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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, 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.

Linked Policies, Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

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.

The Construction Design and Management Regulations 2005 (CDM) impose more detailed requirements on those involved in any construction work as a client, designer or contractor which must be managed by professional estates staff who will be require each contractor to demonstrate compliance with these regulations.

Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
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Accountable Executive Director/Director	Huw George, Deputy Chief Executive/ Executive Director for Finance and Operations
Authors	Chris Orr, Head of Estates & Health and Safety

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 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 and for the work they are to undertake;
- 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 employees, 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.
- To fulfil the Board's legal duty of care to all its employees, service users and others to provide a safe working environment.

3 Responsibilities

3.1 Chief Executive

Has ultimate responsibility for all aspects of health and safety and environmental management. Specific responsibilities are delegated through the Public Health Wales Board to ensure the health and safety requirements of Public Health Wales are met.

3.2 Deputy Chief Executive / Executive Director of Operations and Finance

The Director at board level with the nominated responsibility for estates and Health and safety and to ensure that the organisation's Control of Contractors Procedure is understood and observed consistently across the Trust.

3.3 The Public Health Wales Board

Assist in ensuring that the procedure is implemented as appropriate within their respective Directorates. The organisations Health and Safety Policy provides an outline of their responsibilities. Will also ensure responsible competent staff are identified to manage contractors on a day-to-day basis at relevant premises and appropriate training given where necessary.

3.4 The Head of Estates and Health and Safety

Assists the Deputy Chief Executive / Executive Director of Operations and Finance in ensuring that, for all properties owned, or occupied by the Trust, they are compliant with current legislation

3.5 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. This should include the prior receipt of appropriate RAMS/ method statements and insurance to carry out the work from the contractor. Throughout the contract period the employing manager will monitor the standard of the contractor's work and progress made with regular agreed communications between the parties.

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. This may include moving staff to alternative areas for their safety, if the work undertaken threatens their provision of a safe working environment.

The employing manager / department must also ensure that contractors are briefed prior to commencement of works. (This is available through the Estates and Health and Safety Team).

3.6 All Employees

It is the responsibility of all employees to adhere to this procedure and to report any incidences of concern in relation to contractors working on Trust premises. Additionally, employees will not put themselves or others at risk whilst carrying out their duties.**3.7 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 in collaboration with the employing manager. 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 and report this to the employing manager where first aid has been required to be administered. (This includes trained/competent first aiders and equipment).

Some contractors on site will also 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. Non-notifiable construction schemes will need to address the requirements within the Construction (Design and Management) Regulations 2015 (CDM 2015) and this procedure. Where construction or maintenance falls within the scope of the Construction (Design and Management) Regulations 2015 as a notifiable construction project, it is the duty of the Trust to ensure notification of the work to be undertaken (form F10) is sent to the enforcing authority (HSE). Where notifiable projects have been identified the Estates and Health and Safety Team must be informed to ensure compliance with the regulations.

4. Procedures

On arrival on site, the contractor must report to the relevant department/ nominated individual 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 including confidentiality. If works are being undertaken on a site that is managed by another organisation e.g. health board, additional inductions may be required.
- 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

The following procedures/ guidance are to be used in conjunction with this procedure:

- 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
- General Work Permit
- Electrical Works Permit
- Hot Works Permit
- Permit to Work at Height
- Confined Spaces Work Permit

7. Legislation/Guidance

The main Acts and regulations bearing on control of contractors in NHS healthcare premises are:

- the Health & Safety at Work etc Act 1974
- the Management of Health and Safety at Work Regulations 1999;
- the Construction (Design and Management) Regulations 2015;
- The Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH);
- Electricity at Work Regulations 1989;
- Control of Asbestos Regulations 2012;

- Ionising Radiation Regulations 2017;
- Confined Spaces Regulations 1997;
- Provision and Use of Work Equipment Regulations 1998;
- Lifting Operations and Lifting Equipment Regulations 1998;
- Pressure Systems Safety Regulations 2000;
- Working at Height (amendment) Regulations 2007;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Personal Protective Equipment at Work (Amendment) Regulations 2022;
- Gas Safety (Management) Regulations 1998.

8. Audit and Monitoring

This procedure will be reviewed every three years, or sooner if required. The adequacy of the procedure will be monitored through regular audits including the following:

- Evidence that contractors have completed the Pre-Qualification Questionnaire
- Evidence that checklists for contractors have been completed.
- Evidence of contractors being provided with relevant health and safety information
- Evidence that Risk Assessments and Method Statements have been completed for works undertaken
- Evidence of incidents being reported
- Evidence of work permits being completed for construction and maintenance projects
- Evidence of control of contractors performance reviews

Appendix 1

Contractors on-site procedure	 GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales
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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>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: _____

Appendix 3

<h3 style="margin: 0;">Management of Contractors Information Sheet</h3>	 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: