

CORPORATE PROCEDURE

PROCUREMENT AND MANAGEMENT OF CONTRACTORS (HEALTH & SAFETY)

1 Aims of the procedure

The aim of this Corporate Procedure is to ensure that Neath Port Talbot County Borough Council (NPTCBC) complies with its legal obligations under relevant legislation, and to ensure that any potential risk posed by Contractors representing the authority is minimised.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

Heads of Service shall be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the requirements of the procedure and the regulations.

2.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, Governing Body and Headteacher.

2.4 Managers/ Team Leaders/Headteachers

Managers/ Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces to comply with management guidance.

3 Procedure

The following procedure must be followed in respect of all contracts:-

3.1 Selection of Contractors

- The Employing Department together with the Corporate Health & Safety Section (CHSS) must satisfy itself that it holds suitable and sufficient information regarding the competency and health and safety performance of any contractor it may employ.
- Once contractors have satisfied the Initial Assessment (less than 5 employees [CF/22/01](#) and 5 employees or more [CF/21/01](#)) they will be placed on the Approved Contractor list, provided that they satisfy all the other criteria. The approved list of contractors can be found via the Health and Safety Intranet Page or via the link below. This list is managed by the Business Unit within the Environment Directorate, details of which can be found by following the link: <http://gis011/intlive/nptcbc/selectlist/index.aspx>
- Those contractors who fail in their Initial Application will be given an explanation of why they failed and what improvements are required before resubmission.
- All contractors with less than 5 employees failing the initial application shall be given guidance and assistance by both the NPTCBC Corporate Health & Safety Section and Workplace Health Connect Helpline; who supply a free and impartial advice service.
- Those contractors with employee numbers ranging from 5 to 250 failing the initial application will be referred directly to Workplace Health Connect and will be assisted in satisfying NPTCBC's Health & Safety criteria.
- A copy of the letter sent to the applicant will also be sent to Workplace Health Connect and they will be contacted within two days in order to progress with their application.
- Those companies which have already failed on the old questionnaire will have the new questionnaire forwarded to them for re-application and the process re-initiated.
- Programmed health and safety inspections will be carried out by the Corporate Health and Safety Section. These inspections shall concentrate on the site/task specific documentation and practices, and all associated stakeholders.
- It will be a requirement of the Initial Assessment criteria to allow NPTCBC to carry out Audits of any of the contractor's current premises or places of work.
- A failed inspection may result in the temporary (or permanent) suspension of contract work and future contract selection until the issues have been

addressed. The Corporate Health and Safety Section shall inform the Employing Department of any failures by the contractors. It shall be the responsibility of the Employing Department to act upon this information and suspend the Contractor if deemed necessary.

- Contractors invited to work for NPTCBC must satisfy the Initial Assessment criteria and be fully aware of the health and safety standards which NPTCBC expects. Only competent contractors with appropriate health and safety arrangements shall be used by the Authority. All appointed Principal Contractors, whether internal or external, procuring sub-contractor services shall be selected from the Approved List of Contractors.

4. Select List/ Non-select List and Official Journal of the European Union (OJEU) Tenders

This procedure shall:

- promote practical measures to minimise the risk to the health, safety and welfare of employees, service users, visitors and others who may be affected by the work activities of contractors.
- establish guidelines on health and safety requirements for Employing Departments applying to contractors and the operation of contract works.
- comply with the requirements of the Health and Safety at Work, Etc. Act 1974 and associated legislation.

4.1 Contractors are routinely employed to undertake a wide range of work activities within NPTCBC. This procedure does not apply solely to building works, but to all works undertaken by contractors working within NPTCBC.

4.2 **No contractor** shall be allowed to work for NPTCBC without knowledge of their competency to carry out the work.

4.3 Information on all contracts shall be made available by the Employing Department on request of the Corporate Health & Safety Section.

The first part of this document refers to **ALL** contracts.

Whatever the size of the contract, the following principles must always apply:-

Care in selecting the Contractor

Planning the work will include consideration for:

- the need for any statutory assessment;
- the need for hazard identification and site specific risk assessments;

- NPTCBC activities that may affect the work;
- the responsibility for the management of the work;
- any health and safety issues;
- the need to comply with all appropriate statutory requirements.

Control on site will include:

- Risk Assessment and all relevant Health and Safety Documentation required by Legislation shall be made available on site at all times.
- compliance with Client health and safety rules, e.g. Emergency Procedures, accident reporting, personal protective equipment etc.;
- demarcation of work areas;
- contract liaison with appointed Client Project Manager. Each contract must have allocated to it a Client Project Manager who will have a pivotal responsibility for co-ordinating communication between the Employing Department and the Contractor.
- handing over at completion of work.

5 Arrangements

The Employing Department and where appropriate the Corporate Health & Safety Section (CHSS) shall be responsible for liaising with the contractor and ensuring appropriate standards of health and safety.

6 Monitor and Audit

The Employing Department and CHSS (where appropriate) will:-

- liaise with the contractor during the works and if defects are identified, oversee effective action is taken to correct them;
- audit/site inspect the contractor's overall performance in relation to the contract.

7 Completion

When the work has been certified as complete the contractor will hand the site/equipment to the Employing Department. The Employing Department must inspect the site/equipment to ensure the work has been completed satisfactorily and no hazards or potential hazards exist.