



North Norfolk District Council

**The Safe Management of Contractors
Policy**

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1. Purpose

North Norfolk District Council uses a variety of different contractors to provide goods, works and services on its behalf. A contractor is defined as anyone who the Council uses to do work, that is not directly employed by the Council i.e. not an employee or member. Examples include the contracting of companies to provide; a domestic waste collection service, maintenance of sea defences, construction of new build premises, erection of hired marquees, servicing of lifts, provision of leisure services, building maintenance etc. It is therefore important to understand that it applies to a wide range of service providers and not purely to construction companies.

Under health and safety legislation, the “employer” takes the main responsibility for the health and safety of employees and others, such as members of the public. In Council/Contractor situations, the main responsibility will remain with the contractor.

However, the Council still has a responsibility to manage the safe working of such contractors by ensuring that it appoints competent companies, and manages them effectively. As North Norfolk is also an enforcing authority for health and safety, it is expected that we take an exemplary approach in the way we manage our contractors.

This policy sets out the arrangements that the council will implement to manage contractors and their activities in terms of health and safety.

2. Scope

This policy is intended for use by council officers who are involved in engaging and managing contractors. The document sits beneath the main Health and Safety Policy and supersedes all previous health and safety guidance in relation to the management of contractor’s health and safety.

Where a formal tender process is required, NNDC’s Procurement Procedures should be followed over and above the requirements of this document. The information required by NNDC’s Health and Safety Questionnaire has been incorporated into the formal tender process.

For certain building/construction works, the Construction (Design and Management) Regulations 2007 (CDM) will apply. If this is the case, Contract Managers must follow the requirements laid down, over and above this policy. This will include the appointment of a CDM Co-ordinator whose engagement will be subject to this policy.

3. Responsibilities

Corporate Leadership Team (CLT): Retain corporate responsibility for ensuring the safe management of all Council undertakings. Specifically, CLT is responsible for the provision of adequate resources to ensure communication, training where necessary and an environment in which contractors are managed safely.

Managers: Responsible for ensuring that suitable and sufficient arrangements are in place to implement this policy within the areas of their responsibility and that Contract Managers adhere to the requirements of the policy.

Contract Managers: Responsible for ensuring that all necessary prior approval checks are conducted on the contractor before appointment and that they meet all health and safety requirements in relation to competency and work practices. Contract Managers are also responsible for checking the contractor's control of specific risks (risk assessments/method statements) relating to the contract as well as ensuring that adequate auditing and other management arrangements for health and safety are in place.

Corporate Health and Safety Team: To evaluate a company's response to NNDC's Health and Safety Questionnaire (only used when a company is not a member of an approved organisation see section 4. Pre-qualification Schemes) and to undertake an annual review of those companies. To maintain a list of contractors that have been assessed using NNDC's Health and Safety Questionnaire or are members of an approved organisation and have expressed an interest in working for the authority. To support Contract Managers in order to achieve their responsibilities as listed above. Specifically this will include direct assistance, training and auditing of the policy requirements.

All Staff: To bring concerns relating to contractor's practices to the attention of the Contract Manager and the Corporate Health and Safety Team.

4. Pre-qualification Schemes

In order to reduce the burden to companies required to fill in pre-qualification questionnaires, a number of organisations have been established to assist those engaging other parties, to assess their competency.

The Safety Scheme in Procurement (SSIP) is an umbrella organisation that provides mutual recognition amongst health and safety pre-qualification schemes, for construction companies. The scheme is actively supported by the HSE who are a co-opted member of the SSIP Forum and who ensure that an annual independent audit of the processes, employed by each of the member schemes, is carried out.

Where a contractor holds a valid accreditation from any of the registered SSIP Forum member schemes (**apart from those with 'one way deemed to satisfy' status**), they will already have been assessed and found to comply with the Stage 1, Core Criteria as set out in the Approved Code of Practice to the CDM regulations 2007. As such, a current registered member of any SSIP member scheme (apart from those

with 'one way deemed to satisfy' status) will not be required to fill in NNDC's Health and Safety Questionnaire. Accreditation will be checked annually for those companies who are members of an approved scheme. Those no longer accredited will be required to complete the NNDC questionnaire to remain on the Health and Safety Approved Contractors List. This process will be overseen by the Corporate Health and Safety Team.

A list of the current registered accredited members of SSIP can be found at www.ssip.org.uk. Please note that those members identified as 'one way deemed to satisfy' status do not currently meet the appropriate standard and their members would still be required to complete a NNDC Health and Safety Questionnaire.

Should an organisation declare that they belong to one of the registered member schemes. Contract Managers will be responsible for confirming a valid membership directly with that member scheme and requesting that Corporate Health and Safety update the Approved Contractors List on the intranet. It should be noted that possession of a SSIP Forum accreditation cannot be taken on its own, as a sufficient assessment of competence, for a business to commence construction work. All Contract Managers must ensure that before engaging a business to carry out construction work, an assessment of the company's specific risk assessments and method statements relating to the work in question is carried out.

It should be noted that depending on the type of work being contracted, other requirements such as specific qualifications or membership of additional bodies may be necessary. There may also be other schemes that provide a health and safety prequalification service that ensure the same standard of member compliance. For guidance on whether or not a scheme meets the required standard, advice must be sought from the Corporate Health and Safety Team.

5. Procedure

There are three steps that must be followed to ensure that contractors operate in a safe manner. The responsibility for ensuring that these are completed falls to the Contract Manager.

1. Pre Contract Approval (assessment of general health and safety)
2. Post Contract Assessment (assessment of contract specific health and safety)
3. Monitoring (in service or during contract)

Step 1: Pre Contract Approval

All contractors wishing to undertake work or provide a service on behalf of the Council, will be required to complete a Health and Safety Questionnaire (Appendix A). The only exception to this requirement is where a company holds valid accreditation with a member of the SSIP scheme (see section 4. Pre-qualification schemes) or the contractor has completed NNDC's Health and Safety Questionnaire in the past year. A list of companies that have already been assessed using NNDC's Health and Safety Questionnaire or have confirmed membership with an approved scheme, can be found on the Health and Safety, Approved Contractor List, a link can

be found on the Health and Safety Section of the intranet for Managers who have been provided with access rights.

It is the responsibility of the Contract Manager to issue interested organisations with a copy of NNDC's Health and Safety questionnaire, check the intranet for the status of NNDC pre-assessed contractors or check the status of the contractor's membership directly with an accredited member of the SSIP Forum, whichever is applicable. Where a company is found to hold membership with a member of the SSIP Forum, Contract Managers should notify the Corporate Health and Safety Team for inclusion on the Health and Safety, Approved Contractor List.

Where a NNDC's Health and Safety questionnaire is required, the information returned will be assessed by the Corporate Health and Safety Team and the company audited against relevant health and safety legislation and standards. The evaluating member of the Corporate Health and Safety Team will complete the Health and Safety Evaluation Form (Appendix B) and update the Health and Safety Approved Contractor List on the intranet.

Only those companies that attain the required level of Health and Safety compliance, whether through NNDC's questionnaire or through an approved prequalification scheme, will be able to contract for work or provision of a service. For a simplified version of this process please refer to the Flow Diagram in Appendix C; Pre Contract Approval Instructions for Contract Managers.

Step 2: Post Contract Assessment

Ensuring that contractors have conducted the necessary risk assessments and method statements for carrying out the proposed work or service provision, is the next step.

Risk Assessments: The relevant Contract Manager must request a copy of all risk assessments covering the contract in question. The risk assessments must be suitable and sufficient, identifying all major hazards, assessing the risk and putting in place all necessary controls. Work must not be allowed to go ahead if any risk assessments are deemed to be inadequate. A copy of the risk assessments must be kept on file for future reference, whether in hard copy or electronic format.

Generic risk assessments can be produced for jobs that are conducted regularly. However, they will need to be reviewed if there are any changes in circumstances. If confirmation is required on the adequacy of the risk assessments, advice should be sought from a member of the Corporate Health and Safety Team.

Method Statements: Following the completion of risk assessments, it may be appropriate for the contractor to complete method statements. These may be known by other names such as safe systems of work, procedures or standard operating procedures. Method statements relate to how a particular task or work activity is to be conducted safely. If appropriate to the contract, these

should also be evaluated and approved prior to work commencing. Copies of any method statements should be kept on a contract file for future reference, whether in hard copy or electronic format.

For a simplified version of step 2 & 3 please refer to the Flow Diagram in Appendix D; Post contract Assessment Instructions to contract Managers.

Step 3: Monitoring

Monitoring of the contract, by Contract Managers, should be an ongoing process to ensure compliance with the contractor's approved health and safety documentation. The frequency and intensity of monitoring will depend upon the type of work and how often it is conducted.

Depending on the nature of work undertaken by the contractor, a site visit to monitor the company's compliance with their health and safety management systems, may be necessary. An on-site audit of the company's health and safety management systems may also be appropriate. This is likely to involve a member of the Corporate Health and Safety Team together with the relevant Contract Manager. Copies of any audits undertaken and actions arising must be kept on the contract file.

6. Stopping Works

The Council reserves the right to stop work at any time, if there is reason to suspect that health and safety is being compromised. In such circumstances the Corporate Health and Safety Team must be notified immediately. The request to stop works can be a verbal request and work must not recommence until concerns are addressed and approval has been given.

Where high risk breaches of health and safety legislation are identified, NNDC employs a zero tolerance approach. Breaches of health and safety legislation considered to be significant will result in the contractors immediate removal from the workplace. A Code of Conduct for Contractors has been formulated and can be seen in Appendix E. Where appropriate, a copy should be provided to contractors, prior to the commencement of work.

7. Sub Contractors

There may be occasions when the main contractor decides to sub contract the work out to another contractor. In these circumstances, the sub contractor has a legal responsibility to plan and conduct the works safely and the contractor has a duty to manage this process and satisfy himself that the sub contractor is doing all that he needs to, to operate safely. Sub contractors must have their health and safety arrangements verified by the contractor in the same way that North Norfolk District Council approves its own contractors. This information must be made available to NNDC on request.

Depending on the nature of the contract, it may be appropriate to require the sub contractor to complete an NNDC Health and Safety Questionnaire (if they do not hold accreditation with a member of the SSIP Forum or have not been assessed by NNDC in the past year.) Prior permission must be sought by the contractor before using sub-contractors, and the Authority must be satisfied that standards will be maintained before approving authorised sub-contractors.

8. Insurance

Contractors are finding it increasingly difficult to obtain insurance cover and the cost of insurance premiums is becoming more expensive. There is a risk that contractors will not have the correct insurance or the correct levels of insurance in place, which could expose the Council to financial loss. If there are any queries with regard to the adequacy of policy coverage, advice should be sought from the Council's Insurance Adviser to agree the appropriate cover.

9. Accident Reporting

Contract Managers, who are made aware of a reportable accident under RIDDOR, involving one of their contractors, must notify a member of the Corporate Health and Safety Team immediately. All accidents involving members of the public and work undertaken by contractors for NNDC must also be reported to the Corporate Health and Safety Team, as soon as they occur.

10. Information to Contractors

Contractors are also visitors and safety procedures for visitors on Council premises also apply. Where appropriate, contractors should report to the designated point, follow the signing in and out process and be issued with a visitor's pass, if working within the Council Offices. Managers responsible for the work must ensure that contractors:

- Are issued with all relevant safety information e.g. the location of any asbestos containing materials that may be present.
- Have any site restrictions explained – for example where access is not permitted.
- Be provided with information on site specific hazards.
- Have site emergencies explained – including what to do if the fire alarm sounds, where the nearest exits are and how to raise the alarm.

There may be occasions when there are several different contractors working on site at the same time. Further discussions will be required between all parties to ensure that the work activities do not negatively impact the safety of the Council employees and all contractors.

Appendix A



Health and Safety Questionnaire

In order to provide a service to North Norfolk District Council, you are required to complete this questionnaire relating to how you manage health and safety within your company. Where indicated, please attach copies of relevant information to the completed questionnaire. Do not include information that is not relevant to the question. If you require additional space, continuation sheets for answers may be attached.

If you hold current membership with an affiliated member of the Safety Scheme in Procurement (SSIP) or an equivalent health and safety pre-qualification scheme, you are not required to complete this questionnaire. Please contact NNDC's Corporate Health and Safety Team for clarification on approved schemes (01263 516008).

For NNDC use only
Service:

Officer:

Company Details

Registered Company Name

Registered Head Office Address

Company Registration Number

Date

Number of Employees

Contact Name

Contact Telephone Number

Email Address

Please describe briefly your firms
principle fields of activity

Insurance

Name of Insurer

Policy Number

Insurance Cover description and Level

Expiry Date

Please provide a copy of your insurance certificate

Enforcement Action

Has any enforcement action been taken against your company by the Health and Safety Executive or Local Authority (e.g. Prosecution, Simple Caution, Prohibition Notice, Improvement Notice)? If yes, please give details.

Trade Organisations / Health & Safety Organisations

Are you a member of any trade organisation? If yes, please provide details.

Are you a member of any health and safety organisation? If yes, please provide details.

Health and Safety Advice

Who provides your business with competent Health and Safety Advice?

What qualifications does this person/company have in relation to health and safety?

Describe the role that they play within your company in providing health and safety advice.

If health and safety advice is provided by an external agency, describe the level of their involvement with your company over the past year.

Health and Safety Policy

Do you have a Health and Safety Policy? (This is not required if you employ less than five people.) If yes, please attach a copy to the completed questionnaire.

If yes, how is your health and safety policy communicated to your employees?

