

Managing contractors *safely*



contents

Introduction	1
Scope	1
Purpose	1
Aim	1
Definitions	2
Roles and responsibilities	2
Procedures	3
Structure	4
Monitoring	5
Appendix 1 - Checklist	7
Appendix 2 - Permit to work	8
Appendix 3 - Induction for contractors	9



Introduction

This policy is to provide guidance to all staff within Tewkesbury Borough Council (TBC) who are directly involved in the appointment, use and management of contractors. It will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

Our objective is for contractors to be working to a satisfactory standard by meeting all the council's health and safety requirements and legislative health and safety requirements (The Management of Health and Safety at Work Regulations 1999)

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The Regulations were introduced to reinforce the Health and Safety at Work etc. Act 1974. The MHSWR places duties on employers and employees including those who are clients, designers, principal contractors or other contractors.

Scope

This policy is for all contractors providing services to TBC. Note: Failure to comply with the requirements of this policy by the contractor or subcontractor may result in termination of the contract.

Purpose

The council is committed to the management of health and safety for both TBC client officers and all contractors engaged by the council. This policy provides the health and safety guideline that all parties must follow to ensure health and safety is managed during the course of business. It is a process of pre work assessment of contractor's health and safety management, approval to undertake work for the council and the ongoing checking and monitoring of contractors health and safety management performance. The policy is designed to enable sharing of information and continuous improvement.

Aim

Through the application of the Managing Contractors Safely Policy, the council aims 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 council 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 health and safety legal requirements when managing contractors.

Definitions

☐ **Client Officer**

Client means anyone who accepts the services of a contractor, in the context of this document the Client will be TBC and those employees or those who act on behalf of the council that represent the client's interests will be the Client Officer. The Client Officer must have suitable experience and knowledge of the works and services they are managing.

☐ **Contractor**

A contractor provides services to a specific client under specific terms. A Contractor, however, can either be classed as:

a Worker or an Employee (if they work for a Client through an Umbrella Company or Agency – then the Umbrella Company/Agency is their Employer; not the Client) or as Self-Employed (if they are a Sole Trader or have a Limited Company of their own).

☐ **Subcontractor**

A subcontractor is a person who is hired by a general contractor (or principal contractor, or main contractor) to perform a specific task as part of the overall project and is normally paid for services provided to the project by the originating general contractor.

☐ **Principal Contractor (building contracts only)**

A principal contractor is the contractor with control over the construction phase of a project involving more than one contractor. They are appointed in writing by the client (commercial or domestic) plan, manage, monitor and coordinate health and safety during this phase.

Roles and responsibilities

Client Officer:

- ☐ The implementation of this policy in their area of responsibility and accountability or where they have engaged a contractor.
- ☐ Pre contract assessment and approval (where granted) of contractor health and safety management arrangements.
- ☐ Carrying out a TBC induction with contractor (see appendix 3) if applicable.
- ☐ Completing a Permit to Work prior to work commencement (see appendix 2) if applicable.
- ☐ Completing TBC's Managing Contractors Safely Checklist (see appendix 1).
- ☐ The management of contractors in relation to site specific hazards and ensuring contractor's proposed work method statements do not place themselves and/or council employees at risk.
- ☐ Advising the relevant staff/public/tenants when the work will be conducted in areas affecting them.
- ☐ Checking and monitoring contractor's performance and documentation.
- ☐ Actioning the correct process in the event of a dispute.
- ☐ Assist contractors where required to develop, implement or work around safe working practices.
- ☐ Reporting of non complaint working methods of contractors to the Management Team and the Keep Safe Stay Healthy Group.
- ☐ Where applicable, ensure the contractor is issued with the council's code of conduct and completes part 2 of the code of conduct form.
- ☐ Where applicable, ensure the contractor is issued with the protocol for councillors and officers involved in the planning process.

Contractors are responsible for:

- ☐ Complying with The Managing of Health and Safety at Work Regulations 1999 and for construction works complying to The Construction (Design and Management) Regulations 2015.
- ☐ Providing risk assessments and method statements.
- ☐ Successfully completing TBC health and safety induction (see appendix 3). If applicable.
- ☐ Completing a Permit to Work prior to work commencement (see appendix 2). If applicable.
- ☐ As a minimum working in accordance to the council's health and safety policy procedures and practices.
- ☐ Reporting any incidents, injuries or non-compliances to TBC Client Officer.
- ☐ Co-operating and providing the relevant documentation/evidence when requested by the council or its representatives for the purpose of health and safety.
- ☐ Making available health and safety documentation including and not limited to risk assessments, method statements and accident/incident statistics throughout the term of the contract.
- ☐ Where applicable, abiding by the council's code of conduct and completing part 2 of the code of conduct form.
- ☐ Where applicable, abiding by the protocol for councillors and officers involved in the planning process and completing the planning process declaration form.

Procedures

The following procedures must be followed when engaging a contractor or subcontractor.

- a) **Contractor health & safety management.** Contractors must provide details of their health and safety management structure, health and safety record and their technical and commercial ability, for consideration when their suitability for the work is assessed.
- b) **Documented health & safety requirements.** The written contract or terms and conditions specific to the task must include commitment to meet contractor's own health and safety management standards and a reference to meeting the council's health and safety policy standards.
- c) **Insurances, licenses, registrations & certificates.** The Client Officer must ensure that contractor or subcontractor possess the insurances, licenses, registrations and certificates required by health and safety legislation/regulation.
- d) **Pre-work health & safety induction.** Before work is commenced, the Client Officer will organise for the TBC health and safety induction training to be completed. If applicable.
- e) **Risk assessments and method statements** Risk assessments and method statements must be in place and agreed by both Client Officer and the Contractor prior to contract work commencing. If applicable.
- f) **Supervision.** The Client Officer must arrange for the work of the contractor or subcontractor to be monitored to ensure their compliance with contractor's documentations, safe working procedures, the council's health and safety policies and procedures, maintenance and correct use of tools or

equipment and observance of good housekeeping.

- g) **Feedback.** On the completion of works or contract, where appropriate feedback is to be provided to the contractor on their health and safety performance.
- h) **Reporting incidents, injuries and property damage.** Contractors, subcontractors, or any other persons involved in the contracted works must be advised during TBC health and safety induction that all incidents, injuries or damage to property must be reported to the relevant TBC person on site, e.g. Client Officer/Health & Safety Advisor.

[http://intranet/Health%20and%20safety/Accident Incident/Accident Incident Report Form \(IR1\) .doc](http://intranet/Health%20and%20safety/Accident%20Incident/Accident%20Incident%20Report%20Form%20(IR1).doc)

[http://intranet/Health%20and%20safety/Accident Incident/Accident Investigation Form \(IR 2\).doc](http://intranet/Health%20and%20safety/Accident%20Incident/Accident%20Investigation%20Form%20(IR2).doc)

- i) **Emergency procedures.** Emergency procedures must be explained to contractors and subcontractors during TBC health and safety induction if applicable. If the contractor is undertaking any tasks, or brings onto site any tools/equipment or product that may affect the site's emergency management, TBC is to be notified prior to works to allow for a risk management strategy to be developed.

<http://intranet/Health%20and%20safety/Fire%20and%20Emergency%20Evacuation/Evacuation%20Procedure%20-%20updated%20May%202017.pdf>

- j) **Environmental protection.** Contractors are expected to meet all relevant environmental legislation associated with the activity that

they are engaged in on the council's behalf. This applies to, but not limited to: noise, dust, gas or fume emissions, water management, spillages and preservation of the local ecology.

- k) **Property security.** Contractors must be made aware that they will be responsible for the security of their own property while on site.
- l) **Drug and alcohol policy.** Contractors and subcontractors will be made aware of the details and the requirement to meet the council's Drug and Alcohol Standard during TBC health and safety induction. Any person found to be not conforming to the Alcohol and Drug policy will be immediately removed from the workplace and will be subjected to the TBC disciplinary processes.

<http://intranet/HR/Alcohol%20and%20Drugs.doc>

- m) **Health and safety training and instruction.** When undertaking training needs analysis, contractors are considered and will be included when assessed as necessary if applicable. Contractors will be included in any training that is required to meet the council's health and safety requirements or legislative / regulation requirements.

Structure of managing contractor management policy

The TBC Contractor Management System consists of the following associated tools (documents).

- ☐ Procurement Tool Kit Files – includes a health and safety qualification questionnaire.

<http://intranet/Procurement%20toolkit%20files/Forms/AllItems.aspx>

- ☐ TBC Induction for Contractors (see appendix 3)
- ☐ Permit To Work (see appendix 2).
- ☐ Completion of Managing Contractors Safely Checklist (see appendix 1).

