



## Taking the hard work out of ensuring best value and safe use of contractors.

We have a rolling process of reviewing our contractors and regularly meet with them and new companies who are interested in working for us. Having over 300 schools we are able to negotiate excellent rates with suppliers but when assessing best value we also need to balance price and service. Ultimately contractors know that if they do not give a good service, at a fair rate, they have a lot to lose by not working for TPM who have 300 plus schools.

Once we are happy about price and service, we carry out numerous checks and continue to monitor that documentation to ensure it remains up to date. The following is a list of the checks we make:

**Insurances** - Public Liability; Employer Liability and where appropriate Professional Indemnity (PI)

**Health and Safety Policies** - both general and job specific and how the contractor assess and receives advice on H&S. We also require information on how Method Statements and Risk Assessments are developed for each job. We would expect details of equipment required and minimum staffing levels to be contained within these.

**Professional Accreditations and Training** - we check if contractors have membership of the relevant professional bodies and other trade accreditations like CHAS. We also ensure that contractors staff have any necessary training and certification.

**General Checks** - we require contractors to inform us of any reportable accidents and/or HSE notices. We also check for any prior prosecutions or notices issued by HSE.

**Construction Design and Management** - when a school has a project which comes under the CDM Regulations 2015 the school consultant will ensure that all the necessary requirements are met. If there is more than one project they will act as Principal Designer and appoint a Principal Contractor.

**DBS Checks for Contractors** - we ask all our contractors to do checks and give training to their employees to ensure they are aware of the requirements for working in schools. All contractor staff should carry identification. There is a lot of misinformation around about who can or cannot have a DBS check. We print, for clarity, the advice we received from the Disclosure and Barring Service:

*Karen Farley, Customer Relations, The Disclosure and Barring Service, PO Box 165, Liverpool, L69 3EF June 3<sup>rd</sup> 2016  
If your engineers are working in schools, carrying out work for the purpose of the school, are unsupervised (according to DFE guidance see link below); will have the opportunity for contact with children (it only has to be passing contact), and the work take place once a week or more or four or more times in a 30 day period then this would be regulated activity. This would enable eligibility for an enhanced check with a check of the children's barred list. If you are sending engineers into schools and all the above criteria is met, you have a legal obligation to ensure you do not engage someone in regulated activity who is barred."*

If your LA has issued guidance that all contractors should have DBS checks please ask them to confirm it in writing and send us a copy. We will happily discuss it with them.

Link to government DBS guidance for contractor

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/280881/supervision\\_of\\_activity\\_with\\_children\\_which\\_is\\_regulated\\_activity\\_when\\_unsupervised.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf)