



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Contractors on Site Risk Assessment

Date of latest review: Spring 2024	Date of Next Review: Spring 2025	Assessed by: Imogen Woods and Daniel Walker-Cheetham	Persons consulted: Fred Kolndreu
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PROCESS/ACTIVITY	HAZARDS IDENTIFIED	PERSONS AT SIGNIFICANT RISK	EXISTING CONTROLS	ARE EXISTING CONTROLS ADEQUATE?	WHAT ADDITIONAL CONTROLS ARE REQUIRED?
Selection and appointment of contractor/sub-contractors	Work carried out by unsuitable, inexperienced or non-H&S aware contractors. Not competent Poor standard of work and behavior.	Whole school community	– Selection criteria process for capital projects undertaken by a Diocesan approved Project Manager to include screening of contractors H&S policy and method statements. – Selection criteria process for non-capital, use contractors approved by the Diocesan approved Project Manager and/or SCC, or recommendations. – Appropriate insurance in place. – Work supervised by school Premises Manager. – Capital works supervised by Diocesan Approved Project Manager. – Construction (Design and Management) Regulations 2015 followed and any other applicable health and safety regulations.	Y	
Contractor contact/liaison	Contractors movement/operations creating	Whole school community	– Named contact from contractors (working on site), who liaises daily with the School Premises Manager and is immediately available to respond to ad-hoc situations or incidents.	Y	In the absence of the Premises Manager, the School Business Manager

	new/unexpected hazards				
Access and egress	Reduced Security (intruders on site) emergency access compromised	Whole school community	– Separate Entrance for Contractors. – Arrival and departure of contractors to avoid start and end of the school day. – Contractors wearing ID and a visitor badge. – Clearly defined segregation between contractors' vehicles and the school community. – Where practicable work carried out when there are no pupils in school.	Y	
General work activity	All hazards associated with building works undertaken in occupied premises	Whole school community	– Where practicable works carried out when there are no pupils in school. – Segregation of work according to degree of hazard e.g. barriers and warning signs. – Regular Inspections (frequency agreed with school representative) by the contractor & Project Manager. – High standards of housekeeping and site management (by the contractor) to ensure, contractor's materials, debris, equipment and personnel do not detrimentally encroach on areas in use by the school community.	Y	
Asbestos exposure	Exposure to asbestos.	Whole school community	– Asbestos management system in place. – Contractors issued with asbestos register on site.	Y	
Faulty Electrical Equipment and sockets	Electrocution.	Staff Visitors Contractors Pupils	– Portable electrical equipment to be tested. – Visual inspections conducted by user before use. – Good housekeeping maintained.	Y	

Hot works – Carrying out burning or heating operations using naked flame	Fire spread	Whole school community	– This kind of work carried out under strict controls and at times agreed with the school representative – Where practicable when the school is not in use.	Y	
Fire	Fire spread	Staff Visitors Contractors Pupils	– Contractors not to block access or egress routes. – Smoking not permitted – Combustible materials kept to a minimum and good housekeeping standard. – Firefighting equipment in place. – Flammable liquids stored correctly.	Y	
Access to mains isolation (Electricity, Gas, Water)	Access restricted by temporary barriers or material etc.	Whole school community	– <u>Gas Isolation Switch</u> – Cleaning Cupboard of commercial kitchen. Access always clear – <u>Electricity Isolation Switch</u> – Boiler House in electrical supply cupboard – <u>Water isolation/Stop Cock</u> – Boiler House in electrical cupboard, at ground level to the right. – No parking in front of boiler house. – Key to boiler house in key cupboard in the School Business Managers office. The Premises Manager also has a key.	Y	
Hazardous substances	COSHH risk	Whole school community	– Contractors to inform school of any substances stored on site. – Substances to be stored correctly and have Material – Safety Data Sheets and assessments on site.	Y	

			– COSHH review conducted annually by Premises Manager and School Business Manager. – Appropriate PPE provided and worn by contractors.		
Use of ladders	Falls from height	Whole school community	– Working at height avoided if possible. – Visual inspection of access equipment. – Adequate access equipment in place for working at height. – Suitable training carried out working at height.	Y	