How we will manage contractors on site

During the contract work the council must monitor for compliance with the plan and ensure unforeseen issues are addressed promptly. The council will:

- ☐ Monitor the work throughout the period of the contract to ensure compliance to the method statements.
- ☐ Check compliance to relevant legislation.
- ☐ Check adherence to health and safety standards as per policy procedure, risk assessments and method statements.
- ☐ Check adherence to health and safety action plan.
- ☐ Check continuing hazard studies as necessary.
- ☐ Ensure opportunities to develop cooperation.
- ☐ Maintain good community relations with contractor.

Monitoring contractor's health and safety performance

Extent of supervision will be influenced by:

- ☐ Level of risk.
- ☐ Complexity of tasks.
- ☐ Organisational control of the workplace.
- ☐ Interaction with other parties and works on site.
- ☐ Duration of works.

Monitoring & supervision

Key steps TBC will apply:

- ☐ Review, monitor and supervise contractors in accordance to health and safety document requirements.
- ☐ Carry out regular site inspections.
- ☐ Review health and safety performance.
- ☐ Ensure corrective action is taken.
- ☐ Integrate health and safety in review meetings.

Monitoring & supervision of documentation

Regular review of contractor health and safety documentation will include:

- ☐ Health and safety induction records.
- ☐ Plant/maintenance records.
- ☐ Health & safety inspection reports.
- ☐ Risk assessment documents/safe systems of work documents.
- ☐ Employee training/competency records.
- ☐ Safety meeting minutes.

Work contract records will:

- ☐ Demonstrate a systematic approach to record keeping and;
- ☐ due diligence.
- ☐ Include incident/accident/near miss data and;
- ☐ non-conformance & corrective action records.

Project working group

- ☐ Client Officer to report to the Keep Safe Stay Healthy Group in the event of a dispute or health and safety failing to consider further contract awards.

Review requirements of this policy

- ☐ Three year rolling programme as contained in the Keep Safe Stay Healthy Group Plan.

Forms and resources

As per appendix attached and document links contained within appendix: Appendix 1 – Managing Contractors Safely Checklist. Appendix 2 – Permit to Work. Appendix 3 - Induction for Contractors Working at TBC.

TBC Procurement Toolkit

<http://intranet/Procurement%20toolkit%20files/Forms/AllItems.aspx>

References

Managing of Health and Safety at Work Regulations 1999.

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

Managing Contractors Safely HSE Guidance.

<http://www.hse.gov.uk/pubns/indg368.pdf>

The Construction (Design and Management) Regulations 2015.

<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

Managing contractors safely checklist

Questions you should ask:	Yes / No
Have you identified all aspects of the work you want the contractor to do?	
Have you included the health and safety implications of the work in the job specification?	
Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2015? http://www.hse.gov.uk/construction/cdm/2015/index.htm	
Have you made enquiries about the competence of the contractor? If so, have you checked for evidence before they get the job?	
Have you assessed the risks of the work and agreed action to control the risks with the contractor?	
Have you provided the contractor and their employees with information about the risks?	
Have you provided the contractor and their employees with your emergency procedures?	
Have you provided instructions, information and training for your own employees?	
Have you put in place arrangements with the contractor to coordinate your activities during the work?	
Have you consulted your employees about the work and how they can raise any concerns?	
Have you identified who will be responsible for the work and what you will expect them to do?	
Have you identified who will supervise the work and how?	
Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?	
Have you agreed how the job will be reviewed to learn any lessons from it?	

Permit to work

1.0	Permit Authorisation Building / Location: Address: Commencement Date: Time: Permit Issued By: <i>Print name</i>	Floor / Area: Expiry Date: Time: Signature:
2.0	Contractor Details Company Name: Address: Work Supervisor: <i>Print name</i>	Description of Work: Signature:
3.0	Main Contractor / Sub Contractor (delete as appropriate)	
4.0	Contractor	Agreed by TBC – Sign / N.A.
4.1	Method Statement - attached	
4.2	Risk Assessment - attached	
4.3	Working at Heights RA - attached	
5.0	TBC Site Induction	Signed
5.1	TBC – as detailed in 1	
5.2	Contractor – as detailed in 2	
5.3	Site Safety Rules	Yes / No / N.A.
5.4	Building Evacuation & Assembly Point	Yes / No / N.A.
5.5	Site Security Rules	Yes / No / N.A.
5.6	No Smoking Policy	Yes / No / N.A.
5.7	Site Conduct	Yes / No / N.A.
5.8	End of Day – leave the work area safe, secure & tidy	Yes / No / N.A.
5.9	Location and precautions for asbestos	Yes / No / N.A.
5.10	Location and precautions required for overhead or underground services / power cables	Yes / No / N.A.
5.11	Precautions for Deep Excavations	Yes / No / N.A.
5.12	Precautions required for working in a confined space	Yes / No / N.A.
5.13	Details for the reporting of incidents / accidents / near misses	Yes / No / N.A.
	Procedure for the isolation / immobilisation of:	
5.14	▪ Services (gas, water & power)	Yes / No / N.A.
5.15	▪ Electrical	Yes / No / N.A.
5.16	▪ Generator – TBC HQ	Yes / No / N.A.
5.17	▪ Mechanical	Yes / No / N.A.
5.18	▪ Fire Alarm System	Yes / No / N.A.
5.19	▪ Intruder Alarm Systems / CCTV	Yes / No / N.A.
6.0	Hot Works	Contractor
6.1	I confirm that I have physically checked the work area in order to ensure that the following safeguards have been provided for, prior to the issue of this Permit	Yes / No / N.A.
6.2	Are floors and surrounds swept clean and clear of rubbish	Yes / No / N.A.

