

# GUIDANCE DOCUMENT

Health and Safety Requirements for Contractors Working at The Wellington College



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Health and Safety Requirements for Contractors Working at The Wellington College



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## 1. Introduction

It is The Wellington College's policy to maintain high standards of health, safety and security and on all its sites and by the implementation of these requirements for contractors, we propose to ensure, as far as is reasonably practicable that such standards are adhered to with our contractors. However, these health and safety requirements must not be regarded in any way as relieving the contractors of their statutory, common law or contractual obligations.

In the event of there being any conflict or ambiguity between the contents of this document and any of the terms of the contract between the college and the contractor, then the terms of the said contract shall prevail.

The declaration at the end of this document must be completed by the contractor and returned prior to commencement of work.

Contractors must recognise that The Wellington College is a school with pupils aged 13 – 18 years, and whereas the college/school will endeavour to ensure that pupils do not interfere with the work of the contractor, extra precautions may be necessary to ensure the safety of all on the sites.

## 2. Roles and Responsibilities

Contractors have legal duties under the Health and Safety at Work etc. Act 1974, to plan and manage their work in a way which manages health and safety whilst on site. You will only be awarded contracts if you are able to demonstrate an ability to meet your legal duties.

The purpose of this document is therefore not to tell competent contractors how to carry out their trades or discharge their fundamental legal duties. The College will not be telling contractors that they need to ensure tools are suitably maintained and operatives must be trained to use them or that contractors must ensure the competency of their own sub-contractors. This is generic detail that adds no value to the effective management of projects or health and safety. A potential consequence is that we lose sight of the information that really matters. Contractors must have their own policies, procedures and arrangements for achieving, and ideally exceeding, legal compliance and they are best placed to write these for themselves.

Instead, this document sets out the very specific requirements and risks that contractors need to be aware of when working at The Wellington College.

Performance will be measured, in part, upon compliance with this document. Failure to adhere to the code could influence the award of future work and any serious breach of this code may result in immediate termination of contract and exclusion from College Premises. If a contractor believes that elements of this document do not help secure or even threatens health and safe working conditions this must be brought to the attention of the HSE Manager.

## 3. Definition

The term "college" shall mean The Wellington College. The term "Contractor" shall mean the person or persons, firm or company appointed by the College to perform any work on the college property, such work to be referred to hereafter as the "the work".

The term Subject Matter Expert (SME) shall mean the college employee that has expert knowledge and authorisation in that field of work.

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The term “College Contact” (CC) shall mean the person designated in the contract, or delegated thereafter by the college, to liaise with and on behalf of the contractor to ensure the performance of any function or requirement contained herein.

The term “site” shall mean any building, installation, planted or open land area, including roadways, owned by and/or under the control of the college.

### 4. Policy for Contractors working on site

All contractors on site must have signed in through the Estates Office or Porters Lodge and must always display their college pass. It is the responsibility of their College Contact to meet the contractor and be responsible for them whilst they are on site.

All work on site by a contractor must be supported by a suitable and sufficient Risk assessment and detailed Method Statement, provided to the College in advance before work commences.

### 5. Contractors’ duty to inform employees

It is the sole responsibility of the contractor to ensure that their employees, sub-contractors and agents are supplied with copies of this document and understand its content before entering the site.

### 6. Reporting prior to commencement of work

All contractors must report to the Estates Office at Wellington College or main reception at Wellington College Prep. After registration they will be issued with a pass with their photo on, which must be worn at all times when on site. It is the responsibility of their College Contact to meet the contractor and be responsible for them whilst they are on site.

If the Estates office is closed when the contractor is due to start work then they must report to Security in the Porters Lodge who will issue them with an ID pass.

Before commencement of any new contract works the contractor’s senior representative must report in the first instance to:

- Arrange for the issue of the necessary permits to work or
- Clearly define the site of operations and its limits
- Be informed of any facilities available to the contractor’s employees, e.g. first aid etc.
- Be provided with any special information regarding the college’s activities, underground electric cables, water, gas mains, fire systems etc., which may affect the contract work or the safety of the contractor’s employees, sub-contractors or agents:
- Have explained the college’s emergency procedures (fire evacuation, assembly points etc.)
- Ensure that he/she has clear understanding of routes of access and egress to and from the site and that such routes shall be the only ones to be used by the contractor, their employees, sub-contractors and agents.

