

CONTRACTOR CONTROL AND RAMS APPROVAL PROCEDURE

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose and Scope

Cresconova Labs recognises that external contractors undertaking works on the premises may introduce additional health, safety and fire risks. This procedure establishes the arrangements by which contractors are selected, inducted, supervised and monitored in order to ensure compliance with statutory duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and, where applicable, the Construction (Design and Management) Regulations 2015.

This procedure applies to all external contractors, including maintenance providers, surveyors, engineers, installers and specialist consultants, whether engaged directly by Cresconova or by a third party.

2. Pre-Engagement Requirements

Before any contractor commences work on site, Cresconova shall satisfy itself that the contractor is competent and adequately insured. Contractors must provide evidence of appropriate public liability insurance and, where relevant, professional indemnity insurance.

Where works involve any element of construction, intrusive inspection, alteration, electrical works, hot works, or other activity capable of affecting fire safety, the contractor must provide a written Risk Assessment and Method Statement (“RAMS”) in advance of attending site.

The RAMS must identify foreseeable hazards, including risks to students, staff and visitors, and must describe the control measures to be implemented to mitigate those risks. Particular attention must be given to fire safety precautions, protection of escape routes, safeguarding of compartmentation, management of hot works, and prevention of dust or debris migration.

No works shall commence until the RAMS have been reviewed and formally approved by the Responsible Person (the Chief Creative Officer) or their nominated delegate (the Makerspace Manager).

47 Redcliffe Gardens, London, SW10 9JH

Company Number: 15767926

Registered Charity Number: 1214957

A company limited by guarantee, registered in England and Wales.

3. Review and Approval of RAMS

The Responsible Person, or a suitably competent delegate, shall review submitted RAMS to ensure that the proposed working methods are safe, proportionate and compatible with the continued operation of the premises as an educational environment.

Where deficiencies are identified, the contractor shall be required to amend and resubmit the documentation prior to approval.

Approval of RAMS does not transfer responsibility for safe execution of the works to Cresconova; responsibility for compliance with health and safety legislation remains with the contractor. Approval confirms only that Cresconova is satisfied that the proposed arrangements are reasonably safe in principle.

In circumstances where works extend over multiple days or where material changes to working methods occur, the contractor may be required to reconfirm that the approved RAMS remain valid.

4. Site Induction and Supervision

Upon arrival on site, contractors must report to the designated site lead or Responsible Person. Contractors shall be briefed on:

- (i) Fire evacuation procedures and assembly points;
- (ii) Location of fire alarm call points and firefighting equipment;
- (iii) Any site-specific hazards;
- (iv) Safeguarding requirements;
- (v) Restrictions relating to pupil access areas.

Contractors shall not commence work until this induction has been completed.

Where works present elevated risk, Cresconova may require the contractor to be supervised while on site or restrict works to periods outside pupil hours.

5. Protection of Fire Safety Measures

Contractors must not interfere with fire alarm systems, emergency lighting, fire doors, compartmentation, or escape routes unless expressly authorised and appropriately controlled.

Where works may affect fire integrity, including the creation of penetrations through walls, ceilings or floors, appropriate fire-stopping materials and techniques must be used, and evidence of compliance shall be provided upon completion.

If any fire safety system requires temporary isolation, prior written approval must be obtained, and appropriate interim safety measures must be agreed.

6. Hot Works

Any works involving open flame, heat generation, welding, cutting, or similar activities shall be subject to a specific permit-to-work arrangement.

Hot works shall not commence until a permit has been authorised by the Responsible Person. The permit shall confirm that:

- (i) The area has been inspected and cleared of combustible materials;
- (ii) Fire detection systems have not been compromised;
- (iii) Suitable firefighting equipment is available;
- (iv) Post-work fire watch arrangements are in place.

Upon completion of hot works, the area shall be inspected and confirmed safe before the contractor leaves site.

7. Completion and Handover

Upon completion of works, the contractor must ensure that the area is left in a safe condition, that fire protection measures are reinstated where disturbed, and that all debris and hazards are removed.

Where works have affected fire safety systems or structural fire protection, the contractor shall provide appropriate certification, photographs, or written confirmation of compliance.

The Responsible Person shall confirm satisfactory completion prior to signing off the works.

8. Record Keeping

Records of RAMS approvals, permits-to-work, contractor inductions and any fire safety certifications shall be retained with the Fire Safety Log Book or Health and Safety records.

These records shall be made available for inspection by enforcing authorities upon request.

9. Governance Oversight

The Responsible Person shall periodically review contractor management arrangements to ensure that they remain effective and proportionate. Where significant works are undertaken, trustees shall be informed of associated fire and safety implications as part of governance oversight.