

Managing Contractors Policy

Expansive Learning Group

October 2022

Author:	Scott Roberts	Version	2	Review Date:	Oct 2023
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1. Scope

This policy applies to all staff at Expanse Learning.

This guidance is intended for use where Expanse Learning employs contractors to construct new, refurbish and/or extend our premises or undertake either routine maintenance or emergency repairs in premises where there are, at the time, children and young people present on site.

The Head of Department (hereafter called the Head) identifies anyone who has overarching responsibility for a particular site, for example:

- Headteacher (Wigan School) – Expanse Learning, Tyrer Avenue, Wigan, WN3 5XE
- Head of College (Orrell College) – Expanse Learning, Orrell Lodge, Orrell road, Orrell, wigan, WN5 8HJ
- Head of College (Leigh College) – Expanse Learning, The Stadium, Leigh Sports Village, Sale Way, Leigh, WN7 4JY

2. Summary

This guidance is to ensure the effective safeguarding where contractors are appointed to carry out any works in any Expanse Learning premises that supports children and vulnerable adults.

3. Statement of Intent

Expanse Learning will ensure that all services and works provided by contractors is planned and managed so as to minimise risks to the health, safety and welfare of staff, students and visitors to all of our sites.

The main purpose of this policy is to ensure that any contracted work is managed to a high standard by implementing the following processes:

- Effective planning of the contracted work or services.
- Selection of competent contractors.
- Ensuring safe working on site.
- Maintaining effective co-operation and communication.
- Monitoring and review.

The policy will apply primarily to high-risk contracts e.g., premises maintenance and construction work. However, the requirement to select competent contractors extends to all services.

Expanse Learning is aware of the Construction, Design and Management Regulations 2015 (CDM) and the application of this legislation to construction and building maintenance work.

Expanse Learning is also aware of its duties as 'The Client' as defined by the CDM regulations.

4. Introduction

All local authorities, schools, and further education (FE) colleges in England have a responsibility to safeguard and promote the welfare of children and vulnerable adults in their care.

The Department for Education has issued statutory guidance for those who are employed to work with children (Keeping Children Safe in Education: statutory guidance for schools and colleges - September 2022. Paragraphs 134-137 and 196 – 199 of KCSiE summarise the precautions that must be in place where contractors are engaged, when DBS checks are required and the need for supervision.

To be effective, child protection measures must be agreed and introduced by the contractor and the Head. This can be achieved using a risk assessment. The Designated Safeguarding Lead (where this role is not allocated to the Head) must be involved in the process to advise on and monitor the child protection arrangements.

The Department for Education has issued guidance in its document:

- Safeguarding Children and Safer Recruitment in Education
- Working together to safeguard children
- the Children Acts 1989 & 2004
- the Education Act 2002
- the Protection of Freedoms (POF) Act 2012

(DfE's Publications: www.education.gov.uk)

This guidance is mainly concerned for those who are employed to work with children and vulnerable adults. However, it also advises on those who may come into contact with children on an ad-hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel etc.

It cites examples of good practice where contact is on an ad-hoc or irregular basis and indicates where Disclosure and Barring Service (DBS) checks are or are not required (Appendix 4).

This guidance considers what arrangements should be employed by Heads of Departments where building contractors are employed to work at our premises.

5. Responsibilities

The Head of Shared Services:

- Any contracted work and services are carefully planned, and robust specifications prepared.
- Sufficient funding is available to complete the specified work without compromising health and safety or the standard required of the service/project.
- Responsibilities for the selection and management of contractors are allocated to specific people and that these persons are competent to undertake these responsibilities.
- Contractors are informed of any risks that may be present in their area of work.
- Contractor health and safety performance is measured both actively and reactively.

The Heads are responsible for:

- The safeguarding of the children and vulnerable adults in their care, and they shall be responsible for ensuring that adequate measures are in place to safeguard students whilst contractors are on the premises.
- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is provided to contractors.
- Systems are put in place to ensure effective communication and co-operation with the contractor/s.
- Method statements and safe systems of work are in place for high-risk activities.
- Contractors are made aware of the emergency procedures and domestic arrangements.
- The activities of contractors are adequately monitored and controlled.
- All accidents and incidents arising from the contractor's activities are investigated appropriately and reported via DatabridgeMIS.
- Contractors are required to stop work immediately if health and safety is compromised.

Obligations of Contractors:

- All contractors who work on the Expanse Learning premises are required to identify and control any risk arising from their activities and inform the Head of any risks that may affect the staff, students and visitors
- All contractors must be aware of Expanse Learning's health and safety policy and emergency procedures and comply with these at all times.
- All contractors must ensure that the site foreman/supervisor maintains daily communication with the Head and co-operates with them in all matters of health and safety.
- Main contractors must ensure that all sub-contractors are competent and monitor their activities on site

6. Planning and Specification

The following Health & Safety provisions will be considered for inclusion in the tender documents and final contract:

- A clear definition of the work to be carried out including the preparation and completion stages
- The respective obligations of Expanse Learning and the contractor for health & safety matters
- Particular health and safety requirements of Expanse Learning which may impact on costs, e.g., Additional HERAS fencing, enhanced scaffold protection, lockable skips
- Requirement for particularly hazardous or disruptive activities to be undertaken out of learning hours or at weekends
- Procedures to be followed in the event of an accident, dangerous occurrence or environmental incident
- Arrangements for site supervision if appropriate e.g., Foreman on site at all times
- Arrangements for communication and co-operation e.g., pre-site and weekly progress meetings.

- Provision for Expense Learning to terminate the contract in the event of a gross breach of Health & Safety responsibilities by the contractor

7. Selection of Competent Contractors

- Contractors with a proven track record of working with schools will be preferred.
- Where applicable other schools, colleges, Local Authority will be contacted regarding the contractor's previous performance.
- All prospective contractors will be interviewed and asked to explain how they work, what they know about health and safety and how they implement their own health and safety policy.
- Where sub-contractors are to be used the principal contractor will be asked to provide evidence of his company procedures for the selection, training and management of sub-contractors.

The checklist in Appendix 1 will be used to record the selection process.

8. Pre-site Meeting and Planning

- Before any work begins a pre-site meeting will be held to agree safety standards and arrangements.
- The meeting will be attended by the Principal and Premises Manager, the contractor/s and, where appropriate a representative of the Governing body.
- The meeting will be minuted, and copies of the minutes provided to all parties.
- The safeguarding measures should be determined and agreed with the contractor well in advance of the works starting on site. This will enable sufficient time for school staff to be briefed on the supervision required and on the access arrangements agreed with contractor.
- Where the works are being arranged by Shared Services, the Head of Department shall determine and approve in conjunction with Shared Services all measures to be implemented. This should be done at the beginning of the project to ensure that they can be included in the building contract.

The checklist in Appendix 2 will be used to record the key issues discussed and agreed.

The risk of harm to students can be managed if contact between contractors' staff and students can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both.

For larger construction projects lasting a number of weeks, physical separation should be achieved by the contractors' staff working within secure and clearly defined areas behind fencing, hoardings, barriers and the like where students would be excluded for routine health and safety concerns.

Outside such secure areas, separation can be maintained by confining the movements of the contractors' staff to specific areas and to specific times so as to avoid any contact at any time throughout the school day.

In this context a marked-up plan should be agreed between the parties (including Expense representative and the authority to show where and at what times during the day access will be permitted would be useful (Liaise with the Head of Shared Services).

For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Again, such arrangements should be devised and agreed with the Head of Department prior to work commencing. Should any contact between the contractors' staff and students occur then it should be supervised by a member of staff or suitably vetted volunteer.

Where works are to be undertaken outside school hours then safeguarding measures should be implemented taking into consideration any student attendance in school outside normal school hours.

9. Managing the Contract

- The Head of Shared Services will meet with the site foreman/supervisor regularly to discuss the plans for upcoming work
- The purpose of the meeting will be to identify any potential impact on the learning activities or health and safety and agree control measures.
- Any incidents or concerns will also be discussed and resolved at this meeting.

- The Head of Shared Services will undertake regular checks of the site and report any concerns to the Board of Directors immediately.
- If necessary, the Head of Shared Services will stop the work until the faults have been remedied.

The monitoring form in appendix 3 will be used to record these checks

10. Safeguarding Measures

The aim of the safeguarding measures will be to manage the risk of harm to students and vulnerable adults. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered should include the following:

- Segregate - To avoid contact between contractors and students as far as possible and eliminate all opportunities for construction site access by anyone not entitled to enter.
- Supervise - To supervise any contact that does take place by a member of staff or a suitably vetted volunteer and ensure that no minor is left on his/her own with contractors.
- Code of conduct - To require contractors to observe a code of conduct
- Regulate Access - To regulate and agree access to the premises for both contractors and deliveries
- Checks - To undertake checks where appropriate.

11. Supervise

Measures should always be instigated to segregate contractors' staff from students as much as possible. However, where such measures to segregate are in place but some contact may occur between contractors' staff and students, then any such contact should always be supervised by a member of staff or suitably vetted volunteer.

As noted previously, 'contact' shall be understood as any opportunity for contractors' staff to converse with students or to communicate with them in any other way, e.g., by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.

The notion of 'Supervision' should be understood as contractors not being left alone and for a member of staff or suitably vetted volunteer to monitor interaction or communication of any kind between contractors' staff and students and to intervene where necessary.

The requirement to supervise could be limited to specific times when contact is likely to occur, e.g., at break times, class changeover times and at the beginning and at the end of the school day. It is however not necessary to monitor the building works themselves, only the contacts that might take place between the contractors' staff and minors.

12. Code of conduct

A code of conduct should be used to inform contractors what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognized and challenged by all concerned.

Code of conduct for contractors would be to:

	
<p>Contractor has not been vetted and is not recorded on Expanses Learning Single Central Record</p>	<p>Contractor has successfully been vetted and is recorded on Expanses Learning Single Central Record</p>
<ul style="list-style-type: none"> • avoid contact with children and vulnerable adults • never be in contact with children without supervision • stay within the agreed work area and access routes • obtain permission if you need to go outside the agreed work area or access routes. • keep staff informed of where you are and what you are doing • do not use profane or inappropriate language • dress appropriately – shirts to be worn at all times • observe the code at all times • remember your actions no matter how well intentioned could be misinterpreted 	<ul style="list-style-type: none"> • stay within the agreed work area and access routes • obtain permission if you need to go outside the agreed work area or access routes. • keep staff informed of where you are and what you are doing • do not use profane or inappropriate language • dress appropriately – shirts to be worn at all times • observe the code at all times • remember your actions no matter how well intentioned could be misinterpreted

Any order for works or building contract should be let with a clear condition that failure to observe the code will entitle Expanse Learning to exclude a member of a contractors' staff from the premises.

To ensure the effectiveness of any code, this guidance shall be:

- issued to contractors when quotations or tenders are invited
- stated as a condition on any order for works or building contract

Additionally, where appropriate, the code should be:

- highlighted and safeguarding arrangements agreed prior to commencement
- included as part of any contractors site safety briefings or inductions
- issued to contractors' staff in the form of a card (the 'Blue Card' Appendix 6) or the contractor's leaflet.

13. Identity

To ensure that as far as possible only bona fide personnel are given access, a means of identification could be agreed with contractors in advance of any works taking place.

For large or lengthy projects, employees of the contractor and any sub-contractors should be clearly identifiable, and the method of identification should be agreed at a pre-start meeting.

Typical methods may include:

- ID badges
- Photo ID
- Branded work wear
- Signing in book
- Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

For smaller or one-off works such as maintenance, the contractor's ID should be checked when they first arrive in the reception to ensure that the individual is who they say they are and the person you were expecting.

Again, a letter from the Contractor confirming that staff have DBS checks will be sufficient for those who visit the premises regularly.

14. Checks

Whether or not contractors' staff should undergo a Disclosure and Barring Service (DBS) check (previously known as CRB check) should be determined by a risk assessment.

The risk assessment should take account of the likely amount of contact that the contractors' staff might have with students, given that measures to segregate and to supervise should irremediably be in place.

Accordingly, DBS checks would not be required where there would be no contact between contractors' staff and students; for example, where a building was being built on a separate site, or where the works were to be undertaken outside school hours or during school holidays.

Similarly, DBS checks would not normally be required for contractors' staff working on site building an extension or undertaking repairs where they are physically and absolutely segregated/separated from all students and that any contact that did take place was supervised by the school.

Contractor's staff e.g. builders or driver	Is the activity carried out under a contract for the purposes of Expanse, and does it give the opportunity for contact with children	Yes	An enhanced DBS certificate (with barred list check) must be obtained
		No	No DBS check is required, and no legal entitlement exists to obtain a check

However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with students then it may be appropriate to carry out a DBS check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with school staff on a day to day basis.

A check may also be considered appropriate in the case of a contractors' representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.

Similarly, where contractors' staff regularly visit schools to undertake routine maintenance (boilers, electrical tests and the like) then a check may be deemed appropriate in addition to measures to supervise any contact.

Appendix 6 gives guidance as to when such checks may be deemed appropriate but is in no way comprehensive.

However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with students, even those who have undergone a DBS check.

Should DBS checks be required, this would need to be requested from the contractor at the earlier possible stage, preferably at tender stage and no later than the pre-start meeting to avoid any potential delay.

15. Reporting

Contractors should note that where their staff behave in a way that has harmed a child/vulnerable adult or may have harmed a child/vulnerable adult, possibly committed a criminal offence against or related to a child/vulnerable adult or behaved towards a child/vulnerable adult in a way that indicates s/he is unsuitable to work with children then **appendix 3** of Working Together to Safeguard Children applies and the matter should be discussed with the Local Authority Designated Officer.

This contact should address 3 key issues:

- whether there should be a police investigation into a possible criminal offence
- whether a child/vulnerable adult is in need of protection services or not
- whether there needs to be disciplinary action in respect of staff.

16. Review

- Shared Services will maintain a contractor file for each project.
- This will allow a record to be kept of the contractor's performance overall and of any successes or problems.
- This record will allow Shared Services to maintain a list of competent contractors and provide useful information for future projects.

17. Summary

Irrespective of the type of building work undertaken and the duration of such contract, safeguarding measures shall always be implemented and include arrangements to segregate students from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff or suitably vetted volunteer.

Other steps such as codes of conduct, identification and checks should be considered as supplementary measures where appropriate.

Should the contractor(s) omit to implement safeguarding arrangements whilst on site, Expanse Learning reserves the right to stop all works and terminate the contract de-facto.

Depending upon the severity of the case, Expanse Learning will also consider whether pursuit will be required.

18. External Speakers

Expanse Learning welcomes many contractors/visitors to various events to support our approach to a broad and balanced curriculum throughout the year: these visits make a contribution to the life and learning of our students and the experience and opportunities they bring are encouraged and appreciated.

It is the Expanse Learning's responsibility to ensure that security and welfare of the whole Expanse community is not compromised at any time. It is our aim to make sure that Expanse Learning is protecting students and staff during school time and in extracurricular activities and to ensure any types of these visits follow an extra layer of due diligence by adhering to the 'External Visitors & External Speaker's Policy'

19. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-POL-HSEM-0003
Version:	1
Agreed policy location:	DatabridgeMIS
Review Schedule:	24 Months
Does the policy require Governor approval?	No

Approval

Prepared by Scott Roberts (Assoc. CIPD) 01/09/2021  Head of Corporate Services	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Karl Wane 01/09/2021  Director of Post 16 Education
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Version Control

Version	Date	Revision	Review Date
1	01/03/2022	First Issue	28/02/2023
2	01/10/2022	Review and update Job roles and positions	30/09/2024
3			
4			
5			

APPENDIX 1: Contractor Selection

Items to Check	NOTES
Does the contractor have an up-to-date Health and Safety Policy?	
Are the main health and safety responsibilities defined within the contractor's organisation?	
Does the contractor have adequate Employer Liability Insurance and Third party and Public Liability Insurance?	
Does the contractor have access to professional advice on health and safety?	
Has the contractor any written safety procedures or reference manuals?	
What health and safety training has been provided by the contractor for his site manager, supervisors and operatives?	
Has the contractor previously worked in education establishments and does he understand the particular risks?	
Does the contractor have membership of or accreditation by a Trade Body?	
What is the contractor's system for the maintenance of plant and equipment?	
Does the contractor have a system for the reporting and investigation of accidents, diseases and dangerous occurrences?	
What is the contractor's system for assessing the competence and resources of his subcontractors? (If applicable)	
Are the contractor's risk assessments and method statements applicable to the work he is going to carry out at Expanse Learning? Has he taken into account the presence of students in an occupied building?	

Ask for documentary proof of the above items as applicable. The questions in appendix 1a may be useful

Checklist Complete by:

Name:		Signature:	
Job Title:		Date:	

APPENDIX 1a: Questions for Contractors

1. What experience do you have of working in schools/colleges?
2. How familiar are you with the potential hazard in schools/colleges?
3. Have you worked on this type of project before? What are the main problems?
4. Can you provide existing risk assessments or safety method statements for a similar job?
5. Can you supply references from previous, similar projects?
6. Do you have a health and safety policy?
7. Has the HSE ever taken action against your activities?
8. What are your health and safety procedures?
9. Will you provide a Safety Method Statement for this job?
10. What safety checks do you make on equipment and materials?
11. Are you a member of a trade/professional body?
12. How do you ensure your subcontractors are competent?
13. How do you prepare them for working safely while on site?
14. What health and safety training do you provide? Ask for certificates of competence and attendance at training.
15. How is information about health and safety passed on to staff and subcontractors?
16. Can you show us your training programme and records?
17. How do you plan to supervise this job?
18. Who will be responsible for supervision on site?
19. How are changes, which arise during a job, dealt with?
20. If you identify a problem, what action do you take concerning your staff or subcontractors?
21. Will you report accidents, incidents or near misses to us?
22. Can you provide certificates of employer and public liability insurance?

APPENDIX 2: Pre-site Planning Meeting

Items to discuss and agree	Notes		
Hazardous Work			
Site Security			
School emergency procedure			
Erecting fencing			
Erecting scaffolding			
Vehicle movements and deliveries			
Storage of materials and location of skips			
Provision of services			
Contractor's facilities			
Visitors on site			
Key contacts and emergency numbers			
Staff and Pupil access and egress			
Use of playground			
Time-tabling of Work			
On Site liaison			
Weekend and evening working			
Progress meetings			
Communication between Principal and site foreman/supervisor			
Checklist Complete by:			
Name:		Signature:	
Job Title:		Date:	

APPENDIX 3: Monitoring of Works

Items to check	Notes
Site fencing secure and effective	
Access and egress kept clear	
Walkways under scaffolds protected and debris netting in place	
Skips and material stores secure	
No unsafe vehicle movement	
Work areas kept clean and tidy	
All hazardous materials and equipment removed at night	
Ladders removed/rungs boarded at night	
Warning notices displayed	
Trailing cables etc avoided	
Needs of Expanse Learning respected at all times	

Checklist Complete by:

Name:		Signature:	
Job Title:		Date:	

Copy extract from 'Safeguarding Children and Safer Recruitment in Education' (DfES Publications: www.education.gov.uk):

Building Works:

4.74
Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However, schools and FE colleges should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks.

See paragraph 4.23 for emergency call out contractors.

Emergency call out contractors / service visits:

4.23
It is not necessary to obtain a DBS Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools.

However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer. Examples of people who do not need to apply for a DBS Disclosure include:

- visitors who have business with the head teacher, principal or other staff or
- who have brief contact with children with a member of staff present
- visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school or FE college premises
- volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fête, college open day
- secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question
- people who are on site before or after school or college hours and when children are not present

'BLUE CARD'

CONTRACTORS IN SCHOOLS

CODE OF CONDUCT

- avoid contact with children
- never be in contact with children without school supervision
- stay within the agreed work area and access routes
- obtain permission if you need to go outside the agreed work area or access routes
- keep staff informed of where you are and what you are doing
- do not use inappropriate or profane language
- dress appropriately – shirts to be worn at all times
- observe this code at all times
- remember - your actions no matter how well intentioned could be misinterpreted

Appendix 6 – Checks on Contractors working in schools/colleges

LEVEL OF CONTACT WITH PUPILS	RECOMMENDED MEASURES	HEADTEACHER/DESIGNATED PERSON RESPONSIBILITIES
<p>Nil</p> <p>[e.g. works undertaken on a separate site, during out of hours or in school holiday periods]</p>	<ul style="list-style-type: none"> ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ No DBS check required 	<ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Requires contractors to adopt code of conduct ○ Requires to contractors sign in and out of premises ○ Requires contractors to wear ID on site
<p>Minimal</p> <p>[where contractors' staff are segregated from pupils and any contact that does occur is supervised e.g. new build and major repair projects]</p>	<ul style="list-style-type: none"> ○ Segregate ○ Supervise any contact ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ No DBS check required 	<ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Agrees arrangements with LA if LA contractors to be used ○ Ensures segregation arrangements in place ○ Ensures arrangements for any contact to be supervised ○ Requires contractor to adopt code of conduct ○ Requires contractor to sign in and out of premises ○ Requires contractor to wear ID on site ○ Ensures any DBS checks completed before works start ○ Reviews and amends arrangements to accommodate any change
<p>Regular</p> <p>[e.g., where contractors' staff are segregated from pupils but there is likely to be regular supervised contact, e.g. foremen liaising with schools on new build or major repair projects, service engineers making routine maintenance visits]</p>	<ul style="list-style-type: none"> ○ Segregate ○ Supervise any contact ○ Contractors' staff to comply with code of conduct ○ Contractors' staff to sign in and out of premises ○ Contractors' staff to wear Company ID at all times ○ DBS check required 	<ul style="list-style-type: none"> ○ Undertakes a risk assessment ○ Agrees arrangements with LA if LA contractors to be used ○ Ensures segregation arrangements in place ○ Ensures arrangements for any contact to be supervised ○ Requires contractor to adopt code of conduct ○ Requires contractor to sign in and out of premises ○ Requires contractor to wear ID on site ○ Ensures any DBS checks completed before works start ○ Reviews and amends arrangements to accommodate any change

CLIENT DUTIES: (the budget holder who controls and commissions the work is deemed to be the Client).

The CDM Regulations establish the need for all construction work including maintenance, building works and demolition to have a structured approach to ensure that only the safest practices are employed throughout construction and future use of buildings.

As a client with control of budgets you take on legal duties that cannot be transferred to a client's agent or third party. These duties apply to ALL projects and are:

- Check competence and resources of all consultants, architects and contractors.
- Ensure there are suitable management arrangements for the project
- Allow sufficient time and resources for all stages of the project.
- Provide pre-construction information to designers and contractors.

NOTIFIABLE PROJECTS:

Projects are Notifiable if construction work is expected to:

- last more than 30 working days OR involves more than 500 person days e.g. 50 people working for more than 10 days.

For Notifiable projects the client must, in addition to the above duties:

- Appoint a CDM Co-ordinator before significant detailed design work begins, so that the CDM Co-ordinator can advise on client's duties and responsibilities. (Detailed design includes preparation of initial concept design and implementation of any strategic brief).
- Appoint a Principal Contractor to properly plan, manage and co-ordinate the work during the construction phase
- Make sure that the construction phase does not start unless there are suitable:
 - Welfare facilities; and
 - A construction phase plan in place
- Retain and provide access to the Health and Safety file.