

Directorate of Education & Leisure
Health & Safety Bulletin
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Bodies

<p>RE: H&S IMPLICATIONS – OPTING OUT OF CCBC GROUNDS MAINTENANCE SLA</p>

Under the Council's internal reporting procedures Health and Safety are informed if a school opts out of a Service Contract for Cleaning, Catering and Grounds maintenance.

The reason for this is that appropriate arrangements need to be in place at the school for management of private contractors who are undertaking this service or appropriate training and procedures in place if the service is being delivered by staff employed by the school.

With specific regards to Grounds Maintenance Services I have detailed the health and safety requirements if such services are to be undertaken by a private contractor:-

Vetting of Contractors.

An appointed person will need to assess the suitability of the contractor to undertake the work required i.e.

- Does the company have sufficient employee and public indemnity insurance cover?
- Do they have appropriately trained staff, with relevant licences for the equipment to be used?
- Do they have equipment which is maintained in line with legal requirements?
- Do they have H&S arrangements which detail how the work is to be undertaken, in particular with regards to machinery and chemicals?
- Do they have suitable arrangements in place for vetting any sub-contractors, e.g. when using specialist astro-turf maintenance companies,
- Has the company received any enforcement action by the Health and Safety Executive?
- Are employees from the company subject to an enhanced CRB checks?

Contractor Management

Once the above has been assessed as sufficient the company should provide risk assessments on how they will undertake the work safely on the school site, including any specific risks such as bankings, traffic routes and access restrictions etc.

Names of CRB checked contract staff to be provided to the school and the school monitor to ensure that only those staff on the list undertake work on the school site.

The appointed officer from the school should monitor the work undertaken by the company on a formal basis at least once per annum and record the findings as well as Investigation of any incidents or complaints.

I would expect that those schools who have chosen to contract out Grounds Maintenance of the school site have already put such arrangements in place. However as the Authority does not cover this service it will not be subject to the Authorities insurance cover. In this regard it is important that the school confirms that it has appropriate contractor management arrangements in place.

Regards

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