### 7. Impact Mitigation Plan

This plan is a mechanism for the contractor to explain how they will manage the construction work and respond to the issues/constraints identified during the planning of the works.

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The College will pay especially close attention to the following areas where they are relevant to the project (and many are explained in much more depth in individual sections below):

- Welfare arrangements
- Near miss and hazard reporting mechanisms.
- Evidence of planning of works to reduce risks and nuisance on site (e.g. off-site cutting/grinding where possible).
- Sequencing and control of works to prevent disruption to college activities due to noise, vibration.
- Management of deliveries through the site.
- Management of temporary works, especially excavations and scaffolding (as explained below).
- The arrangements for passing site rules/information, including site-specific emergency arrangements (explained later) to contractors
- The arrangements for protecting the college building/Estate from fire risks.
- The arrangements for ensuring that contractors are competent and accredited asbestos awareness training.
- Management of storage/compound space
- Arrangements for preventing contaminants entering drains or running off the site into water courses (Contractors should be aware of the requirements detailed in “PPG6: Working at Construction and Demolition Sites” and “PPG5: Works and maintenance in or near water”). There will be particularly close scrutiny of your arrangements if you are within 10m from a water course.
- Contractors will need a plan for responding to an environmental incident.

### 8. Driving on Site

- The college operates some areas within our site as “One Way” therefore road signs must be adhered to at all times.
- 20 MPH Speed limits must be observed at all times.
- Seat belts must be worn while driving on site at all times (where fitted)
- Mobile phones must not be used whilst driving on college grounds.

Cars must be parked in the designated areas of the car parks. Cars parked on site are entirely at owner’s risk and the college will not accept liability for any damage caused while the vehicles are on site.

Other vehicles are not allowed onto the site other than for delivery, removal or transport from one part of the site to another of equipment, materials or heavy tools, unless the vehicle is normally used as a workshop, office, store or the like, or constitutes mobile machinery, e. g. cranes etc., this must be approved by the (CC) and/or site contact

The driving of plant machinery e.g. dumper trucks, without lights during hours of darkness and the carrying of passengers on plant machinery e.g. dumper trucks etc. and open backed lorries is not permitted. All operators and workers to wear hi-vis jackets and are to hold a licence to drive such plant.

A banks-person is required when manoeuvring vehicles, operating cranes and winches and where the driver or operation of the vehicles and equipment move goods or load in areas where the view is obstructed.

### 9. Welfare & Working arrangements

#### Hours of work

Unless the college specifies otherwise the normal hours of work for all contract work are 08:00 – 17:00 Monday – Friday. In special circumstances work outside this period may be allowed provided prior notice has been given and permission obtained from the (CC) and/or site contact and Security informed.

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## 10. Catering facilities

College Site catering facilities, including vending machines are not normally available to the contractors. In special circumstances permission to use the site catering facilities may be given by the (CC) and/or site contact who will indicate the times that meals may be taken.

## 11. Toilet facilities

Toilet facilities are available in the Estates yard. These are the only toilets that may be used unless alternative arrangements have been made through the Estates team.

## 12. Smoking (Including E-Cigarettes)

Smoking is only allowed in the designated areas.

## 13. Site Security

- Before commencement of any contract, the contractors senior representative shall supply the (CC) and/or site contact with a list of names of all persons to be employed by the contractor, sub-contractors and agents and will keep this updated as necessary.
- Contractors should note and ensure that their employees, sub-contractors and agents understand that no college property may be removed from the site without the necessary authorising removal from your CC.
- Where considered necessary the contractor is to provide the college with a duplicate set of keys for all locks on site for their accommodation, equipment etc. These keys will be kept in the Porters Lodge for use by site Security staff at their discretion in the event of a fire or other emergency.
- Contractors' dogs and other pets are not allowed on site under any circumstances (Except Guide dogs or Security patrol dogs and then only for that purpose)

## 14. Fire & Emergency

### Fire Alarm System

Any work to the fire alarm system must comply with BS 5839 including maintenance and is NOT to be carried out without approval from The Wellington College HSE Manager or the Wellington College approved fire alarm engineers.

