



Managing Contractors Policy

Last approved: 17th July 2023

Approved by: Quality Committee (Chairs Actions)

Next review due: October 2026

Safeguarding Statement

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

1.1 Contractor Responsibilities & Appointment

BN1 Arts will utilise the services of external contractors from time to time to undertake work across the premises. Under health and safety legislation, BN1 Arts is responsible for ensuring that the work undertaken by the **Contractor** is carried out safely and without risk to employees, students or others affected by the **Contractor's** activities.

The **College Head of Facilities** will ensure that such **Contractors** are competent before any work is started, by requesting for the following information as evidence:

- Competence & training
- Insurance cover, employer's liability and public indemnity
- Health & Safety Policy
- Risk Assessments
- Method Statements

The extent of documentation requested will be dependent upon the level of risk associated with the Contractor's work, alongside the duration and the nature of the contractor. A Contractor Questionnaire Forms will be available to assist in collecting the required information from contractors undertaking more hazardous tasks Any Contractor's appointed to work on behalf of BN1 Arts, will be given a named Campus contact as their point of contact - this will usually be the College Head of Facilities, who will also ensure that a building induction is conducted and any sites specific risk areas and issued with a contractor lanyard. Contractors are required to co-operate with and follow any reasonable instructions given by the BN1 Arts in the interests of health and safety.

1.2 Contractor Monitoring

Contractors working on site require regular monitoring.

To enable this, the External Project Management Consultant or the College Head of Estates will assess the degree of contact needed and monitor the following.

- How is the job going?
- As planned and to programme?
- Is the contractor working safely and as agreed?
- Any new risks or emerging issues?
- Any near miss incidents?
- Any changes in personnel?
- Are any special arrangements required?

1.3 Construction (Design & Management)

The Construction (Design & Management) Regulations 2015 place duties on clients to ensure that any construction work is suitably managed, ensuring the health and safety of all who might be affected by the work, including members of the public. BN1 Arts will fulfil the role of client and therefore ensure the duties are fulfilled. CDM defines 'construction' as the following:

- Construction, alteration, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive toxic substances), de-commissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

A project is notifiable to the Senior Management Team (SMT) when the construction is scheduled to last longer than 30 working days, and it will have more than 20 workers working at the same time at any point in the building project. Or, if the construction work has more than 500 person days.

- Where the construction works are "notifiable" projects under the CDM Regulations then either External Project Management Consultant or the College Head of Estates will ensure that the Principal Contractor:

- Has developed satisfactory risk management plans to enable them to carry out their works without significant risk to themselves or anyone else who might potentially be affected by their works.
- Has made adequate arrangements to provide or to gain access to suitable welfare facilities throughout the duration of their contract. The External Project Management Consultant or the College Head of Estates will be responsible for:
- Commissioning and/or managing contractors with any relevant information about hazards that may be present in areas where contractors will be working.
- Taking reasonable steps to ensure that contractors (or anyone else) are not put at significant risk by their work.
- Reporting any significant concerns about contractor working to their line manager

Relevant Legislation, Guidance & Useful Links:

[Construction \(Design & Management\) Regulations 2015](#)

[Health & Safety at Work Act Etc., 1974](#)

[A CDM Guide for Clients: INDG 411](#)

HSE Contractors H&S Questionnaire Template