Training

Do you provide Health and Safety training to your employees? If yes, please provide details of training relevant to the work for which you are applying

Risk Assessment

Have you completed risk assessments for the activities undertaken by your employees? If yes, please attach an example of such an assessment. (If you employ less than 5 people you are not required to write down your risk assessments).

If you employ less than five people, please describe how you communicate the outcome of your risk assessments to your employees?

Control of Substance Hazardous to Health (COSHH)

Do you use substances hazardous to health? If yes, please attach an example of a COSHH assessment. (Written assessments are not required if you employ less than five people.)

If you employ less than five people, how do you communicate the outcome of your risk assessments relating to the use of hazardous chemicals to your staff?

Manual Handling

Do your work activities involve employees undertaking manual handling? If yes, please attach examples of your manual handling assessments. (Written assessments are not required if you employ less than five people)

If you employ less than five people, how do you communicate the outcome of your risk assessments relating to manual handling activities, to your employees?

If your employees undertake manual handling activities, do you provide manual handling training to your employees? If yes, describe the contents of the training.

Consultation with Employees

Please describe your arrangements for consulting health and safety issues with your employees.

Portable Electrical Equipment

Describe your inspection, testing and maintenance regime for portable electrical equipment.

Noise

Do you use equipment that requires you to undertake a noise at work assessment?
If yes, please attach an example of such an assessment.

Work Equipment

Describe your arrangements for the inspection, testing and maintenance of your work equipment.

First Aid

Describe your arrangements for first aid provision.

Health Surveillance

Do you carry out any work that requires you to undertake health surveillance? e.g. where work involves exposure to vibrating tools, lead, working with asbestos etc.

If yes, what arrangements do you have in place to undertake health surveillance?

Subcontractors

If appropriate, please describe your arrangements for the safe management of subcontractors.

Accident/Incident Reporting

Describe your reporting and investigating arrangements for injuries, diseases and dangerous occurrences.

Please provide your accident/incident statistics for the past three years:

| Year | Fatality | Major Injury | Disease | Over 3 Day Injury | Non Reportable |
|------|----------|--------------|---------|-------------------|----------------|
|------|----------|--------------|---------|-------------------|----------------|

Monitoring / Auditing

Describe any monitoring and auditing that you undertake to ensure compliance with your health and safety management system.

Summary of Enclosures

- Insurance Certificate ✓
- Health and Safety Policy
- Risk Assessments
- COSHH Assessments
- Manual Handling Assessments

What Happens Next

Please return your completed questionnaire with supporting documentation to:

The Corporate Health and Safety Team
Environmental Health Department
North Norfolk District Council
Holt Road
Cromer
Norfolk
NR27 9EN

Your responses will be assessed and a decision made as to your suitability to contract for NNDC. Should any queries arise regarding your documentation, you may be contacted for clarification. Should you wish to remain on NNDC's Health and Safety Approved, Contractor List, you will be asked to resubmit a completed Health and Safety Questionnaire annually. Please note that companies appearing on this list have been approved from a Health and Safety perspective only.

If you are successful in winning a contract, you may be required to provide more in depth information, in the form of specific, contract related, risk assessments and method statements. To ensure the health and safety of our employees and others that may be affected by the contracted work, site audits may also be carried out.

Appendix B

Health and Safety Questionnaire Evaluation

The Health and Safety Questionnaire relating to:

(insert contractor name, address and contact details)

has been checked and deemed to be suitable and sufficient*

OR

has been checked and deemed **not** to be suitable and sufficient*

*delete as appropriate

Signature:

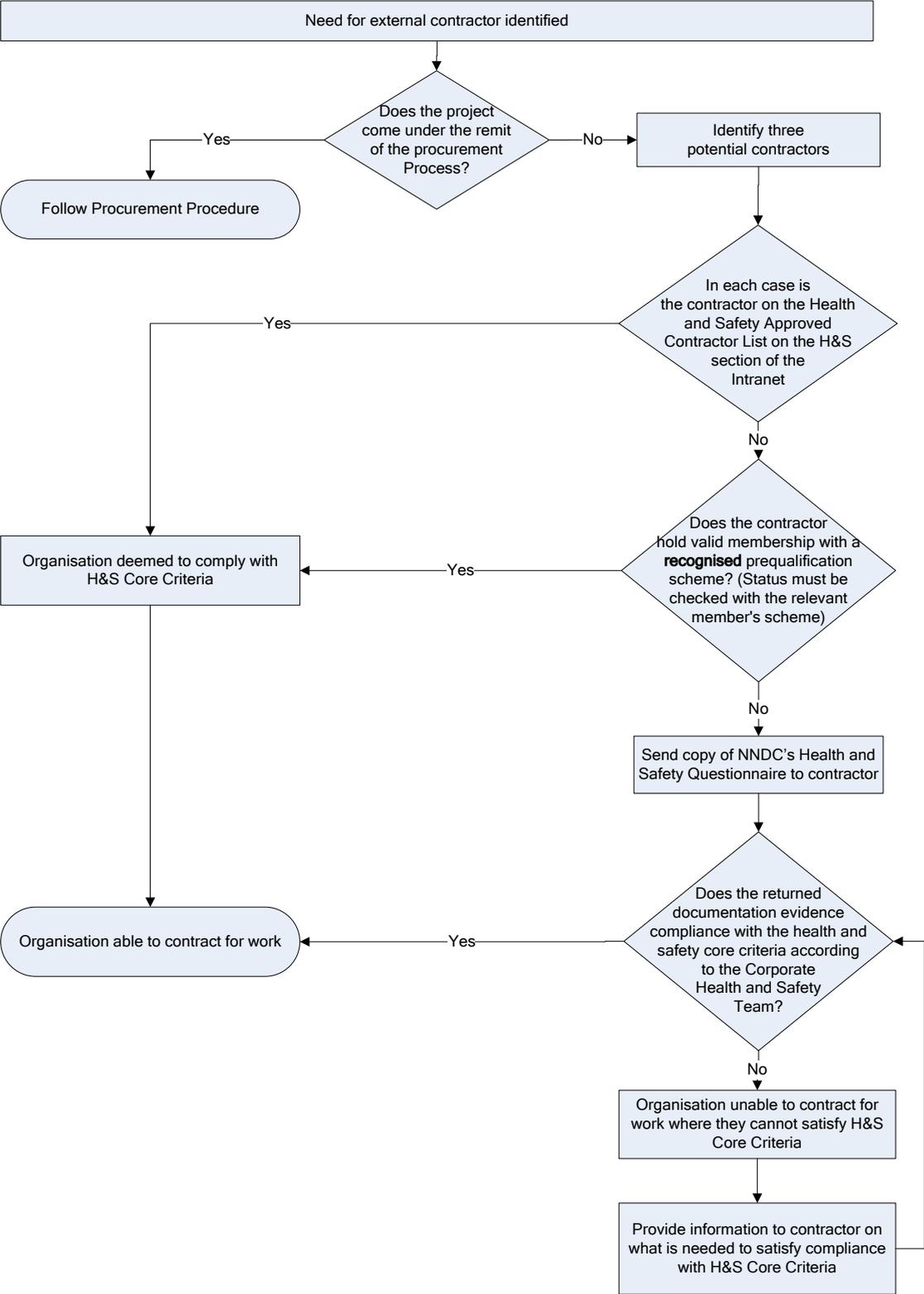
Print Name:

Date:.....

Comments:

