



Management of Contractors Policy

Patchway Town Council sometimes employs contractors to carry out the work that council staff are not able to do or are not trained for. This policy will set out the rules for contractors to adhere to when working on any of Patchway Town Council's sites. A contractor is anyone that Patchway Town Council engages to do paid work but is not an employee. Both the contractor and Patchway Town Council have responsibilities under health and safety legislation.

Patchway Town Council will:

- Specify the job and clearly identify all aspects of the work they want the contractor to complete.
- A job specification will consider the health and safety implications and the level of risk associated with the task.
- The Council will provide potential contractors with all information relating to the hazards and risks associated with the task.
- The Council will satisfy themselves that the contractor they appoint will do the task safely, without risks to health.
- The Clerk will enquire about the competency of the contractor, the competency required will depend on the complexity of the task. This will be aided by an employee or member who is a competent person.
- The Clerk will agree with the contractor the best way to communicate with each other.
- The Clerk will undertake periodic site inspections throughout the duration of the contract and complete the site visit record form.
- Any concerns that the Clerk has identified during a site visit will be addressed with the contractor and reported to the Full Council.

The Council will also undertake their own risk assessments prior the job being started and if the work dictates having a method statement, due to the complexity, the council will also agree this.

The Contractor will:

- Sign this agreement before commencement of the job.
- Undertake risk assessments on all tasks, where there are hazards likely to cause harm.
- Supply the Clerk, as the representative of the Council, with a copy of all risk assessments.
- Ensure that their employees and any subcontractors are provided with information, training and instruction.
- Ensure all employees comply with safe systems of work including wearing appropriate personal protective clothing.

The contractor will be responsible for obtaining adequate insurances. The council requires as a minimum public liability, up to £5 million.

Managing and supervising the work:

The Council needs to be satisfied that the contractors are undertaking the tasks in a safe way, complying with the control measures in place and health and safety legislation. The Clerk will agree with the contractors how the work will be carried out and any precautions that will be taken to ensure the safety of employees, members of the public and others who may be affected by the work being undertaken.

In the event of an accident, near miss or ill health associated with the workplace, the Clerk will instigate an investigation, reporting findings to the Chairman or Vice Chairman of the Full Council promptly.

Signed on behalf of Patchway Town Council. _____ **Date:** _____

Signed on behalf of The Contractor. _____ **Date:** _____