CENTRAL DIAMOND SERVICES LTD

CONTROL OF CONTRACTORS

Scope

This document should be referred to when appointing sub contractors to carry out tasks for Central Diamond Services Ltd. It describes good practice, which when followed, should reduce the likelihood of incidents and ensure compliance with health and safety standards.

The extent to which this guidance is applicable will depend on the size and complexity of work undertaken by sub-contractors. Even for simple work this document can provide useful guidance.

Throughout this document Central Diamond Services Ltd will be known as the “client”.

Key points to consider

- Completion of suitable and sufficient risk assessments by sub-contractor and client.
- Do they have an adequate health and safety policy?
- Details of any previous accidents or incidents reported under RIDDOR.
- Agreement by both contractor and client of safe working practices and site rules.
- Verification of competency including relevant experience, staff training and the provision of suitable equipment.
- Verification that insurances are in place and adequate.
- Impact on others sharing the site.
- Notification to others that might be affected.

Training requirements for Sub-contractors

- CSCS registered with relevant card.
- Up to date health and safety training.
1. Introduction

Central Diamond Services has a duty to ensure the safety of all those affected by its undertakings.

These responsibilities include:

- Keeping the place of work, equipment, materials and the working environment free of risks.
- Maintaining safe access and egress, including emergency access, egress and meeting points.
- Providing adequate information, instruction and, training and supervision.

Risk assessment is required for all work place activities and this includes work being carried out by sub-contractors. These must be critically assessed and every effort made to ensure they are suitable and sufficient for the work being undertaken. Safe systems of work and site rules should also be agreed before work starts, see below.

When two or more contractors share a workplace, whether temporary or permanently, they should co-operate with others and take reasonable steps to inform of potential health and safety risks and work together to minimise the risks.

2. H & S management of contractors from planning to review

Whenever contractors are engaged health and safety should be well planed and actively managed by both parties. The following five steps should be followed, the complexity of management arrangements will vary depending on the nature of work being undertaken. Factors to consider include, duration of work, potential hazard and risk impact on others.

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2.1 Planning

To identify a sub-contractor capable of undertaking work and to allow potential sub-contractors to make informed decisions it is necessary to define the work that has to be done. The task, location, access and egress requirements, storage, waste disposal and many other factors need to be considered in the planning stage. It is possible to identify some, if not all, of the hazards and complete an initial risk assessment.
Control measures can also be identified at this stage, as can site rules. Consideration should be given to the need for permits to work and other such measures.

At this stage it is best to consult with others to ensure, as far as possible, that all factors have been taken into consideration. Those who should be consulted could include:

- Site users who may be affected by the proposed work, for example if there are changes to access/egress; likely to be excessive noise or dust levels; withdrawal of amenities such as toilets, kitchens, rest areas etc. The Site Manager should always be informed when sub-contractors are coming on-site.
- Those who are likely to be planning work in the same area or nearby.

### 2.2 Choosing a Sub-Contractor

Several factors should be considered. Technical competence is only one of these factors. Experience with work of similar size and complexity; an understanding of health and safety legislation and good practice, appreciation and acceptance of site rules.

It is also important to verify insurance arrangements. All Contractors should have employer’s liability insurance of at least £5 million, increasing for large or complicated projects. Professional indemnity insurance should also be considered at similar levels to public liability insurance.

The use of sub-contractors should be discussed and agreed on before work starts. Generally sub-contractors will be managed by Central Diamond Services and will be monitored and subject to surveillance during the project.

### 2.3 Agreeing systems of work and risk assessment

Risk assessments are required for all work being undertaken. Generally these will be completed by Central Diamond Services themselves and submitted to the client before work commences. There should be enough time for the client to critically assess the assessment and proposed control measures and make changes if necessary. Work should not commence until risk assessments and the attendant control measures have been agreed by all parties.

Site rules may be simply be complying with existing emergency procedures or they may be complex, identifying PPE, transport, storage and disposal arrangements; security, equipment to be used, working at height protocols, lone working, confined spaces and emergency procedures.
2.4 Monitoring and supervision.

Sub-contractors should be monitored and if necessary supervised when on site, regular site inspections will be completed.

On arrival at the site, sub-contractors should ensure that;

- They report to the site office and the site manager.
- They abide by any site rules, particularly in respect of PPE.
- Ensure the performance of their work does not place others at risk.
- Familiarise themselves with the first aid and accident reporting arrangements of the principal contractor.
- Ensure they are familiar with all emergency procedures on the site.
- Any material brought on to site are safely handled, stored and disposed of in compliance, where appropriate, with the current COSHH regulations.
- They adopt adequate fire precaution and prevention measures when using equipment which could cause fires.
- They minimise noise and vibration produced by their equipment and activities.
- Any ladders, scaffolds and other means of access are erected in conformity with good working practice and statutory requirements.
- Any welding or burning equipment brought onto the site is in operating condition and used safely with a suitable fire extinguisher to hand.
- Any lifting equipment brought onto the site complies with the current Lifting Operation and Lifting Equipment Regulations.
- All electrical equipment complies with the current Electricity at Work Regulations.
- Connection to the electricity supply is from a point specified by the principal contractor and is by proper cables and connections. For outside construction work, only by 110V equipment should be used.
- Any restricted access to areas on site is to be observed.
- Welfare facilities provided on site are treated with respect.
- Any vehicles brought onto site observe any speed, condition or parking restrictions.

2.5 Review

When work has been completed a review should be conducted, to ensure that the agreed standard of work has been reached and that any waste materials have been removed from site.

Reviews can be used for future reference and if a contractor list is being maintained comments should be documented to aid others when choosing a sub-contractor. Indeed if a sub-contractor’s health and safety performance has been unsatisfactory it is important to let others know.