



21323 PROCEDURE - CONTRACTORS

Version	8	Last updated	19/11/2018	Review date	19/11/2019
Equality Impact Assessment			Low		
Owning department			Health and Safety / Risk		

1. About this Procedure

- 1.1. This procedure sets out the principles for assessing and managing contractors who carry out work for the Constabulary the Police and Crime Commissioner and all national units hosted by Hampshire Constabulary in relation to health and safety compliance.
- 1.2. It also sets out the health and safety duties of the facilities staff and Hampshire County Councils Estates Service.
- 1.3. It is aimed at all members of staff responsible for engaging and monitoring contractors.
- 1.4. The provision of Facilities Management and Estate Repair and Maintenance Management is now provided through the joint working arrangement with Hampshire County Council. The staff providing this service are Hampshire County Council employees. Therefore this arrangement is a client and contractor arrangement under Health and Safety Law and their staff are considered contractors. This applies to all services undertaking work for the constabulary, The Police and Crime Commissioner and all national units hosted by Hampshire Constabulary where those services or people are not employed by the by Hampshire Constabulary or the Police and Crime Commissioner. With the exception of agency staff.
- 1.5. This procedure sets out the duties and service arrangements in relation to health and safety and statutory requirements under health and safety law. This is to ensure the Force and the Police and Crime Commissioner comply with their legal duties in relation to managing contractors undertaking work for Hampshire Constabulary.

2. Risk Assessments / Health and Safety Considerations

- 2.1. Under the Health and Safety at Work Act, the Management of Health Safety at Work Regulations and the Construction (Design and Management) Regulations, the Constabulary, The Police and Crime Commissioner and all national units hosted by Hampshire Constabulary have a duty to ensure those contractors employed are competent to carry out work safely.
- 2.2. To ensure the contractors are competent, checks must be made before engaging them to ensure they have adequate resources and knowledge in terms of health and safety and that they are monitored whilst on site to ensure they are carrying out the work safely. Hampshire County Council must provide risk assessments on an annual basis for the work their staff undertake for the Police and Crime Commissioner and Hampshire Constabulary, to the Constabularies Corporate Health and Safety Adviser. Hampshire County Council must also supply copies of Term Maintenance



21323 PROCEDURE - CONTRACTORS

Contractors Risk Assessments. For work undertaken that is not covered by the term maintenance contractors such as one off projects. Copies of risk assessments and RAMS must be sent to the Force Corporate Health and Safety Adviser for validation and sign off before works start.

3. Procedure

3.1. Contractor Definitions

3.1.1. Contractors are people or companies who are engaged to carry out work for or on behalf of another who are not employed by them. Contractors fall into the following categories for the purposes of this procedure.

- a. Contractors who carry out work on any of the Police and Crime Commissioners premises or those leased by the Police and Crime Commissioner, such as maintenance, building works and installation of IT and telecommunications equipment. Or work for them such as Hampshire County Councils Estates Team.
- b. Contractors who access such premises to carry out works on IT or telecommunications equipment, which is owned by that contractor, such as BT, where they are not touching the fabric of the building.
- c. Suppliers of equipment, stationary and other products.
- d. Organisations who provide off site training.
- e. Contractors who carry out cleaning.
- f. Sub Contractors.
- g. Agency staff or temporary contract staff are not deemed as contractors for the purposes of this procedure. The management of sub contractors is the responsibility of the principle contractor.

3.1.2. These different types of contractors have different levels of monitoring and assessing, which are set out below.

3.2. Assessing Contractors

3.2.1. Those contractors who are registered members of the CHAS scheme will not be assessed by the Force Corporate Health and Safety Adviser, nor will those coming from the Hampshire County Council's contractor list. All other contractors will be assessed for health and safety competence by the Force Corporate Health and Safety Adviser on an annual basis, with the exception of sub contractors who will be assessed by the principle contractor.

3.3. Functions and Services to be Provided by Hampshire County Councils Facilities Maintenance staff: (should be a title)



21323 PROCEDURE - CONTRACTORS

3.4. Legionella Checks

- 3.4.1. Maintenance Officers will undertake the tests and checks set out in the force/Police and Crime Commissioners Procedure 21314 – Control of Legionella

3.5. Fire Responsibilities:

- 3.6. Maintenance Officers will undertake assessments, tests and checks set out in the force/Police and Crime Commissioners Procedure 21306.

3.7. Health Safety & Welfare

- 3.7.1. All Facilities staff are responsible for ensuring that the Force Estate is kept in a good state of repair. Hampshire Constabulary Risk Management Team will undertake 6 monthly building inspections which will be reported to the Strand Health and Safety Committees and Strand building Governance Leads. They will be responsible for reporting issues identified through VFIRE and ensure issues are dealt with. Progress will be checked at the next inspection. Where issues are not dealt with they will be raised through the monthly Facilities Maintenance Board. During the winter months Facilities Officers must ensure that each outside area of buildings has a risk assessment for gritting. Once the weather turns cold the Forecast must be regularly checked and where snow and ice is forecast the areas identified on the risk assessment which need to be gritted, should be gritted prior to any ice or snow, where possible. Facilities Maintenance staff must ensure that suitable supplies of grit on each site are available. The Facilities Team must ensure that enough supplies of grit have been pre-ordered before the winter.

3.8. Contractor Monitoring

- 3.8.1. The Hampshire County Council's Estate Team and the Police and Crime Commissioners Estate Development Team will ensure that Security Liaison Officers and Facilities Officers are aware of all works required in Force Buildings. The Facilities Managers will determine if the work can be undertaken by the Facilities Officer or a contractor. For projects-a pre start meeting must be instigated and both the Force Corporate Health and Safety Adviser invited as well as the Security Liaison Officer or the building. The Security Liaison Officer in conjunction with the project manager will undertake a risk assessment to determine the security measures required, which may include the attendance of the Facilities Maintenance Officers.
- 3.8.2. Where contractors are working on live electrical, dead electrical, hot work confined spaces, working at height or digging. Contractors will use their own permit to work system, which will be audited by the Force Corporate Health and Safety Adviser.



21323 PROCEDURE - CONTRACTORS

- 3.8.3. All contractors must be given an induction prior to the start of the contract or project, by the Facilities Officer or project manager, which tells them where they can or cannot go and includes fire and evacuation procedures.
- 3.8.4. Where contractors are working with or near asbestos, the asbestos procedure must be adhered to.
- 3.8.5. Where it is anticipated that work in Constabulary premises could disrupt the normal work of employees or personnel in adjacent buildings we own or occupy, suitable arrangements are to be made at the earliest possible stage for their health, safety and welfare. This must be reflected in any risk assessments associated with the work activity.
- 3.8.6. Contractors must be given access to adequate welfare facilities, such as toilets, washing facilities and drinking water.
- 3.8.7. If unsafe working practices are identified by staff or officers which are serious, i.e. likely to cause serious injury or death to staff, members of the public or the contractor themselves, then the work must be stopped and the Force/Police and Crime Commissioners Corporate Health and Safety Adviser/CDM Designer or Senior Facilities Officer informed immediately.
- 3.8.8. If unsafe practices are not rectified, or if further unsafe practices are identified, a formal letter drafted by the Force/Police and Crime Commissioners Corporate Health and Safety Adviser will be sent to the contractor explaining the issues and requiring them to respond explaining how they will rectify the situation.
- 3.8.9. Removal from site or the approved list of contractors can only be carried out by the Force/Police and Crime Commissioners Corporate Health and Safety Adviser or planning supervisor in consultation with Estates. However Facilities Officers can stop work if they feel the work is being carried out in an unsafe manner.

3.9. Asbestos

- 3.9.1. It is important that all staff involved in Facilities Management or maintenance including contractors are made aware of the Force Procedure relating to the Control of Asbestos (21316). They must also receive asbestos awareness training. Maintenance Officers are also responsible for ensuring that up to date asbestos registers are kept on each site. They must also ensure that contractors are checking the registers and recording that they have checked them. In addition the registers will be checked every 6 months by the Management of Risk Team.

3.10. First Aid Boxes

- 3.10.1. Facilities Officers are responsible for ensuring that first aid boxes in buildings are kept stocked to the standard set out below:
- 3.10.2. First Aid boxes will be sited in appropriate locations, together with names, locations and extension numbers of the relevant First Aiders clearly indicated on them. These boxes will contain:



21323 PROCEDURE - CONTRACTORS

- a. One guidance card;
 - b. Twenty individually wrapped sterile adhesive dressings (assorted sizes);
 - c. Two sterile eye pads, with attachments;
 - d. Six individually wrapped triangular bandages;
 - e. Six safety pins;
 - f. Six medium sized individually wrapped, sterile un-medicated wound dressings (approx 13cm x 9cm);
 - g. Three large sterile individually wrapped un-medicated wound dressings (approx 28cm x 71.5cm);
 - h. Two pairs disposable nitrile gloves;
 - i. Two resuscitation mouth shields.
 - j. Scissors
 - k. Antiseptic wipes
- 3.10.3. First Aid boxes must not contain drugs of any kind including aspirin or similar painkillers. Such medicines should not be administered to anyone, as there is a danger of an adverse reaction in some cases. This advice also extends to antiseptic creams and liquids.
- 3.10.4. Sterile first aid dressings should be packaged in a way as to allow the user to apply the dressing to a wound without touching that part which is to come into contact with the wound. The part of the dressing, which comes into contact with the wound, should be absorbent. There should be a bandage or other fixture attached to the dressings and consequently there is no reason to keep scissors in the First Aid box.
- 3.10.5. In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used. The use of eye baths/cups or refillable containers is not recommended.

4. Roles and Responsibilities

- 4.1. The Procurement section is responsible for sending out the health and safety questionnaire to the contractors and forwarding their response and any associated paper work to the Health and Safety section.
- 4.2. The OPCC Estates Manager is responsible for engaging a planning supervisor for Construction (Design and Management) projects.



21323 PROCEDURE - CONTRACTORS

4.3. Hampshire County Council:

- 4.3.1. They will ensure that facilities staff have received training in relation to health and safety for their role including attending the relevant health and safety courses specified in the Force Health and Safety Training procedure (21321), as well as being trained and instructed to use equipment for their role. This will also include asbestos awareness training as required by the force's Asbestos procedure (21316).

4.4. Facilities Officer:

- 4.4.1. They must comply with their responsibilities set out in the Force's asbestos procedure (21316). They must undertake testing in relation to Fire Systems and Legionella as set out above in the procedure.

5. Monitoring and Evaluation

- 5.1. This procedure will be monitored by the Force/Police and Crime Commissioners Corporate Health and Safety Adviser to ensure compliance with current health and safety legislation.

6. Review

- 6.1. This procedure will be reviewed every three years.

7. Other Related Procedures, Policies and Information Sources

7.1. Related Policies

- 7.1.1. 21300 Policy – Health and Safety

7.2. Related Procedures

- 7.2.1. 21316 Procedure – Control of Asbestos
- 7.2.2. 21321 Procedure - Health And Safety Training
- 7.2.3. 21306 Procedure- Fire Precautions
- 7.2.4. 21314 Procedure- Legionella

7.3. Information Sources

- 7.3.1. [AD203 – Equality Impact Assessment](#)

Origin: Health and Safety / Risk