

Management of risk areas, contractors and ancillary staff

Version control

Owner	Director of Operations
Last Updated	13 Aug 2025
Next Review	13 Aug 2026
Circulation	Website

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INTRODUCTION

- The School is aware of its obligations under the Health & Safety at Work Act 1974 to ensure, among other things, that pupils on site are protected from harm wherever possible and that no work is carried out by the School, contractors or ancillary staff that is liable to expose employees, pupils or members of the public to health hazards, unless suitable and sufficient assessments of the risks are made and necessary measures to prevent or control the risks have been introduced.
- Within the School, the Director of Operations has overall responsibility for all issues relating to property management. Day-to-day operational control of these matters is managed by the Director of Operations, the Works and Projects Manager (for all building and maintenance-related issues) or the Grounds Manager (specifically for grounds management).

PUPIL ACCESS TO RISK AREAS

Pupils are denied lone access to any areas of significant risk on site by appropriate means. These restricted areas are determined by Heads of Department and are usually subject to specific risk assessments in addition to the isolation of the area. Areas of potential risk include but are not limited to:

- Science Laboratories when not in use for teaching purposes (and all associated storage)
- Electrical cupboards
- Gas controls/Boiler Rooms
- Swimming Pool
- Design and Technology Areas
- Food Technology areas (Prep School only)
- Armoury (Senior School only)
- Theatre 'back of house' areas
- Ongoing Works areas
- Building compounds

CONTROL OF CONTRACTORS AND ANCILLARY STAFF

- All regular contractors or ancillary staff engaged by the School or working on the School premises are required to demonstrate that they have suitable arrangements in place for ensuring adequate health and safety including, where necessary, a written statement of policy. Ancillary staff (when not under the direction or control of the Works Manager or Grounds Manager) will be supervised by an appropriate Head of Department or nominated person and instructed by them as to the rules governing their particular area. In normal circumstances, Contractors are required to complete a Health and Safety questionnaire before they are awarded work, and are bound to abide by our Site Instructions for Contractors and Service Providers (see below).
- The School is aware of its obligations under the CDM 2015 Regulations and where projects come under these regulations the School, as a commercial client, will carry out the following actions:
 - ensure that other duty holders are appointed as appropriate
 - ensure that sufficient time and resources are allocated to the project

And will make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided.

Selection of contractors – the School's responsibilities: The School exercises control over the selection of contractors in the following ways:

Identification of suitable contractors: The following factors relating to prospective contractors' methods of operation will be taken into account:

- Adequacy of Health & Safety Policy.
- Control and management structure.
- Safe systems of work.
- Training standards.

Identification of hazards in the specification: Contractors will be required to demonstrate that potential hazards have been adequately taken into account. Apart from normal site hazards, these could include (but are not limited to):

- Special hazards applicable (eg, asbestos).
- Safe access to / egress from the site.
- Confined spaces.
- Chemical storage.
- Occupational health risks (eg, noise).

Appointment of contractors: The appointment of contractors will be based on the School's assessment of suitability, taking all factors into account.

Acceptance by contractors of school Health & Safety Requirements. Once selected, contractors will be required to confirm that they have received, understand and will apply the conditions of this policy.

CURRENT INSTRUCTIONS FOR CONTRACTORS AND SERVICE PROVIDERS

- This document, (CS Instructions for Contractors & Service Providers) provides a guide to the safety standards expected of contractors who are awarded work by Cranleigh School and when the work is not under the jurisdiction of the more specific Construction, Design and Management Regulations. Confirmation that contractors will abide by these instructions - and inform all of their staff and subcontractors of points contained herein related to them - is required before any work can commence on site.
- Cranleigh School has a serious commitment to safety therefore contractors carrying out work on School premises must ensure that they work in accordance with current health and safety legislation. It is the contractor's responsibility to identify and be able to demonstrate compliance with all relevant legislation.
- For all work undertaken at the School, compliance with the Health and Safety at Work Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1992 (MHSWR) is required as a minimum standard. Depending on the nature of the work being carried out, there may well also be a need to comply with additional health and safety legislation.

Contract requirements: Before Commencing Work, the Contractor, Subcontractor or Third party shall, on request, supply the following:

- A copy of their safety policy statement and a copy of their Method Statements and Assessment of Risks for the intended work (where these have not already been provided)
- A nominated representative to be responsible for the contract

Cranleigh School will:

- Nominate a representative to be responsible for liaising with the contractors
- Inform the third party of known hazards
- Where applicable, provide third parties with copies of Cranleigh School Procedures including Fire Prevention and Evacuation Procedures
- Issue Security ID/Site Entry permit as appropriate
- Define areas where access is prohibited

Identification Whilst On-Site: Cranleigh School operates a visitors' pass system and contractors and service providers (save those who are only delivering or collecting from specified points in the campus) are expected to wear identification whilst working on site.

- Regular Contractors with permanent staff who are likely to be on site often may have a permanent photo visitor's pass created for them. These can be kept by the Contractor, but the nominated representative should be told of your arrival and departure times so that we know who is on site if there is an emergency.
- Occasional Contractors should have a Visitors Pass issued from Reception. These passes should be handed back to the issuing office when leaving site.

GENERAL SAFETY REQUIREMENTS

Emergencies: Contractors must ensure their employees and others under their responsibility are aware:

- Of Cranleigh School's Emergency Procedures (see Appendix A)
- Of the location of telephones and contact points
- That all accidents and dangerous occurrences must be reported to Cranleigh School. This includes accidents and dangerous occurrences that happen at other sites but when carrying out similar work to work undertaken at the School.
- That reportable accidents should be notified in accordance with the Reporting of Injuries diseases and Dangerous Occurrences Regulations 2013. (In this context, contractors are reminded that if their employees suffer an injury or ill-health condition, or if a dangerous occurrence is caused by the contractor or damages the contractor's equipment, then it is the contractor's duty to report the incident to the Health and Safety Executive as required by RIDDOR).
- Of what arrangements are in place for First Aid.

Electricity: Electricity must be treated with respect. Therefore, Contractors must:

- Not connect or open live services without the prior agreement of Cranleigh School
- Ensure that complex live electrical work and work with high voltages is covered by a Permit to Work
- Ensure all electric work to be carried out in accordance with the provisions of the Electricity At Work Regulations 1989 and BS 7671: 2008 (as amended).
- Ensure equipment and cabling is safe, inspected, of the correct type, size, and is not damaged or defective
- Ensure that portable equipment is 110V, double insulated or earthed, protected by an RCD
- Connect only to approved electrical points
- Avoid trailing leads
- Suitably sign appropriate hazards to protect others

Protective equipment & clothing: Contractors shall supply appropriate protective clothing and equipment to recognised standards. These may include (but may not be limited to):

- Safety helmets - where there is a risk of head injury
- Protective footwear - if the feet are at risk from falling objects, slipping, cuts, chemicals, electrostatic discharge
- Hearing protection - in noisy areas in accordance with current legislation
- Eye protection – to provide protection from chemical, metal, dust, gas and vapours and nuisance odours
- High visibility clothing - when working on or within 2m of a highway
- Harnesses - in accordance with the Method Statement and Assessment of Risk
- Respiratory protection – to protect against toxic and dusts, gases and vapours
- Protection against abrasion, temperature, cuts, impact, chemicals, electric shock, infection, disease, vibration
- Protection against weather, temperature, chemicals, impact, dust, wear and cleanliness
- Emergency equipment - breathing apparatus, safety ropes etc.

Working at Heights: Contractors shall as a minimum standard meet the requirements of the Work at Height Regulations and:

- Provide suitable and properly maintained equipment
- Only provide competent personnel to work at heights
- If required, provide evidence of competence by training and experience
- Ensure scaffolding is only erected by competent personnel, is suitable for the work, correctly used and inspected

HEALTH MATTERS

Cranleigh School requires Contractors to:

- Maintain good personal hygiene when working on Cranleigh School premises and adopt an appropriate, safe and hygienic dress code. Please do not spit and remember to leave toilets and washrooms in a clean and hygienic state when you have finished using them
- Treat other people as you would want to be treated, which is in a respectful and polite way
- Ensure that adequate arrangements have been made to enable staff to wash and dry their hands prior to eating
- Effectively control any dust, fumes or impurities, which are likely to cause damage to Cranleigh School equipment or be injurious to any person on or near Cranleigh School premises
- Comply with the current Noise at Work Regulations 2005 and codes of practice regarding noise exposure levels
- Obey all warning signs, plan work carefully and cease working if asbestos or any other contaminant is suspected or encountered.
- Warn others who may be affected by any unintentional release and inform your Cranleigh School contact immediately. In this instance, do not proceed with any further work until your Cranleigh School contact advises you it is safe to do so.

SAFEGUARDING CHILDREN

- ☐ Everyone at Cranleigh School works together to ensure that children and young people are kept safe by contributing to:
- ☐ Providing a safe environment for children and young people to learn
- ☐ Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the School.
- ☐ There are two people you may want to turn to if you have a concern. These are:
DESIGNATED SAFEGUARDING LEAD (CS)
DEPUTY DSL (CS)
DESIGNATED SAFEGUARDING LEAD (CPS)
DEPUTY DSL (CPS)
- ☐ If your concern relates to a member of Cranleigh School staff, this must as soon as possible be shared with the Designated Safeguarding Lead and nothing should be said to the member of staff involved.

