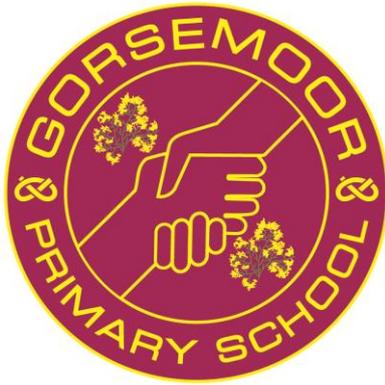


Management of Contractors Policy



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Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Premises managers and staff responsible for premises are aware of their responsibility to ensure that contractors working on any county council site or location are competent.
- b) Staff engaging contractors to work/provide services on private premises or premises not under county council control are applying this policy where necessary.
- c) Staff engaging contractors (e.g. managers / premises managers) consult with the County Council Property Consultancy (where applicable) and Contractors at the planning stage of any work - how the contract work will be managed and monitored is agreed at this stage.
- d) Staff who engage contractors ensure that they have completed the Control of Contractors Hazard Exchange form with the contractor prior to work starting.
- e) Premises managers and staff responsible for premises who engage contractors communicate relevant information to staff, service users and members of the public about the work being carried out on the site. They also advise staff, service users and members of the public of any procedures they may have to follow to ensure their health, safety and welfare.
- f) Staff who engage contractors report any incidents, accidents or unsafe practices which occur during the contract work to the Strategic Health and Safety Service and (where applicable) the property Consultancy.
- g) Where construction work is planned, Managers seek support and professional advice from the Property Consultancy who can advise on the roles and responsibilities within the Construction Design and Management (CDM) Regulations 2007.

1. Application

This policy applies to all County Council workplaces and locations where contractors may be engaged to carry out work.

Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the County Council Property Consultancy.

2. Introduction

The County Council employs contractors to carry out a number of different types of activities in county council premises and other premises where county council services may be provided. It is important that contractors are selected and effectively managed to ensure that the health, safety and welfare of staff, service users, the general public and the contractors is assured.

Managers within the county council can engage contractors directly or through the County Council's Pre-qualified List of Contractors. The selection of competent contractors is considered in section 5.2 below.

3. Aims & Objectives

The objective of this policy is to protect the health, safety and welfare of staff, service users and anyone who may be affected by the work of contractors on County Council sites. Additionally, by introducing policy principles regarding the management of contractors, the council seeks to minimise the likelihood of any loss or damage to the County Council's property and equipment.

The Policy will achieve this by outlining:

- Standards that will apply when managers wish to engage competent contractors to carry out work on County Council sites or activities.
- The information that should be passed between the contractor and County Council to formally exchange information about any safety hazards associated with the contractors work or county council activity or service.
- The information that must be provided by the contractor about the way they will carry out the job
- How, communication between County Council staff and Contractors will ensure that risks are managed as far as reasonably practicable.

4. Definitions

Contractor - an individual or private company engaged by Staffordshire County Council to carry out work on County Council premises, land or work on behalf of the County Council in any location to carry out specific work, tasks or projects.

Intrusive work - situations where work may or will involve disturbing the fabric of a building and/or disturbing/installing/maintaining any utility of that building.

5. Arrangements for Applying The Policy

5.1 Planning the work to be carried out by contractors

Where managers/staff identify the need to employ a contractor to carry out work on behalf of the County Council, they should clearly identify the scope of the work the contractor will be required to undertake. This will ensure that problems associated with unplanned work will not arise. The work required may also include a preparation and completion phase and this should be included in any scope of work.

Planning for any work on premises (such as building or repair work) may involve the County Council Property Surveyors who will support managers in this process.

Managers should also identify any potential issues or impacts that might arise from the work being carried out, for example, the need for access to specific areas of the site or changes to the fire evacuation plan. Identifying the hazards at the planning stage will ensure that any health and safety implications are brought to the attention of contractors prior to work commencing.

5.1.1. Work which may or will involve disturbing the fabric of a building

When procuring services and engaging contractors in situations where work may or will involve disturbing the fabric of a building and/or disturbing/installing/maintaining any utility of that building etc, **the Premises Manager or responsible person must** consider the health and safety aspects of such work and involve the Property Surveyor and/or Health and Safety Advisor **before** procuring the agreement.

Once the planning phase has been completed managers will be able to commence the process of selecting appropriate contractors for the work.

5.2 Selection of Contractors

The County Council may use contractors in a variety of situations. The way contractors are selected for work may differ depending upon the type of contract and /or work the contractor will be asked to undertake.

Any selection process must ensure that:

a. Contractors are competent i.e. they have sufficient skills and knowledge to do the job safely and without risks to health and safety to themselves or others. Skills and knowledge may include

experience, training and qualification or registration depending upon the type of work being carried out.

It is the responsibility of managers to ensure all contractors engaged are competent, this may be the appointment of competent designers as well as contractors as suitable site surveys may have to be carried out prior to work starting.

b. Contractors have health and safety management arrangements in place which should include a health and safety policy, work procedures, risk assessments and welfare arrangements.

5.3. Types of Contractor and their selection

5.3.1 Approved Contractors

The County Council has selection procedures for contractors who can join a Pre-qualified List of Contractors. This is controlled and managed by the County Council's Property Consultancy. To be accepted onto the Pre-qualified List of Contractors, contractors must meet certain procurement criteria, including health and safety, insurance and financial. In all cases contractors must have current registration with Constructionline and CHAS. (Constructionline provides an up-to-date register of pre-qualified suppliers for construction contracts and CHAS is a Contractors Health and Safety Assessment Scheme.)

In addition to this, where a contractor acts as a Principal Contractor, they must ensure that they have completed the relevant part of the CHAS Registration Scheme and be registered within CHAS as a Principal Contractor.

CHAS and Constructionline include a facility to enable online information to be shared by both buyers and suppliers.

Managers are advised to make use of current approved contractors where these are available.

Constructionline and CHAS compliance alone must not be interpreted as competence.

5.3.2. Ordering Work through the Online Catalogue

When ordering goods and/or services through an online catalogue, purchasing officers **must** ensure that due consideration is given to the risk to health and safety that the procurement of these goods/services may present. Where goods and/or services procured will involve work that may disturb the fabric of a building and/or involves disturbing/installing/maintaining any utility of that building, staff **must** check to ensure the contractor is competent to carry out the work.

5.3.3. Strategic / County Wide Contracts

For strategic maintenance and testing contracts the County Council may appoint one contract company to carry out work across all county council premises generally these will be servicing and/or maintenance contracts. Examples might include photocopy contracts, vehicle supplies or drinking water provision, water hygiene testing, electrical testing, or asbestos survey work. ;

Where this occurs the County Council will assess the suitability and competence of the contract company prior to commencing a contract with them. In these circumstances managers are not required to carry out any further assessment of a contractor's competence.

However, managers must:

- a) ensure that all contractors are managed while they are on site by ensuring the Contractor Hazard Exchange Checklist HSF46 is completed, and,
- b) provide feedback on the standard of service (good or poor service) where they think this may be relevant to the contract as a whole.

In cases where contractors are carrying out intrusive work in any building contractors must be asked to read the premises Asbestos Manual.

5.3.4. Contractors employed directly by County Council staff (this includes Headteachers/premises manager and other persons commissioning work)

Some establishments may engage contractors who are not on the Pre-qualified Contractors List. If they choose to do this, managers, must ensure that the contractor is competent to carry out the work and that they have in place appropriate health and safety, insurance and financial arrangements.

Part of any assessment as to the suitability of a contractor to carry out any work should be an assessment of their ability to comply with basic safety requirements and a demonstration of their commitment to sound safety management.

Managers must define and record how they will determine a contractor's competence. This may include investigating what experience they have in the type of work being planned; what their health and safety policies and practices are; their recent health and safety performance (number of accidents etc); what qualifications and skills they have; their selection procedure for sub-contractors and requesting copies of their health and safety policy, risk assessment and method statements. Appendix 3 of this policy includes an example of a Health and Safety competency checklist - for use by County Council staff employing Contractors directly

Managers must also investigate whether a contractor plans to use a sub contractor to carry out the work. If so managers must ensure that the subcontractor is competent in line with the requirements outlined above. Further meetings may be required to ensure that any relevant information is passed to the sub contractor and their employees. Furthermore, managers must ensure that where jobs are subcontracted that each subcontracted employee must be made aware of the site arrangements as agreed with the main contractor.

Managers must also be satisfied that sufficient resources will be allocated by the contractor (or subcontractor) to provide any safety precautions such as fencing, scaffolding and access equipment. Additional charges cannot be made by the contractor for any safety precautions they require to use on site when carrying out their work.

Headteachers, managers and others responsible for premises must ensure that all construction work is undertaken in accordance with the requirements of the Construction (Design & Management) Regulations 2007 (see 5.4 and Appendix 1).

5.4. Construction (Design and Management) Regulations 2007

Any site having construction or building work carried out has legal duties under the Construction (Design and Management) Regulations 2007 (CDM 2007)

These Regulations ensure that a construction project is safe to build, safe to use and maintain and delivers you good value. The general responsibilities of CDM are included in this policy (see Appendix 1).

Managers should ensure that where contract work falls under these specific requirements of CDM, specific roles and responsibilities are defined at the start of the project.

Where potential health and safety risks are higher the Health and Safety Executive (HSE) may need to be notified of the work (notifiable means work lasting longer than 30 days or involving 500 person days of work), and where this is the case there are additional legal requirements placed on all parties involved in this type of work. These include the appointment of a CDM Coordinator, a Principal Contractor and the creation of a health and safety file.

More information on the requirements of the Construction (Design and Management) Regulations 2007 (CDM 2007) is included in Appendix 1 and at www.hse.gov.uk .

5.5. Criminal Records Bureau checks (CRB Contractor's Policy)

The County Council CRB Policy applies to all contracts entered into by the Council including those arrangements where the Council is acting as lead or accountable Body.

The policy and the associated documents provide information on when a CRB check may be required as part of a contractor's approval to work on county council premises.

The Policy Document, a CRB risk assessment form, flowchart and checklist is available:

<http://www.intra.staffordshire.gov.uk/services/finance/procurement/criminal/>

Additionally guidance on CRB Clearance for Contractors Attending School Premises can be downloaded:

<http://education.staffordshire.gov.uk/ProceduresAndGuidance/Procedures/HR/recruitment/recruitmentcrbs/contractors/>

5.6. Preparing for work to take place

5.6.1. Assessment of the work area

The work area should be assessed to determine whether there are any hazards or services (such as gas/electric/water) present which may affect the work or those in the vicinity during the work. This may be carried out during the planning phase by the Property Surveyor (where applicable) in conjunction with the premises manager. In circumstances where a Property Surveyor is not overseeing work the premises manager must ensure that the area is assessed to identify any issues which may present a risk during the contract work. This should include examining any drawings or associated information to ensure that services such as electrical cables, water and gas supplies are not present and other hazards do not exist such as asbestos. **In cases where contractors are carrying out intrusive work in any building contractors must be asked to read the premises Asbestos Manual. Managers should also refer to the requirements of 5.6.2. below and the County Council Asbestos Policy.**

5.6.2. Communication and Hazard Exchange

Dependant upon the scale of the work being carried out on site there may be one or more contract companies working. In these cases there may be a Principal Contractor appointed who will take the lead in any communication and site issues.

Once contractor(s) have been selected for work on site and prior to work starting, the premises manager (or a person delegated by them) must ensure that they hold an initial meeting with the contractor's representative to determine the extent of work involved and the impact the work is likely to have on the health and safety of staff, service users and others.

As part of this process all contractors involved, the manager, with building surveyors etc, must ensure that health and safety issues are adequately discussed and information about them exchanged formally using the County Council's Control of Contractors Hazard Exchange form HSF46 which can be downloaded from the intranet:

<http://www.intra.staffordshire.gov.uk/healthsafety/forms/asbestosforms.aspx> and the SLN: <http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Premises/AsbestosatWork.htm>

Each contractor carrying out work on the site must contribute to this process to ensure that risks are minimised or avoided.

Where a County Council Property Surveyor is overseeing the work, they must also be involved in these discussions and completion of the Contractors Hazard Exchange form HSF46.

As part of these meetings managers should agree the dates and times for commencement of work and the arrangements for site access if this will be outside the normal working hours of the building or site. This will ensure that managers can make appropriate arrangements for the contractor to be on site and communicate effectively with staff, service users and others on site. Where contractors

arrive on site outside these times, premises/site managers may not grant access if they feel appropriate measures are not in place to protect the health safety and welfare of staff and those present on the site including the contractor's own staff.

Additionally, these meetings may be used to give information to the contractor about the health, safety and welfare rules which may be in place on the premises and agree any additional requirements about how the contract work may be carried out. An example of this may be seen in Appendix 2 (Example Safe Code of Practice for Contractors on site).

5.6.3. Managing Asbestos

All staff of every contract company on any County Council site must have read and signed the Asbestos Register (this is a key document that every Staffordshire County Council premises should have on site). Where there is no Asbestos Register, managers should contact the Asbestos Management Team to arrange for a survey to be carried out.

Contractors whose activities bring them into contact with the fabric of the building must have read and signed the Asbestos Register, and an Intrusive Work Assessment Form (HSF 45) must be completed prior to commencing any work which may interfere with the fabric of the building. This is to determine if asbestos is present or whether further testing is required. The County Council Asbestos Management Policy HR121 is available to download from the intranet:

<http://www.intra.staffordshire.gov.uk/healthsafety/policy/AsbestosManagement.aspx> and the SLN <http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Premises/AsbestosatWork.htm>

This policy gives more information on the responsibilities of managers and contractors and other parties who might be involved in intrusive work on any county council building.

5.6.4. Gas Safety

Since 1 April 2009, Gas Safe registration is required by law for all gas engineering businesses operating in Great Britain.

Membership of CORGI will no longer satisfy this legal requirement. For more information, call 0800 408 5500 or visit: www.gassaferegister.co.uk.

5.6.5. Risk Assessments and Method Statements

The extent of other health and safety documentation required will depend on factors such as the type of work, its duration and the risks involved.

As absolute minimum, pre-work discussions with contractors should involve the manager and contractor **jointly** completing the Contractors Hazard Exchange form HSF46 (see above).

The contractor should produce a risk assessment for the work being carried out which may affect their own employees. (Risks which may affect others not employed by the contractor should be included in the Contractors Hazard Exchange form HSF46). Managers should discuss these with the contractor to ensure that the contractor's health and safety management processes are in place.

Some types of work may involve significant risks and may require the contractor to produce written method statements and/or safe system of work.

In some cases a permit to work system may be in place on the premises or may need to be introduced during the project. Examples might include permit to work in confined spaces or hot work.

5.6.6. Site Arrangements

When contractors visit the site, managers must ensure that:

- a) all contractors sign in and out of the premises
- b) site staff are aware of the hazards which may be involved in the contractor's activities and contractors are made aware of the hazards on the site (this must be recorded on the **Contractor Hazard Exchange Checklist HSF46**)
- c) contractors are provided with information about what they should do in an emergency such as a fire or accident
- d) they provide feedback on the standard of service (good or poor service) where they think this may be relevant to the contract as a whole.

Premises managers, (with Property Surveyors if relevant) should also discuss with the contractor what arrangements they have in place for the welfare of their employees (toilet facilities, access to drinking water etc) and any emergency procedures such as fire emergency procedures and first aid. The location of waste collection skips and disposal of site waste should also be discussed and established.

This Contractor Hazard Exchange Checklist HSF46 should include a record of this information. It is advisable that Premises managers also agree a Safe Code of Practice for Contractors on their site (See Appendix 2 - EXAMPLE - Safe Code of Practice for Contractors on site).

5.7. Monitoring during the contract work

The Premises Manager, (Property Surveyor if appropriate) and contractor should decide at an initial communication meeting how the contract is going to be monitored (i.e. weekly meetings, accident records, performance against time plan) and any monitoring should be recorded.

Contractors must be advised that any changes to the work being carried out or any additional works being required should be discussed and planned prior to the work starting.

In addition to the above, the County Council's Property Consultancy Service will, on a monthly basis, provide the Strategic Health and Safety Service with a list of current construction/maintenance work being undertaken. This will enable the County's Operational Health and Safety Advisors to undertake visits of construction/maintenance work, in addition to those being undertaken by Property Surveyors.

Where Operational Health and Safety Advisors identify any shortfalls in a contractor's work, then these will be discussed with the contractor on site. The County Council's Property Consultancy Service will also be provided with details of any contractor non-compliance together with the shortfalls identified and action taken so that a record can be maintained. The Property Consultancy Service will where necessary, discuss with the contractor any identified shortfalls. Records of contractor shortfalls will also be considered before any future work is awarded to the contractor.

Managers should ensure that any issues identified or reported to them, about the contractor or their work, are passed to Property Surveyors for resolution as soon as possible. Where there is no Property Surveyor the Premises Manager may wish to meet regularly with the contractor's representative(s) to ensure that any issues raised are communicated and addressed.

Where contractors are working on County Council sites and inside County Council buildings, they must at all times be made aware of the requirements which may be placed upon them by the County Council. Managers must always act to ensure the health, safety and welfare of their staff and service users.

If at any time managers, health and safety advisers or staff observe that a contractor is not working to the agreed plan, to the standards agreed, or the work is presenting a significant risk, then they must immediately stop the work and communicate with all parties concerned to rectify the situation before work re-commences.

Staff on site should be encouraged to report any unsafe behaviours or actions they observe.

5.8. Reporting of accidents and incidents

If an incident or accident occurs on site then the Contractor must follow both their own procedures for reporting **and** the procedures laid down by the County Council for reporting and investigating accidents and incidents in the Accident Policy which can be downloaded from the intranet:

<http://www.intra.staffordshire.gov.uk/healthsafety/policy/accidents.aspx>

or from the SLN:

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/ManagementofHealthSafety/reportingandinvestigatingaccidents.htm>

If a serious incident or accident occurs the manager has the authority to stop the work on site until such time that the accident/incident has been investigated.

Managers must also report accidents and incidents to the Strategic Health and Safety Service, Property Services and the Asbestos Management Team as appropriate.

5.9. Completion of the contract

At the end of the work being carried out managers should ensure that they are satisfied with the work which has been carried out and ensure that the completion of the work meets their expectations. Managers are advised to hold a meeting with all parties (this may include the Property Surveyor) at the end of the contract, prior to the contractor leaving the site to ensure that all works have been completed and to identify any outstanding issues.

5.10. Reviewing the contract

Managers should review how the contractor has performed, the effectiveness of the planning, documentation and other arrangements and record the findings.

Where a contractor has been on the Pre-qualified Contractors List and their work has not been satisfactory, or where outstanding issues have not been resolved this should be brought to the attention of the County Council's Property Consultancy, who will review the contractor's position on the list.

Where Operational H&S Advisors identify any shortfalls in a contractor's work, then the County Council's Property Consultancy Service will be provided with details of any contractor non-compliance together with the shortfalls identified and action taken so that a record can be maintained. This record will then be considered before any future work is awarded to the contractor.

6. Specialist Advice

6.1 Strategic Health & Safety Service

The Strategic Health & Safety Service can assist with the interpretation and practical application of this policy. It is recommended that you contact the Strategic Health & Safety Service if further advice, guidance and support are required.

6.2 The County Council's Property Consultancy Service

Property Surveyors who work within the Property Consultancy Service will provide specialist advice to council workplaces and to schools where they provide an agreed service.

7. Legislative Framework

- a. The Health and Safety at Work Act
- b. The Management of Health and Safety at Work Regulations

- c. Construction (Design and Management) Regulations 2007
- d. The Control of Asbestos Regulations 2006

8. Further Advice and Information

Further advice on how to apply this policy can be provided by the Strategic Health and Safety Service.

Information on the CHAS scheme and the Approved List can be obtained from the County Council's Property Consultancy Service.

9. Reference Documents

Managing Health and Safety in Construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144

CDM Dos and Don'ts - <http://www.hse.gov.uk/construction/cdm/dos-and-donts.htm?ebul=cons/aug10&cr=7>

HSE Red Amber Green lists - <http://www.hse.gov.uk/construction/cdm/hse-rag.pdf?ebul=cons/aug10&cr=8>

Highways Agency Red Amber Green lists - <http://www.hse.gov.uk/construction/cdm/highways-rag.pdf?ebul=cons/aug10&cr=9>

Health and safety in construction HSG150 (Third edition) HSE Books 2006

Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice L24

Further background information on this topic is available on the following website:
www.hse.gov.uk

10. Glossary of Terms

Manager - is any employee who supervises at least one other member of staff or manages the provision of a County Council service including supervisors, team leaders, premise managers and heads of establishment.

Employee - also includes trainees on government schemes, volunteers, agency workers, temporary workers and casual workers.

Control of Contractors Hazard Exchange Form HSF46 – the Council's document that must be completed jointly by the Premise Manager and the Contractor prior to the commencement of any work.

HSE – Health and Safety Executive is the body responsible for the enforcement of Health and Safety regulations in many workplaces in Britain including those operated by the County Council.

RIDDOR – Regulations requiring the reporting of injuries, diseases and dangerous occurrences to the HSE "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations"

Risk Assessment – A written assessment of the risk involved from undertaking an activity.

RSM – Record System Manual

11. Appendices

Appendix 1 Construction (Design and Management) Regulations 2007 (CDM) 2007
Appendix 2 - EXAMPLE - Safe Code of Practice for Contractors on site – Summary
Appendix 3 - Health and Safety competency checklist - for use by County Council staff employing
Contractors directly

Construction (Design and Management) Regulations 2007 (CDM) 2007

The Construction (Design and Management) Regulations 2007 place specific duties upon clients, designers and contractors to protect the health and safety of people working in construction, and others who may be affected by their activities. The Regulations require the systematic management of projects from conception, design and planning through to the execution of works on site and subsequent maintenance and repair and completion; hazards must be identified and eliminated where possible and the remaining risks reduced and controlled. This approach reduces risks during construction work and throughout the life cycle of a structure (including eventual demolition).

The Regulations create the role of the CDM Co-ordinator. This key role will be to assist the client in meeting their duties under the Regulations. CDM Co-ordinators also retain the existing main duties of Planning Supervisors carried over from the previous CDM Regulations.

The Regulations require the production of two central documents - the health and safety plan and the health and safety file:

1. A health and safety plan is produced by the Principal Contractor in the construction phase of the project outlining the key arrangements to ensure that the work is carried out safely. Work should not start until there is an adequate plan.
2. A health and safety file is prepared by the CDM Coordinator. The file is a record of useful health and safety information to ensure that health and safety risks can be managed during any future maintenance, repair, construction work or demolition.

Managers Responsibilities

The relevant managers will ensure that, where their staff have duties concerned with the design and specification of construction work or placing of orders for construction work, that they:

- a) Are competent and receive adequate health and safety training to enable them to carry out their duties.
- b) Are informed of and understand the requirements of this policy and their Business Unit's local arrangements for implementing the CDM Regulations.
- c) Comply with the requirements of this policy and their local arrangements, and that these are monitored and their requirements enforced.
- d) Are aware that that all construction projects that are notifiable (notifiable meaning projects that last more than 30 working days or 500 person days) have a CDM Co-ordinator appointed and informed in writing.

Designer's Responsibilities

The CDM Regulations define "design" as including drawings, design details, specifications and bills of quantities (including specification of articles or substances) in relation to a structure. The duties apply to all designers, irrespective of the size, value or complexity of the work or the nature of the client. For the purpose of this policy, the term "designer" is deemed to include all relevant staff who design or specify construction work/place orders for construction work.

Designer's responsibilities include:

- a) Checking that the client is aware of their duties and a CDM Co-ordinator has been appointed where the project is notifiable.
- b) Considering health and safety in their designs including identifying the hazards and risks which may arise to those persons constructing the structure, using the finished structure and undertaking future maintenance/final demolition.

Designers are expected to record hazards considered during the design process and summarise the decisions taken to reduce or eliminate risks. On all projects the Designer will provide information about remaining risks to the relevant persons and provide this and any other information needed for the health and safety file including:

- a. Designing to avoid risks to health and safety so far as is reasonably practicable and if avoidance is not possible, to reduce the risks at source. Priority consideration to be given to measures that protect all workers over those which only protect individual workers.
- b. Providing adequate information on the risks that cannot be avoided and will have to be controlled by the Principal Contractor/Contractors. The Designer must ensure that the design includes adequate information on health and safety to alert others to the risks inherent in the design; that it is given on drawings, in written specifications, in outline method statements, etc. The information must be passed on to the CDM Co-ordinator with information for inclusion in the health and safety file at practical completion.
- c. Co-operating with the CDM Co-ordinator and with any other Designers so that each of them can comply with their duties under the Regulations. This includes providing any information needed for the health and safety file.

Guidance specific to Designers should also be provided in the local arrangements for the relevant teams (e.g. Highways CDM Process).

Competency of Designers

The relevant manager will ensure that members of staff with Designer responsibilities are adequately trained and competent to carry out their duties and that they are adequately resourced.

Designers shall maintain an adequate level of awareness of relevant health and safety legislation and of the appropriate risk assessment methods.

A record should be kept of any training on health and safety issues carried out to enhance competency.

CDM Co-ordinator's Duties

Every notifiable project must have a CDM Co-ordinator.

The CDM Co-ordinator has overall responsibility for co-ordinating the health and safety aspects of the design and planning phase and for the early stages of the health and safety plan and file.

The procedures to be followed in fulfilling the role of the CDM Co-ordinator are set out in the HSE's Approved Code of Practice 'Managing Health & Safety in Construction'.

Compliance with these procedures is required in order to ensure that the CDM Co-ordinator's responsibilities are properly met, including:

- a) Notifying the Health and Safety Executive (HSE) of construction projects lasting longer than 30 days or involving more than 500 person days of construction work.
- b) Advising and assisting the client with his or her duties
- c) Co-ordinating the health and safety aspects of design work and co-operating with others involved with the project.
- d) Facilitating good communication between the client, designers and contractors.
- e) Liaising with the principal contractor regarding ongoing design.
- f) Identifying, collecting and passing on pre-construction information.
- g) Preparing/updating the health and safety file.

The CDM Co-ordinator shall check that the Principal Contractor for a project intends to provide adequate resources to comply with the Regulations.

Clients

Managers who are Clients in a CDM project can also obtain information about their role from the HSE Guidance leaflet INDG 411 **A quick guide for clients on the Construction (Design and Management) Regulations 2007**
<http://www.hse.gov.uk/pubns/indg411.pdf>

Appendix 1

EXAMPLE - Safe Code of Practice for Contractors on site – Summary

Contractors must:

- a) Communicate with site management and provide information to complete the Contractor Hazard Exchange form (HSF 45).
- b) Provide relevant risk assessments and method statements before work commences.
- c) Ensure that their employees are fully trained and their staff will be supervised and made aware of any site procedures and practices likely to impact on their activities.
- d) Ensure that all employees of each contract company should read and sign the Asbestos Manual for the site before commencing work.
- e) Be aware of any specific site emergency evacuation procedure and communicate this to all contract employees on site.
- f) Ensure that appropriate first aid facilities; first aiders and/or appointed persons are provided.
- g) Provide and maintain a safe place of work including safe access to and egress from any segregated site for their own employees, council employees, service users and members of the public where applicable. Evacuation routes and access to any emergency vehicle must not be blocked.
- h) Keep the work area tidy and free from uncontrolled hazards.
- i) Ensure that all equipment left on site overnight (if this is agreed by the premises manager) must be in a safe condition, secure and immobilised.
- j) Ensure that any scaffolding they provide is safe and inspected regularly to comply with legislation. Access to any scaffold by a member of the public or unauthorised person is prohibited.
- k) Use only their own work equipment. Contractors are not be permitted to use any equipment that is owned by establishments. All equipment used by contractors should be provided by themselves, be suitable for purpose and in good condition.

Contractors must not:

- a) Connect into any council provided services (e.g. water, electricity, gas) unless authorised to do so.
- b) Leave any hazardous substance on site unattended or unsecured.
- c) Leave tools, machinery, and vehicles operating on site unattended. Such equipment must be switched off when not required and all keys must be removed so that such equipment cannot be started or operated by any unauthorised person.

In circumstances where contractors have been seen using unsafe working practices, the premises manager will take prompt action by informing the contractors immediately and requesting work to cease until safety can be assured.

Appendix 2 Health and Safety competency checklist

- for use by County Council staff employing Contractors directly

This is an advisory checklist. The level of competency checks and evidence required to confirm the competency will depend on the size and nature of the work.

Experience	Evidence provided where applicable	Date of check	Checked by
What experience does the company have of this type of work?			
Can the Contractor provide references from organisations where they have undertaken this type of work?			
Accreditation			
Where applicable is the contractor Chas/ Constructionline accredited? Does the accreditation include the type of work involved in this task?			
Is the contractor a Member of a trade organisation/professional body for this type of work?			
Insurance and Statutory checks			
Is a necessary to have a criminal records check in place e.g. DBS?			
Does the Company have adequate Employers Liability insurance?(Contact Insurance Services).			
Does the company have adequate Public Liability Insurance?(Contact Insurance Services).			
Health & Safety arrangements			
Does the company have a Health and Safety policy? Is it adequate?			
Are method statements for this or a similar work available and adequate?			

Are risk assessments available and adequate?			
Sub contractor arrangements			
Will Sub contractors be employed during this contract?			
If Sub contractors will be employed how will they be selected and how are they identified as suitable?			
What will be the arrangements for informing subcontractors of safety arrangements?			
Any prosecution or enforcement action by HSE or Local Authority (taken or pending) Link to HSE website			

Appendix 3

Control of Contractors - Hazard Exchange Form

The purpose of this form is to ensure that information about the hazards is shared between the contractor and the premises to allow safe working practises to be agreed and suitable control measures implemented.

This form must be completed by the Premise Manager (or another responsible person) with each contractor who is undertaking activities/works on the premise **prior to any work commencing**. When work is arranged by the Property Surveyors it is important that they have the opportunity to input into this process.

Premise/Workplace			
Name of Contractor		Contractors Representative	
Brief Description of the Work		Project Start Date	
Areas Involved		Project Completion Date	

Hazard Information to be supplied to the Contractor

Inform the contractor of all known site hazards that may present a risk to his workforce to enable him to undertake a risk assessment and implement appropriate control measures.

Hazards identified and notified to the Contractor	Yes	No	Details/location and control measures to be taken.
Contact with vulnerable service users/pupils			
Violence from premises occupants			
Fragile roofs or structures			
High noise levels that could damage hearing			
Presence of flammable or explosive substances			
Vehicle movement in proximity to the			

work area			
Presence of underground cables, gas or water mains where any excavation work is to be undertaken (if known)			
Presence of fumes, gases or significant amounts of dust			
Presence of corrosive, toxic or other harmful substances			
Other hazards (specify).....			

Asbestos Management

All steps must be completed. Ensure that the Premises Asbestos Register is available to refer to.

The Asbestos Register must be shown to the contractor and all the contractors' staff working on site must sign Section 8 of the Asbestos Register.

Assessment Process	Yes	No	If Yes - actions to be taken
STEP 1 Does the sites asbestos Register indicate that the proposed work involves working with or on asbestos containing materials/presumed asbestos containing materials?			Contact your Property Surveyor or the Asbestos Management Team. This work will require a licensed contractor in accordance with SCC Asbestos Management Policy HR121 and the Control of Asbestos Regulations.
STEP 2 Is the work intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting, accessing areas previously not inspected such as ducts and voids?			Complete the Intrusive Work Assessment Form HSF 45 prior to any work commencing and follow guidance detailed in the document.
STEP 3 If information is unavailable, is it possible that the proposed work may disturb asbestos containing materials?			Contact the Asbestos Management Team who can arrange for any suspect materials to be sampled prior to any work commencing.

General Site Arrangements to be notified to the contractor

Detail how you expect contractors to work whilst on the premises.

Site Arrangements	Site Rules	Site Arrangements	Site Rules
a. Vehicle access and parking		f. Storage arranges including skips	
b. Fire evacuation procedure		g. Working/opening hours and signing in procedure	
c. Use of toilet and washing facilities		h. Waste disposal arrangements	
d. First aid arrangements		i. Security	
e. Accident reporting requirements		j. Other (specify).....	

Hazard Information to be obtained from the Contractor. Contractor must complete this section and communicate suitable control measures.

Contractors Hazards	Yes	No	Control Measures
Working on the water/heating system? (Contractor to read & sign Water Hygiene Record System Manual)			
Hot working e.g. welding, cutting, brazing, use of blow lamps, grinding, soldering, bitumen boilers etc.)? Hot Work Permit must be completed and control measure outlined in this document implemented. Contractor and Premise Manager to sign the Permit to Work.			
Work on fragile roofs and structures?			
Contractors Hazards	Yes	No	Control Measures
Fire safety management Is the work likely to damage the integrity of the walls, floors,			

ceilings etc? If so the contractor must repair any damage by fire stopping the area with suitable material which has a 1 or ½ hour fire rating (which ever is appropriate). Does the work require any fire precaution measures to be disabled? If so it is important they are reinstated at the end of each working day, e.g. tape/plastic bags removed from smoke detectors, zones reactivated, fire exits cleared etc.			
Work at height? (Contractors who will be working at height must detail the control measures/provide copy of their method statement).			
Material, tools or equipment likely to obstruct passageways/fire exits?			
Management of trip hazards such as cables etc?			
Management of excavation works?			
Management of open inspection chambers, pit covers, confined spaces?			
Generation of dust or fumes?			
Use and storage of hazardous substances?			
Generation of significant noise?			
Demolition work?			
Other hazards? (specify).....			

Unsafe working by the contractor must not be tolerated; concerns about the safe completion must be raised **immediately** with the Contractor, Property Surveyor and Strategic Health and Safety Service.

Certification

Sufficient information has been exchanged to enable all parties to identify the hazards associated with the activity/work being undertaken. If there are to be any changes to the agreed works, please review this assessment.

Organisation	Position	Name	Signature	Date
	Premise Manager Tel No			
	Contractor Tel No			
	Property Surveyor Tel No			

Assessment Review

The assessment can be reviewed and resigned and dated if repeat work is regularly undertaken by the same contractor e.g. regular servicing and testing activities.

Organisation	Position	Name	Signature	Date
	Premise Manager Tel No			
	Contractor Tel No			
	Property Surveyor Tel No			