

RISK ASSESSMENT FOR:	CONTRACTORS ON SITE	
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Use of external companies / contractors Poor workmanship Poor practices Lack of competency	Pupils Staff Visitors Contractors	Electrical shock/burns Property damage/fire Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	- HCC registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned. - Risk assessments and method statements provided. - Appropriate public liability insurance in place (min £5m public liability) - Pre-contract meeting to agree safe systems of work to be used prior to works commencing on site - School monitors work of the contractors and have regular liaison meetings. - Construction, Design and Management Regulations (CDM Regulations) must be adhered to and for larger projects (over 30 days or 500 person days), are notifiable to the HSE. - all statutory approvals, such as planning permission and building regulations sought where applicable.		
Access / egress Blocked exit routes	Pupils Staff Visitors Contractors	Fire evacuation hindered/unsafe access/egress	- Clearly defined designated access route to and from work area - Ensure all debris is removed from walkways and disposed of safely. Daily inspection to be carried out by contractors and school representative		

Unauthorised access Contact with children Inadvertent access Lack of supervision		Abduction, assault, child protection issues	• Clear signage for visitors to main entrance / other services • Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. • Restricted access to construction areas all staff advised during team briefing. • Children advised of hazards and risks during assembly • Contractors to report to school staff if pupils breach area. • Contractors instructed not to engage in conversation with pupils. • Adequate supervision in the vicinity of the work area if contact is possible. • Agreed programme of work with school.		
Vehicular access Ineffective pedestrian vehicle segregation	Pupils Staff Visitors Contractors Pupils	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	• Restricted access, contractors advised accordingly. • Contractors' vehicles not permitted into school grounds at start of school, during breaks, lunchtime and at end of school day. • Pedestrian walkways maintained • If vehicular access is required during school day, permission to be obtained by Head and only with assistance of banks man.		

Asbestos Damage / deterioration to asbestos containing material releasing fibres into the atmosphere.		Asbestosis, mesothelioma, pleural thickening lung cancer	• Copy of asbestos survey, permission to work (PTW) and all related documentation retained on the school premises in the asbestos log. • School management and asbestos authorising officers aware of its location and content and of all areas which were beyond the scope of the survey e.g. ceiling voids. • No invasive work to be conducted without reference to the survey. Contractors must read and sign the asbestos permission to work log, prior to commencing the work. • All such work on fabric of building to be authorised by a schools 'Authorising Officer'. • Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Asbestos helpline must be contacted for verification. (0845 6030369)		
Electrical equipment & sockets Using poorly maintained equipment Power leads present a tripping hazard	Pupils Staff Visitors Contractors	Electrical shock Burns Fire Cuts / abrasions, muscular skeletal and other physical injuries	• Electrical tools and equipment subject to a Portable appliance testing regime • All portable electrical tools on site to be 110v or protected by RCD's. • All electrical equipment to be removed and/or stored appropriately at the end of each working day. • Cable covers to be used. • Ensure good housekeeping is maintained. • Safe route to workplace has been agreed.		
Health and Safety Information Lack of awareness of risks / safe working systems	Pupils Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	• Contractors made aware of schools emergency procedures including evacuation and first aid. • Exchange of Health and Safety Policies between school and contractors. • School provides all relevant information to enable contractors to control risks.		

Hazardous substances	Pupils Staff Visitors Contractors	Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders	- Contractor to inform school of any hazardous substances brought onto the site. - Hazardous substances not left unattended. Clearly labelled and securely stored. - Contractor to ensure dust/fume production is minimised. - Appropriate PPE provided and worn by contractors - Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE.		
Work at height Falling objects / Injury Unauthorised access	Pupils Staff Visitors Contractors	Cuts / abrasions, muscular skeletal Broken bones and other physical injuries. Significant head / multiple injuries	- Work area to be agreed between contractor and school - Ladders adequately secured/removed at end of each working day. - Area below work to be securely fenced off with warning signs displayed. - Working platforms used to have toe boards and mesh panels to prevent falling objects - Restricted access. Pupils reminded of hazards during assembly.		
Security Unauthorised entry to premises	Pupils Staff Visitors Contractors	Arson Malicious damage Electrical shock Burns Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	- Badge system in place for contractors - Contractors must sign in and out of the premises. - Principal contractor to record all contractors on site and advise Reception of all persons on site. - Adequate site security, fencing etc. - Culture in which strangers are challenged - Clear signage for visitors to main entrance / other services - Clearly defined route once on site		
Noise	Pupils Staff Visitors Contractors	Stress Hearing damage. Distraction	Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities. If noise to affect neighbours cooperation and communication has taken place.		

Stored materials	Pupils Staff Visitors Contractors	Arson Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	• Materials stored on site to be kept to a minimum. • Storage only in agreed designated secure compound. • Access restricted to authorised persons. • Appropriate fire fighting equipment is available and maintained for use • So far as is reasonably practicable, waste to be removed from the site daily or in secure skips / compound. • Waste stored on site to be in a suitable container according to type of waste and in a secure area		
Fire	Pupils Staff Visitors Contractors	Burns scalds Property damage / loss	• All Staff and contractors advised of procedures and any alternative routes during contract work. • Smoking not permitted on site. • Hot works permits used where applicable • Combustible materials to be stored in agreed areas unless required for immediate use. • Appropriate fire extinguishers available. • Flammable liquids / compressed gases appropriately stored.		

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
May need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff and where necessary other users need to be informed.				
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.