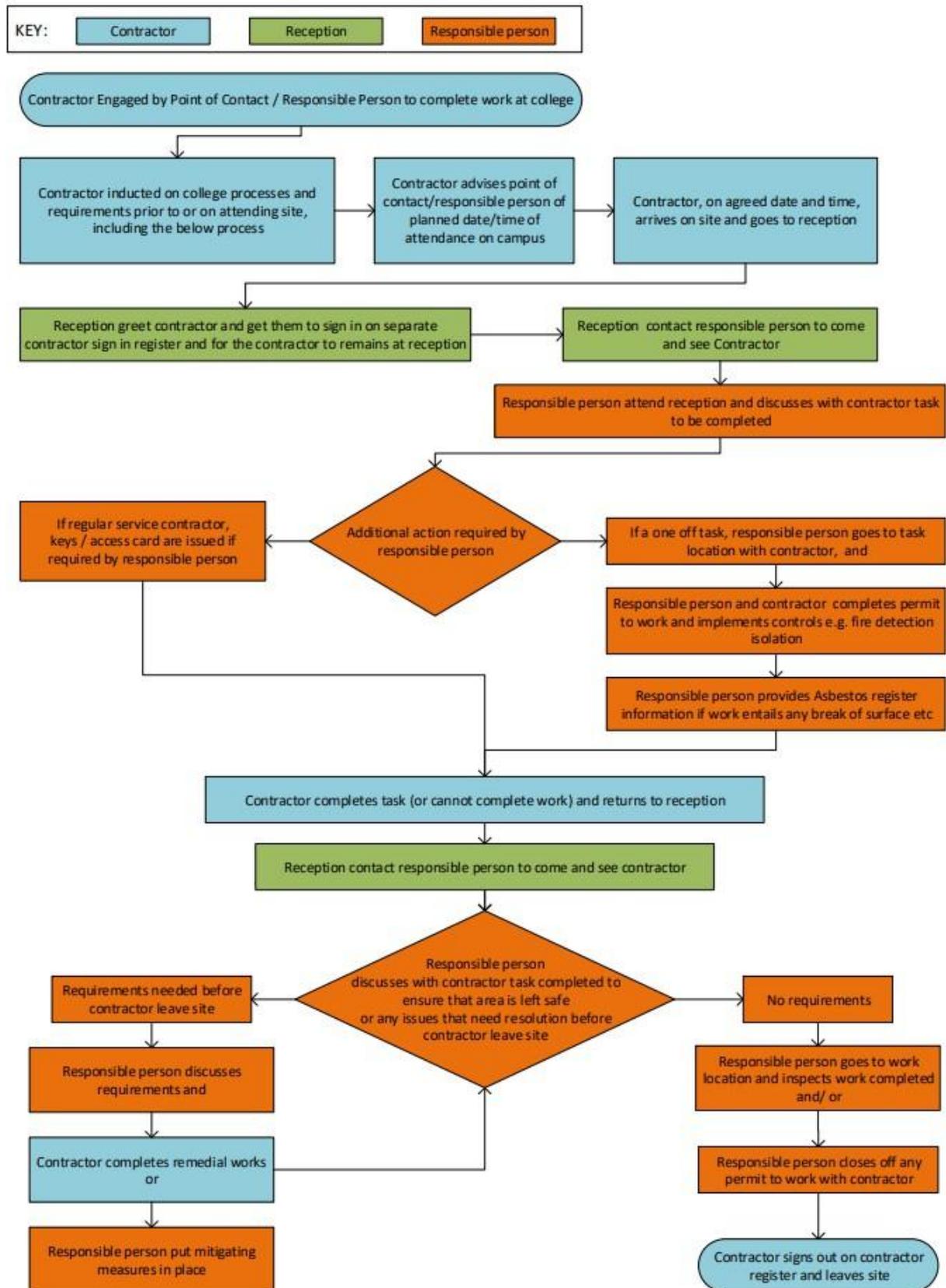
The facilities operations manager for the relevant campus must be made aware of all works that are proposed and may be required to attend a pre-start meeting.

4. PROCESS FOR MANAGING CONTRACTORS ON SITE

Control of contractors – summary flowchart



Control of contractors – Responsible Person Detailed flowchart



Prior to arrival on site

The responsible person must ensure that the contractor has provided a current EDBS certificate and is sent to the estates administrator so that they can update the DBS database.

Arrival to site

When the contractor arrives on site, they will need to sign in at the college reception on the specific contractor sign in register. It is at this point that the receptionist will check the contractors EDBS details are on the estates DBS database. The contractor will also be required to present their ID card.

The receptionist will contact relevant staff member who is responsible for that contractor, this will normally be the facilities operational manager of their nominated deputy.

The contractor will be provided with a visitor pass and may be provided with a security ID card to move freely around the building. This will be dependent on the nature of the visit. For example, contractors who attend regularly may be given an access card.

The contractor will then usually be escorted by the responsible person or their deputy to the work location to ensure they are working safely with no impacts to others.

