

HSP 61 Managing Contractors

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Briefings

Having read this procedure all key points must be communicated to all staff whom liaise with contractors within a care home.

1. Introduction

The Health and Safety at Work etc Act 1974, places a duty upon organisations to ensure the health and welfare of its staff and anyone else who may come in contact with Elizabeth Finn Homes Limited (EFHL). This includes contractors, sub-contractors and consultants.

EFHL uses contractors to undertake a wide variety of different tasks from waste disposal, window cleaning through to technical works such as electrical or building repairs and major construction. The definition of 'Contractors' used within this procedure is as follows: a person who provides their skills or services for a limited period of time to EFHL.

Suppliers who rarely work on EFHL care home premises are not included under the definition of contractors for the purpose of this procedure.

2. Managing Contractor Process

All care homes, at one time or another will have contractors working in them, so we need to ensure they work safely. There must always be a member of staff (usually Maintenance Manager) who is accountable and responsible for managing the contractor's activities whilst on site.

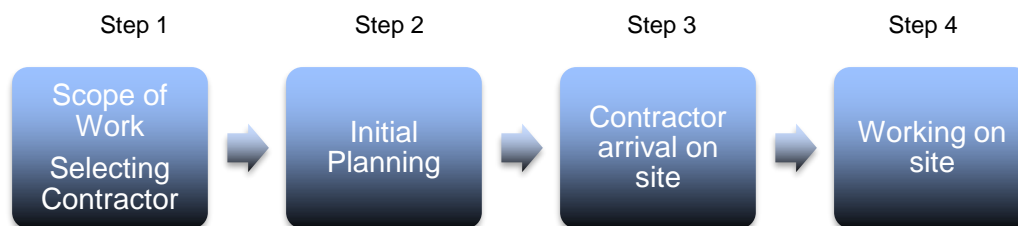
We must manage contractors:

- To ensure contractor activities do not have a detrimental effect on the safety of our residents, staff or members of the public.
- To ensure we keep control of our premises and maintain a safe environment.
- To protect our business and reputation.

To manage contractors we:

- Ensure they are capable and competent to undertake the work.
- Inform them about existing site hazards and risks.
- Monitor their work.

The steps for managing Contractors effectively for health and safety are:



Step 1 explains how to select contractors depending on the type of work.

Step 2 details the planning and design of the work, and outlines your responsibilities to provide care home specific information.

Step 3 explains instructions, liaison with contractors and permit issuing.

Step 4 Outlines our legal duty to monitor contractor activities, and ensure lessons learned can be recalled if necessary.

3. Scope of work and selecting a Contractor

The selection of Contractors should be made on the basis of their competence, resources, skills and price, with all these factors being substantiated by a selection procedure.

Existing Contractors have been assessed for their competence and their details are recorded on the EFHL's Contractors database. A Contractor Selection Checklist is produced in Appendix A (HSP 61A) as an aid to request key information.

If you wish to appoint to a 'new' Contractor contact either Estates or Health & Safety Manager who will initiate the selection process.

Record of Contractor information

Basic details of regular EFHL Contractors used are recorded within the EFHL Contractor database which is on the intranet.

Location	Contractor	Contact	Telephone	Type of Work	Insurer	Renewal Date	PL Level	EL Level	DBS	Accreditation	Comments
Cotswold											

The following details are recorded: -

Risk level Assessed as Low, Medium or High dependent on overall impact to EFHL and complexity of task. Typically complex tasks such as roofing work, electrical work will be classified as high and these would require a permit before work starts. Simpler routine services for example (non Permit work) would be classified as Low.

Insurance details Insurance details such as type and amount of cover and renewal dates are checked. A check of value of cover is reviewed against risk level assigned.

Accreditation Any professional membership and trade accreditations are reviewed. Higher risk Contractors will be expected to be able to demonstrate professional accreditation.

Disclosure and Baring Service Check requirements (DBS) Contractors working in EFHL care homes more frequently than two occasions within a 30 day period or one extended period in excess of 14 days must complete an enhanced DBS check. It is advised that only DBS numbers (rather than copies of document) should be held on file.

Occasional contractors (those attending under two occasions within a 30-day period) do not require to complete a DBS check. More information of DBS checks and assessment process is provided in companies Disclosure and Barring Service procedure (found with HR Policies).

4. Initial Planning

This step provides instruction and guidance to people engaging contractors and how to: -

- Determine if works have CDM implications
- Gather and provide necessary information for contractors

Review contractor documentation.

Determine if works have CDM implications

If more than one contractor will be involved, the The Construction Design and Management Regulations 2015 (CDM 2015) apply and EFHL will need to appoint (in writing) a principal designer and a principal contractor. A principal designer is required to plan, manage and coordinate the planning and design work.

Gather and provide information on hazards

We have a duty to provide all contractors with details of known hazards within our premises. These can either be provided prior to attendance on site or during the contractor arrival on site depending on nature and complexity of activity.

Consider the following: -

- Locations of any known asbestos. Provide copy of Asbestos Management Report
- Any relevant structural information: for example fragile roofs or fall-arrest anchor points.
- Restricted access areas (eg confined spaces, roofs or clinical rooms)
- Location of existing services: for example electric, gas, water or data.

Review contractor documentation

Before the contractor starts work, you must review their risk assessment and any safe system of work (usually produced for high risk activities only). This allows you to plan any additional safety measures to protect residents, staff and the contractors.

Reviewing the contractor supplied information should enable you to fully understand the full scope of the work – if the information does not reach these standards, advise the contractor to provide further information.

5. Contractor arrival on site

It is important to establish direct communication with contractors when they arrive on site. All contractors must sign in / out every day.

Contractors have been provided with essential safety information regarding the site on appointment – this is summarized in Appendix HSP 61B - Safe Working rules for Contractors.

High hazard activities will require a Permit to Work to be issued. Further information on Permits is provided in section 7 below.

6. Working on site

Monitoring the performance of contractors working on your site is important for ensuring ongoing competence and adherence to safe working. Reference should be made to Appendix B for safe working rules. Any concerns should be raised directly with the Contractors on site and Estates / Health & Safety Manager.

7. Permits

A permit to work is a formal written system used to control certain types of work that are potentially hazardous and defined as high risk. High risk activities are typically non-routine maintenance task.

Permits to work are the documents which detail the work to be done and the precautions to be taken. The issue of a permit is more than granting of permission to undertake a particular task it is the opportunity to exchange information and agree working arrangements.

There are a number of activities which would require a permit to be used within EFHL. These are listed in the table below:

Hot work	To be used for any hot works involving the use of naked flames.
Electrical work	To be used on fixed electrical systems.
Work at height	Work carried out at height – eg scaffolding, roof access etc
Confined spaces	To be used for any work carried out in confined spaces – such as inside water tanks etc
General	Other high risk activities

Permits are not required where dedicated local isolation is provided.


8. Issuing Permits to work

Each permit to work comprises the following stages.



Stage 1: Issue of Permit

The Permits are printed on duplicate books, with the contractor receiving the top copy and the bottom copy remains in the book. Each permit consists of five sections requiring signature from either contractor or EFHL member of staff.

	Permit to Work
<p>Contractors</p> <p>Permit to Work</p>	

	Permit to Work
<p>1. About the responsible person carrying out the work</p> <p>Date / Time of issue: _____</p> <p>Name of person permit issued to: _____</p> <p>Employing company: _____</p> <p>Description of work to be carried out: _____</p> <p>Location: _____</p> <p>Expected duration of work activity: _____</p> <p>Type of work to be undertaken: <input type="checkbox"/> Hot work <input type="checkbox"/> Hot Ltd Permit</p> <p style="margin-left: 20px;"><input type="checkbox"/> Work at height <input type="checkbox"/> Confined spaces</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other (Please specify): _____</p>	
<p>2. Safety Precautions</p> <p>Risk Assessments provided? _____</p> <p>Method of work statement provided? _____</p> <p>L1/L2 permits in place _____</p> <p>Detail any other precautions required? _____</p>	
<p>3. Authorisation to work [EPHL to complete]</p> <p>I hereby declare that the necessary precautions have been put into place and that the work specified in Part 1 is authorised to commence.</p> <p>Signed: _____ Date: _____</p> <p>Name (printed): _____ Time: _____</p>	
<p>4. Acceptance [Contractor to complete]</p> <p>I hereby declare that I accept responsibility for carrying out the activity in the area detailed in Part 1 of this permit, and that no attempt will be made by me or by anyone under my control to work in any other areas. Appropriate safety precautions will be taken at all times.</p> <p>Signed: _____ Date: _____</p> <p>Name (printed): _____ Time: _____</p>	
<p>5. Cancellation [EPHL to complete]</p> <p>I declare this Permit to be cancelled. No work is now to be undertaken and that sites have been made safe/condition with all hazards removed.</p> <p>Signed: _____ Date: _____</p> <p>Name (printed): _____ Time: _____</p>	

Stage 2: Acceptance

Sections 1 to 4 of the Permit should have been completed, signed and a copy given to the Contractor. This is confirmation that both parties are aware of controls and supervision that is required for the work to proceed.

