

21. Controlling Contractors on Site					
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Policy

The Board of Directors and the Chief Executive of the Society recognise their responsibility to protect the health & safety of contractors who carry out work on their premises. They also recognise that they are responsible for protecting the health & safety of colleagues who may be put at risk as a result of a contractor's activities. In order to fulfil these responsibilities, they have adopted the following procedures.

Management Control Measures

All contractors used by the Society on its premises will have been approved by the business (e.g. Property Services / CIT) once it has satisfied itself of their technical ability, competence and insurance cover as a minimum standard. The contractor must also show a commitment to and understanding of health & safety issues.

Site Managers

The site manager or the authorised deputy is responsible for contractors on site for any remedial work on a day-to-day basis. It is their responsibility to ensure the following control measures are adhered to at all times:

- All contractors must sign the visitors' book to show they are on site.
- Fire evacuation procedures and fire assembly points must be explained.
- Prohibitions and restrictions must be made clear to all contractors (cash rooms, wines and spirits store, plant rooms – unless authorised).
- No unauthorised contractors will be appointed by the site manager.
- All contractors should be informed that they are forbidden to commence work without first notifying the person in charge of the premises.
- No work, other than that specified on the job sheet / contract etc., should be carried out until approval has been given in writing by the Property Project Management Group.
- No work that involves the interruption of mains services will be carried out unless a permit to work signed by the Property Project Management Group or Health & Safety Team has been obtained.
- Contractors must report to the person in charge on completion of work and review work undertaken or any outstanding matters to be resolved at a later date.

Contractor's Responsibilities

The Society seeks to provide a healthy & safe working environment to control the risk of damage or loss of plant, equipment and products and to comply with legal obligations in relation to health & safety. Therefore contractors must follow the procedures laid down by the Society unless otherwise agreed in writing by a senior manager.

Contractor's Site Rules

The Site Safety Rules must be handed to all contractors who carry out work at any of our premises, prior to the work commencing (copies to be stored in visitor / contractor sign in log). The form must then be signed by the contractor to confirm they have read and understand the rules laid down. The site safety rules are to ensure the safety of all persons – colleagues, customers and contractors.

A copy of the 'Site Safety Rules' is Located on the Health & Safety Intranet page.

Manager's Checklist

In order to ensure a safe and controlled working environment the manager must ensure that they understand and meet the following criteria:

- Has the job to be carried out been defined (do you agree with the definition)?
- Has the area to be worked upon been determined by both parties?
- Has the contractor been told about evacuation procedures?
- Has the contractor been told about the accident reporting procedure?
- Do you need to restrict any areas for colleagues (have they been told)?
- Have you explained restricted areas to the contractor e.g. (cash office, alcohol store)?
- Are any fire exits or escape routes being obstructed?
- Have you agreed access / egress (exit) for the contractor and their equipment?
- Has the contractor read and signed the Site Safety Rules?

Unless the above criteria have been met as a minimum standard, the work must not commence. Only contractors approved by the business must be used. Managers should not employ / agree for work to be carried out by contractors not under the Society's strict control measures for contractor approval.

Childcare Group – Please refer to your specific contractors & visitors log to ensure that all Safeguarding Controls are followed where contractors or visitors are on site