



St Richard's C of E Primary School

# Contractor Control Policy

This policy was last reviewed:	Autumn 2024
This policy will be reviewed again:	Autumn 2027
This policy will be reviewed by:	Resources Committee
Statutory policy?:	No
Source:	Resources Committee



## **Contractor Control Policy**

Any construction or demolition work must be properly managed by competent persons regardless of the scale of the project. The key stages in managing a project are selecting the right contractor, planning the work and managing the works whilst they are ongoing.

### **Selection of contractors**

Selecting the right contractors for the right job is crucial in ensuring a successful and safe project. Key questions on competency need to be answered prior to appointment, including does the contractor have sufficient skills, ability, knowledge and applicable experience to carry out the tasks to which they are being appointed to perform. If the appointment is part of a formal tender process then this will be picked up at both the pre-qualification questionnaire and tender stages.

For smaller projects that may not have a formal assessment process then measures must be taken to ensure that the appropriate health and safety checks are carried out. For example:

- Anyone working on electrical or gas installations must be NICEIC, ECA or Gas Safe registered or other recognised industry / regulatory body respectively.
- Have appropriate liability cover
- Have appropriate statutory licences for the work they are undertaking e.g. asbestos remediation

Possible questions that could be asked of prospective contractors include:

- What experience they have in the type of work you want done
- What their health and safety policies and practices are
- What qualifications and skills they have
- Their selection procedure for sub-contractors
- For their safety method statement
- What health and safety training and supervision they provide

### **Planning works**

It is very important to allow sufficient time for the planning stage. Time taken here will save significant time during the construction phase. Any specific hazards or issues relating to the site e.g. asbestos, working at height, security, vulnerable service users should be raised with all parties at the earliest stage to enable adequate control measures to be put in place. This would be particularly important if part of the site was to remain in use during works. Consideration must be given to impact on other site users and neighbours. Risk assessments and method statements for the work must be in place and reviewed to ensure they are suitable and sufficient prior to works commencing. The Health and Safety Local Authority team can advise on this if necessary. Pre start meetings are a useful way of bringing all planning items together and ensuring all areas have been considered and addressed.

## Managing works

When managing successful works it is important that clear site rules have been agreed and all persons have completed a site induction. There should be appropriate monitoring arrangements in place to ensure that risk assessments and method statements are being adhered to. Checks should also be made on relevant certification for personnel and equipment. Regular meetings should take place to review progress and address any issues that have arisen. Urgent or safety critical issues should be addressed immediately.

## Construction Design and Management (CDM) Regulations

All construction and demolition projects fall under the requirements of the Construction Design and Management (CDM) Regulations 2015. The regulations state that **all projects** must have:

- workers with the right skills, knowledge, training and experience
- contractors providing appropriate supervision, instruction and information
- a written construction phase plan

Any project where **more than one contractor** is involved must also have:

- principal designer and principal contractor must be appointed
- a health and safety file

Construction projects of more than 30 days and with more than 20 workers working simultaneously, or projects involving more than 500 person days, are notifiable to the Health and Safety Executive.

Client's key duties under CDM are listed below:

	All construction projects	Projects involving more than one contractor
<b>Clients (excluding domestic clients)</b> A client is anyone having construction or building work carried out as part of their business.	<ul style="list-style-type: none"><li>•make suitable arrangements for managing a project so that health, safety &amp; welfare is secured;</li><li>•assemble the project team;</li><li>•provide pre-construction information;</li><li>•ensure there is a construction phase plan before work begins; and</li><li>•ensure the site has sufficient welfare facilities before work starts.</li></ul>	<ul style="list-style-type: none"><li>•appoint a Principal Designer and a Principal Contractor</li><li>•ensure the Principal Contractor prepares the construction phase plan</li><li>•ensure the Principal Designer prepares the health and safety file</li></ul>