Commencement of works

Contractors should never start work on a job without approval from a manager within the estates team. The facilities operational manager is responsible for works commencing on site and should be the person approving the work. The other estates managers include the director / head of estates, estates contracts manager, project manager, health and safety manager or catering/cleaning manager. These other managers may approve works commencing if for some reason the facilities operational manager or their designate deputy is unable to. The facilities operational manager may provide a permit to work dependant on the nature of the works.

Departure from site

At the end of the day or when they have completed their task, the contractor will return to reception or contact the facilities operational manager or their deputy to sign off their work to ensure that the contractor has not left the college with an unsafe process or state. The contractor must not leave the premises before the above has been completed.

Stop Work!

Please note if you think works are taking place that may cause harm or present a serious risk to anyone then you have the duty and right to stop the work that is taking place.

This applies to all contractors and college staff members. If this situation arises, this must then be reported to the responsible person, their line manager and the health and safety manager who can investigate the situation and advise when works are safe to proceed.

Site Inspections

The estates team or the responsible person may carry out regular site inspections to monitor the works that are taking place and ensure the college's requirements are being adhered to. If you think a contractor performing below the acceptable standards, then this should also be discussed with your line manager or relevant member of the estates team.

Contractor Requirements

The following details the requirement of the contractor when working at Nottingham College sites.

- Risk assessments / method statements (for non-routine maintenance the risk

assessments need to be specific to the task). These RAMS need to have been provided to the estates department before any works proceed so that they can be reviewed.

- Suitable PPE to be worn for the task.
- Contractor's adherence to colleges standards, policies & procedures (including safeguarding).
- Appropriate behaviour.
- Consideration for control of noise, dust, ventilation, access, safe systems of works etc.
- Report accidents, incidents and near misses to the relevant estates contact.

Appendix A – Golden rules for college staff

Please use the below as a quick reference guide when dealing with contractors working at Nottingham College.

- Preparation is key to ensuring the success of a project. It is therefore important to make sure you have all checks and documentation in place before any work proceeds.
- Make sure all people likely to be affected have been briefed on the works.
- Enhanced DBS details must be provided and recorded prior to contractors attending site.
- Before commencing any intrusive works the college asbestos information must be reviewed. Please liaise with the estates department on this.
- Regular communication with the contractor before, during and after the works is important to ensure any issues can be addressed quickly.
- Be prepared to stop a contractor from working if they are not working in accordance with the college's standards or if there is a risk to anyone.
- If you are unsure about anything and need to find out more, please liaise with a manager within the estates department.

Appendix B – Useful college contacts

| | | | |
|--------------------|--|-------------|--|
| Dawn Sladen | Facilities Operational Manager | 07956044144 | Dawn.Sladen@nottinghamcollege.ac.uk |
| Karen Zargarbashi | Facilities Operational Manager | 07515996757 | Karen.Zargarbashi@nottinghamcollege.ac.uk |
| Calvin Houldsworth | Facilities Operational Manager | 07769743756 | Calvin.Houldsworth@nottinghamcollege.ac.uk |
| Adam Crump | Estates Contract and Compliance Manager | 07971109960 | Adam.Crump@nottinghamcollege.ac.uk |
| James Woodings | Health & Safety Manager | 07795038756 | James.Woodings@nottinghamcollege.ac.uk |
| Mel McKechnie | Catering and Cleaning Manager | 07760120225 | Melanie.McKechnie@nottinghamcollege.ac.uk |
| Joanna Crawshaw | Capital Projects Manager | 07885688506 | Joanna.Crawshaw1@nottinghamcollege.ac.uk |
| Sarah White | Capital Project Manager | 07792946564 | Sarah.White@nottinghamcollege.ac.uk |
| Norman Corr | Building Surveyor | 07971109952 | Norman.Corr@nottinghamcollege.ac.uk |
| Gary McGinty | Director of Estates | 07795622890 | Gary.McGinty@nottinghamcollege.ac.uk |

Appendix C – Contractors safeguarding declaration

Dear Contractor,

The below letter must be completed and issued back to Nottingham College on your company headed paper.

Many thanks
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Re – Confirmation of checks completed on staff visiting Nottingham College sites. The statutory guidance Keeping Children Safe in Education (KCSIE) 2024 states:

Section 245. For all other staff (e.g. contractors) who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.

In order to comply with the above we **[Insert company name]** confirm the below recruitment processes are in place for all employees and sub-contractors prior to their employment and/or appointment on any college contracts:

(Please confirm as appropriate)

- Fully enhanced DBS check in line with DBS guidance to employers
- Identity check including proof of address
- Certificate of good conduct (if lived or worked outside the UK in the last 5 years) or additional references if an overseas police check cannot be obtained
- Minimum of two satisfactory references including safeguarding questions
- Professional qualifications check for qualifications mandatory for role
- Right to work in the UK check
- Full work history with career gaps explained

Prior to commencement of the works 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