

# Contractors Health and Safety Standards Policy 2026-27

## 1 Overview Information

<b>Policy Manager:</b>	Director of Estates and Facilities
<b>SLT Manager:</b>	Deputy Principal
<b>Effective Date:</b>	May 2026
<b>Annual Review Date:</b>	May 2027
<b>Original Filename:</b>	Z:\Executive Support\Administration\Policies and Procedures\Non Academic Policies\Estates Policies\HS Contractors 2026-27.docx

Capel Manor College has a statutory duty to ensure the health, safety and welfare of all its employees, students and others who may be affected by its undertakings. This guidance has been developed to ensure Contractors and their employees or their sub-contractors comply with current health and safety legislation and College safeguarding.

All contractors working on any College site must comply with the provisions of this document, however the contents do not relieve contractors from their legal and contractual obligations.

## 1. MONITORING OF SAFE WORKING

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Contractors will be monitored to ensure they are working in a safe manner, complying with current legislation, adhering to best practise or approved codes of practise or the general requirements set out in this document. The contractor should not place the health or safety of any person at risk whilst on College premises. Failure to meet these requirements may result in individuals or the contractor being removed from site.

## 2. RESPONSIBILITIES

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Contractors are responsible for ensuring that their employees and sub-contractors employed on College contracts work in a safe manner and are acquainted with and comply with relevant health and safety legislation and do not place the health and safety of any person at risk. Contractors are equally responsible for complying with Disclosure and Barring Service requirements for their own staff and their sub-contractors. In addition, to adhere to College Safeguarding Procedures laid out in this document.

## 3. SUB-CONTRACTORS

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Contractors must inform the College before appointing a sub-contractor to undertake work on the premises on their behalf. The contractor is responsible for vetting the sub-contractor to ensure they have the relevant health and safety procedures and arrangements in place, together with all safeguarding measures (see section 5.0). The College reserve the right to audit health and safety documentation provided by the sub-contractor as well as all DBS clearances.

## 4. COMPETENCE

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All contractors and sub-contractors are to be trained, competent and authorised to carry out the task for which they have been employed. A copy of relevant certificates and qualifications is to be made available to the College at the start of the contract, or if requested during the tender process.

## 5. SAFEGUARDING GUIDANCE

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Contractors who work with the educational establishments that provide education to children aged under 18 are expected to comply with the following child safeguarding guidance and practises from the Disclosure and Barring Service (DBS):

- Should your work involve working on College premises, for example routine or emergency maintenance works, servicing of equipment or plant or project work not exceeding 4 days in any 30-day period or once each week, staff will not require a DBS check. All personnel must report to the College's Main Reception to book in and receive a pass with an orange contractor lanyard.

- Where work exceeds more than 4 days, unless supervised by a member of College staff or the area is not visited by students (i.e. is within a designated or protected area), then the contractor's employees and any employed sub-contractors must be DBS cleared with an enhanced DBS Disclosure and a Workers with Children Barred List completed.
- Contractors will need to lodge evidence with the College that appropriate checks have been made with the Estates Office at least 20 days before work commences or when advised.
- Contractors using the College Restaurant:
  - Contractors will be allowed (where approved by the Estates Office/agent) the use of the supervised areas of the College Restaurant at the Enfield Centre.
- All contractors visiting or entering any of the College premises to execute repairs must sign on at the Main Reception and wear (at all times) a College ID card with orange lanyard.
- Where a large project is undertaken, then it will be the responsibility of the main contractor to operate a sign-in system to authorised employees, sub-contractors and visitors to the project area.

## 6. INSURANCE

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All contractors and sub-contractors must have current Public and Employee Liability Insurance, the amount of cover proportionate to the value of the contract and potential claims and should not be less than £5,000,000.

## 7. RISK MANAGEMENT, RISK ASSESSMENT AND JOB SAFETY ANALYSIS

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It is the responsibility of contractors and sub-contractors to provide suitable and sufficient risk and method assessments for the specific tasks they are undertaking on College property. Contractors' risk assessments are to be submitted to the Director of Estates and Facilities within 14 days before the work is due to start to enable the assessment to be validated.

Safety method statements are to be provided as well as risk assessments for complex activities where the control measures may not be obvious. The safety method statement is not a job specification. Job safety analysis is to be carried out in the event of uncertainty of the hazards associated with a particular task; further guidance is available upon request to the Director of Estates and Facilities.

## 8. ACCIDENTS

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All accidents and incidents that occur whilst working on College property must be reported to the Centre Manager and a copy of the accident report provided to the College. A copy of any subsequent investigation report is to be submitted to the Centre Manager. RIDDOR notifiable accident and incident reports are to be reported to the College's HSE Officer as well as reporting the matter to the HSE, using the online reporting system. Should the incident be within the prescribed project area, this duty falls to the Main Contractor. Incidents are to be notified to the College at the Project Monitoring Meeting.

## 9. FIRE

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The College reception is to be informed immediately of all fires that occur as a result of contractors' work on College property and the Fire Service summonsed.

College fire-fighting equipment is not to be used when undertaking hot works.

The contractor must supply their own fire-fighting equipment whilst undertaking such works.

## 10. VEHICLES

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Vehicles brought onto College property are to be in a road-worthy condition and comply with current legal requirements. Drivers must be licensed and authorised to drive the vehicles. Drivers are to comply with College speed restrictions and traffic rules whilst on site. Likewise, drivers of motorised equipment must be licensed and authorised to operate the equipment. It should be noted, some internal roads are in regular use by staff, students and the visiting public. Drivers must adhere to speed restrictions.

Drivers using specialised plant are to hold a copy of their certificate/ticket for using such specialised equipment when on College property. These certificates may be requested for inspection by a College representative on request.

## 11. PERMITS TO WORK

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High-risk activities such as hot works, deep excavations, working in confined spaces and working at height are not to be carried out without a permit to work, signed and dated by the operative and manager for the contractor, and authorised by the Director of Estates and Facilities or Centre Manager. The need for permits to work will be determined at the tender stage for large contracts or when awarding small contracts.

## 12. COMMENCEMENT TO WORK

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Start and completion dates and agreed work times are to be strictly adhered to. Deviations may only occur with prior approval of the Director of Estates and Facilities or Centre Manager. Details of the contractual period will be covered in the contract documents, or set out in the College requisitions orders.

## 13. SERVICES

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Contractors may only connect up to College services and utilities with prior written agreement from the Director of Estates and Facilities or Centre Manager or on larger projects with the College Representative managing the project. All electrical equipment or tools are to be in date for PAT Test before connection to College infrastructure.

## 14. WORK AREAS AND SHIPPING ROUTES

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Contractor's employees and sub-contractors are forbidden to go beyond their working areas except when it is in connection with their work. In such case agreed routes shall be agreed and used. Only designated and pre-agreed shipping and transit routes are to be used.

## 15. GUARDING AND FENCING

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All hazardous work areas are to be suitably guarded to the standards laid down by current legislation. Work areas are to be adequately signed to alert College staff, students and members of the public to the dangers of the work area. The contractor must maintain protection in the area during and up to completion of the work period.

## 16. SAFETY AND WARNING SIGNS

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Appropriate safety and warning signs are to be displayed at suitable locations to warn others of the potential hazards connected to the contractor's work. Signs are to comply with the current safety signs legislative.

## 17. HOUSEKEEPING

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Good housekeeping standards are to be maintained at all times and the worksite free from housekeeping related and accident hazards. Disused building materials or waste from work operations, on-site work operations on site is to be removed from College premises at the contractor's cost and disposed of in accordance with current legalisation and By-laws. Any hazardous materials must have appropriate documentation completed and filed on record. Documents are to be produced upon request from the Director of Estates and Facilities or a College Representative.

## 18. PLANT, TOOLS AND EQUIPMENT

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All plant, tools and equipment are to be supplied by the contractor; College plant, tools and equipment are not to be used. All tools must be in good condition and regularly serviced and maintained.

## 19. ELECTRICAL EQUIPMENT AND PLANT

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All electrical work must conform to the latest edition of the NEICC regulations. Work involving electrical tools and equipment must be used in accordance with current legalisation. All portable tools are to be 110v rated or battery powered. Live electrical work is not to be undertaken without a completed permit to work, given in writing from the Director of Estates and Facilities or the College Representative and a job specific risk assessment and Safety Method Statement completed before the work commences.

## 20. CARTRIDGE OPERATED TOOLS

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Cartridge operated fixing tools can only be used on College premises by qualified operatives and under a Permit to Work from the Director of Estates and Facilities.

## 21. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

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Personal protective equipment is to be worn by contractors appropriate to the hazards and the task they are undertaking. Contractors must be aware of and implement control measures for activities that may affect others, such as dust or noise to avoid creating hazards for College staff, students and the public. In such cases, the work should be timed for in periods when it will not affect others or other methods used to limit hazards the contractor's employees and other people at risk.

## 22. MATERIALS

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All materials must be of serviceable quality and suitable for the purpose for which they are being used. Any resulting deviations by the contractors will be at the contractor's own risk and cost.

## 23. HAZARDOUS SUBSTANCES

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Contractors must ensure they avoid using hazardous substances that may affect their personal safety or others. When such substances have to be used, they must be used in accordance with the manufacturer's recommendations and current COSHH legislation. Prior to working in any building on College premises, the contractor is to have satisfied themselves that there is no known Asbestos (identified by the College Asbestos Register). In the case where Asbestos is discovered by the contractors, they must immediately stop work and report the discovery of suspected hazardous substances to the Director of Estates and Facilities and ensure that the area is vacated until a thorough examination or survey has been undertaken in accordance with HSE Guidance.

## 24. COMPRESSED GAS CYLINDERS

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Contractors are to make adequate arrangements for the storage of gas cylinders when working on College premises. Cylinders are to be removed from the College premises at the end of each working day unless they have prior written approval to keep the cylinders in a suitable storage area as directed by the Director of Estates and Facilities/Centre Manager.

## 25. CONTROL OF POLLUTION

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Contractors shall not deposit waste, chemical or other substances into any drains, onto the ground, or into any skip on College premises. Contractors are also to prevent the emission of harmful or noxious fumes or substances into the atmosphere from their work. Contractors may not use College skips without prior permission from the Centre Manager.

## 26. WORKING AT HEIGHT

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A risk assessment is to be conducted by the contractor for all work that is to be carried out at height. The same assessment may be used for work that is carried out frequently, however it is to be reviewed before each occasion to ensure there are no significant changes.

So far as is reasonably practicable, contractors are to use the safest method of accessing height; access equipment should be established by the assessment. Operatives are to be qualified and competent to use the chosen access equipment, and it must be used according to the manufacturer's guidance, current legislation and industry practice. Measures are to be implemented to protect others from falling objects within the working area such as barriers.

## 27. LIFTING EQUIPMENT AND LIFTING OPERATIONS

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All lifting equipment brought onto College property, and lifting operations carried out on College property are to comply with current legislation (LOLER and PUWER tests), such equipment is to have a vehicle examination, certificate of plant is to be in date; certification is to be made available for inspection by the Director of Estates and Facilities. Only competent, certificated and authorised persons are to carry out lifting operations or operate lifting equipment.

## 28. CONFINED SPACES

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Entry into any confined space must only be undertaken upon completion of a permit to work, a job specific risk assessment and method statement, all of which must be authorised by the Director of Estates and Facilities prior to work commencing. Only competent, certificated operatives, wearing the appropriate PPE

and RPE are to enter confined spaces or act as the emergency person at the entrance to the space. Entry into confined spaces must comply with current legislation laid down by the HSE.

## 29. EXCAVATIONS

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The intended area of excavation is to be surveyed for buried utilities prior to digging. An appropriate structural survey is to be carried out for all excavations adjacent to buildings. Excavations are not to be opened without prior adequate site protection. Safe digging practices are to be implemented for all excavation, irrespective of depth; the deeper the excavation, the more stringent the guarding is to be. All excavations are subject to a Permit to Work, based on a specific risk assessment and method statement, signed by the Director of Estates and Facilities prior to any work commencing.

## 30. DEMOLITION

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Demolition is only to be undertaken by specialist contractors who are fully complying with the requirements of current CDM regulations and all method statements have been approved by the College Project Manager or agent. A pre-demolition asbestos survey must be undertaken prior to the demolition taking place and a Permit to Work sanctioned by the Director of Estates and Facilities in advance of the work commencing.

## 31. ACCEPTANCE

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Payment for works carried out by contractors must be to the general satisfaction of the Director of Estates and Facilities or agent managing their work.

## 32. ACCEPTANCE OF THESE STANDARDS

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If you are a College contractor or a regular supplier of services to the College undertaking maintenance works, then these standards have been developed to ensure the health and safety of contractors, College staff, students and members of the public; they do not replace any requirement placed upon contractors or the College that have been made under Statutory Provisions. These standards have been developed to ensure the health and safety of contractors, College staff, students and members of the public; they do not replace any requirement placed upon contractors or the College that have been made under current Statutory Provisions.

The acceptance form on the following page is to be signed by the appropriate manager for the contractor before work can commence on College premises.

**CONTRACT ACKNOWLEDGEMENT SHEET (CONTRACTOR'S COPY)**

<b>SITE:</b>	
<b>CONTRACT OR REFERENCE NO.</b>	
<b>CLIENT DEPARTMENT:</b>	
<b>COLLEGE REPRESENTATIVE:</b>	
<b>CONTRACTOR'S NAME:</b>	
<b>CONTRACTOR'S ADDRESS:</b>	
<b>CONTRACTOR'S REPRESENTATIVE:</b>	
<b>REPRESENTATIVE:</b>	
<b>TELEPHONE NO.</b>	
<b>BRIEF DESCRIPTION OF THE WORKS:</b>	
<b>CONTRACT LOCATION:</b>	

**One copy to be retained by the Contractor upon completion and once copy sent to:**

**Director of Estates and Facilities  
Capel Manor College  
Bullsmoor Lane  
Enfield  
Middlesex  
EN1 4RQ**

**CONTRACT ACKNOWLEDGEMENT SHEET (TO BE SENT TO CAPEL MANOR)**

<b>SITE:</b>	
<b>CONTRACT OR REFERENCE NO.</b>	
<b>CLIENT DEPARTMENT:</b>	
<b>COLLEGE REPRESENTATIVE:</b>	
<b>CONTRACTOR'S NAME:</b>	
<b>CONTRACTOR'S ADDRESS:</b>	
<b>CONTRACTOR'S REPRESENTATIVE:</b>	
<b>REPRESENTATIVE:</b>	
<b>TELEPHONE NO.</b>	
<b>BRIEF DESCRIPTION OF THE WORKS:</b>	
<b>CONTRACT LOCATION:</b>	

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Lane Enfield  
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