

**DOCUMENT DETAILS**

Document Name:	Contractor Management Procedure
Issue Date:	March 2023
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Document Author	Head of Estates and Facilities
Document Owner	DCEO / CFO
Applicability	All staff, volunteers and Governors of Nottingham College
Summary	This document aims to set out the procedures which Nottingham College Staff should follow when using contractors to carry out works to the building fabric or fixed services.

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
None	

Approval body	Date approved
Health & Safety Committee	28 February 2023

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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POLICY CHANGES

Key updates	Impact	Section reference
Revised in February 2023 to align the document with current information e.g. job titles changed, safeguarding information updated in accordance with current guidance, etc.	No material change	Various

1. PURPOSE

- 1.1 This document aims to set out the procedures which Nottingham College staff should follow when using contractors to carry out works to the building fabric or fixed services.
- 1.2 The document sets out the rules and requirements for good working practices on Nottingham College sites, the requirements will in all circumstances request contractors work diligently in accordance with all legal and legislative requirements as a minimum. The college requirements are an enhancement only or a reiteration of all legal and legislative requirements current at the time when the works are carried out.
- 1.3 The document is intended for Nottingham College staff.
- 1.4 Other links which relate to this document:
- [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106567/keeping-children-safe-in-education-2022.pdf)
 - <https://nottinghamcollegeacuk.sharepoint.com/:b:/r/sites/safe/Resources/Policy%20and%20Guidance/Safeguarding%20Handbook.pdf?csf=1&web=1&e=ehCL1V>

2. PROCESS FOR APPOINTING CONTRACTORS

- 2.1 When it is apparent that a contractor is required by the college there will be a number of things that need to be taken into consideration.
- 2.2 There will be different situations and scenarios for when a contractor is to be appointed by the college. Some contractors may have gone through a tender process whereas others may just be a direct appointment. In all situations though the contractor will be required to provide the following as a minimum:
- Details of insurance cover – public liability.
 - Signed purchase order terms and conditions.
 - A completed approved main contractor form or contractor form.
 - Health and safety policy.
 - Environmental policy.
- 2.3 This information will be stored and recorded by the department which is appointing the contractor. The estates department facilities admin will keep a record of all documentation received for estates related contractors.
- 2.4 **Safeguarding** – student safety is of paramount importance. In addition to the above requirements, the contractor must provide the following which is specific to safeguarding:
- Signed confirmation of checks completed for staff visiting Nottingham college sites.

This is a signed letter which can be found in the appendix to this document.

As per the statutory guidance, keeping children safe in education 2022 (publishing.service.gov.uk) relating to contractors not involved in regulated activities, from paragraph 290 states:

“Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check...”

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a

single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate. Nottingham College as best practice requires that all contractors provide written notification confirming that their employees and sub-contractors have a current clear enhanced DBS certificate. As part of these checks, the contracting organisation should be undertaking a risk assessment to ensure that the person(s) attending the college are safe to be working around children.

2.5 Enhanced DBS – Further to the above requirement, all contractors who are working at the college will need to provide evidence that they have an enhanced DBS. Prior to the commencement of any works, a full list of personnel intending to visit the site will be provided to the college including name, EDBS certificate number and date of issue. The date of issue must not exceed three years from the contractor appointment date.

2.6 If the date of issue exceeds three years or a person attends site without the college having the EDBS information, then access will be prohibited. The college will not supervise contractors who do not have an EDBS.

2.7 If the contractor is appointed by estates, then the normal procedure is that the contractor will be asked to provide enhanced DBS details to estates / facilities admin at the earliest opportunity. Details to be provided are name, EDBS reference number and issue date. This information will then be populated on a spreadsheet which all college receptions can view and check when a contractor arrives on site.

2.8 Personal identification – When attending the college, the contractor will be required to provide some form of identification. The preferred form of ID will be a contractor ID card detailing the contractor's name, photo of person and person's name. If this cannot be provided, then a driving licence (or other such as passport) will be requested.

2.9 College safeguarding policy – The college's commitment to safeguarding applies to contractors so they have a responsibility to follow this policy when working at any college sites. Contractors need to be made aware of this responsibility prior to appointment and they should be given a copy of the safeguarding policy and the safeguarding flyer at the most suitable time. This may be as part of tender documentation or following appointment during a mobilisation / induction phase. The safeguarding flyer can be found in the appendices.

3. PROCESS FOR INDUCTING CONTRACTORS

3.1 Before a contractor commences any work on site they need to be furnished with the following information by the college.

- Asbestos survey information for the building and work location. This should be reviewed as early as possible as an additional refurbishment survey may be required before any works can proceed. This can be provided by the estates team.
- Fire evacuation information.
- Designated working areas.
- Hours that the building is operational.
- Contact details for the college staff member or department who is responsible for them.
- Any additional details on safeguarding.
- Any information that may be relevant on the date of their attendance (e.g. fire drills, exams in progress etc.).
- Parking requirements / restrictions.

- 3.2 The contractor will also need to provide their own specific risk assessments / method statements (RAMS) for the work that they are undertaking. This information should be provided a few days before work commencement in order that they can be reviewed. In some higher risk instances, the estates team may provide the contractor with a permit to work following review of the RAMS.
- 3.3 Within the RAMS, the contractors should ensure there are suitable control measures in place to protect vulnerable individuals. The contractor must ensure that areas are secure and no unauthorised people can get access into the college and to vulnerable individuals. The contractor must demonstrate in detail how this will be managed.
- 3.4 On all of the above points, good practice would be to hold a short pre-start meeting to ensure everything is in place.
- 3.5 **Important** - The campus services manager for the relevant campus must be made aware of all works that are proposed and may be required to attend a pre-start meeting.
- 3.6 There is a contract in place with Mears for the Adams Building. Mears are the FM provider for this site. Any works that are proposed for the Adams Building must be discussed with Mears prior to commencement on site. contractors must liaise with the campus services manager when this is required.

4. PROCESS FOR MANAGING CONTRACTORS ON SITE

- 4.1 **Arrival to site** – When the contractor arrives on site, they will need to sign in at the college reception. It is at this point that the receptionist will check the contractors EDBS details are on the system. The contractor will also be required to present their ID card. The receptionist will also inform the relevant staff member who is responsible for that contractor.
- 4.2 The contractor will be provided with a visitor pass and may be provided with a security ID card to move freely around the building. This will be dependent on the nature of the visit. For example, contractors who attend regularly may be given an access card.
- 4.3 The contractor will then be escorted by the relevant staff member or by a member of the estates team to the location required. If the contractor has an access card and EDBS they can move around without assistance.
- 4.4 **Commencement of works** – Contractors should never start work on a job without approval from a manager within the estates team. The campus service manager is responsible for works commencing on site and should be the person approving the work. The other estates managers include the director of estates, estates contracts manager, project manager, health and safety manager and catering/cleaning manager. These other managers may approve works commencing if for some reason the campus service manager is unable to. The campus service manager may provide a permit to work dependant on the nature of the works.
- 4.5 **Departure from site** – At the end of the day or when they have completed their task, the contractor will be expected to sign out at reception and leave the premises.
- 4.6 **Stop work** – Where works are taking place that may cause harm or present a serious risk to anyone the contractor or staff member have the duty and right to stop the work that is taking place. This applies to all contractors and college staff members. If this situation arises, this must then be reported to the line manager and the health and safety manager who can investigate the situation and advise when works are safe to proceed.

4.7 Site Inspections – The estates team may undertake regular site inspections to monitor the works that are taking place and ensure the college's requirements are being adhered to. If a staff member thinks a contractor is performing below the acceptable standards, this should also be discussed with their line manager or relevant member of the estates team.

4.8 Contractor requirements – The following details the requirements of the contractor when working at Nottingham College sites.

- Risk assessments / method statements (for non-routine maintenance the risk assessments need to be specific to the task). These RAMS need to have been provided to the estates department before any works proceed so that they can be reviewed.
- Suitable PPE to be worn for the task.
- Contractors adherence to college standards, policies & procedures (inc safeguarding).
- Appropriate behaviour.
- Consideration for control of noise, dust, ventilation, access, safe systems of works etc.
- Report accidents, incidents and near misses to the relevant Estates contact.

5. Appendix A – Golden rules for college staff

The below can be used as a quick reference guide when dealing with contractors working at Nottingham College.

- 1) Preparation is key to ensuring the success of a project. It is therefore important to make sure you have all checks and documentation in place before any work proceeds.
- 2) Make sure all people likely to be affected have been briefed on the works.
- 3) Enhanced DBS details must be provided and recorded prior to contractors attending site.
- 4) Before commencing any intrusive works the college asbestos information must be reviewed. Please liaise with the estates department on this.
- 5) Regular communication with the contractor before, during and after the works is important to ensure any issues can be addressed quickly.
- 6) Be prepared to stop a contractor from working if they are not working in accordance with the college's standards or if there is a risk to anyone.
- 7) If you are unsure about anything and need to find out more, please liaise with a manager within the estates department.

6. Appendix B – useful college contacts

Angela Labbate	Head of Estates & Facilities	07703832887	Angela.labbate@nottinghamcollege.ac.uk
Mark McNamee	Campus Service Manager	07970856157	Mark.McNamee@nottinghamcollege.ac.uk
Karen Zargarbashi	Lead Campus Service Manager	07515996757	Karen.Zargarbashi@nottinghamcollege.ac.uk
Adam Crump	Estates Contract and Compliance Manager	07971109960	Michael.Hickling@nottinghamcollege.ac.uk
James Woodings	Health & Safety Manager	07795038756	Michael.Hickling@nottinghamcollege.ac.uk
Mel McKechnie	Catering and Cleaning Manager	07760120225	Melanie.McKechnie@nottinghamcollege.ac.uk
Joanna Crawshaw	Capital Projects Manager	07885688506	Joanna.Crawshaw1@nottinghamcollege.ac.uk
Ian Eastoe	Capital Projects Manager	07971109952	ian.eastoe@nottinghamcollege.ac.uk
Gary McGinty	Director of Estates	07795622890	Gary.McGinty@nottinghamcollege.ac.uk

7. APPENDIX C – contractor checks letter template

Dear contractor,

The below letter must be completed and issued back to Nottingham College on your company headed paper.

Many thanks

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Re – Confirmation of checks completed on staff visiting Nottingham College sites

The statutory guidance, Keeping Children Safe in Education (KCSIE) 2022 (publishing.service.gov.uk) relating to contractors not involved in regulated activities, from paragraph 290 states:

“Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check...

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Nottingham College as best practice requires that all contractors provide written notification confirming that their employees and sub-contractors have a current clear enhanced DBS certificate.

In order to comply with the above we [insert company name] confirm the below recruitment processes are in place for all employees and sub-contractors prior to their employment and/or appointment on any college contracts (please confirm as appropriate):

- Fully enhanced DBS check in line with DBS guidance to employers.
- Identity check including proof of address.
- Certificate of good conduct (if lived or worked outside the UK in the last 5 years) or additional references if an overseas police check cannot be obtained.
- Minimum of two satisfactory references including safeguarding questions.
- Professional qualifications check for qualifications mandatory for role.
- Right to work in the UK check.
- Full work history with career gaps explained.

Prior to commencement of the works a full list of all personnel intending to visit site will be provided to the college including name, EDBS certificate number and date of issue (date of issue must not exceed three years from contractor appointment date). It is understood that if compliant data on EDBS is not with the college prior to attendance on site, access will be denied

All representatives of [insert company name] will have the company photographic ID badge with them when attending college sites and we accept if this is not provided access will not be granted.