



Control and Management of Contractors Policy and Procedure

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Policy Statement

The aim of this Policy is to provide guidance to all staff within Fleet Town Council who are directly involved in the appointment, use and management of contractors.

The Policy will be most applicable for those managing open spaces and council buildings; however, other individuals may require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

Definitions and Acronyms

“Contractor” means an individual, company or organisation engaged by the Council (other than an employee) to carry out work for gain or reward.

“Sub-contractors” are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

“All Contractors” are both Contractors and Subcontractors

“Responsible Person/Competent Person” individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

“HSE” The Health and Safety executive

“HASWA” The Health and Safety at Work etc Act 1974

“DSE” Display screen Equipment Regulations

“COSHH” Control of Substances Hazardous to Health

“CDM” Construction, Design and Management Regulations

“PPE” Personal Protective Equipment

Control and Management of Contractors Policy

1.0 Introduction

The Health and Safety at Work Act 1974 places a duty on the Council to, as far as it is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else that may come into contact with the Council or its undertakings. This includes contractors or sub-contractors.

2.0 Scope

Fleet Town Council uses contractors to undertake a wide variety of different tasks ranging from support services such as cleaning and waste disposal through to technical works such as electrical works or building repairs and major construction.

3.0 Objectives

The purpose of this policy is to ensure that all contractors comply with Fleet Town Council policies/procedures and with relevant legislation. It shall ensure all parties fulfil their legal duties as well as contractual obligations.

4.0 Responsibilities

The Executive Officer has overall responsibility for Health and Safety within Fleet Town Council. The Health and Safety Representative, General Manager, Facilities & Open Spaces Manager and Duty Managers also hold specific responsibilities throughout the Council and assist in ensuring that the policy is implemented as appropriate. The employing manager may pass responsibility to another responsible manager (in writing) i.e. General Manager, Facilities & Open Spaces Manager, Duty Manager, depending on the area/department in which the contractor will be working.

5.0 The Employing/Responsible Manager

The employing/responsible manager must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/ organisations. Throughout the contract period the employing manager will monitor the standard of the contractor's work and the progress made.

It is also the duty of the employing/ responsible manager to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may be affected by their work activity. The Council and all contractors have a duty to ensure that these work activities do not alter the safe conditions or impede the provision of a safe place of work for staff and visitors.

If works will interfere with any critical safety systems, e.g. fire detection, these must be agreed in advance and appropriate mitigation put in place.

The health and safety needs of any contract must be assessed and a Contractor Management Checklist completed prior to appointment / before using contractors to carry out works on behalf of the Council. Resources will be provided as required. Any equipment provided to contractors must be managed appropriately.

Some contractors will have duties under 'The Construction Design and Management Regulations' (CDM regulations), these will generally be those who undertake large construction projects.

In some cases, work may require more than one contractor at a time to be working in the same area or on the same premises. It is vital that parties share relevant information and for those with duties under the CDM regulations share information that comes under the statutory requirements of the CDM regulations.

The employing/ responsible manager must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically, he/she

should undertake a risk assessment and set out suitable control measures in order to manage any significant risk or ensure these are adequately carried out by the contractor.

It is the duty of the employing/responsible manager to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area.

Information on specific hazards such as Asbestos must be supplied by the employing/responsible manager.

6.0 Contractors

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information from the Council. Once this information has been obtained by the contractor they must then develop risk assessments / safe systems of work relevant to the premises and work activities. The employing/ responsible manager must be made aware of their health and safety arrangements.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others i.e. staff, visitors and general public.

7.0 Sub-Contractors

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

It is the responsibility of the contractor to ensure that all sub-contractors meet the requirements of this policy.

Managing Contractors Procedure

1.0 Purpose of Procedure

The purpose of this procedure is to provide information on the way in which both staff and contractors must work to prevent incidents and accidents related to contractor's work activities.

All employing/ responsible managers and contractors must follow this procedure; however, it does not remove any other legal obligations placed upon the contractor/s.

2.0 Employing/Responsible Manager Requirements

The employing/ responsible manager has a duty to follow Council procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone who may be affected by their work activities.

All booked contractors must be entered into the Global Calendar, with contractor name, time expected and name of booker.

3.0 Before work commences

Before contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities. To do this, the employing/ responsible manager must complete a Contractor Management Checklist to decide if/what additional information may be required from the contractor before they are appointed, and what information they require from the Council in order to plan and carry out the work activity safely. A Contractor Management Checklist must be completed for any contract work arranged.

The employing/ responsible manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.

Suitable and sufficient risk assessments must be carried out by the employing manager and all contractors before work commences.

Contractor risk assessments, insurance and checklist (if applicable) should be saved in a folder under the contractor's name in FTC-Documents/Health and Safety/Contractor Management.

Insurance liability should be a minimum of £5 million, anything below this amount will not be accepted.

Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional instructions/information will need to be issued to contractors. These will cover areas of high risk including but not limited to the following:

- Asbestos
- Electrics
- Working at height
- Hot works
- Road safety
- PPE
- Hazardous substance
- Confined spaces

4.0 Security

The employing/responsible manager must ensure any relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and any high-risk areas.

Once on site the contractor should be greeted by the employing/ responsible manager, who will sign them in, ensure fire safety, asbestos and paperwork is in place and take them to the work area.

If the employing/responsible manager does not directly meet the contractor on arrival, the Duty Manager should contact the employing/responsible manager by phone or radio to advise of arrival.

Contractors should be challenged upon arrival by Duty Managers if they have not previously been advised of the arrangements and contact the employing/ responsible manager before allowing access to the work area. If employing/ responsible manager is unavailable the Executive Officer or General Manager should be contacted for advice.

If the employing/ responsible manager is not going to be in the building, they should fully advise the on-shift duty manager of the contractor details, the work being performed, and area work being undertaken. The duty manager will then take responsibility for the contractor.

5.0 Fire Safety

The employing/responsible manager must inform the contractor of emergency arrangements. The employing manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

- 1) The closest fire escape
- 2) The location of the nearest fire-fighting appliance
- 3) The location of the nearest fire alarm and the method of activation

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey alarm signals whilst on the Council premises.

Contractors must be advised that smoking is prohibited in all areas of council buildings and contract staff are required to comply with this.

6.0 Welfare Arrangements

Washrooms may be made available to use by Contractors, or Sub-Contractors, as defined by the employing/responsible manager/Duty Manager or other suitable persons. The conditions for the use of such facilities are that they are used only during the time specified by the Council.

7.0 Accident/Incident Reporting

The contractor should be advised on arrival who to contact on site for first aid if required by employing/responsible manager/Duty Manager.

The contractor must report all accidents/incidents and near misses to the employing/ responsible manager or Duty Manager. Contractors will assist in filling in relevant incident report forms. They must also report using their own systems.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the employing/responsible manager and the Health and Safety Representative for reference.

8.0 Occupied premises

The employing/responsible manager must advise Contractors or Sub-Contractors, where Council premises are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business.

9.0 Delivery, Unloading and Hoisting of Materials

The employing/ responsible manager must advise the Contractor or Sub-Contractor that they are responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, access to areas outside the immediate vicinity of the works.

10.0 Housekeeping

The employing/ responsible manager must advise the Contractor or Sub-Contractor that they must ensure that rubbish or excess equipment and material is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

11.0 Control of pollution

The employing/ responsible manager must advise the Contractor that may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on Council premises unless express permission has been given.

For Open Spaces especially, arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.