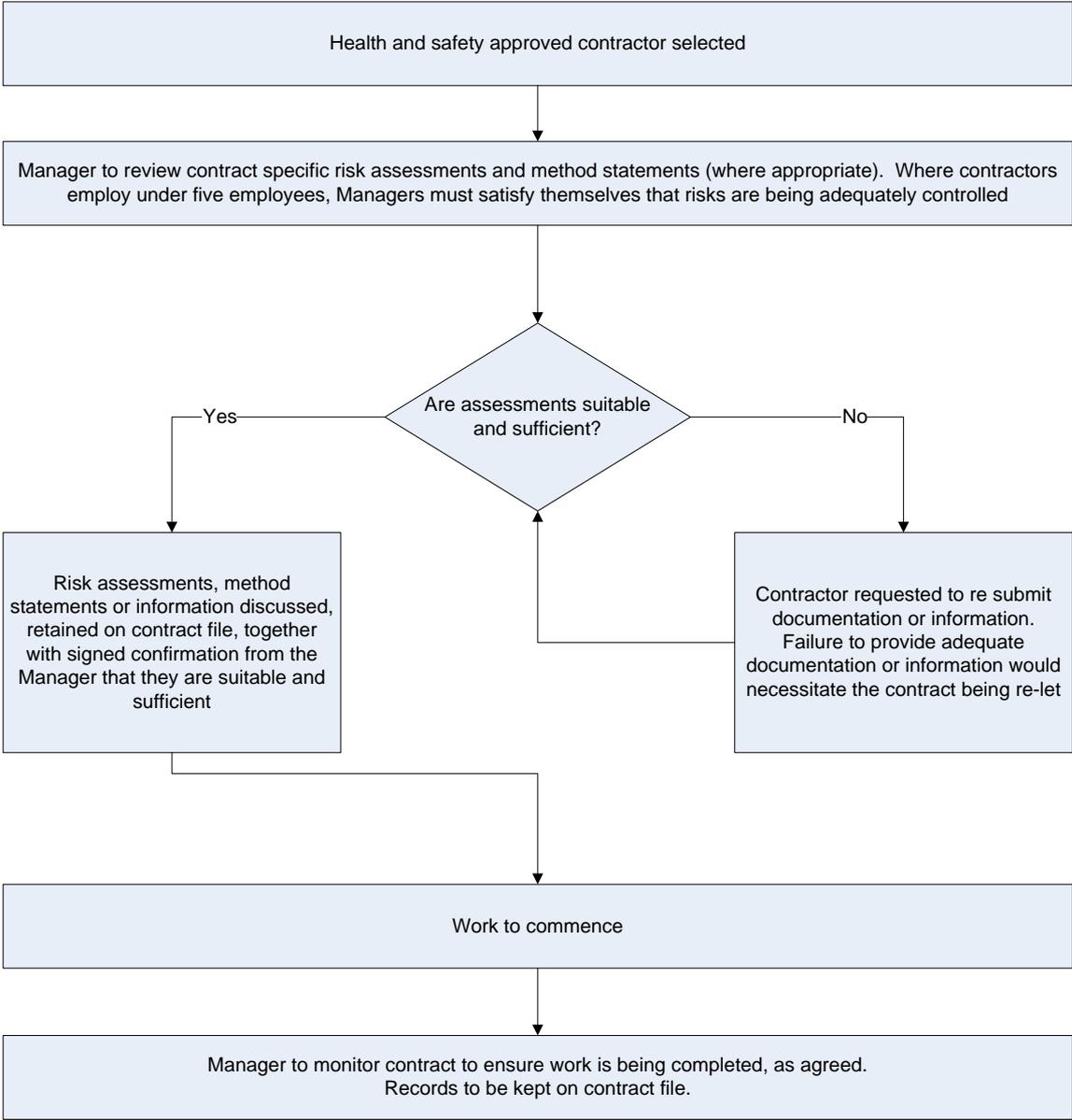
Appendix C

Step 1: Pre Contract Approval Instructions to Managers



Appendix D

Steps 2 & 3: Post Contract Assessment Instructions to Managers



Appendix E

Code of Conduct for Contractors

1. Introduction

North Norfolk District Council (NNDC) has a legal and moral duty to ensure, as far as is reasonably practicable, the health and safety at work of all its employees and to take steps to ensure that the activities undertaken by the Council do not endanger others. This duty extends to ensuring that all contractors, subcontractors and suppliers working on its behalf, do so in a safe manner.

All contractors working on behalf of the Council must conform to the provisions of this Code of Conduct. The observance of this Code, however, does not in any way relieve the Contractor of their own legal or contractual obligations. Contractors working on behalf of the Council must comply with all relevant health and safety legislation.

NNDC shall be entitled to regard a failure by the Contractor or Subcontractor to observe the Code of Conduct as a breach of contract and reserves the right to suspend work in the event of such failure. Blatant disregard of health and Safety matters would also prevent the Contractor from being considered for future work with NNDC.

2. Purpose

This Code has been prepared to help Contractors to work safely by reducing risks and preventing injury to their employees, NNDC staff, members and public.

3. Scope

This Code of Conduct applies to all contractors appointed by NNDC to undertake work on its behalf.

4. Pre Contract Approval

Contractors interested in working for North Norfolk District Council (NNDC) are required to complete a Health and Safety Questionnaire. Where contractors hold a valid membership with an accredited member of the Safety Scheme in Procurement (SSIP) or equivalent, completion of NNDC's Questionnaire is not required. Companies completing NNDC Health and Safety Questionnaires are required to resubmit updated Questionnaires annually.

5. Post Contract Assessment

Before commencing work, appropriate arrangements for health and safety must be in place. Where contractors operations are expected to create significant hazards, then suitable and sufficient risk assessments must be completed. These must demonstrate that risks are being reduced to an acceptable level and are being effectively managed. If appropriate, method statements should also be provided.

Where a contractor employs less than 5 employees, they will not be required to provide documented risk assessments, however the outcome of the risk assessment process should be communicated to the Contract Manager.

Where contractor employees could potentially be exposed to risks when working in certain areas, the NNDC Contract Manager will identify these locations and appropriate safety procedures will be agreed prior to commencing work.

6. Co-ordination Meetings

Health and Safety should be a standing item on the agenda of every formal meeting with the Contractor. Such meetings should be used to pass on information to contractors on activities that may pose a risk to the contractor's employees and vice versa.