### Emergency means of escape

At no time must a designated emergency exit be obstructed. The (CC) and/or site contact must be informed if any problems arise with regard to fire escape and means of escape generally

### Emergency evacuation

The contractor's senior representative on site must ensure that all his employees, sub-contractors and agents are aware of the fire and evacuation procedures and know the location of the appropriate assembly point.

### Interference with fire detection alarm system

Contractors and their employees, sub-contractors and agents are strictly forbidden from tampering with any of the fire alarm systems on site. Small quantities of smoke or dust can trigger automatic smoke detectors. Therefore whenever there is any risk of the fire alarm being set off accidentally, the (CC) and the Health

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and Safety department must be contacted, at his/her discretion the smoke detectors or other devices will be isolated.

## 15. Storage & Use of Flammable Liquids, Materials & Equipment

Before storing paint, paint thinners, petrol, oil and any other flammable materials, or using any type of heat or naked flame on site, permission must first be obtained from the (CC) and/or site contact.

Any requirement for this must be supported with risk assessments and control measures including a permit to work.

## 16. COSHH

Prior to work if the contractor or their employees, sub-contractors or agents are to use any substances or chemicals, a material safety data sheet (MSDS) and assessment must be available.

## 17. Asbestos

If a contractor will be working in an area that has been identified as containing asbestos containing materials (ACM) the college will inform the contractor before commencement of work. The area of work will be clearly defined so as to not disturb any of the ACM.

Contractors carrying out any type of intrusive work which could potentially disturb asbestos containing materials (ACM) must gain access the college's asbestos register and asbestos survey file before work commences.

If asbestos is discovered by the contractor, work shall cease immediately and report the circumstances to the college

Contractors shall demonstrate that all employees and staff under their control working on site have received asbestos awareness training if there is risk of them coming into contact with asbestos.

Only licensed contractors are allowed to work on asbestos materials and will do so under a permit-to-work arrangement. Following asbestos removal organised by the College, clearance certificates will be provided to subsequent contractors.

## 18. Scaffolding

- Contractors are requested to only use scaffolding subcontractors who are registered with the National Access and Scaffolding Confederation (NASC).
- Scaffolding within or bordering any areas used by staff or pupils should meet the requirements of Section 3 of the NASC's Scaffold Pavement Licence Criteria. The proposed design must be discussed with the CC.
- For the avoidance of doubt, scaffold inspections are to be arranged by the Contractor arranging the works.
- Scaffolds must have a scafftag (or similar) to enable a rapid check of inspection status. Written inspection records must also be held on site. This may be checked during Spot Safety checks.
- To prevent injury to partially completed scaffolds must have prominent warning signs and appropriate barriers prohibiting use.
- The HSE recommend the use of stair towers as a means of access to scaffolds: This offers greater safety to staff working and visiting the site.



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## 19. Excavations

The College have an extensive network of underground services consisting of water, gas, HV / LV cables, data / telecoms, fire alarm cables and drainage. Information should be requested from the Estates team at least 14 days in advance of an excavation starting.

The Estates team holds plans of HV Cables, Gas Pipes, Water and Drainage Systems and Fibre Optic/Data Cables.

## 20. Working in an operational site

There are unique challenges of working in an operational site: Staff, pupils, other visitors and contractors will be passing or working/studying close to your site and it is crucial you understand how the site should be organised to manage risks to others. Working within an occupied building will require cooperation and coordination with the building occupiers via the CC to ensure safety is maintained.

## 21. Public Protection: Standard of Site Protection / Barriers

Where sites need to be fully protected, the contractor's shall use either full height wood hoarding or metal mesh fence panels. Where these panels are to be used:

- Panels should be covered in mesh if wind loading allows (bracing may be necessary);
- Feet should be designed, positioned and / or conspicuously coloured to prevent trips
- Panels must be secured with two couplers;
- Gates or doors in the panels must be padlocked when the site is unsupervised;
- Site access must be secure at all times. Manned gates will be necessary when in regular use;
- Infill panels or similar must be fitted to prevent snagging of clothing, etc.;
- Opens ends of fencing should have a 'return' to increase stability and security.

Do not use homemade signage: Safety signs must comply with the Safety Signs and Signals Regulations 1996 so must include a symbol / pictogram accompanied by words where necessary.

## 22. Housekeeping and Disposal of waste etc.

The contractor is required to ensure so far as is reasonably practicable that the work area is safe and without risk to anyone, and that the work areas are kept clean and tidy.

The contractor is responsible for the safe disposal of waste ensuring the waste carrier is licensed accordingly.

## 23. Personal Protective Equipment (PPE)

Contractors must provide their employees, sub-contractors and agents with adequate protective clothing PPE in accordance with current regulations, best practices and procedures:

- All personnel entering the site whether to work, inspect or visit, must wear the correct protective clothing to suit the task.

## 24. Working at Heights

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Where work at height is required the contractor must first establish whether the work can be completed at ground level and use the hierarchy of control to determine the most suitable method of work

If this is not practicable; prior to any work at height the contractor must ensure that a risk assessment has been carried out and that proper access equipment fit for purpose is provided.

This must be supported by a detailed method statement.

All operations involving Working at Heights and light access equipment must comply with best practice and the requirements with the current "Working at Height regulations".

### 25. Noise

The contractor shall apply all reasonable practicable measures to control noise levels as low as reasonable practical (ALARP) Where this cannot be achieved the contractor must make the college aware so that the appropriate precautions can be taken by the contractor, (CC) and/or site contract.

A risk assessment must be carried out identifying duration of noise exposure and control measures.

### 26. Accident, Incidents and Near Misses

- Notify the CC immediately of a serious incident (e.g. RIDDOR reportable or any injury/damage to college staff, pupils or property).
- This also applies to near misses which had the potential for serious injury or which did or could have caused major disruption. This includes
- Any service strikes, whether or not someone was injured or affected by the incident.
- Any fire alarm activations (including accidental activations)
- All incidents of suspected/actual disturbance of asbestos must be reported.
- Where College staff, pupils or property is concerned, this must be reported internally in writing using an accident report form. The HSE Manager will be notified and the incidents will be investigated and the findings shared with all relevant parties.
- Incidents affecting only the contractors' own personnel and equipment should be reported by submitting a copy of the contractor's own accident report form.

### 27. Concerns or Complaints

- Notify the CC within 24 hours of any concerns or complaints.
- This should be done immediately if the complaint is of a serious nature which could bring the Contractor or College into disrepute (e.g. a complaint of harassment).
- Staff will sometimes raise concerns (e.g. about parking, public protection etc.). These may be given verbally or in writing. These should be reported immediately to the CC

### 28. Visits by Regulators

- Notify the CC as soon as practicable of any visit by Officers of the HSE or other enforcement body. They will inform the HSE Manager
- The CC should be given a copy of any correspondence exchanged between the enforcement body and the principal contractor.

### 29. Permit to Work

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The College operates a Permit-to-Work system in order to ensure that certain types of hazardous work are rigidly controlled to ensure that a Safe System of Work is maintained for the duration of the work.

The Contractor must ensure that they are aware and comply with the Permit-to-Work system requirements in place whilst working for the College.

### **30. Electricity and Gas.**

The college's electricity and gas may only be connected into with the permission of the College Estates department SME'S who will issue a permit to work as required.

No work may be carried out on live equipment. No electrical cable in use by the college will be disturbed without the prior permission of the SME.

No weight of any description to be imposed on any such cable and no staging ladder or similar equipment will rest against or be attached to it.

Under no circumstances will the contractors or his employees, sub-contractor and agent interfere with electrical or gas equipment belonging to the college unless authorised to do so by the College Estates SME

All electrical work must comply with BS 7671 and be carried out by an accredited NIC EIC approved contractor.

All Gas work must be carried out by a qualified and registered Gas Safe engineer for the appliance they are working on.

### **31. Danger from electricity**

If it is necessary to carry out work in any place where there is a risk that persons could come into contact with electrical equipment which is live or could become live, such work may not commence without a Permit-to-Work or tag & lock out, and then only with the permission of the college's electrician.

All portable electrical equipment used by the contractor or their employees, sub-contractors or agents must be suitable for the task undertaken and be maintained in a safe working condition and PAT tested with labels clearly visible. The contractor is responsible for ensuring that portable appliances are regularly tested for safety and the college reserves the right to withdraw from service any portable electrical appliances which it considers to be in an unsafe condition.

### **32. Confined Spaces**

A detailed method statement and risk assessment must be produced and a Permit –to-Work must be obtained before work commences.

