



Coppice

Primary Partnership

Growing Together, Striving for Excellence.

Management of Contractors Policy

Approved: Term 6 2024/25

Next Review: Term 6 2026/27

Introduction:

This policy is intended to manage the use of contractors at all CPP schools to ensure safe working is maintained and all contractors comply with our school rules, policies and procedures.

Contractors are considered to be those persons engaged to carry out work on site on an occasional basis. Contracting companies are companies from whom contractors are hired.

It is our intention that all contracting companies should meet the requirements of the CPP Approved Contractor List which are as follows:

All contractors engaged to work on CPP sites must complete and return the approved contractor form (Doc C015A) Completing this form will require the following:

- Confirmation that all contract workers hold a current DBS Certificate (workers will need to bring their certificate on their first day of working).
- A copy of the contractors current Employers Liability/Public Liability Insurance certificate
- If you are a company employing more than five persons, you will need to provide a copy of your health and safety policy.
- A brief overview of the work/service you will be providing
- Where relevant copies of your RAMS for the work to be undertaken
- The name of the person within your organisation that will be responsible for ensuring safe working and compliance with our rules policies and procedures.

All contract workers will need to read and sign a copy of our Site Rules and Induction sign off (Doc C015B). This will also require the viewing of our contractor video.

Upon the completion of the above the contracting company will be included in our approved contractor list.

It should be noted that any failure to comply with our school rules policies and procedures may result in termination of contract.

Approved contractors will be issued with a copy of our Contractor Code of Practice. Sign off and return of this document will need to be completed.