

# **BOLSOVER DISTRICT COUNCIL**

## **Policy Outlining Procedures**

### **Regarding External Contractors**

#### **Working at Council Premises**

January 2007

**This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



ENVIRONMENT



REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL  
DEVELOPMENT



## **The District of Bolsover Equalities Statement**

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

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## CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Policy Outlining Procedures regarding External Contractors Working at Council Premises
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Author of Policy	Property and Estates Manager
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# **POLICY OUTLINING PROCEDURES REGARDING EXTERNAL CONTRACTORS WORKING AT COUNCIL PREMISES**

## **Contents**

	<b>Page</b>
1. <b>INTRODUCTION</b>	2
2. <b>SCOPE</b>	2
3. <b>PRINCIPLES</b>	2
4. <b>POLICY STATEMENT</b>	3
4.1 Selection of Contractors	3
4.2 Management of Contractors	3
4.3 COSHH (Control of Substances Hazardous to Health)	4
4.4 Electrical Safety	4
4.5 Access equipment	4
4.6 Fire safety	4
4.7 Asbestos	5
4.8 Security of premise	5
4.9 Waste disposal	5
4.10 Tools, equipment and material	5
4.11 Accident and dangerous occurrences	6
4.12 Construction (Design and Management) Regulations 1994 (CDM)	6
4.13 Insurances	6
4.14 Identification	6
5. <b>RESPONSIBILITY</b>	7

## 1. INTRODUCTION

- 1.1 Bolsover District Council recognises its responsibility to ensure, so far as is reasonable and practical, that all contractors working at sites owned or operated by the Council shall:
- Do so in a safe manner
  - Comply with current and relevant health and safety legislation
  - Comply with all relevant Approved Codes of Practice (ACOP)
  - Include within any costing, adequate provision for health and safety requirements.

The definition of contractors in so far as this policy is concerned is:-

Those who visit Council owned and managed premises for the express purpose of carrying out work in respect of the following:-

- Building Construction / Repair / Maintenance
- Building Services and Facilities works (e.g. Mechanical / Electrical / Window Cleaning)

## 2. SCOPE OF THE POLICY

- 2.1 All contractors will be required to fully comply with this Policy. This document is held and maintained by the Property and Estates Manager. Any failure to comply may result in the work being suspended and / or the contract terminated. Any costs incurred by this action will be recovered from the contractor.
- 2.2 A copy of this Policy will be included in any tendering documentation and will be available on the website. Contractors engaged for work not subject to tender shall also be supplied with copies of these documents.
- 2.3 The contractor shall be responsible for ensuring that any sub-contractors they engage are made aware of and comply with this Policy.

## 3. PRINCIPLES

The principle of this policy is to ensure that all contractors working at Council premises and any employee involved with the process are aware of their respective responsibilities.

- 3.1 The Council has a statutory duty under Health and Safety at Work etc Act 1974; Section 3 "*to ensure, so far as is reasonably practicable, that persons not in his employment, who may be affected thereby, are not exposed to risks to their health or safety*". In practice this section affords protection to all non-employees, including contractors, members of the public, etc. Simply, this also

applies to contractors working on Council premises, in that they have a likewise duty to Council employees.

3.2 The relationship between client and contractor can be a complicated one, often with other parties becoming involved (i.e. Sub-Contractors). The Council uses a wide range of contractors and sub-contractors and all must be made aware of and agree to comply with this policy before any work proceeds.

3.3 In terms of Health and Safety, the Council (as the client) has two primary health and safety considerations, these being the initial selection of the contractor (i.e. the duty to ensure that we use competent persons, who are trained to work safely) and the management on site (that safety is actually practiced).

#### 4. **POLICY STATEMENT**

##### 4.1 **Selection of Contractors**

In selecting contractors consideration must be given to:

- Their technical competence (evidence to be provided)
- Their Health and Safety Management System (HSMS) including knowledge of hazards and their safe systems of work
- Previous experience of similar work

##### 4.2 **Management of Contractors**

4.2.1 Prior to being accepted as an approved supplier, a signed and completed pro-forma will be required, confirming acceptance of this Policy. This signed pro-forma will be held by the Property and Estates Manager.

4.2.2 It is essential that the activities of contractors and sub contractors are agreed, monitored and controlled whilst on site.

4.2.3 When an order is raised for goods or services from an external contractor an appropriate manager will be identified as the Council's Nominated Officer (CNO). This person will be the primary contact between the Council and the contractor.

4.2.4 It will be the duty of the CNO to agree the work method statements, highlighting any activities of high risk which might require a Permit of Work such as:

- Hot working (including welding, braising, soldering or any process liable to give off fumes)
- Working at height\*
- Confined spaces
- High voltage

- Working live\*
- Excavation
- Disable fire alarm or affecting Means of Escape\*
- Asbestos\*
- Risk of Legionella
- Use of Toxic Chemicals\*
- Any Demolitions (implies CDM regulations)\*

\*= See Section 4.2.6 below

4.2.5 Where work involves any of the above guidance must be sought from the Property and Estates Manager, who will where appropriate issue a Permit of Work.

4.2.6 All contractors and sub-contractors engaged by the Council shall be required to fully comply with all current Health and Safety legislation and best practice, including the following:-

#### 4.3 **COSHH (Control of Substances Hazardous to Health)**

4.3.1 Contractors shall not use or store any substance(s) without first declaring the substance(s), producing the product data sheet(s), and obtaining permission from the appropriate Council manager.

4.3.2 This would apply particularly to cleaning contractors where a set of their COSHH sheets should be held by the Property and Estates Manager. If products are to be stored on Council premises then they must be locked away in an agreed location to avoid accidental usage by Council staff.

4.3.3 Storage of flammable substances should be minimised.

#### 4.4 **Electrical safety**

All work undertaken and equipment used must comply with the Electricity at Work regulations 1989, current Health and Safety legislation and approved codes of practice and the current IEE Regulations.

#### 4.5 **Access equipment**

The contractor shall be responsible for supplying the necessary access equipment to ensure that work undertaken can be performed in a safe manner and in accordance with current approved codes of practice. Access equipment owned by the Council may not be used by contractors.

#### 4.6 **Fire Safety**

Prior to commencement of work, the contractor, in liaison with an authorised representative of the Council, shall ensure that all contract staff are aware of the following at the site of work:

- The fire warning system
- Fire escape routes

- Location of fire fighting equipment

Additionally, the contractor shall, prior to the commencement of work, specify any process, product or substance which may:

- Increase the risk of fire
- Obstruct a fire escape route
- Prevent the use of a fire warning system

#### 4.7 **Asbestos**

4.7.1 The Council will ensure that where they are aware of the asbestos at locations to which the contract applies, the contractor will be provided with an internet link to access the Council's web based asbestos register.

4.7.2 In the event of any material being discovered the contractor shall immediately stop work and contact the Property and Estates Manager. The contractor shall further seal the area if practical and prevent any access.

4.7.3 The contractor will ensure that any such identified sites, or any others found as a result of the contracted work, are not disturbed unless it is necessary to do so. In such cases the contractor shall:

- Notify the Council's Property and Estates Manager before commencing work.
- Ensure that work undertaken in relation to asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2002 (CAWR), current Health and Safety legislation and approved codes of practice.

#### 4.8 **Security of premises**

4.8.1 The contractor shall be required to ensure that before leaving any unattended premises that those premises are properly secured.

4.8.2 Contractors are responsible for the security of their own equipment, tools and materials.

#### 4.9 **Waste disposal**

Contractors shall be required to remove and dispose of any waste arising from a contract in a safe manner and in accordance with current legislation and approved codes of practice. Where required or requested that contractor will furnish the Council with details of where waste is disposed of and provide supporting documentation as necessary.

#### 4.10 **Tools, equipment and material**

The contractor shall normally supply all work equipment, material and safety equipment required to fulfil the terms of the contract. Unless specifically provided by the Council, contractors may not



normally use equipment or materials owned by the Council. In extenuating circumstances, permission for use may be given by an authorised representative of the Council.

The Council, so far as is reasonable and practical, will ensure that no tools, equipment or materials owned or hired by contractors are used by employees of the Council.

#### **4.11 Accidents and dangerous occurrences**

4.11.1 Contractors shall ensure that any accidents and / or dangerous occurrences occurring on Council premises are notified to the Council as soon as practical, but within 24 hours contacting the Council's 24 hour central control (01246 242309)

4.11.2 The contractor shall be responsible for notifying such incidents to the Health and Safety Executive. In addition, the Property and Estates Manager shall ensure that such incidents are reported on behalf of the Council.

#### **4.12 Construction (Design and Management) Regulations 1994 (CDM)**

4.12.1 Major construction repair or refurbishment projects, which by virtue of the duration of the work and / or the number of staff employed shall where applicable be carried out in accordance with the requirements of the CDM Regulations 1994.

4.12.2 The Property and Estates Manager shall, as the client representative, ensure compliance with the CDM regulations where applicable.

#### **4.13 Insurance**

Contractors shall be required to provide evidence of appropriate public liability insurance to a minimum limit of indemnity of £10,000,000, with a reputable company. Evidence of Employers Liability insurance will also be required. It is the Contractors responsibility to ensure that such cover is renewed and maintained. The Council reserve the right to increase the level of indemnity to reflect the risk associated with the contract.

#### **4.14 Identification**

Contractors will be required to provide a means of identification before entering premises owned or operated by the Council. Contractors are to wear such identifying cards / uniform as may be agreed.

5.           **RESPONSIBILITY**

- 5.1.1   It is the responsibility of the Head of Regeneration to ensure that this policy and procedure is maintained and adhered to.
  
- 5.2     It is the responsibility of the Property and Estate Manger to ensure that this policy and procedure is implemented. The Property and Estates Manager will normally undertake the role of the Council's Nominated Officer.
  
- 5.3     It is the responsibility of the Property and Estates Manager to maintain the Council's policy for Contractors working at Council Premises.
  
- 5.4     This policy and procedure requires the full co-operation of management and employees at all levels.