

Fleet Town Council Contractor Management Checklist

Before using contractors to carry out tasks on the premises it is important to ensure that the contractor has not only given adequate regard to health and safety within their own arrangements, but also that all relevant health & safety information has been provided to the contractor by FTC.

The following checklist can be used to decide what additional information may be required from the contractor before they are appointed, and what information they require from FTC in order to plan and carry out the work activity safely. Any additional information provided by the contractor, or forms signed by them should be kept with this file for future reference.

Whilst works are being carried out by a contractor you must periodically observe their activities to ensure they are acting safely e.g. following method statements/ risk assessments. For longer term or higher risk contracts these monitoring checks and any remedial action must be recorded.

FTC representative:		Date:	
Contractor details, contact number(s), address etc:			
Description of task/ contract:			
Date/ frequency of work activity:			
Information to be considered by FTC representative prior to appointing contractor / works taking place.		Y / N or N/A	Signed (Employee)
Have you established and recorded the full extent of the works/service required?			
Have you requested a 'method statement' from the contractor, providing information on how they intend on completing the works requested? (e.g. equipment to be used, access method, time required etc.)			
Have you or the contractor identified any hazards associated with the work task or environment that may require closer attention/controls, e.g.: Work at height (e.g. on roof), electrical work, gas work, excavation, hot work (e.g. welding), use of hazardous substances, unstable or uneven ground, work in car park, creation of dust/noise etc. Detail hazards identified (continue in notes section if necessary):			
If yes to the above have you provided this information to the contractor / requested a copy of their risk assessment(s)?			

<p>Will the works disrupt any services? E.g. Electricity, gas, fire alarm etc.</p> <p>Detail likely disruption to services:</p>		
If yes, have you ensured there will be no effect on safety as a result?		
Have you advised the contractor of the services they may disrupt?		
<p>Will the works have to be carried out at a specific day(s) or time(s)?</p> <p>Detail day/time constraints:</p>		
If yes, have you ensured there will be no effect on safety as a result?		
<p>Will the contractor be liable to disturb and Asbestos containing materials on the premises or access any areas not previously surveyed? (e.g. voids).</p> <p>If yes, detail where:</p>		
If yes to the above have you provided this information to the contractor and requested a copy of their risk assessment(s)?		
<p>Will the contractor be required to use their own electrical equipment? e.g. pressure washer, drill etc.</p> <p>What type of equipment are they likely to be using:</p>		
If yes to the above have you advised the contractor that all electrical equipment must be suitably PAT tested/maintained – and requested a copy of their risk assessment(s)?		
<p>Will the contractor be required to use their own work equipment? e.g. angle grinder, disc cutter, chain saw etc.</p> <p>What type of equipment are they likely to be using:</p>		
If yes to the above have you advised the contractor that all work equipment must be used safely (e.g. using fitted guards) and suitably maintained – and requested a copy of their risk assessment(s)?		
Have you advised the contractor of the first aid facilities/personnel on site and that any additional requirements must be met by themselves?		
Have you advised the contractor of FTC's accident reporting procedure?		
Have you advised the contractor of FTC's fire safety & security arrangements (e.g. assembly points, tests etc.)?		
<p>Is the work notifiable under CDM Regulations? (e.g. construction projects longer than 30 days/involve more than 500 person days of work)</p> <p>If yes, seek additional advice as specific legislation/controls will apply.</p>		

Additional notes