



MANAGEMENT OF CONTRACTORS POLICY

Management of Contractors Policy

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Approved By:		Date Approved:	
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Head of Estates (Clive Radestock)			
Director of Estates & Commercial Development (Lesley Darke)			
Links or overlaps with other policies:			
Health and Safety Policy			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
2	Revised	05/05/2015	Reference to CDM Changed	Director for Health and Safety

Please note:

If you require a copy of this policy in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

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1. Policy Statement

1.1 This policy applies to all staff who are involved in employing and/or working with contractors and must be implemented as a minimum standard throughout the Trust. Whilst most appointments will be undertaken by Estates and Facilities, individual Service Delivery Units and managers will also employ contractors and will, therefore, be required to follow this policy. Staff should be familiar with their obligations and levels of authority within standing orders, standing financial instructions and the Trust's scheme of delegations, before preparing to appoint contractors to do any form of work.

1.2 The Trust is committed to ensuring peoples' safety while at work. It aims to do this by:

- Ensuring that contractors are competent and the management of contractors is consistent
- Providing a safe working environment which, as far as is reasonably practicable, reduces the risk of harm occurring to staff, contractors and anyone else who may be affected by their activities
- Implementing a proactive approach to risk assessment to identify where risks need to be controlled
- Selecting appropriate contractors and implementing adequate control measures
- Ensuring co-operation between staff and the contractor's workforce to ensure health and safety arrangements on site are managed properly

Ensuring sufficient information, instruction and supervision is available to staff and contractors to enable them to work safely

2. Purpose/Introduction

2.1 A contractor is a person or organisation, who is brought-in to perform any type of work in any area that the Trust is responsible for and is not an employee.

2.2 The Trust often uses contractors to carry out various types of work. This can range from very simple work such as window cleaning, office machinery repair or security services, to major construction projects to extend, refurbish or maintain premises.

Where the Trust employs a contractor both parties have duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) impose more detailed requirements on those involved in any construction work as client, designer or contractor. These activities must be managed by professional Estates staff who will require each contractor to demonstrate compliance with these regulations.

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3. Equality and Diversity Statement

3.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): Sexual Orientation; Gender; Age; Gender Reassignment; Pregnancy and Maternity; Disability; Religion or Belief; Race; Marriage and Civil Partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

3.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis. For more information about equality analysis and Equality Impact Assessments please refer to the Equality and Diversity Policy.

4. Roles and Responsibilities

4.1 Both the Trust and the contractors we use have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and others.

4.2 Chief Executive

The Chief Executive has overall responsibility for this policy and to ensure that reasonably practicable measures can be implemented to manage contractors.

4.3 Director of Estates and Commercial Development

The Director of Estates and Commercial Development has direct responsibility of ensuring this policy is being adhered to and that the responsible managers are competent. This Director is answerable to the Chief Executive for its implementation.

4.4 Responsible Manager/Point of Contact (POC)

The responsible manager/POC, who is the person who has been given direct responsibility for the work that is being undertaken by the contractor, must ensure;

- The contractor has been checked, approved and is on the Trusts current 'Approved List of Contractors'
- That a pre a pre-contract meeting is held with the contractor
- The contractor has been provided with all the necessary information during planning Hazards in the area of works, e.g. chemical, physical and/or biological
- The contractor is clear on the standards of Health, Safety and Welfare that is expected when working for the Trust and these are agreed prior to works starting

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- The contractor is clear about the content and scope of the work to be undertaken either via a contract or service level agreement and is provided with sufficient information to ensure that the work is carried out safely
- The contractor and all staff they employ receive a full induction including information on the Trusts permit to work system
- The contractors safety plan, risk assessments and method statements relating to the contractors current activities have been checked and approved
- The contractor complies with the risk assessments and method statements when carrying out the work by regular monitoring of their controls and activities. The frequency of the monitoring will depend on the extent of the risks associated with the work and the impact of the contractor's presence on site. Relevant issues may include:
 - What equipment/substances/materials are being used
 - Permit to work system
 - Level of disruption to building services
 - Reporting and investigation of incidents either internally or externally
 - Day to day checks undertaken by the contractor
- The contractor provides necessary safety measures to protect workers, visitors and others who may be affected by their acts or omissions before and during the works
- That any changes to the method of works are agreed prior to work taking place
- That if there are several contractors working on a project their activities are co-ordinated to ensure they do not affect each other's Health and Safety
- That the contractor activities and associated risks are communicated to Trust staff or members of the public. This may be in the form of notices, signs, email, via telephone or site meetings
- The contractor is aware of the Health Technical Memorandum (HTM) for use in Health Premises

5. Selecting a Contractor

Prior to being considered for the undertaking of any works for the Trust any contractor must be on the 'Approved List of Contractors' to ensure that they are competent to undertake work safely and effectively.

6. Provision of Information

6.1 Safety Plan

Prior to any commencement of any works the Contractor shall be required to prepare and submit to the POC a Safety Plan identifying all the safety measures that the Contractor will be employing during the contract. This document will also identify

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contingency measures being made by the Contractor, in the event of any emergency which arises directly as a result of the work which he is undertaking including accidental spillage, releases into the atmosphere and releases into any water or drainage system. This document shall also identify the name of the Safety Professional within the Contractor's organisation, who may be contacted by the Trust in the event of safety enquires relating to the work being undertaken.

6.2 Method Statements and Risk assessments

The Safety plan must include Method Statements and Risk Assessments detailing precisely how the work in the Specification is to be undertaken and the methodology to be adopted to ensure full compliance with the specification and the requirements of all Health & Safety legislation. Generic method statements are not acceptable.

7. References

- 7.1 Health and Safety at Work, etc Act 1974
- 7.2 Management of Health and Safety at Work Regulations
- 7.3 Construction (Design & Management) Regulations
- 7.4 HSE: Use of Contractors – A Joint Responsibility
- 7.5 Health Technical Memorandum Series
- 7.6 HSE Guidance INDG368

8. Further Information

Any queries or questions relating to this document or matters around health and safety should be referred to the Health and Safety Manager.

9. Monitoring, Audit and Review Procedures

This policy will be monitored and audited on a regular basis. A full review of this document will be conducted every 3 years or following a change in associated legislation and is the responsibility of the Director of Estates and Commercial Development.