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Iechyd Cyhoeddus
Cymru
Public Health
Wales

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CONTROL OF CONTRACTORS PROCEDURE

Procedure Statement

Public Health Wales is committed to ensuring the health, safety and welfare of its staff and those who are affected by its activities. This policy has been developed in line with the requirements of the Health and Safety at Work etc., Act 1974 and HSE guidance document HSG159.

Procedure purpose and aims

The Procedure purpose and aims is to provide a guidance to all staff within Public Health Wales NHS Trust who are directly involved in the appointment, use and management of contractors.

This procedure will be most applicable for the Estates, Facilities and Health and Safety team and Estates Shared services departments (where applicable), however, other departments and individuals will require the appointment of contractors from time to time. This procedure and associated guidance will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this procedure.

Supporting Procedures and Written Control Documents

All other organisational Health and Safety policies, procedures and written control documents.

- Health and Safety Policy (Levels of responsibilities are applied within this policy)
- Guidance for environmental assessment controls to prevent/minimise the impact on the environment
- Risk assessment / method statement guidance
- Risk assessment / method statement template

- Two minute risk assessment
- Code of conduct for contractors
- Public Health Wales contractor confidentiality agreement

Scope

All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative.

This procedure applies to the use of all external contractors employed to provide specific services or undertake specific projects on premises occupied by the Trust.

Equality and Health Impact Assessment	Assessment complete
Approved by	Health and Safety Group
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Group with authority to approve supporting policies and procedures	Policies - People and Organisational Development Committee Procedures – Health and Safety Group
Accountable Executive Director/Director	Huw George, Deputy Chief Executive/ Executive Director for Finance and Operations
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

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1 Introduction

The Health and Safety at Work etc Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust or its undertakings. This includes contractors or sub-contractors.

2 Procedure aims and objectives

The aims and objectives are to:

- To minimise incidents and control contractor activities within Public Health Wales;
- To protect the health, safety and welfare of contractor's workers, Trust employees, Service Users and others affected by work and/or maintenance activities; .
- To improve the co-ordination between Trust employees and contractors who carry out work activities which are occupied by the Trust;
- To provide a structured approach to health, safety and welfare for duties and activities which are undertaken on premises occupied by the Trust;
- To ensure that before contracts are finalised the competence of contractors is assessed in relation to health and safety matters;
- To ensure adequate information is provided to all contractors engaged to work on premises occupied by the Trust;
- To ensure that all hazards that could affect contractors personnel are clearly defined and controlled;
- To ensure that the interests of staff, Service Users, clients and visitors are protected before, during any work carried out by the contractors;
- Minimise risks of environmental damage occurring as a result of contractors' activities.

3 Responsibilities

The Chief Executive has ultimate responsibility for all aspects of health and safety plus environmental management. Specific responsibilities are delegated through the Board of Directors to ensure the health and safety requirements of Public Health Wales are met.

The Director at board level with the nominated responsibility for estates and Health and safety is the Deputy Chief Executive / Executive Director of Operations and Finance.

The Board of Directors and the management structure have varying responsibilities throughout the Trust and assist in ensuring that the procedure is implemented as appropriate. The Trust Health and Safety Policy provide an outline of their responsibilities.

The Head of Estates (Facilities) and Health and Safety assist the Deputy Chief Executive / Executive Director of Operations and Finance in ensuring that the compliance with current legislation, for all properties owned, or occupied by the Trust.

3.1 The Employing Manager/ Department

The employing manager or managers must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/organisations through procurement frameworks. Throughout the contract period the employing manager will monitor the standard of the contractor's work and progress made.

It is also the duty of the employing manager to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may come in to contact with the Trust and its undertakings. The Trust has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff or others users, visitors of Trust occupied premises.

The employing manager / department must also ensure that contractors attend Public Health Wales contractors' induction brief prior to commencement of works. (This is available through the Estates, Facilities and Health and Safety Team).

Some contractors on site will have duties under the Construction (Design and Management) Regulations (CDM Regulations). Where applicable, the contractor and his sub-contractor(s) shall fully comply with these regulations.

3.2 Contractors (Sub-Contractors)

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information for Public Health Wales NHS Trust as it is for the employing manager to inform them. Once this information has been obtained by the contractor they must then develop safe systems of work relevant to the premises/environment and work activities. The employing manager should be made aware of the impact of the

systems of work on the health and safety and normal systems of work within the area in which work is being carried out.

It is the responsibility of the contractor to ensure any sub-contractor is competent and complies with all relevant legislation/regulations working under their supervision.

The contractor must ensure that the work carried out does not compromise health, safety or welfare of others.

It is the contractor's responsibility to make their own provisions for first aid. (This includes trained/competent first aiders and equipment).

