



Use of Contractors

Compliance Code

Reviewed: January 2026

1. Introduction

Contractors are employed to conduct numerous work requirements for West Norfolk Academies Trust (WNAT) from assisting with education aspects, servicing, maintenance and testing of plant and machinery through to the implementation of large-scale infrastructure projects.

WNAT is committed to ensuring that a high standard of health & safety is maintained at all times and that safeguarding requirements in regards to Disclosure & Barring Service (DBS) checks are adhered to. All contractors are therefore required to conduct their activities in a safe manner ensuring equipment, working conditions and methods are employed to minimise the risk to the health & safety of themselves, Trust employees, students or other persons on Trust premises.

Contracted companies will retain responsibility for ensuring DBS checks are conducted for their staff, and any sub-contractor utilised, and that this information is readily shared with the WNAT Deputy Chief Operations Officer (DCOO) as per Paragraph 8 of this code.

2. Contractor Management

This Compliance Code should be issued to all contractors upon initial commissioning or following award post successful tender. Contractors must sign and return the agreement (Annex A to this document) as confirmation of receipt and acceptance and return it to the WNAT DCOO.

For Hazardous activities, not included in a tendered project E.g., Ad hoc roof access where safe systems of control or access are not in place, contractors may be required to provide copies of Risk Assessments & Method Statements (RAMS) to provide evidence that the work will be undertaken in a safe manner. It is the responsibility of the Headteacher or Site Manager to ensure they are content that the RAMS are sufficient for the task at hand. Support will be provided by the WNAT DCOO if required.

Before commencing work all contractors will report to and sign in at the school reception unless the following paragraph is applicable.

For tendered projects it is likely that the project will include the creation of a compound under the control of the principal contractor. Where this is the case contractors will sign in as required by the principal contractors H&S arrangements within the compound area. Should work outside of the compound-controlled area be required contractors are to obtain agreement from their nominated school point of contact and follow the requirements of the previous paragraph.

It should be noted that any contractor not holding enhanced DBS will require an escort at all times when conducting work outside of the agreed compound area. This includes investigation work.

3. Contractor H&S Requirements

The contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974, and all current regulations when operating on WNAT sites. This section lists common areas applicable but additional regulations may need to be considered.

The Trust operates a “No Smoking” policy in all of its premises and smoking is strictly prohibited in all areas.

The contractor is responsible for the safety and security of all of their plant and equipment used or brought on to Trust premises. The Trust accepts no liability for any loss or damage.

Note – *where works are conducted as part of a tendered project that involves the creation of a compounded work area the principal contractor will be responsible for all H&S requirements within the compound. The compound must be secured to prevent unauthorised access and all WNAT staff entering the compound are to abide by all rules and requirements as set by the principal contractor. This includes signing in and out and the use of PPE.*

3.1 The Control of Substances Hazardous to Health Regulations.

All substances brought onto Trust premises by the contractor must have been subject to assessment and approved for use by the contractor’s appointed COSHH assessor.

All substances shall be used in accordance with the manufacturer’s instructions and/or any other instructions issued by the contractor’s COSHH assessor.

All recommended safety precautions shall be adhered to and any personal protective equipment required should be provided by the contractor, who will ensure that it is used. Substances will be disposed of as per the information provided in the Material Data Sheet (MDS)

The Trust may request copies of COSHH assessments for any substances brought on to their premises and all efforts should be made to ensure the risk of exposure is controlled as far as reasonably practicable. Headteachers and Site Managers should ensure they are content with the control of substances as part of all works conducted by contractors.

3.2 The Electricity at Work Regulations 1989

All work on Trust electrical systems shall be carried out in accordance with the regulations, and approved standards as per the current edition of the IET Wiring Regulations, by suitably qualified and experienced contractors.

All electrical hand tools and extension leads shall be in good condition, all joints and connectors sound and of the approved type, and all portable appliances shall be subject to regular tests and be within their test date. The Trust may request copies of any test certificates or reports.

Wherever possible 110-volt equipment shall be used. Where 240-volt equipment is used it shall be protected by a residual current device of 30-milliamp rating. No three-phase 415-volt equipment shall be used without the approval of the Site Manager.

3.3 The Noise at Work Regulations 1989

The Site Manager must be notified of any equipment or process, which is likely to produce noise above the upper action level of 85dBA. Where approval is given to use such equipment or processes the contractor will provide appropriate ear protection for their own staff.

Consideration of the impact to education must be considered and where a process likely to produce high levels of noise is likely to take place, confirmation to proceed must be obtained from the headteacher or Site Manager prior to commencing.