TBC induction for contractors

Tewkesbury Borough Council has a duty to look after the health, safety and welfare of those who are not in their employment including contractors/consultants such as yourself.

This initial induction is intended as a brief reminder to contractors/consultants who come to work for Tewkesbury Borough Council. All issues will be dealt with by the team manager on your arrival at the Council offices. NB: For long term contractors please refer to the Staff Health & Safety Induction Checklist. See link below:

<http://intranet/HR%20documents/Staff%20Health%20and%20Safety%20Induction%20Checklist.doc>

Welfare provision

- There are both male and female sanitary conveniences on all floors.
- Refreshment making facilities are available.
- Drinking water is available at the refreshment making facility.

First aid

- The first aid room is situated on the ground floor in the corridor on the right as you enter the staff door at the rear of the offices.
- There are trained first aiders in every directorate.
- First Aid Policy and a list of First Aiders can be located on the intranet.

<http://intranet/HR/First%20Aid%20Policy.doc>

<http://intranet/HR/First%20Aid%20list%20updated%20June%202017%20with%20tenants.doc>

Fire

- The fire alarm is tested every Wednesday afternoon.
- There is a fire list (tick in/out sheet) as you enter the unit which must be completed on entering and leaving the building.
- The building can be evacuated in less than four minutes.
- Assembly points are indicated by a letter in the staff car park at the rear of the building.
- You must assemble at the letter point indicated on the tick in/out sheet.
- Each section has its own fire warden who are identified on the tick in/out sheet.
- See link below:

<http://intranet/Health%20and%20safety/Fire%20and%20Emergency%20Evacuation/Evacuation%20Procedure%20-%20updated%20May%202017.pdf>

Lone working

- Follow lone working policy and procedure links below, if applicable:

<http://intranet/Health%20and%20safety/Lone%20Working/Lone%20Working%20Protocol%202016.doc>

[http://intranet/Health%20and%20safety/Lone%20Working/Lone Worker Policy\(revised November 2016\).doc](http://intranet/Health%20and%20safety/Lone%20Working/Lone Worker Policy(revised November 2016).doc)

Accidents and incidents

- The council have a duty to report all accidents/incidents and near misses.
- Report all accidents/incidents and near misses to your line manager/client officer.
- Follow Accident/Incident/Near Miss policy and complete reporting forms.
- See links below:

[http://tbcsp2012/Health%20and%20safety/Accident Incident/Accident and Incident Reporting Policy .doc](http://tbcsp2012/Health%20and%20safety/Accident%20Incident/Accident%20and%20Incident%20Reporting%20Policy.doc)

[http://tbcsp2012/Health%20and%20safety/Accident Incident/Accident Incident Report Form \(IR1\) .doc](http://tbcsp2012/Health%20and%20safety/Accident%20Incident/Accident%20Incident%20Report%20Form%20(IR1).doc)

[http://tbcsp2012/Health%20and%20safety/Accident Incident/Accident Incident Investigation Form \(IR2\).doc](http://tbcsp2012/Health%20and%20safety/Accident%20Incident/Accident%20Incident%20Investigation%20Form%20(IR2).doc)

	YES	NO
WELFARE PROVISION		
FIRST AID		
FIRE		
LONE WORKING		
ACCIDENTS/INCIDENTS & NEAR MISSES		
TBC SITE PLAN PROVISION		

Other discussions specific to contract requirements e.g. risk assessment findings and required controls:
NB: Site plan provision (containing risks associated to site) if applicable.

Managers name:

Signed:Date:

Contractor's / consultant's name:

Signed:Date: