

# Contractor Management Procedure

SA/19

PN: 015

## Purpose

This procedure aims to control the health and safety of contractors working for ateb.Group Ltd. For the purposes of this procedure, a Contractor is anyone carrying out work on ateb premises or for ateb who is not an employee.

## Scope

Where applicable this procedure should be followed along with the ateb Construction Design Management Procedure.

## Definitions

Contractor management is a system of controls to ensure that contracted services support both safe facility operations and the company's process safety and personal safety performance goals.

## Responsibilities

### Board

To have assurance that ateb have a commitment to provide adequate resource and facilities for the Management of Contractors working on behalf of The ateb Group

### Chief Executive

The Chief Executive shall be responsible for the overall day to day implementation of this Management of Contractors Procedure by ensuring adequate resources are made available to both develop and implement this Procedure.

### Executive Directors

- Delegating the responsibility for carrying out Contractor audits to all project officers.
- Ensuring time and, where necessary, budget is allocated to ensure that contractor management is carried out in line with legislation.

## Health and Safety Adviser

Give a second pair of eyes to the Procurement Manager to ensure that the Approved Contractor register is up to date with notifications given when information requires updating.

To offer support where needed around Contractor audits, creation and implementation of an audit schedule and a tracker to close outstanding items off.

## Project Officers

The Project Officer must ensure that appropriate arrangements are in place to identify when and where Contractors are to work and that the proposed work complies with ateb Health and Safety Policies and Procedures.

The person, who has arranged for a contractor to work, must act as the Project Officer and must ensure that appropriate risk assessments have been made, prior to the work commencing. The Project Officer must ensure appropriate arrangements are in place to carry out the works and the Contractor provides an induction (covering at least the relevant fire, asbestos and first aid arrangements) to all contractor employees. The Project Officer must agree a contract period for the work. Should have an understanding of Construction Design Management (CDM 2015) regulations so that they have awareness of when Projects become notifiable to the HSE and they understand how to complete F10 notification forms on the HSE website.

The ateb Group's CDM 2015 procedure should be briefed to all Project Officers.

## Procedure

### Contractor Selection

When selecting a Contractor, there must be some consideration as to their previous health and safety performance. The Project Officer selecting a Contractor should only use SSIP approved Contractors, where small contractors are used which are not SSIP accredited, checks should be carried out to ensure relevant insurance is in place and that they have the required Skills, Knowledge, Experience and Training to carry out the role, this information should be identified on the approved contractor register (please see below for approval questionnaires). This will not fully ensure the contractor will act safely, but it will provide checks before any work commences.

Within ateb there are various methods of selecting and assessing contractors, these are;

- HSF-037 Contractor Approval Questionnaire for companies with more than 5 employees.

- HSF-038 Contractor Approval Questionnaire for companies with less than 5 employees.
- Sell to Wales Government Scheme.

The forms listed above are completed by Contractors with evidence provided such as SSIP and Insurance Certificates. Before approval is given there should be checks using the HSE website on Contractors previous Health and Safety performance of the Contractor.

Scoring Systems should be utilised for measuring Contractor Performance where possible.

### **Risk Assessment**

All Contractors work must be Risk Assessed, as above before the work begins. In areas where a Contractor is not exposed to or will not introduce any significant hazard (e.g. a Health and Safety Inspection), then a simple discussion is sufficient. In other areas, there may be a need for some formal level of assessment. This is certainly the case, if the:

- Contractor introduces a significant hazard into the contract for example, contractors carrying out 'hot work', such as welding or brazing, or where the contractor could pose a significant risk of fire, or where there is use of hazardous gases such as oxygen or acetylene. Alternatively, where contractors may introduce hazardous substances in significant amounts, such as paints, cleaning agents or flooring compounds.
- Contractor may be exposed to existing hazards in the department, for example where the contractor may need to access areas where hazardous substances are directly handled. This is particularly relevant where high risk chemicals or biological agents are handled but would also apply where liquefied gases exist or where asbestos is known or suspected to be present. In addition, the work may impact on building services, such as ventilation or drainage systems, which may themselves carry or be contaminated with hazardous substances.
- Work proposed is likely to effect existing controls, for instance, fire alarm detectors may need to be isolated where smoke, heat, dust, or fumes are generated. There may be a need to temporarily redirect emergency exit routes, either inside or outside the department. The work may involve isolating service supplies, such as water, ventilation, heating or drainage. This could have an effect on the general welfare facilities for a building, along with specific safety controls such as local exhaust ventilation systems and cooling systems on safety critical equipment. When service engineers work on specific types of equipment, there may be a need to remove existing guarding or interlock systems from around embedded hazards, e.g. moving parts, electrical conductors.

In general, there is no specific format for a risk assessment, but the process outlined in the ateb Health and Safety Policy should be followed. In addition, the following

documents may supplement the risk assessment:

### **Contractors method statement/risk assessment**

It is always advisable to ask for a copy of the Contractor's own Method Statement/Risk Assessment before the work commences. This will help identify the likely impact on the building or external environment and ensure appropriate information is supplied and arrangements are in place by the contractor prior to any work commencing.

POWRA may be used, particularly for Small Works Tasks depending on the task and the level of Risk involved.

### **Decontamination certificates**

Where an item of plant/equipment has been contaminated with a particular hazardous substance, then the equipment should, where possible, be decontaminated before it is worked upon. If the equipment cannot be completely decontaminated, then the residual risks must be outlined to the Contractor.

### **Equipment isolation**

In some circumstances, it will be necessary to isolate either plant or equipment, to restrict entry or to override safety controls or alarms. In these instances, to ensure that all affected personnel are aware and to manage isolation and use, then physical restrictions may be needed, or warning signs and notices must be displayed. If signs/notices are displayed, then it is equally important that they are removed afterwards, so it is clear that the situation has been returned to normal

### **Permit(s) to work**

A permit to work is a formal system of control, which must be issued for any significantly high risk activity. For instance, hot work, roof work, work on live electricity, working in confined spaces. Individuals issuing permit(s) to work must be appointed by the department and suitably trained.

Finally, in some circumstances, there will be a need to hold a pre-contract meeting to fully discuss the above points with all interested parties. Pre-contract meetings must be held if:

- The work and subsequent hazards are particularly complex.
- The work is likely to affect (and/or will require input from) more than one department.
- The work has no set timescale and will continue over an extended period.

Where a pre-contract meeting is held, the project officer or designated person must keep a record of the meeting.

### **Information and Training**

All Contractors must be given the following basic information when carrying out works on ateb group buildings in particular offices, extra care and sheltered housing complexes

- Sign in/out procedures and/or other security arrangements for the building.
- Welfare arrangements (e.g. toilets, drinking/rest areas, 'no smoking' procedure).
- Contacts, specifically details of the manager and site contact where appropriate.
- Emergency procedures (e.g. fire evacuation, first aid, spillages, emergency cut-offs for gas, electricity and water, accident reporting).
- Accident/Incident Reporting Procedures, the ateb Accident Reporting Procedure should be followed for Contractors.

In addition, there may be a need for more specific training. For instance, if individuals are to enter hazardous areas, they will need information relating to the associated risks, what controls are to be followed, and what work is permitted. This is particularly important for individuals who may be given general access to departments (e.g. cleaners).

If there are Contractor staff changes during the period of work, arrangements must exist to ensure all new personnel are trained before they begin work. This may be using documented local rules or by incorporation into departmental safety inductions. If the person carrying out the induction is not a member of the department, then the manager must make sure that this person has a clear understanding of the likely risks and controls and is kept up to date with any changes.

Information must be distributed to all effected departmental individuals as soon as possible. For instance, if ventilation systems or welfare facilities are affected, individuals must be told well in advance of what work can continue, or of any alternative arrangements.

### **Use of Departmental Equipment/Personal Protective Equipment**

The use of departmental equipment by Contractors must wherever possible be avoided, particularly if the equipment is critical to that individual's own health and safety (e.g. ladders, vacuum cleaners). Where such equipment is required, it should be identified as part of the risk assessment process and the contractor should supply it.

The need for Personal Protective Equipment (e.g. eye, face, respiratory, hand protection) must also be considered as part of the risk assessment and again where required, be supplied by the contractor.

Where it is not possible or indeed practicable for Contractors to supply the equipment, it should be jointly agreed and recorded beforehand. The exact requirements, particularly in terms of personal protective equipment (e.g. size, standard, fitting, storage arrangements) must be documented and the equipment must be deemed to be in good working order and suitable for the proposed work. Work must not be permitted to take place if contractors do not have access to the

appropriate equipment.

## **Monitoring and Reviewing the works**

Departments are not expected to watch contractors all the time they are on site, but they must check to see that the contractor is carrying out the work as agreed. The degree of contact needs to be proportionate to the hazards and risks associated with the job.

Before work commences, the Project Officer must be satisfied that all risks have been identified and that the appropriate controls are in place and are to be followed.

During the work and at appropriate intervals, the Project Officer should ensure that the work is visually checked to ensure the agreed controls are being followed and are working effectively. If there is any doubt, the work should be stopped or readjusted to ensure the continuing health and safety of all concerned.

At the end of a period of work, it must be agreed that the work has been completed to each other's satisfaction. If the work has not been fully completed and residual risks remain, then the area and equipment must be made safe before it is left unsupervised. This may require the temporary reinstatement of guarding and other controls, or the isolation of equipment and areas by barriers or lockout systems. Importantly, any permit(s) to work issued must not be dated for a period longer than one day.

If the Contractor is likely to generate waste, then arrangements for disposing of this waste must have been agreed before the work starts and the final inspection must ensure that this waste has been correctly removed. All waste must be disposed of in line with current legislation and, including the need to obtain a copy of the waste transfer note before waste is removed from any ateb project.

All contractors that generate and move waste from ateb Group property and estates must be registered as a carrier with Natural Resources Wales (or Environment Agency / SEPA equivalent registration) and provide proof of registration on request by ateb.

After the work has been completed, departmental and centrally held records must be reviewed and where applicable, updated, for instance:

- Equipment log books and service records.
- Test certificates (e.g. fire precautions, pressure vessels or lifting equipment)
- Building health and safety file
- Asbestos register
- Fire zone plans.

## **Accidents and Reporting**

All accidents, incidents and near misses involving a contractor must be reported via their own

procedures, insurance arrangements and in line with ateb Accident Reporting and Investigation Procedure. If required, ateb would expect the contractor to complete their own investigation and provide a copy to ateb.

ateb will gather information from the accident/incident and input into Safety Cloud, the level of form used depends on the severity of the accident, ateb will look to complete an investigation if required and put in place a report which outlines lessons learned.

## **Review**

Annual review or in line with any changes in Legislation

## **References**

ateb Construction Design Management Procedure  
ateb Accident Reporting and Investigation Procedure  
Approved Sub Contractor Register

## **Documents**

Construction Phase Plan  
Risk Assessments  
Inductions  
Appointment letters  
Equipment log books and service records.  
Test certificates (e.g. fire precautions, pressure vessels or lifting equipment)  
Asbestos register  
Building health and safety file