4. Procedures

On arrival on site, the contractor must report to the relevant department as identified in the Contractors' on-site procedure (Appendix 1)

On completion of the relevant sections the contractor will be issued with:

- General building (local) induction to the site/premises.
- Keys or swipe cards required to enable access to specified areas.
- Contractors/visitors ID must be worn at all times unless there is a specific health and safety reason.
- Informed of security (sign in/out) procedures for the site.
- Permit to work, if applicable

Examples of works requiring permit include but are not limited to:

- Fire Detection Systems
- Low Voltage Installations
- Working in Confined Spaces
- Hot Works
- Generators
- Asbestos Removal
- Access to Roof area / Working from Heights

Specific works will require a permit to work and activities requiring the permit must be fully risk assessed before the permit is issued.

5. Security

The employing/local manager must ensure relevant security procedures are enforced. This will require informing the contractor of their access/egress routes throughout the site/premises.

The Contractor, whilst in the process of carrying out his duties at any Public Health Wales premises, must respect the privacy and

confidentiality of staff, service users, and visitors and not divulge any information acquired in whatever form to any other party.

6. Additional Procedures/guidance to be read/used in conjunction with Control of Contractors Procedures

- Code of conduct for contractors
- Environmental Assessment/Controls
- Checklist for Contractors
- Risk Assessment/Method Statement (Guidance)
- Risk Assessment/Method Statement Template
- Two Minute Risk Assessment

7. Legislation/Guidance:

The main Acts and regulations bearing on fire safety in NHS healthcare premises are:

- the Health & Safety at Work etc Act 1974
- the Management of Health and Safety at Work Regulations 1999 (the Management Regulations);
- the Construction (Design and Management) Regulations 2015;
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH).

This procedure applies to all contractors, service engineers and any other person who may be required to carry out work on any property or equipment owned by Public Health Wales, located on Public Health Wales property or for which Public Health Wales may be responsible.

On arrival, report to:

Contact name:

Premise:

Contact number:

Fire alarm test:

Fire exits located at:

In the event of a fire or fire detection system being activated, please proceed to assembly point and stay there until you have been accounted for.

- a. Fill in the Contractors' Information Sheet – Appendix 3 (Section 1)
- b. Sign out keys or access control card if required - Appendix 3 (Section 2)
- c. Receive Mandatory Code of Conduct for Contractors
- d. Request information on local hazards
- e. Inform of any hazards associated with the work to be carried out
- f. Attend induction as required by Local Manager.

In carrying out the work

- a. If it is discovered that the work cannot be completed within normal working hours, inform the Local Business Manager IMMEDIATELY and cancel any permits. Resume on commencement.
- b. Where requested by the Local Business Manager, the Contractor must sign in and out of site each day
- c. What action to take in the event of a spillage, environmental incident or other situation requiring an emergency response.

On cessation or completion of the work

- a. Report to the Local Business Manager on the final work status.
- b. Sign off any permits.

Prior to leaving site, report to the Local Business Manager

(If out of normal working hours, report to.....)

- a. Hand in Contractors' Information Sheet
- b. Hand in keys and access control cards
- c. Receive receipt or out of hours leave keys and access cards

at

Appendix 2

<p style="text-align: center;">Control of Contractor's Performance Review</p>	 <p data-bbox="1173 358 1396 448">Iechyd Cyhoeddus Cymru Public Health Wales</p>
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Name of Contractor:

Nature of contract:

Date of review:

Did the Contractor - **(Please score 1 – 10)**

Report in and out at the appropriate time?

Undertake the work in a diligent and professional manner?

Wear appropriate personal protective equipment (PPE)?

Display identification badge at all times?

Use appropriate safety equipment?

Provide adequate safety barriers and signs?

Supply adequate supervision?

Conduct him/her self in a courteous/diplomatic/professional manner?

Was the contract completed satisfactorily in terms of quality and timescales?

Maintain good environmental controls?

Further comments:

Please copy this completed form to the Facilities Manager

Signed: _____ **Dated:** _____

Designation: _____

Management of Contractors Information Sheet	 GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales
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SECTION 1

CONTRACTORS INFORMATION	DETAIL OF VISIT
Company name Address Telephone no. Mobile no.	Premise Equipment Action Contact

Questionnaire	Yes	No
Working at height?	<input type="checkbox"/>	<input type="checkbox"/>
Working in confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Working with substances which may be hazardous to health?	<input type="checkbox"/>	<input type="checkbox"/>
Working with power tools?	<input type="checkbox"/>	<input type="checkbox"/>
Interrupting or disturbing a service?	<input type="checkbox"/>	<input type="checkbox"/>
Carrying out "Hot Work"?	<input type="checkbox"/>	<input type="checkbox"/>

Working with flammable or explosive agents?	<input type="checkbox"/>	<input type="checkbox"/>
Carrying out excavation or ground works?	<input type="checkbox"/>	<input type="checkbox"/>
Carrying out demolition or work on the structural fabric of a building?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental issues such as creating excessive noise, dust, fumes, waste, leakage or discharge?	<input type="checkbox"/>	<input type="checkbox"/>
Creating excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>
Other work which may create a hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the Public Health Wales' Code of Practice for the Management of Contractors?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2

ITEM	ISSUE DETAILS	
	Quantity	ID numbers
Keys		
Swipe cards		
Safety information		

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Contractor's Signature:

Date: