

CONTRACTOR SELECTION & CONTROL (LSM) 2020

1.0 Purpose

- 1.1 The aim of this policy is to ensure that only competent and reliable Contractors who are compliant with all current and relevant statutory requirements are appointed to carry out work for the Association.

2.0 References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

3.0 Selecting Contractors

- 3.1 The Association will ensure that only qualified and experienced contractors with proven safety records are appointed to carry out work.

- 3.2 Before appointing a contractor, the Association will obtain the following information so that a suitable and sufficient assessment can be made before work activities commence:

- Provision of Public Liability/Employment Liability insurance details;
- Provision of suitable references from previous clients or similar work;
- Provision of Safety Policy;
- Provision of licence to operate, where appropriate;
- Provision of risk assessments and method statements;
- Details of a membership of a Trade Organisation or a Safety Group.

- 3.3 Other information which may be required is:

- Description of safety training provided;
- Health and Safety prohibition and improvement notices;
- Accident/injury data;
- Details of access to a qualified safety advisor.

- 3.4 A list of “Approved” Contractors shall be made up by the Association, based on a formal vetting/approval process. The approved list will be reviewed on an annual basis and contractors required to submit application returns for review by Organisation personnel. Only approved contractors will be permitted to work on Organisation premises.

- 3.5 Contractors will be advised of all significant hazards or any other factors that are associated with the works they have been contracted to carry out including health and safety standards and permits to work.

- 3.6 Contractors will be advised of the means of access and egress from the site/property and action to be taken in the event of an emergency.
- 3.7 The Association recognises its obligation to effectively 'monitor' contractors from a Health & Safety perspective. This will be achieved through regular recorded inspections and, where appropriate (e.g. where specialist or technical work is being carried out) through the appointment of third party project managers or assessors.
- 3.8 If Contractors are seen not to be operating safely, or are in breach of their own procedures and/or site rules, the Association will take appropriate action. This may range from an on-site chat through to formal correspondence with the offending company, to dismissal from site and expulsion from the Association's approved list of Contractors.

4.0 Review

This policy will be subject to review at least every 5 years.

George Tainsh
Chief Executive

4th August 2020

Policy Consultation and Review Process:

Reviewed by Management Team	N/A
Reviewed by the HSEHR Committee	12 th August 2020
APPROVED BY THE MANAGEMENT COMMITTEE	27th August 2020
Date of Next Review	August 2025