



Name:	Date written:
External Contractors Policy	6/7/23
Written by/Reviewed by:	Review Date:
Louise Lloyd-Evans/Emma Holmes	Jul 24
Policy Statement	
<p>This policy is in place to ensure we comply with health and safety law when using contractors and the children are kept safe at all times. This policy has been drawn up using guidance from the Health and Safety Executive and is to be used in conjunction with our Fire Safety Policy</p>	
Aims and Purpose	
<p>This policy illustrates the procedures we will follow when we need to engage external contractors. These procedures are all to be put into place BEFORE work starts.</p>	
Applicability	
<p>Staff Parents</p>	
Definition of Terms	
<p>Hot Works Permit: Hot work is regularly undertaken during construction and maintenance projects and is considered to be a high-risk activity that requires careful and active risk management. Hot work includes any operation that uses open flames or the local application of heat and friction. Examples include:</p> <ul style="list-style-type: none"> • Welding • Soldering • Torch cutting • Grinding • Hot riveting <p>Heat applied to roof coverings (particularly in relation to replacement of felt coverings on flat roofs)</p> <p>It is important to be aware of the full range of activities that constitute hot works, not only those that involve open flames, and ensure that proper processes are in place to manage the additional risks that accompany them.</p>	
Overview	
<p>Identifying the job Selecting a suitable contractor Assessing the risks of the work Providing information and instruction Informing the team and parents</p>	
Procedures	

Identifying the job

After a need to use outside contractors is identified, all leaders should discuss the Health & Safety implications; should we carry out work when open? What will need to be in place to ensure safety? What will we need to tell the contractors?

Selecting a suitable contractor

We need to ensure that the contractor we choose can do the job safely and without risks to health. This may mean making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work.

The questions we will ask potential contractors are:

- What arrangements will you have for managing the work? For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc?
- Do they need a 'Hot Works' permit?
- What is your recent health and safety performance? For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?
- Do you have a written health and safety policy? (This is only a requirement if five or more people are employed.)
- Can you provide a risk assessment?
- What qualifications, skills and experience do you have in this type of work?
- What health and safety information and training do you provide for your workers?
- If required, do you have Employers' Liability Compulsory Insurance?

Assessing the risks of the work

Alongside the contractor we will risk assess the planned work:

- What can harm people?
- Who might be harmed and how?
- How will you control the risks?

The contractor must assess the risks for the contracted work and then we will both get together to consider any risks from each other's work that could affect the health and safety of anyone who will be involved or present.

We carry out all risk assessments using a template from the Health and Safety Executive.

Providing information and instruction

We will ensure that the contractor and their employees have clear information on:

- health and safety risks they may face;
- measures in place to deal with those risks;
- our emergency procedures

Informing the team and parents

Finally, the team and the parents will be informed of the works going on and all the safety measures and considerations.

External Links and Organisations

Risk Assessment Template used by Young Friends: [risk-assessment-template-2019.docx \(live.com\)](#)

HSE Guidance: [Using contractors: A brief guide INDG368\(rev1\) \(hse.gov.uk\)](#)

Relevant Policies and Documents

Fire Safety Policy

Safeguarding Children Policy

Health and Safety Policy

Authorisation

Signature:



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