



THE NEW GUILD TRUST

Contractors Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2025
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K. Peters</i>
Policy Review Period	12 months
Date of Policy Review	February 2026

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	Feb 2024		
	Feb 2025	No change	

Contractors Procedures

Duty of Contractors

All contractors engaged in regular activity within school will require an enhanced DBS certificate (including barred list information).

All contractors working on school premises have a legal duty to ensure that their activities, equipment and substances do not cause risks to the health & safety of themselves or others.

- Report to Reception on entering the building and wear their ID badge at all times.
- Contractors should provide their Health & Safety Policy.
- Provide written risk assessments or method statements before work starts.
- Be appropriately dressed for the work being undertaken including wearing/use of correct personal protective clothing/equipment at all times.
- Must not smoke on the premises.
- Work in a safe manner by working behind barriers or closed doors and display warning signs. Avoid obstructing means of escape or propping fire doors open.
- Remove all rubbish or debris at the end of each day.
- Test all works on completion as necessary.

Duty of School

The school has a legal duty to inform contractors of any risks on the premises that might affect them e.g. asbestos. The school will ensure the contractors sign in and are shown the asbestos register before entering the school.

The school will determine the appropriate level of supervision depending on circumstances. i.e. PFI, self-employed or employees of contractors. Also, the type of contract – temporary or occasional.

- The school will ensure all contractors sign in before commencement of works.
- Have the asbestos register available.
- Ensure all contractors are made aware if a Fire Drill/Lockdown Drill is planned and where the assembly point is.
- Highlight any potential hazards i.e. proximity of pupils in relation to works.
- Site Staff or other competent persons to liaise closely with contractors to further minimise any potential risks.