

Guidance on Engagement and Management of Contractors

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Registered in England. Company No. 11974587

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Purpose

The purpose of this document is to provide the organisation with a unified strategy and approach to the engagement and management of contractors.

This document will be reviewed on an annual basis by the organisations Health and Safety advisors, in conjunction with the document owner (highlighted above). Any changes to this document will be implemented and all members of staff informed of the changes accordingly.

Definitions

The following definitions have been provided for ease of reference when reading this document.

	Definition
Contractor	Anyone the organisation engages to carry out work for it, who is not an employee.

Subject Overview

Vinci Response Services Ltd (herein referred to as 'VRS' or 'The Organisations') understands that the Health and Safety at Work etc Act 1974 requires it to ensure, so far as is reasonably practicable, the health and safety of:

- Their employees
- Other people at work on their site, including contractors
- Members of the public who may be affected by their work.

As a result, the organisation will only use contractors who have proved able to discharge their responsibility to safeguard their employees and other persons who may be affected by their work.

The organisation has a third-party liability in respect of the actions or omissions of the contractors they engage to carry out works on their behalf. In respect of this liability, VRS will ensure so far as is reasonably practicable the skills knowledge and experience of contractors whom they engage to carry out works on their behalf.

Applicable legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

N.b – for more information in respect of works governed by CDM, please view Tier 2: Construction (Design and Management)



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Responsibilities

The following section details the responsibilities of various individuals within the organisation's framework.

Contractors

Contractors are responsible for ensuring that they:

- Take care not to endanger themselves and others who may be affected by their work;
- Manage their own labour force in respect of health and safety;
- In instances where there is a need for them to engage with sub-contractors, that they evidence they have a formal process in place to ensure that they only engage with competent contractors;
- Understand the reporting process in place at VRS's site
- Produce a suitable and sufficient risk assessment and associated method statements for works which they have been engaged by VRS to undertake, for approval by the organisations Health and Safety Advisors.

General Manager

The General Manager is responsible for ensuring that:

- This policy document is disseminated to all members of staff within the organisation.
- A 'VRS' member of staff is appointed as 'site contact' to oversee the contractors work and act as the main point of call throughout the works.
- All those members of staff who will be acting in the role of 'Site Contact' have had the necessary training in respect of the engagement and management of contractors.

Site Contact

The Site Contact is responsible for ensuring that they:

- Provide the contractor with any applicable health and safety procedures that may affect them whilst on site.
- Make any necessary arrangements for the segregation of work areas (where applicable) including the effective segregation of members of staff whilst works are occurring, if these works present a risk to VRS members of staff.
- Ensure contractors have been provided with information in respect of emergency procedures whilst on site.
- Review the contractors work from a quality perspective.
- Ensure that arrangements are in place for the provision of welfare and first-aid facilities.
- Provide adequate supervision of the contractors whilst they are on VRS premises.

Health and Safety Advisor

The organisations Health and Safety Advisor is responsible for ensuring that they:

- Operate and maintain an approved list of contractors.
- Conduct evaluation of new contractors, prior to their engagement.
- Ensure that appropriate records are maintained including:
 - Contractor appraisals, questionnaires and other assessment records.
 - Method statements supplied by the contractor.
 - Health & Safety information provided to the contractor.
 - Minutes of pre-contract and formal meetings between the company and the contractor.
 - Accidents and Dangerous occurrences are reported.



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- Copies of all permit-to-work forms.
- Monitoring safety inspection records.
- Review all contractors Risk Assessment and Method Statements, prior to any works taking place on VRS premises.

Procedure

The following procedure shall be followed by the organisation in respect of the engagement and management of contractors.

1. Planning
2. Choosing a Contractor
3. Contractors working on site /keeping check
4. Reviewing the work

Planning

As part of the planning phase, the relevant VRS Site Contact will define the job that is required to be undertaken. The Site Contact will then need to ensure that they inform the organisation Health and Safety Advisor, so that a VRS risk assessment is completed.

This risk assessment of the contractors which are chosen to undertake the works required will then need to complete their own risks assessment, which should fit in within the risk assessment completed by USP. USP will ensure that there is clear lines of communication and cooperation with the chosen contractor, to ensure that all associated risks with the works are covered.

Completed risk assessment by the sub-contractor should be subject to review and feedback by USP with feedback to the relevant VRS Project Manager.

Choosing a Contractor - Approved list of contractors

The organisation must administer and maintain an approved list of contractors. This list will describe the contractor capabilities and limitations. The list will be regularly reviewed and sanctions will be applied as a result of poor health and safety performance including written warnings, financial penalties and removal from the approved list.

When engaging new contractors, VRS need to be assured that the contractors meet the required level of Health and Safety standards. In the first instance, the organisation will seek to engage contractors who hold an SSIP accreditation, such as CHAS/SMAS. SSIP accreditations will provide VRS with the assurances it needs that the contractor they are engaging has met the required standard in respect of Health and Safety.

For contractors which do not hold an SSIP accreditation, the organisation will conduct due diligence, by asking the contractor various questions, as well as requesting evidence, to be sure that the contractor meets the required standards acceptable by the organisation in respect of health and safety.

For ease, the organisation should split the required due diligence assessment into 4 sections:

Health & Safety Verification

- Do they have a H&S Policy?
- Do they have any enforcement notices?
- Have they had any RIDDOR reportable accidents in the last 5 years?
- Have they had any accidents in the last 3 years?



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- Do they have access to competent Health and safety Advice?
- Do they provide high quality training?
- Do they need to engage with other sub-contractors?
- Do they engage the workforce on Health and Safety matters?
- Who is responsible for Health & Safety?

Environmental Health & Safety

- Do they have a Policy for the management of environmental issues?
- Do they provide training for environmental issues relating to their jobs?
- Do they check, review and improve environmental management performance?
- Do they have access to competent environmental advice?
- Do they have a waste carriers' licence?

Quality Management

- Do they have a quality management policy?
- Do they have arrangements for checking the quality of work carried out?
- Do they have procedures for periodic reviewing, correcting and improving quality performance?

Insurance verification

- Do they have public liability insurance?
- Do they have contractors all risk assessment insurance?
- Do they have employers' liability insurance?

Contractors working on site/keeping check

VRS will ensure that all contractors sign in and out when attending site, and that a site contact and their details are provided for contact during the duration of the works. VRS will need to ensure that applicable site inductions are also conducted, which includes site rules, emergency procedures, welfare facilities, asbestos (if applicable), as well as any interface management issues.

VRS will be in communication with any contractors being engaged, to ensure that works are be carried out as planned. The level of communication will be proportionate to the works being carried out.

The organisation prohibits the I deviation from the agreed Method Statement provided by the contractor, without approval from the organisation.

Reviewing the work

VRS will ensure that the quality of work provided by all contractors is to a high standard. This is done through a post-works survey that is completed by the client on site.

Training & Competency

Where required, relevant health and safety training should be provided to Project Managers responsible for engaging and managing contractors.

Associated Documentation

Health and Safety Policy Document: Risk Assessment Contractor vetting document

Risk Assessment and Method Statement review document



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