

Control of Contractors Policy

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| Name | Control of Contractors Policy |
| Summary | The purpose of this policy is to establish consistent standards for the employment, management, supervision and control of contractors working on behalf of The Golden Jubilee Foundation and to ensure compliance with all relevant health and safety legislation and Board policies. |
| Associated Documents | Health and Safety Policy |
| Target Audience | All staff of GJF |
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| Document Lead | David Wilson (H&S) |
| Document Author (if different) | |

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Control of Contractors Policy

1. Introduction and policy statement

The Golden Jubilee Foundation (GJF) recognises its responsibility to ensure the health and safety of contractors¹ working on our premises. This responsibility extends to all others who may be affected by the contractor's work.

This document stipulates the methods that will be used to manage contractors working on the GJF premises and to ensure that health and safety standards are maintained. This will be achieved by planning, controlling, co-coordinating and monitoring the activities of contractors.

Note:

¹ A contractor is anyone, not directly employed by the GJF who enters or uses our premises for the purpose of carrying out work. Contractors are employed in many areas of GJF facilities to carry out both routine maintenance, repair work and for new projects.

2. Scope

This policy applies to all staff members of the GJF who are involved in the engagement of contractors undertaking work at the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

4. Objectives

The objectives of this policy are:

- To safeguard employees, patients, visitors and others against death, injury or occupational disease resulting from contractor activities;
- To minimize the risks associated with contractors undertakings to a tolerable level;
- To protect GJF property, environment and assets;
- To ensure so far as is reasonably practicable, that the GJF and contractors working for or on our behalf comply with relevant best practice standards and legislation.

4. Legal Obligations

The Health and Safety at Work etc Act 1974 places a legal obligation on employers to take reasonably practicable precautions to ensure the health and safety of any persons working on their premises. They also have a responsibility to ensure the health and safety of any contractors' employees undertaking work

on their behalf and to ensure that their activities do not harm others such as employees, the public, other contractors etc.

The Health and Safety at Work etc Act also places a duty on contractors to ensure the health and safety of their employees and any other person who may be affected by their actions or omissions.

The Management of Health and Safety at Work Regulations 1999 requires that employers undertake an assessment of the risks to which their employees are exposed and ensure that measures are in place to control those risks. These duties extend to contractors.

5. Organisational Arrangements

Any GJF staff member who wishes site work to be undertaken by contractors must notify the GJF Estates Department.

Suitably qualified members of the Estates Department are responsible for reviewing and confirming the adequacy of prospective contractors' health and safety arrangements. This will be accomplished by creating a database of contractors who have satisfied the criteria as laid out in the Application for Inclusion on the List of Approved Contractors.

There are however occasions when contractual works may be initiated by departments out with Estates. In such a case a suitably competent person, hereafter referred to as the Responsible Person (RP) from the initiating department will manage the site work and ensure that the control measures within this policy are implemented.

5.1 The control Process

Following receipt of a request for contracted site work, the RP must issue the GJF document Rules for Contractors (CD-001) to all prospective contractors. These rules define the minimum standards for health and safety required for all contractors.

The RP must ensure that all contractor documentation that is requested in the Rules for Contractors is returned, reviewed and deemed adequate before a contract is agreed.

Contractors must supply the following information:

- A signed copy of the Contractors Undertaking (this form is included in the Rules for contractors);
- The contractor's relevant insurance certificates;

- The contractor's Health and Safety Policy (the contractor must have a written Health and Safety Policy if they employ five or more persons);
- Proof of competency if the work requires a 'competent person' status (contact GJF Health and Safety Manager if unsure);
- The name of the individual responsible for health and safety for the works;
- Details of any plant or machinery that the contractor intends to bring on site and copies of examination or test certificates where appropriate (contact GJF Health and Safety Manager in unsure).

Following receipt, the RP must confirm the adequacy of the insurances and retain the certificates on file.

The RP must then subsequently review all of the contractor's returns and confirm that they are adequate before the GJF can enter into a contract.

Where a contract is given for work to be carried out on a regular basis by contractors, it is necessary to supply the Rules for Contractors only when the contract is first arranged. Generic risk assessments and method statements are only acceptable provided that the work to be carried out at each visit is similar. Where this is not the case, a specific risk assessment and method statement must be submitted before permission to proceed is granted.

The Rules for Contractors must be reissued each time the contract is renewed with requested returns re-submitted.

The RP for contractors must ensure that the following information is relayed to contractors and their employees before work commences:

- Specific site hazards in the area in which the contractor will be working and any control measures in place to reduce the risks;
- Fire and evacuation procedures;
- Other relevant health and safety rules.

The RP must ensure that contractor's personnel assess the risks to health and safety caused by the proposed work and produce and supply a risk assessment and method statement, identifying the precautions and protection required to reduce the risks.

Permits to work may also be required for certain high risk jobs and the need for these will be identified from the risk assessments. Such Permits can only be issued by specified Estates Managers. .

All contractors and visitors must report initially to the main reception where they will be issued with the appropriate badge. Contractors must also sign in at the Estates Department in order to receive 'permission to proceed' before any work begins.

On authorisation of the 'Permission to proceed' the contractor will be given a brief induction by the GJF Manager or RP using the 'Contractors Site Induction Checklist'.

Contractors must provide their employees with all necessary equipment that may be required to maintain health and safety standards during the work. Tools or equipment must not be given out to contractors.

Measured term contractors will be required to supply their employees with a suitable and sufficient type of identification pass and clothing. Other contractors will be issued with official contractor passes to be worn at all times whilst on GJF premises.

The RP must initiate checks following commencement of site work to ensure compliance with the requirements of the Rules for Contractors, risk assessments, method statements and any relevant permits to work.

The RP must stop work by issuing an Immediate Action Notice if contractors fail to comply with requirements. Work will not be allowed to recommence until these matters have been rectified.

6. Roles and responsibilities

6.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with the control of contractors;
- Ensuring that adequate resources are made available to implement the policy.
- Ensuring that there are arrangements for monitoring the implementation and effectiveness of the policy.

6.2 The Head of Estates is responsible for:

- Ensuring that the requirements of this policy are observed and adhered to in all estates related work carried out by estates staff and external contractors.

6.3 All Heads of Departments are responsible for:

- Informing the Estates Department of their intention to engage the services of contractors in order to ensure that the necessary health and safety requirements are considered.
- Ensuring that prospective Responsible Person/s are suitably competent to fulfil the requirements of this policy.

6.4 All staff members are responsible for:

- Reporting unsafe practices and conditions to their line manager who must then notify the person responsible for the contract. A formal adverse incident report should then follow.

5.3 Measuring Performance

The Health and Safety Committee must monitor the overall performance of contractors working for the GJF via a program of audit and inspection.

The Health and Safety Manager shall ensure that this policy is reviewed once every three years or sooner dependant on:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice

