Safety Management System

Title: Management of Contractors and Consultants

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Revision History

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1  Purpose

To provide guidance and a procedure to enable Sidney Sussex College to assess the competence of and then manage its contractors and consultants,

2  Scope

SSC projects and activities that necessitate employing contractors and/or consultants.

3  Definitions

ACOP – Approved Code of Practice

CHAS – Contractor Health and Safety Assessment Scheme

Construction Work - Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling.

Competence - a person or employee who has received adequate information, instruction and training for the task being undertaken and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. In addition they must have sufficient experience to apply this knowledge effectively.

CDM – Construction (Design and Management) Regulations 2007

Notifiable – a project which exceeds 30 working days or 500 person days

Construction Work - Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling.
Contractor – Anyone brought in by SSC employees to work on the College campus

Competence - a person or employee who has received adequate information, instruction and training for the task being undertaken and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. In addition they must have sufficient experience to apply this knowledge effectively.

4 Attachments

4.1 Appendix 1 – Process for assessing the H&S competence of and managing contractors and consultants

5 Guidance and references

5.1 Guidance

- Use of contractors: Joint responsibility  
  [www.hse.gov.uk/pubns/indg368.pdf](http://www.hse.gov.uk/pubns/indg368.pdf)

- Management of Health and Safety at Work Regulations

- Construction (Design and Management) Regulations 2007

5.2 References

- Contractor & Consultant Competence Assessment Form (Attached)

6 Requirements

6.1 Assessing the competence of contractors/consultants

Once it has been established that a contractor or a consultant needs to appointed the pre qualification form must be issued in good time by the health and safety officer so that it can be completed by the relevant contractor/consultant and assessed prior to the start of the works. The health and safety officer must review
the completed form and make comments as to whether the contractors have the necessary competence and resources in respect to health and safety to undertake the works. It may be necessary for the health and safety consultants to assist with this process.

**Note:** Contractors holding a current CHAS (or equivalent) accreditation is deemed to meet the competency requirements set out in appendix 4 of the CDM ACOP.

If the Contractors responses to the pre qualification questionnaire have any shortcomings then further information will need to be sought and assessed e.g. obtaining references / supplementary information. Only when SSC are completely satisfied that the Contractor/Consultant meets the expected level of criteria for undertaking the associated health and safety risks will they be appointed.

### 6.2 Pre Start Information

The **Health and Safety Manager** must ensure that before the contractor starts on site that they have been briefed on the associated hazards and risks. A full list of potential information is included in appendix 2 of the CDM ACOP.

### 6.3 During the Works

Once work has started then SSC must ensure that the Contractor/Consultant is monitored to ensure that they are complying with the projects safe system of work. If it is considered that they are working in an unsafe manner then work must be stopped immediately until further precautions are implemented.
7 Appendix 1: Process for Assessing and Managing Contractors.

Process for Assessing and Managing Contractors

1. Review scope of work to identify health and safety competencies required by contractor

2. Issue pre qualification HSE competence assessment form

   - Request additional information or reject

   - Yes

3. Are contractors considered competent to manage Health and safety risks?

   - No

4. Provide with available project specific H&S information

5. Obtain / review project risk assessment / method statements

   - H&S Manager to review. Are they considered suitable & sufficient?

6. Issue instruction to start work

7. Monitor H&S Performance

   - Are safe practices being followed?

   - Yes