7. Access

Where contractors are working on NNDC office premises they must report to the reception in order to be signed in and issued with a visitors badge.

Where contractors are to be working on NNDC premises, away from Council Offices, access arrangements will be made prior to the commencement of work by the NNDC Contract Manager.

8. Services

Contractors must not connect to or interfere with electrical, gas or other services of the Council without the express permission of the appropriate Council Officer (connection of portable electrical tools such as drills by means of a standard plug is exempt from this rule.)

9. Site Security

Unless other arrangements are agreed, Contractors are responsible for ensuring that the site is adequately secured and has appropriate signage. Machinery or plant brought onto NNDC premises must also be securely guarded or fenced.

10. Tools and Equipment

All plant, tools and equipment used by Contractors on Council premises must be suitable for the work to be undertaken, comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards. Contractors may not use Council plant, tools or equipment without express permission of the responsible Council Officer.

Portable electrical tools and equipment must be efficiently earthed or double insulated to BS7430 All electrically powered hand tools shall be 110v centre tapped to earth or 24/12v battery operated. Where use of 230v supply is unavoidable a localised residual current device must be used.

Contractors are to avoid trailing leads where reasonably practicable.

11. Workplace Transport

Where contractors are carrying out vehicle or plant movements as part of their work, care must be taken to ensure that these movements are managed safely. Drivers of vehicles are expected to exercise a high degree of responsibility and restraint. The presence of NNDC staff and public, including the vulnerable, must be borne in mind and addressed within a risk assessment. Protective measures must be put into place where appropriate e.g. the use of cones, barriers, signs, warning lights etc.

Any mobile plant must be used strictly to manufacturer's instructions and tested and maintained in accordance with the Provision and use of Working Equipment Regulations 1998. All operatives must be trained and competent and hold appropriate current training certification.

12. Working at Height

Working at height should be avoided wherever possible. If this is not achievable, contractors must ensure that all work is properly planned, supervised and carried out in as safe a way as is reasonably practicable, using the most appropriate means of access or working.

Safeguards must be taken where necessary, to prevent the fall of persons and materials, by the provision of guard rails, toe boards and mesh guards. Materials must not be thrown to lower levels but lowered by means of hoist, gin wheel, ropes or chute.

Where ladders are used, they must be the correct length for the particular work being undertaken and be securely fixed at the correct angle. Work must not be carried out using a ladder where both hands are needed to do the work.

All ladders must be removed or rendered inaccessible on completion of work and at the end of the day.

13. High Risk Work

Where work involves any of the following, contractors must ensure that it is carried out within current legislative requirements and approved guidance. Contractors must ensure that the NNDC Contract Manager has been provided with suitable and sufficient risk assessments and method statements that ensure a safe working procedure, prior to any work commencing. Such work includes:

- Work in confined spaces
- Hot works (including use of naked flame, hot air strippers, welding, cutting and grinding).
- Work on electrical control systems
- Work below ground
- Work on asbestos containing materials

14. Work Below Ground

Underground services (where known) must be positively located and made known to those persons carrying out the excavations. The contractor shall carry out his own survey utilising cable detectors and, where services are likely to be present, the contractor is to carry out a trial excavation/trench using hand tools to confirm the location of services.

The site must be made safe and kept safe by means of barriers, warning notices, lights etc at all times. Excavations should be fenced off or boarded over when work is not actually proceeding.

15. Confined Spaces

Contractors may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes or lack of oxygen without clearance from the NNDC Contract Manager and approval of risk assessments and method statements. All operatives (and NNDC staff) entering confined spaces must be in possession of a valid Confined Spaces certificate.

16. Hotwork

Where a contractor is carrying out work involving welding, the breaking or dressing of stone or concrete, grinding of metals, hot air strippers, naked flame plumbing works etc they are responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect persons other than his employees.

17. Asbestos

Under no circumstances must any work be carried out involving asbestos containing material without the authorisation from the Property Services Manager.

NNDC has endeavoured to identify asbestos containing materials within their premises, as far as is reasonably practicable. Where contracted work has the potential to come into contact with asbestos containing materials, information will be provided by Property Services as to its location, condition and measures to be taken when working in those areas.

The contractor must also exert due diligence and draw the attention of NNDC to any material which may reasonably be expected to be asbestos containing material.

If asbestos or suspected asbestos containing material is uncovered and disturbed or damaged during construction activities, the contractor is to stop work immediately, vacate the site and inform the Property Services Manager and the NNDC Corporate Health and Safety Team.

18. Fire Safety

Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved. When arriving on site, contractors should familiarise themselves with the following fire safety matters:

- The nearest means of escape in case of fire;
- The location of the nearest fire alarm;
- The location, type and method of operation of the nearest fire fighting appliance
- The assembly point

Information relevant to the Contractor will be provided by the NNDC Contract Manager prior to the start of the work.

Contractors must ensure that escape routes are not obstructed. Where this cannot be prevented, alternative escape routes and appropriate signage should be organised.

Contractors must obey alarm signals whilst on Council premises. Should a contractor employee need assistance in exiting a premises, prior arrangements should be made with the NNDC Contract Manager to assign a NNDC personal assistant, if this duty cannot be performed by a fellow employee. The fire alarm in NNDC premises is a continuous ringing bell.

19. Smoking

Contractors must ensure that they and their employees comply with Part One of the Health Act 2007 (Smoke-Free Premises, Places and Vehicles.) Smoking is not permitted on Council premises other than in a designated smoking shelter.

20. Control of Pollution

Noise: Contractors must ensure that, as far as is reasonably practicable, noise levels are kept to a minimum. Where control measures are needed to be taken due to noise

action levels being exceeded, contractors must ensure that persons other than themselves are not subjected to that noise.

Dust: If dust is likely to be given off by any process or as a result of a working activity adequate steps must be taken to prevent the spread of dust or the risk of inhalation.

Pollutants: Contractors must not discharge any pollutants into the watercourse. Appropriate arrangements for the disposal of waste products must be made.

21. Waste

Contractors must make arrangements for all waste to be removed and disposed of from the site in accordance with duty of care legislation. Waste transfer licences must be produced on request. Any project over the value of 300k must have a Site Waste Management Plan submitted by the Principal Contractor in accordance with the Site Waste Management Regulations 2008.

22. First Aid

It is the responsibility of the contractor to ensure that adequate first aid arrangements are made for their employees and those of any subcontractor. This includes, where appropriate, provision of first aiders/appointed person and first aid kits.

If it is necessary to summon an ambulance or fire brigade whilst working at NNDC Cromer or Fakenham office, telephone the emergency services by dialling 9-999 from the nearest telephone.

23. Accident Reporting

All injuries, diseases, dangerous occurrences or near misses must be reported to NNDC's Corporate Health and Safety Team. Contractors are reminded that they have responsibilities for ensuring that they comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

24. Use of Hazardous Substances

Where substances hazardous to health are to be used by the contractor, a Control of Substances Hazardous to Health Assessment (COSHH) should be completed and the outcomes communicated to relevant staff. This documentation should be made available to the NNDC Contract Manager on request. Where the use of a hazardous substance has the potential to affect those not in the Contractors employment, the Contractor should identify the required controls within the COSHH assessment and ensure that they are implemented.

25. Personal Protective Equipment

Contractors are responsible for providing their employees with personal protective equipment/clothing appropriate to the type of work and to ensure that it is maintained and used.

26. Lifting Equipment

Any lifting equipment must be used strictly to manufacturer's instructions and tested and maintained in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and use of Working Equipment Regulations 1998. All operatives to be trained and competent and to hold appropriate current training certification where appropriate

27. Manual Handling

Where the need for manual handling cannot be removed, a manual handling risk assessment should be completed. This should identify the necessary precautions or method of work that must be employed to reduce the risk as far as is reasonably practicable. The manual handling risk assessment should be made available on request by the Contract Manager.

28. Welfare Facilities

Contractors are reminded that they must comply with the Construction Design and Management Regulations 2007, with regard to welfare provisions.

29. Housekeeping

Contractors are responsible for maintaining a tidy site throughout the contract. Appropriate arrangements are required to be made for waste collection throughout the duration of the contract.

30. Antisocial Behaviour

NNDC operates a zero tolerance approach to antisocial behaviour which includes urination and defecation in an unauthorised location, use of foul or abusive language, threatening behaviour, alcohol and substance abuse. Evidence of antisocial behaviour from a contractor or their employees will result in their immediate removal from the workplace.

Document Information

| | |
|---------------------------------------------|----------------------------------------------|
| Document Name | The Safe Management of Contractors Policy |
| Document Description | Health and Safety in relation to Contractors |
| Document Status | Current |
| Lead Officer | Karen Baker |
| Sponsor | Nick Baker |
| Produced by (service name) | Environmental Health |
| Relevant to the services listed or all NNDC | All NNDC |
| Approved by | Gemma Williams |
| Approval date | 12/12/11 |
| Type of document | Policy |
| Equality Impact Assessment details | Not stated |
| Review interval | Annual |
| Next review date | 12/12/12 |

| Version | Description | Date |
|---------|--------------------------------|----------|
| 3:0 | Safe Management of Contractors | 12/12/11 |
| | | |