

Contractors Policy



The Institute
of Contemporary
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	Q1 2023-24 Health and Safety and Security	Review policy, amend and approve.	Head of Estates	Q1 2024-25

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

- Please note any external reference points used, some examples have been provided below.
- N/A

1. General Statement

1.1 The Facilities team will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimize the risks presented to our own employees, or other people 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 Facilities 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 Contractors' policies will be reviewed every annually by the Facilities 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 The Facilities team are responsible for arranging the exchange of all relevant information arising from risk assessments and emergency procedures.

3.3 The Facilities team are 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 to 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 Facilities team is responsible on behalf of ICMP for planning, coordinating, controlling, and monitoring contractors.

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 commencing work.

8. Sign in/out

8.1 Contractors are required to sign in the building via the iPad at reception where a visitor lanyard will be issued, upon leaving the building the contractor is required to sign out and return any ICMP equipment/lanyard.