### **33. Excavation**

Before any excavation work is commenced a Permit to Work must be obtained and the (CC) and/or site contact must be consulted regarding the existence and location of electric cables, drains, gas, water mains etc. as a CAT or metal detector scan may be required

### **34. Machinery, tools & equipment brought on to site by contractors**

All machinery, tools and equipment brought on to site by the contractor or their employees, sub-contractors or agents, whether portable or otherwise and whether mobile or static must be guarded in accordance with Provision and Use of Work Equipment Regulations (PUWER) and any other statutory requirements which are in force at the time.

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## 35. College's equipment, e.g. lifting tackle, ladders, scaffolding, vehicles

On no account may the college's lifting tackle, ladders, scaffolding, vehicles or any other equipment be used or operated by contractors, unless approval from the Head of Estates AND the College Health and Safety team and then only for limited equipment that people are trained and certificated for, example college's Cherry Picker.

## 36. Signage

Health and Safety signage must be displayed warning of the hazards and type of work within the area as required.

## 37. Monitoring Health and Safety

The college is legally required to take reasonable steps to ensure all contractors are managing their duties during the construction works.

The Wellington College's overarching objective is to ensure construction work is planned and managed to mitigate risks to staff, pupils and visitors. Specifically, we expect all contractors to adhere to this document. Spot Safety Checks, Inspections, Audits and Progress reports will be used to assess adherence to this document. The College will not penalise a contractor for having accidents. However, contractors must show they have investigated accidents and adopt adequate control measures to prevent an accident from occurring again.

## 38. Insurance

The contractor agrees to indemnify the college against damage to property or death or personal injury suffered by the college and/or to any third parties caused by the wilful or negligent acts or omissions of the contractor, their employees, sub-contractors or agents and/or for the damage or loss suffered by the college as a result of any failure by the contractor, their employees, sub-contractor or agents to observe any of the rules contained in this document.

Before commencing work the contractor will ensure that their insurance company/broker supplies the college with written confirmation of current insurance cover in respect of both employer's liability, public liability and professional indemnity.

Copies of the certificates are to be issued to the college prior to commencement of work, indicating the level and value of cover.

Depending on the work involved, and the risks to the college, the amount may be required to be increased and/or additional insurance (e.g. all risks) cover may be required at the discretion of the college.

## 39. Contact Numbers and Emergency

Estates Office	01344 444030
Head of Estates	01344 753475
Security Lodge	01344 444001
Security Mobile	07887 714086
Wellington Emergency no	01344 519043

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**Nearest A&E Department:**

Frimley Park NHS Foundation Trust,  
Portsmouth Road,  
Frimley,  
Surrey  
GU16 7UJ

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## Contractors Declaration – to be RETURNED to The Wellington College

We/I acknowledge that we/I have received a copy of The Wellington College Health and Safety requirement for Contractor's document and have read and understood this document

We/I will ensure that all employees working at The Wellington College under our/my jurisdiction are made aware of the contents of the above document.

We/I will ensure that all sub-contractors and agents contracted to our/my company will receive a copy of The Wellington College Health and Safety requirements for contractor's document prior to commencement of work.

We/I will provide The Wellington College with a copy of our/my Health and Safety policy, Risk Assessments, Method Statements and Safe System of Work.

We/I enclose with this declaration a copy of our/my Insurance certification in respect of employer's liability/public liability/all risks.

We/I agree to notify The Wellington College of sub-contractors and agents before arrival on site, including the names of site personnel.

We/I understand that all contractors/sub-contractors and agents are expected to undertake work in a safe manner and that any contractor/sub-contractor/agent found not to be working in a safe manner will be asked to leave site.

We/I also understand that my/our contract(s) with The Wellington College could be terminated as a result of the above and that The Wellington College will not be responsible for any costs incurred by this action

<b>Name of Contractor/Company</b>		
<b>Address</b>		
<b>Insurance certificate enclosed?</b>	<b>Yes</b>	<b>No</b>
<b>Signed for or on behalf of the Contractor</b>		
<b>Name</b>		
<b>Signature</b>		
<b>Date</b>		

**Signed on behalf of The Wellington College**

**Name: Edwin Wai - Estates Bursar – November 2024**