Behaviours such as using offensive or inappropriate language, provocative gestures, drunkenness, illegal drug taking, gambling, threatening or violent behaviours or horseplay are not acceptable and can cause stress to those sharing the work site. Cranleigh School does not wish its staff, pupils or visitors to be exposed to such behaviour and in the unlikely event of such behaviour taking place Cranleigh School has the right to terminate their association with the relevant contractor.

FIRE PRECAUTIONS

- Fire safety arrangements in all School buildings have been assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005. While working in any Cranleigh School Buildings contractors must be familiar with, and ensure compliance with the fire precautions for the site. Fire precautions should be documented in the Contractors method statements and risk assessments. Cranleigh School operates a No Smoking Policy in all of its buildings and outdoor smoking may only occur in designated locations around the campus.
- Contractors must:
 - Familiarise themselves with the fire precautions for the building and liaise with the School with regard to the disabling of automated fire detection equipment if necessary.
 - Know the location of alarm points, firefighting appliances and fire exits
 - Know what action and reporting procedures to take in the event of a fire
 - Keep fire doors closed and unobstructed
 - Ensure combustible waste is collected at least once a day and removed to a safe place clear of the building
 - Ensure that all highly flammable liquids (flash point below 32oC) shall be kept in strong screw capped cans, steel barrels, drums or jerry cans capable of being securely closed. All containers must be clearly marked as to their content. The containers shall be kept in a store provided by the contractor, either in a locked metal bin (maximum contents 50 litres in cans) or a well ventilated locked hut. The hut must have a concrete base, brick walls or corrugated iron on a brick dwarf wall and non-combustible roof. The base must be surrounded by an impervious, non-combustible sill 150mm high. No Smoking signs must be clearly displayed

- Ensure that flammable liquids (flash point above 32oC) such as paraffin oil or paint should be stored as above or alternatively, flammable liquid can be stored in the open air well away from buildings
- Have the appropriate firefighting appliances to hand until all possibility of an outbreak of fire has passed
- Report defective or missing firefighting appliances to your Cranleigh School contact point
- Keep hot soldering irons in a proper rest
- Ensure that only the gas cylinders immediately required for operating an appliance shall be brought into a building or enclosed space. In the case of liquid petroleum gas cylinders the capacity shall not be greater than 5kg unless specifically agreed by Cranleigh School
- Not leave a gas cylinder in a Cranleigh School building overnight.
- Take special care with temporary heating appliances and prevent the likelihood of them being knocked over

HOT WORK AND NAKED FLAMES

The Contractor will ensure that:

- A hot work permit is obtained before commencing any 'hot' work
- All flammable or combustible materials are removed or protected
- Arc welding light is screened from naked vision
- Adequate firefighting equipment is provided
- A fire watch for 30 and 60 minutes after completion of the works to ensure the area has cooled to a safe temperature.
- All persons observe all no smoking requirements

HAZARDOUS SUBSTANCES

The Contractor will ensure that:

- Reference is made to the Asbestos Register prior to commencing works in order to identify the areas of work and location of asbestos. The Asbestos register is held with the Works Manager.
- Substances which are hazardous are appropriately used, handled safely and correctly stored
- COSHH assessments have been carried out on all hazardous substances under the provisions of the Control of substances to Health Regulations 2002 ("COSHH")
- COSHH assessment details are provided to Cranleigh School where there is a risk to members of Cranleigh School Staff and others on Cranleigh School property
- Dust emissions are kept to a minimum
- COSHH Regulations are adhered to at all times

CONFINED SPACES

A specific risk assessment is required for work in any space defined as 'confined' by the Confined Spaces Regulations 1997. Such work may only be conducted under a Permit-to-Work which will be issued by the Works Manager.

All contractors' personnel working in confined spaces must:

- Supply Method Statement and Assessment of Risks
- Have adequate training
- Follow safe systems of work
- Ensure that all equipment is suitable for purpose and well-maintained and ensure that the correct class of equipment is used in any flammable atmosphere as defined by the Dangerous Substances and Explosive Atmospheres Regulations 2002. NOTE: this applies to any potential explosive atmosphere, not just those that may exist in confined spaces.
- Comply with additional requirements specified by Cranleigh School or the Health and Safety Executive.
- Avoid using plant powered by internal combustion engine in or near a confined space, unless gasses are extracted to a safe location
- Prohibit staff from smoking in or near the vicinity of the works
- Be aware of and fulfil any hygiene requirements
- Be aware of diseases associated with this work

PLANT

The contractor will be expected to provide:

- Their own plant and equipment or apparatus which:
- Is in good working order
- Has current test certificates
- Is operated, directed and maintained by competent personnel
- Adequate training and instruction to their personnel
- Has machinery adequately guarded in accordance with Regulation 11 of the Provision and Use of Work Equipment Regulations 1998
- Allows only competent personnel to operate specific tools, e.g. abrasive wheels

EXCAVATIONS

Contractors must:

- Only excavate with the prior approval of Cranleigh School or relevant agency having submitted a Method Statement and Assessment of Risks
- Avoid pipes and cables by using location devices, trial holes and hand digging as appropriate
- Adequately support, guard, illuminate or sign any excavation as appropriate
- Provide safe access and egress to the excavation
- Comply with the HSE Guidance Booklet HS(G)47, Avoiding Danger from Underground Services

ROADWORKS

Contractors must:

- If appropriate, sign and guard all roadworks in accordance with the relevant sections of the New Roads and Street Works Act 1991, Chapter 8 of the Traffic Signs Manual 2009, and Safety at Street Works and Road Works: A Code of Practice 2013 (the red book)
- Take particular care for safety of pedestrians, especially children, disabled and elderly persons

- Only use signs approved by the Department of Transport and the publications mentioned above.
- Ensure traffic cones and hi-visibility garments are in accordance with recognised national standards.
- Liaise with Cranleigh School and/or any other required external agency prior to commencing any works

DEMOLITION

The Contractor must ensure that:

- They supply a Method Statement and Assessment of Risks
- All demolition work is planned with Cranleigh School or agency
- Services, equipment are adequately protected
- Site is clearly demarcated, barriers erected and maintained. Warning notices posted and work supervised throughout
- Necessary notifications to HSE are made

EQUALITY ACT 2010

The Contractor must assure the School that they have adequate policies in place to protect the School from third party harassment claims arising from any breach of the Equality Act 2010, and specifically from the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

RADIOACTIVE SOURCE

- The contractor will ensure that no radioactive source is brought onto the site without the prior permission of Cranleigh School
- Absolute compliance with Ionising Radiation Regulations is a requirement should this permission be granted.

ENVIRONMENT

- Contractors must ensure that the Disposal of waste is in accordance with the Environmental Protection Act 1990 and the contractor's work method statements

HOUSEKEEPING

The Contractor will be expected to ensure:

- Their site and peripheral areas are kept clean and tidy
- Refuse is removed regularly on a daily basis and spillages cleaned up immediately
- Floors and Gangways are kept clear, clean, dry and not slippery
- Tools, if stored on site, are left securely and neatly.
- Fire equipment, services, escape routes and exits are not obstructed or blocked

- Items of equipment and infrastructure belonging to the School are adequately protected before any work commences.

VEHICLES

The School operates a strict 15mph speed limit on site and Pedestrians have priority at all times. Vehicles should be parked in marked bays and not block any emergency access routes.

SECURITY

Cranleigh School takes the issue of security seriously and Contractors have a duty to ensure that:

- Areas that they have assumed responsibility for (ie have been given access to commence works) are secured at the end of the day.
- Lights are switched off
- Any suspicious activity is reported as soon as possible

Contractors' queries:

Contractors are requested to raise any queries arising from the operation of this policy directly with the Works Manager or Grounds Manager (as appropriate) or, in their absence, the Director of Operations.

APPENDIX A

Fire & emergency evacuation procedures

- The fire alarm at Cranleigh is signalled by a continuously ringing bell or siren. In addition to the sounders located in buildings, there is an additional external siren that operates between the hours of 07:30 and 22:00 to alert pupils and staff around the site of the fire alarm.
- The following evacuation procedures must be taken immediately every time the Fire Alarm is activated, except for when audibility tests are conducted. These tests shall be conducted at regular and well-advertised times and alarms will not ring for more than 10 seconds.
- A central record will be kept in the Common Room Fire Log Book of all fire alarm activations, their causes and details concerning the evacuation timings and any other
- All boarding accommodation, teaching areas and offices should be able to evacuate any of the School's buildings within three minutes of the alarm sounding and we should be able to identify any missing persons within seven minutes.
- **NEVER BLOCK FIRE ESCAPES**
- **NEVER ASSUME IT IS JUST A DRILL**
- If you discover a fire:
 - Raise the alarm by activating the nearest Break Glass Unit.
 - Do not attempt to tackle a fire unless you are a member of staff who has been trained to do so and even if this applies never put yourself in danger.
 - Evacuate buildings as soon as the alarm sounds – do not go out of your way to collect personal belongings.
 - Do NOT run.
 - Do not under any circumstances re-enter the building until given authority to do so by the School Fire Officer.
- If You Set the Fire Alarm off by Accident: Contact one of the following IMMEDIATELY, stating which alarm was accidentally set off:
 - **Fire Officer – Ext 2138**
 - **Staff Room - Ext 2010**
 - **Works Manager – 2065**