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|  | **Control of Contractors Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:** | Control of contractors risk assessment | | | | | | | |
| **Site Address/Location:** | <Insert location> | | | **Department/Service/Team:** | | | <Insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <Insert name of assessor> | |
| **Authorised By:** | <Insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
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| Likelihood | Severity | Risk Rating |
| Inadequate planning and management of construction work. | Physical injury or ill-health from contact with hazards associated with the construction work or site, lack of client / contractor planning, communication, and inadequate implementation of control measures. | Scope of work / project identified and agreed. Pre-site meetings held with contractor to identify scope of work.  Roles and responsibilities as outlined in Construction (Design and Management) (CDM) Regulations understood and agreed as required. Guidance relating to the requirements of CDM is available at:   * [Construction - Construction Design and Management Regulations 2015 (hse.gov.uk)](https://www.hse.gov.uk/construction/cdm/2015/index.htm) * [Construction - Construction Design and Management Regulations 2015 (hse.gov.uk)](https://www.hse.gov.uk/construction/cdm/2015/index.htm) * [Construction (Design and Management) Regulations - CITB](https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-regulations-2015/cdm-regulations/)   Contractor induction procedures agreed. Formal site induction completed, and evidence maintained.  Communication plan implemented and agreed between client and contractor(s).  Emergency procedures agreed between client and contractor(s) prior to work commencing.  Contractor informed about known site hazards.  Contractor(s) briefed on the location of asbestos and asbestos emergency procedures. Management and/or refurbishments and demolition surveys in place and formally communicated to contractors.  Extent of site defined, working times, housekeeping, security, safeguarding, and welfare arrangements agreed.  Site traffic management plan implemented. Consider site traffic movements and parking arrangements.  Contractors and staff aware of their responsibility to report any hazards / concerns they identify.  Staff and third parties advised of any risks posed by contractor activities and where appropriate any alternative arrangements.  Regular progress meetings scheduled and held between contractor and school.  Wherever possible work to be organised outside of school occupation hours e.g. holiday periods. |  |  |  |  |
| Selection of contractors who are not competent. | Injury from contactor incompetence, dangerous working practices or inadequate supervision and management / implementation of control measures. | Competence of contractors is assessed prior to appointment. To include:   * Professional qualifications / memberships checked * References – considering work at educational establishments. * Request declaration of any HSE enforcement action (including prosecutions. ([HSE - Register of prosecutions and notices](https://www.hse.gov.uk/enforce/convictions.htm)). * Evidence of insurance certificate. * Evidence of risk assessments and method statements.   A pre-contact meeting held between interested parties to identify site risks and safety procedures to be adopted throughout the project.  Procedures in place for contractors and sub-contractors to receive a full site induction upon arrival to site.  All contractors sign in and out of site.  Contractor manager and supervisors clearly identified to the school.  Site managers / supervisors contact details provided to the school  (Including contractors contact details for out of hours emergencies).  Head teacher and Site Manager familiar with contractors agreed method of working.  Hazardous work activities are undertaken outside school hours and during holiday periods where possible.  When work is conducted during school hours arrangements are in place to segregate the work areas.  Staff are informed of the presence of contractors on site and what action to take.  Further guidance related to using contractors is available at: [Using contractors: A brief guide INDG368(rev1) (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg368.pdf) |  |  |  |  |
| Inadequate site security leading to access by unauthorised / unsupervised individuals. | Physical injury or ill-health from lack of vigilance with site security or unauthorised entry into the construction site. Contact with hazardous substances and / or dangerous work activities, equipment, and vehicles. Risk of fatal injury depending on project.  Risk of theft and violence / aggression due to access from intruders.  Risk of arson / fire with potential of significant property damage, physical injury, or ill-health. | Work area is segregated to prevent unauthorised access from staff, pupils and / or third parties. Dedicated contractor work areas to be segregated by fencing or hoarding with appropriate safety and warning signage.  Arrangements to keep the site secure whilst unattended (to include arrangements for evenings and weekends).  Machinery, vehicles, equipment, and scaffolding must be secured at the end of the working day, and keys removed / plant immobilised.  Ladders removed or secured at the end of the working day to prevent unauthorised use.  At the end of the working day all open excavations to be covered / fenced off and made safe.  Storage compounds, skips and laydown areas to be secured to prevent unauthorised entry.  Waste skips to be regularly emptied and located away from buildings to deter arson attacks or used as a climbing aid to gain access into the building.  Waste to be removed at regular periods to avoid unnecessary build-up. Hazardous waste to be removed as soon as reasonably practicable. |  |  |  |  |
| Uncontrolled access / egress to site enabling access from unauthorised persons / vehicles. | Physical injury or ill-health from lack of vigilance with site security or unauthorised entry into the construction site. Contact with hazardous substances and / or dangerous work activities, equipment, and vehicles. Risk of fatal injury depending on project. | Only authorised persons allowed into the construction site. Signing in / out procedures for all visitors to site. Site visitors must always be supervised when visiting the operational site.  Staff and pupils not permitted into the operational construction site.  Arrangements in place to restrict excessive vehicle movements outside the designated contractor compound during the school day.  Vehicle movements and deliveries scheduled where possible to be undertaken out with school hours and at times to avoid school start and finish times.  Contractor parking arrangements and lay down areas agreed.  Fire exit escape routes are kept clear and remain unobstructed thought the works.  Clear and unobstructed access and egress routes established and maintained thought the works. |  |  |  |  |
| Inadequate implementation or failure of operational control measures. | Physical injury or ill-health from contact with hazards associated with the construction work or site, lack of client / contractor planning, communication, and inadequate implementation of control measures. | Operational control measures identified within contractor risk assessments and method statements.  Risk assessments and method statements obtained by school prior to commencement of construction work.  Identification of hazards and procedures / control measures implemented to reduce and manage risk.  Consideration of physical and biological risks that may affect staff, pupils and third parties.  Security arrangements implemented to ensure tools / hazardous substances are held securely when not in use and at the end of the day.  Regular communication between school and contractor. Both parties to raise hazards and concerns with project and working practices.  Appropriate fire arrangements in place and extinguishers available  Where appropriate permits to work may be required e.g. hot work. |  |  |  |  |
| Contact with and hazards associated with hazardous substances, physical and biological agents. | Ill-health or injury from contact, inhalation, absorption, or ingestion of hazardous substances, physical and biological agents. Potential for fire and explosion associated with hazardous substances which may have fatal consequences and result in significant property damage. | Contractors to assess risk, implement control measures and safe systems of work for the management of hazardous substances.  COSHH assessments conducted for all hazardous substances. Material Safety Data Sheets (MSDS) and relevant guidance available.  Hazardous and flammable substances stored in accordance with manufacturer’s guidance in suitable secure storage when not in use.  The production of excessive noise and dust to be avoided. Excessively noisy and dusty operations to be undertaken outside of school hours.  Action taken to reduce noise and dust to an acceptable level. Consideration must be given to appropriate engineering control measures and suppression techniques.  School to communicate any risks of hazardous substances to contractors (which may affect project). |  |  |  |  |
| Inadequate control and management of waste. | Physical injury or ill-health from contact with waste products. Risk of arson / fire with potential of significant property damage, physical injury, or ill-health. | Risk associated with arson and waste fires considered as part of the emergency arrangements assessment.  Waste to be stored in a secure manner away from buildings and flammable materials.  Appropriate waste skips used (fully contained skips with lockable access hatches to be used for storing hazardous waste products).  Responsibilities for disposing of waste from the project agreed and arrangements for safe storage and disposal of waste in accordance with waste regulations / hazardous waste regulations in place.  A copy of the contractor’s waste transfer note retained.  The correct procedures followed for the disposal of asbestos waste and hazardous waste transfer notes retained. |  |  |  |  |
| Additional Notes | | | | | | |
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| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor: | Date: |
| Signature of Person Authorising: | Date: |

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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

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| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor & Review Situation |
| Low | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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