

## **CONTRACTORS ON SOCIETY PREMISES**

**The Site Manager or the authorised deputy will carry responsibility for the Contractors when on site for any remedial work on a day-to-day basis. It shall be their responsibility to ensure the following control measures are adhered to at all times**

- a) All Contractors must sign the visitor book to show they are on site
- b) Fire Evacuation Procedures and Fire Assembly points must be explained
- c) Prohibitions and restriction must be made clear to all Contractors (Cash Rooms, Wines & Spirits Store, Plant Rooms – unless authorised)
- d) At no point should unauthorised contractors be appointed by the Manager
- e) Inform contractors that they are strictly forbidden to commence work without first notifying the person in charge of the premises.
- f) No work, other than that specified on the job sheet / contract etc should be carried out until approved in writing by the Society. (District Manager / Support Services)
- g) No work, that involves the interruption of mains services shall be carried out without a full and in- depth Risk Assessment / Method Statement at least 7 days in advance of work being carried out to the Support Services Group / H&S Team. A permit to work signed by the Support Services or Health & Safety Team must also be obtained.

**CONTRACTORS SITE RULES –** All contractors must abide by the Society's Site Rules at all time. If the contractor has not seen a copy, a copy of the "Site Safety Rules" MUST be handed to the contractor prior to the work commencing. The form must then be signed by the contractor to confirm they have read and understand the rules.

## **MANAGERS CHECKLIST**

In order to ensure a safe and controlled working environment you must ensure the following criteria are met and more importantly understood by you.

- Has the job to be carried out been defined
- Has the Contractor been told about – Evacuation Procedures
- Do you need to restrict any areas for staff (have they been told)
- Are any Fire Exits / Escape Routes being obstructed
- Does the contractor understand the Site Safety Rules
- Has the area to be worked upon been determined by both parties
- Has the Contractor been told about Accident Reporting Procedure
- Have you explained restricted areas to contractor (cash office / alcohol store)
- Have you agreed Access / Egress (Exit) for Contractor and Equipment

Unless the above criteria as been met as a minimum standard, the work **MUST NOT COMMENCE**. You should also note that only Contractors approved by the Society must be used. You should not employ / agree for work to be carried out by Contractors not under the Society's strict control measures for Contractor Approval.

## **VISITORS ON SOCIETY PREMISES**

**DEFINITION** - Those persons, who are not employed by the Society, but enter the Society's premises on business. Excluded are drivers making deliveries or collections

### **PROCEDURE**

Visitors will report to the receptionist / customer services, who will ensure their details are entered into the Visitors Sign-In Log

The receptionist / customer service will inform the visitors host, and he or she will meet the visitor in reception / customer service area. Under no circumstances will unaccompanied visitors be allowed to enter beyond the reception / customer service area.

Visitors are the responsibility of the person with whom they have an appointment. This person, or a second competent person, will accompany the visitor at all times and ensure that the visitor is issued with and wears the appropriate PPE, where required. The Society representative will also ensure that visitors obey the Society's Health & Safety Rules at all times

On leaving the site, the visitor will be escorted back to the reception / customer service area where they will book out.