With Permit acceptance, work can proceed in agreed locations with agreed limitations. Any issues encountered or unsafe situations must be reported immediately.

Stage 3: Cancellation

It is advisable to agree the likely completion time for the activity, so the high risk activity can be completed as much as possible within normal working hours. It is especially important for hot work activities to factor in a sufficient cooling down period.

It is important that before you formally cancel any permit, you should satisfy yourself that the area or equipment involved has been left in an appropriate condition, that all safety devices and controls have been properly re-instated, and that all rubbish has been cleared from the site.

Any intrusive work through fire partitions (especially in lofts), the contractor must be able to demonstrate that adequate fire stopping has been applied.

Once work has been completed and area made safe the permit can be cancelled. The carbon copy of permit is to remain in the Permit book.

9. Contractor monitoring

Contractor working practices are monitored via Maintenance Manager observations on site. A program of recorded audits are completed by both the Estates and Health & Safety Managers. Audits are completed on Access Compliance.

10. Associated documents

- HSP 61A Letter of Contractor Appointment
- HSP 61B Safe Working rules for Contractors
- HSP 61C Permit to Work

- RAG 65 Control of Contractors

11. A Summary of the main points

Check that:

- All staff who deal with contractors are aware of this procedure.
- Initial Contractor assessment checks are completed.
- Any work through fire partitions are adequately fire –stopped.
- Permits to Work are correctly completed and kept at Reception.

12. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	11/01/2021
Date of next full review	01/01/2027

Issue	Date	Reviewer	Reason
1.0	13/01/2021	Steve Andrews	New document.
2.0	01/02/2024	Steve Andrews	Full document review – section 10 added (Associated documents) Removed requirement of Coronavirus vaccination. Added reference to new Contractor audits.
2.0	23/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.

Appendix A : Selection of Contractor Competence checklist

Contractor Name	
Date	

1 Competence & Capability		Yes	No
	Can the company demonstrate suitable experience (completed similar work)?		
	Does the contractor hold a relevant external industry accreditation for the work we want? Eg CHAS, SafeContractor, Legionella Control Association etc		
	Does the contractor and their employees hold the required training, registration and qualifications for the work? Eg Gas Safe registration, recognised electrician's award such as City & Guilds.		
2 Health & Safety capability			
	Have you checked that the contractor has a current health and safety policy (for companies with 5 or more employees only) signed by the MD or equivalent?		
	Has the contractor been prosecuted for a health and safety or related offence, or had an improvement or prohibition notice in the last 3 years?		
3 Insurance cover			
	Have you checked the contractor has adequate current Public liability insurance cover?		
	Have you checked the contractor has adequate current Employers liability insurance cover?		
4 Risk Assessment			
	Has the contractor produced an example risk assessment and method statement (RAMS)?		
5 DBS Checks for Staff (Frequent Contractors only)			
	Has company confirmed DBS checks completed on staff?		

Appendix B Safe Working for Contractors

1. You must work in accordance with your Risk Assessment / Method Statement and Permit to Work documentation at all times. You must only do the work specified and no other. The General Manager has the right to halt or request removal of any Contractors from site not following rules.
2. All persons under your control shall be competent to work safely.
3. A Safe System of Work shall be agreed with your contact before any work commences and may not be changed without permission.

Signing In and conditions of work

4. All contractors must sign in / out at arrival and departure.
5. Contractors are required to use mobile telephones discretely to avoid disturbing residents and staff.
6. Foul language will not be tolerated.
7. Contractors must not bring or consume alcohol or drugs whilst on site.

Housekeeping

8. Ensure no trip hazards are created for residents.
9. Areas containing contractor's materials and equipment must be secured when left unattended.

Fire Prevention

10. Smoking is not permitted anywhere on site except in the designated smoking area.
11. Any intrusive work through fire partitions (especially in lofts) must be fire stopped
12. Contractors are responsible for ensuring that appropriate Portable Fire Appliances are provided, where this forms part of the contract that all persons under their control know the Fire Procedures for the site and location of the nearest Portable Fire Appliance.
13. The normal means of escape must not be obstructed without temporary alternative arrangements being made and approved

Equipment

14. Faulty tools and equipment must not be brought onto site.
15. 110V CTE electrical tools are preferred. If 240V tools are used, they must be double insulated and RCD protected.
16. All extension leads must be properly terminated with the appropriate plugs/sockets and be otherwise unjointed.
17. Suitable Personal Protective Equipment shall be worn when necessary and must be properly maintained.