Control of Contractors Guidance:

Checklist for contractors

All contractors may be required to provide evidence that any or all of the hazards listed below, relevant to the contract, have been identified and considered. These hazards are required to have been considered within a Risk Assessment Method Statement RAMS (guidance and template Appendix B2 and B3 below). For small ad hoc tasks where a full RAMS may not be required, contractors will need to complete a “two minute Risk Assessment Checklist” prior to commencement of the task (Appendix B4). Where there is uncertainty over whether a full RAMS or two minute RA is required, the local premise manager should contact the Facilities Manager for guidance.

1. Special hazards and applicable National or Local Regulations and Codes of Practice, e.g. asbestos, noise, permits to work.
2. Safe access/egress to and from the site and to places of work within the site.
3. Any electrical requirements.
4. Details of manual and mechanical handling.
5. Buried and overhead services.
6. Fire protection.
7. Any occupational health risks e.g. noise/dusts/vapours/vibration.
8. Confined space entry.
9. First aid/emergency rescue arrangements.
10. Welfare amenities.
11. Safe storage of chemicals.
12. Personal protective equipment.
13. Relevant documentation and notifications.
14. Training records.
15. Insurance and special terms of condition of the contract.
16. Any significant environmental impacts as a result of the contract works.
17. Any other factors relevant to the contract.
18. Hot work.
19. Working at height.