3.4 Reporting of Infectiousness Diseases and Dangerous Occurrences Regulations (RIDDOR)

Whilst operating on WNAT Sites all contractors are required to report incidents and injuries, including near misses, to the Headteacher, Reception staff or Site Manager to enable the incident to be submitted via the WNAT Incident reporting system as per the WNAT First aid Policy.

Where the incident is reportable as per the RIDDOR requirements a copy will be issued to the contractor for their records.

Any damage to material or equipment that poses a risk to the school staff, students, visitors and contractors from potentially dangerous occurrences is to be brought to the attention of the Headteacher or Site Manager with immediate effect to ensure control measures are implemented.

3.5 Asbestos

Upon arrival all contractors are to ensure they review the site asbestos survey located at reception. If the report is not available it is to be requested prior to any work commencing where there is potential to disturb Asbestos Containing Materials (ACM). Contractors must sign as having reviewed the asbestos survey.

During works if any suspected asbestos is identified, that is not indicated in the asbestos survey, work must stop and the Headteacher or Site Manager is to be informed. Control measures are to be implemented as per the WNAT asbestos Compliance Code.

Any exposure to potential asbestos is to be reported to the Headteacher or site Manager for submission via the WNAT Incident reporting system as per Para 3.4.

For projects including construction or demolition works additional surveys must be completed prior to work starting and the principal contractor is responsible for confirming they are content prior to proceeding. This requirement should be discussed at the project planning phase. Any ACM identified is to be disposed of correctly as part of the project with documentation provided.

3.6 Working at height

Working at height is to be conducted using the correct equipment for the tasks at hand such as ladders, step ladders, scaffolding etc. Schools only have access to basic equipment; therefore, contractors should supply their own equipment where possible.

Ladders used on Trust property must be in good general condition and free from defects. All ladders must be secured by tether or “footed” by a second person at the bottom. When not in use, ladders must be securely locked away or made safe against unauthorised use. Ladders should rise at least 1.1m above the place of landing unless there is a safe handhold.

Some WNAT Sites have access to scaffolding and mechanical lifting towers. Where it is agreed that the equipment is to be used it is the contractor's responsibility to ensure the equipment is safe to use prior to commencing work. Any issues are to be highlighted to the Headteacher or Site Manager immediately.

When accessing roof areas, it should be noted that most WNAT sites do not have fall protection or fall arrest systems such as 'Man safe' in place. Therefore, contractors are to provide a Risk Assessment and Method Statement (RAMS), or equivalent, of the work required prior to commencing. A copy must be provided to the Headteacher or Site Manager.

Any scaffolding to be used or erected by the contractor must be agreed by the Site Manager. Any such scaffolding must be erected by competent persons, inspected daily and thoroughly examined by a competent person every seven days. Potential access by unauthorised persons must be strictly controlled.

Any work requiring digging or excavation on WNAT sites must be assessed accordingly to ensure that openings are cordoned off using suitable barriers and boarding when unattended. Controls must be agreed with the Headteacher or Site Manager prior to commencing work.

3.7 Use of machinery and equipment

The contractor will ensure that all tools and equipment are examined for defects before being used and are maintained in a safe working condition at all times. All tools and machinery are to be strictly controlled.

The contractor shall not interfere with, remove, or misuse any guard or protective device fitted to or used with any Trust plant, equipment or machinery without the prior consent of the Site Manager.

3.8 Vehicle access

Currently there is only one site where vehicle access is permitted. Springwood high school therefore has a speed limit restriction of 4 mph for all vehicles that must be strictly adhered to due to the potential interaction between pedestrians and vehicles.

Where access is required to all other sites this must be agreed with the Headteacher or Site Manager prior to work commencing.

For project work utilising a compounded work area the speed restriction of 4 mph remains in place when transiting across the school site to the compound entrance.

4.0 Emergency procedures

In the event of a fire the fire alarm system is to be activated at the nearest call point.

All contractors are to ensure they make themselves aware of the location of the Fire Assembly Point upon arrival at the school site. All schools conduct weekly fire alarm tests and the time should be displayed in reception for awareness. Any activation of the alarm outside of these times is to be treated as a live activation and contractors should make their

way to the Fire Assembly Point via the nearest safe exit point. Contractors should make themselves known to the responsible person to ensure they are accounted for.

Note – For work conducted within an agree compound work area the principal contractor must identify a suitable Fire Assembly Point separate to that used by the school. Contractors employed within the compounded area are to muster at the correct assembly point.

Schools are required at times to conduct lockdown practice. As such if lockdown is activated contractors are to make their way to reception, or remain within the agree compound area for project works, and await further information.

5.0 Permit to Work (PTW)

All “hot” work (which includes welding or cutting using oxy-acetylene or other gas equipment; soldering, brazing, paint stripping or any other activity using LPG gas torches or burners and any other burning or heating processes) will only be carried out with the consent of the Headteacher or Site Manager, who may require such work to be carried out under a Permit to Work. (See WNAT Fire Compliance Code)

Where such a document is issued, the contractor will ensure that all his employees (or his subcontractors’ employees) are fully informed of, and comply with, all safety requirements listed.

6.0 Insurance

Contractors must have a current policy in operation for public liability for a minimum of £5 million.

7.0 Conduct

The business of WNAT is education. Therefore, it is expected that all adults, irrespective of role, conduct themselves accordingly at all times when on site. This includes when operating from an allocated compound work area. The following must be strictly adhered to at all times

- Interaction with students is not permitted and should be avoided.
- All contractors are to remain full clothed when operating on school site. No bare chests irrespective of weather conditions.
- Foul language or the playing of offence music is not acceptable whilst on school grounds at any time.

8.0 Disclosure & Barring Service requirements.

All WNAT schools operate a **strict** safeguarding policy.

Therefore, to minimise the potential impact to work requirements all contracted companies are to provide a letter of assurance (LOA) stating that their staff undergo suitable checks and that certification is held. Letters are to be returned to the WNAT DCOO as stated in the letter as per Annex B to this code.

Records of all contractor safeguarding assurances and DBS levels are entered and maintained on the Trust’s Single Central Record (SCR) in line with the Keeping Children Safe in Education (KCSIE) requirements.

Note - Where an individual does not hold an enhanced level then access to the site may be denied due to the need to provide an escort which is not always possible

The record of letters held will be reviewed annually by the WNAT DCOO

8.1 Projects

If at any time project work is to be conducted whilst students are on site then the principal contractor will be responsible for providing all DBS information as below prior to the project commencing

- Letter of Assurance including a list of staff and their current level of DBS held (Enhanced/Basic/ None)
- Letter of assurance for all sub-contracted companies including a list of staff and their current level of DBS held. (Enhanced/Basic/None)

Annex B provides a template of the letter of assurance

Note - For basic level confirmation of suitable control measures would need to be agreed with the Headteacher or DCOO prior to project start. Individuals holding no DBS check will not be permitted on site as they would need to be escorted by a Trust member of staff and this is not practical.

Where possible project work should be carried out during school closure as this minimises the risk to staff and students, allows ease of access, reduces noise control requirements and potentially removes the requirement for DBS information (This will be confirmed prior to project start).

Where this is not possible and a project needs to be implemented during term time or whilst students are on site the use of a defined compound will be considered depending on space and access requirements. (This will be discussed prior to project start)

Where either of the above is not possible all contractors must sign in to the school at the main reception whenever on site as required for all visitors.

8.2 Reporting

All adults have a duty of care to safeguard children and as such it is important that should an individual, whether school staff, contractors or visitors, witness an incident or have concerns relating to Safeguarding of WNAT students a member of the schools safeguarding team must be made aware.

Information as to who to speak to can be found in all school reception areas



Annex A – WNAT Use of Contractors Compliance Code

WEST NORFOLK ACADEMIES TRUST CONTRACTOR CODE OF PRACTICE ACKNOWLEDGEMENT

I have read and accepted all the terms & conditions as stated within this document.

I will ensure all persons directly or indirectly employed by myself / organisation understand and comply with the terms & conditions for contractors working at West Norfolk Academies Trust premises.

Name of Company/Organisation:

Name:

(Please Print)

Signature:

Date of Signature:

Please return electronically along with the completed LOA to the following:

Mr S Bowdery,

WNAT Deputy Chief Operations Officer (DCOO)

S.Bowdery@WNAT.co.uk



Re: DBS Letter of Assurance

Company Name:

As per the WNAT Use of Contractors Compliance Code, I can confirm that our company as named above fully complies with the DBS (Disclosure & Barring Service) requirements.

All staff undergo relevant DBS checks and the staff list and associated DBS level have been provided as requested in the table attached below.

We appreciate and understand that individuals attending any site will be required to show photographic identification upon arrival, or when requested to do so, and that those identified as holding either a basic level or no DBS certification will require escorting at all times when attending any of the Trust sites when students are in attendance. In these cases, access will only be permitted at the discretion of the head teacher.

We acknowledge that WNAT reserves the right to conduct periodic checking of DBS certification at any time in addition to an annual review and we agree that confirmation of certification can be provided if requested. We also acknowledge that failure to provide the information could result in loss of contract or work associated with any WNAT site.

Yours sincerely

Name:

Signature:

Date:

Please return electronically to the following:

Mr S Bowdery,

WNAT Deputy Chief Operations Officer (DCOO)

S.Bowdery@WNAT.co.uk

