



Managing Contractors Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Aims

This policy outlines the process that The Positive Impact Group will follow to comply with the appropriate legislation regarding the use of contractors on our premises. This will safeguard learners, staff and as far as is feasible any other individual who may be affected by our activities.

This policy sets out our intention that any contractors who attend our premises carry out their work in a manner that does not create any risk to learners, staff, or our neighbours. Clearly, emergency repairs and maintenance cannot be planned for; however, we will endeavour to ensure that they are executed safely.

Our definition of a contractor is any individual (contractor, sub-contractor, or consultant) who is not employed by The Positive Impact Group.

Introduction

All contracted maintenance and repair work should be thoroughly planned and properly risk-assessed. This is to help to ensure that the possibility of accidents and incidents is minimised. Unexpected circumstances could make it necessary to alter pre-planned arrangements even if the work has commenced. This will always be done in consultation and agreement with the Director and the contractors.

Selecting Contractors

The Positive Impact Group will always use reputable contractors who are suitably qualified, insured, and experienced.

It is the Director's responsibility to select each contractor. If necessary, the Contractor checklist will be used (Appendix 1).

Where the value of the contract exceeds £1000, a minimum of two competitive estimates will be sought.

Where the value of the contract exceeds £3000, a minimum of 3 competitive estimates will be sought.

Responsibilities

Communication between the Director and the contractors must be frequent and clear to execute a low-risk and well-organised project.

The Director is responsible for ensuring that:

- A risk assessment is carried out.
- Learners, staff members and any visitors are safe, and no individual interferes with the contractor's legitimate work.
- Learners and staff are clearly notified of any area of the premises that they may not enter.
- Contractors work in a safe way, using suitably safe and risk-assessed systems of work. This is a legal obligation.
- To review all completed work and fill out the contractor's on-site checklist with the contractor (Appendix 2).
- The company's insurance covers the activity.

The main contractor is responsible for ensuring that:

- Rules set out in the Contractor's Pack are adhered to (Appendix 2).
- The health and safety of their staff and safeguarding checks and ID of their staff have been verified.
- Adequate notice of disturbance or interruption to usual business has been provided.
- Any required documents and equipment are provided. These include risk assessments and permits.

Safeguarding

Children and young people should not be permitted in any areas where contractors are working to ensure their health and safety from accident or injury, and to ensure they have no contact with workers. However, it may be impossible to implement this, and there may be occasions when contractors meet children, perhaps by entering and leaving the school.

To keep all children safe from any potential harm, the Director will make sure that such workers have DBS clearance by the contracting company (in accordance with KCSIE 2019).

All contractors should sign in and out when attending and leaving the premises.

Minor Repairs and Maintenance

Occasionally, small repairs and maintenance will need to be carried out, and it will not be possible to wholly isolate the workers from the activities of the centre and learners. It is, therefore, key that an initial meeting occurs between the Director and the main contractor to discuss the extent and consequences of the recommended work. During this meeting, appropriate risk assessments will be agreed, and safe working practises will be discussed and possibly included within the contract.

Major Work

This will include significant refurbishment of existing buildings and/or areas of buildings, and new builds and extensions. This type of major development will need to be separated off by fencing and responsibility for that area effectively handed over to the contractor until the work is complete and signed off. Any such areas will be out of bounds to everyone save the contractors' workers.

Any proposed visits by school staff (i.e., the Director) must be arranged with the main contractor, and visitors must respect all the pertinent rules and regulations, for example, wearing appropriate protective clothing and reporting to the site office.

School staff must not make unofficial or unsupervised visits to any area of major work or development. For the duration of the work, such areas are the responsibility of the contractor, and the members of staff may not be insured against accidents or for public liability.

If the Director has reason to believe that work is being executed in a manner that is not safe or poses any risks to staff or learners, he will instruct the contractor to cease working. If this were to happen, the project manager must be informed and the reason for any such incident recorded.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson



Appendix 1 – New Contractors Checklist

Can the company provide fixed-priced contracts?	
Have professional qualifications and trade body memberships been viewed?	
Public Liability cover minimum £5000000 confirmed	
Are any subcontractors being used? Has the contractor vetted these?	
Obtain a minimum of 2 references.	
Are there arrangements for DBS clearance checks?	
Can late penalty clauses be implemented?	

Is it possible to confine the proposed work to outside of term time?	
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Appendix 2 – Contractor's Information

This document has been put together so that you may be informed of the layout of our centre and the names of key staff who may assist you while you are on site. Additionally, it outlines some key health and safety arrangements which you should familiarise yourself with.

Please can you read the following points and sign the document.

All Contractors Must:

- Report to the Director upon arrival at the centre.
- Sign in and out of the visitors' book.
- Observe the centre's Health and Safety Policy.
- Ensure that all workers, including those who are sub-contracted, are informed of the contents of this document and observe the centre's code of conduct policy and safeguarding policy.
- Not leave the site without clearing any debris and /or waste materials left because of activities.
- Not leave the site without first making safe any ongoing work.

PRINT NAME

COMPANY

SIGN

