

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	30 August 2017
Subject:	Managing Contractors Safely Policy
Report of:	Environmental Safety Officer
Corporate Lead:	Peter Tonge, Head of Community Services
Lead Member:	Lead Member for Organisational Development.
Number of Appendices:	One

Executive Summary:

Tewkesbury Borough Council is committed to the management of health and safety for both client officers and all contractors engaged by the Council. This policy provides the health and safety guidelines that all parties must follow to ensure health and safety is managed during the course of business.

The policy is to provide guidance to all staff within the Council who are directly involved in the appointment, use and management of contractors.

Recommendation:

That the Committee resolves to adopt the policy thus providing Officers and contractors with guidance on the Council's expectations with regards to health and safety.

Reasons for Recommendation:

To provide a framework for Officers of the Council, contractors and sub-contractors outlining their responsibilities with regard to health and safety.

Resource Implications:

Officers manage contractors regularly and this policy formalises the health and safety requirements which should be a part of everyday contract management, therefore no additional resource is foreseen.

Legal Implications:

All work activities are covered by health and safety law.

Officers that manage contractors need to be familiar with, and the Council must comply with, the requirements of the Health and Safety at Work Act (HSWA) 1974; Management of Health and Safety at Work Regulations (MHSW) 1999; Construction (Design and Management) (CDM) Regulations 2007; and Control of Substances Hazardous to Health (COSHH) Regulations 2002. Other construction regulations that may apply are those dealing with the structure of working platforms; provision of guard rails to prevent falls; use of lifting tackle and lifting equipment, including cranes and hoists; and welfare arrangements. The Health and Safety Executive (HSE) guidance should be followed on this.

Risk Management Implications:

Having a policy in place should reduce the risk to the Council of litigation.

Performance Management Follow-up:
None.
Environmental Implications:
None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** The Council manages a number of contracts of varying size and nature. Some of these are large contracts such as our contracts with Ubico and the Leisure Centre. The Council however, also manages much smaller contracts for example window cleaning of the Council Offices or workmen who undertake works in default following enforcement action. All of these contracts need to be managed safely and contractors need to know what the Council expects in terms of health and safety.

2.0 SCOPE

- 2.1** The policy applies to all contractors and contract managing Officers within in the Council.

3.0 PURPOSE

- 3.1** The Council is committed to the management of health and safety for both Council client officers and all contractors engaged by the Council. This policy provides the health and safety framework that all parties must follow to ensure health and safety is managed during the course of business.

4.0 AIM

- 4.1** The aim of the policy is to set out a framework to:
- provide a safe and healthy workplace and systems of work that prevent and reduce risk of illness and injury equally for employees and contractors.
 - provide a practical, consistent and relevant system for TBC staff managing and overseeing the work of contractors and/or their sub-contractors.
 - integrate health and safety requirements into contractor management.
 - fulfil the Council's legal health and safety requirements when managing contractors.

5.0 OTHER OPTIONS CONSIDERED

- 5.1** None.

6.0 CONSULTATION

- 6.1** The policy has been developed in coordination with various client side monitoring officers within the Council and has been considered by the Council's Keep Safe, Stay Healthy Board.

7.0 RELEVANT COUNCIL POLICIES/STRATEGIES

7.1 This policy has been developed in line with the Council's overarching Health and Safety Policy.

8.0 RELEVANT GOVERNMENT POLICIES

8.1 None.

9.0 RESOURCE IMPLICATIONS (Human/Property)

9.1 None.

10.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

10.1 None.

11.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

11.1 None.

Background Papers: None.

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Appendices: 1. Policy Document – Managing Contractors Safely.