

Contractors Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.1	Jan 2021 ExCo	Scheduled Review	COO	Biennially and as required
V5.0	12/9/2018 Health Safety and Security	Annual review	Health and Safety Team	Biennially and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. GENERAL STATEMENT

- 1.1. The Health and Safety team will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to our own employees, or other persons on our premises and the general public.
- 1.2. We share a duty of care with contractors to ensure that all reasonable practical precautions are taken to safeguard both groups of employees, students and other persons on our premises. We will collaborate with our contractors to ensure that our duties are fulfilled, and we will share information on risks and precautions. Wherever possible these will be set out in the contractual arrangements.

2. SELECTION OF CONTRACTORS

- 2.1. The Health and Safety team is responsible for the selection, approval and induction of all contractors on ICMP premises and will keep a record of approved contractors.
- 2.2. Contractor's policies will be reviewed every two years by the Health and Safety team.
- 2.3. Contractors will not be permitted to enter our premises without the approval of a member of the Facilities Team.

3. CONSULTATION, LIAISON AND SAFETY PROCEDURES

- 3.1. When a contractor is engaged to work on ICMP premises the responsibility for safe working needs to be clearly allocated, accepted and understood by all involved ICMP staff and the contractors' personnel.
- 3.2. Health and Safety team is responsible for arranging the exchange of all relevant information arising from risk assessments and emergency procedures.
- 3.3. The Health and Safety team is responsible for arranging the assessments. The degree of induction and control exercised over our contractors will be determined upon the degree of risk indicated by the assessment.

4. PERMIT TO WORK

- 4.1. ICMP operates a permit to work system as part of a safe system of work. The process and forms are found in the permit to work folder held in the facilities office.

5. HAZARDS

- 5.1. We will identify any hazards of our premises and notify the contractors accordingly, together with the results of our assessments.
- 5.2. Similarly, our contractors must notify us of any hazardous materials and operations they expect to be involved in the contract.

6. SUPERVISION AND CO-ORDINATION

- 6.1. Supervision of all contractors' employees and work is the responsibility of the contractor.
- 6.2. However, the Health and Safety Team is responsible on behalf of ICMP to plan, coordinate, control and monitor contractors.
- 6.3. Contractors will be required to read, understand and agree to ICMP's expectations concerning their behaviour in relation to safeguarding and prevent.
- 6.4. Contractors will be issued with an ID card that has safeguarding and prevent contact information on the rear of the card.
- 6.5. Contractors or their employees that see or notice something within the building at any time that they consider to be suspicious behaviour they must report it immediately to the Facilities Team.

7. WORK EQUIPMENT

- 7.1. All equipment brought onto our premises by contractors must be to an acceptable standard.
- 7.2. Proof of testing of equipment subject to statutory inspection must be obtained from contractors prior to work commencing.