

Document Details		
Title	Control of Contractors Policy	
Trust Ref No	695-39587	
Local Ref (optional)		
Main points the document covers	Control Management Contractors	
Who is the document aimed at?	This policy is applicable to all Shropshire Community Health NHS Trust staff and, where appropriate, other personnel, visitors, contractors and suppliers.	
Author	Richard BEST, Associate Director of Estates (SCHT)	
Approval process		
Approved by (Committee/Director)	Health and Safety Committee	
Approval Date	26 <sup>th</sup> October 2022	
Initial Equality Impact Screening	Yes	
Full Equality Impact Assessment	No	
Lead Director	Director of Finance	
Category	Estates	
Sub Category		
Review date	31 <sup>st</sup> October 2025	
Distribution		
Who the policy will be distributed to	All Trust employees	
Method	Electronically and available on the Trust's website	
Document Links		
Required by CQC		
Required by NHLA		
Other		
Amendments History		
No	Date	Amendment

1	31/10/2017	New policy from SSSFT.
2	19-4-2022	Review
3		
4		
5		

Policies, Procedures, Guidelines and Protocols

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## **1. Introduction**

The Health and Safety at Work Act 1974 places duties on work activities and applies to all employers, employees and the self-employed. The Management of Health and Safety at Work Regulations 1999 builds on the foundations of this Act and places further responsibilities on the use and control of contractors at work.

These Regulations apply to both the contractor and the organisation employing the contractor, to ensure that there is effective communication, cooperation and coordination between all stakeholders.

Under these Regulations the Shropshire Community Health NHS Trust (known hereafter as the Trust) has a duty to take reasonable care and ensure that competent contractors are employed and managed appropriately.

This Policy defines responsibilities for the duty of managing contractors working on premises occupied by the Trust and sets out the arrangements for minimising risks.

All contractors are responsible for complying with relevant health and safety legislation and any other applicable statute.

## **2. Purpose**

The Control of Contractors Policy has the following objectives:

To minimise incidents and control contractor activities within the Trust;

- To protect the health, safety and welfare of contractors' workers, Trust employees, Service Users and members of the public affected by work and/or maintenance activities.
- To improve the co-ordination between Trust employees and contractors who carry out work and activities on premises which are occupied by the Trust.
- To provide a structured approach to health, safety and welfare for duties and activities which are undertaken on premises occupied by the Trust.
- To ensure that before contracts are finalised the competence of contractors is assessed in relation to health and safety matters.
- To ensure that adequate information is provided to all contractors engaged to work on premises occupied by the Trust.
- To ensure that all hazards that could affect contractor's personnel are clearly defined and controlled.
- To ensure that the interests of staff, Service Users, clients and visitors are protected before and during any work carried out by contractors; and that all service contractors are subjected to NHS employers pre-employment checks by MPFT or NHS Property services (dependent on who manages the service contractor on behalf of the Trust) in accordance with the national contract covering pre-employment checks under General Condition 5.9 which states that before the Provider or any Sub-Contractor engages or employs any person in the provision of the Services, or in any activity related to or connected with, the provision of Services, the Provider must and must ensure that any Sub-Contractor will, at its own cost, comply with: NHS Employment Check

Standards; and other checks as required by the DBS or which are to be undertaken in accordance with current and future national guidelines and policies

- Fulfil the Trust's requirements to comply with the Management of Health and Safety at Work Regulations 1999 for the control of contractors.

### 3. Scope

This Policy applies to the use of all external contractors, including those brought on site by recognised service partners including other NHS providers and NHS PS employed to provide specific services or to undertake specific projects on premises occupied by the Trust.

The Policy is designed to support the Directorate's Health and Safety Policy and should be used to develop local systems for the control of contractors.

### 4. Definitions

- 4.1 **Contractor** - Any individual, company or organisation external to the Trust who has been employed by the Trust, directly or via delegation to provide construction, maintenance, repair or any other service/work for the Trust.
- 4.2 **Trust** - All references to 'Trust' refers to the Shropshire Community Health NHS Trust unless otherwise stated.
- 4.3 **Project Manager** - The Trust manager who is responsible for coordinating the works, ensuring that appropriate documentation and arrangements are in place and is the main point of contact for the Trust.
- 4.4 **Authorised Person** - Person(s) who has been assessed as having the appropriate knowledge and experience of a particular area of expertise and has been assigned this responsibility.
- 4.5 **Supervising Officer** - The who supervises the work of a Service Engineer or contractor undertaking minor works/maintenance or repairs and who responds to the Responsible Officer within the Trust
- 4.6 **Appointing Officer Lead** - any individual, within the Trust or acting on behalf of a service who has procured the service and will co-ordinate the work of the third-party contractor while on site.

### 5. Roles and Responsibilities

#### 5.1 Chief Executive

The Chief Executive has overall responsibility for this policy and to ensure that reasonably practicable measures can be implemented to manage contractors.

#### 5.2 Service Delivery Units Leads

SDU Leads are responsible for ensuring that the Trust's policy is implemented, for providing support and advice to their respective managers and monitoring implementation of this policy within their respective areas.

Senior Managers and Team Leads are responsible for ensuring the day-to-day health, safety and welfare of members of staff and contractors. They should understand the legal requirements to manage contractors, and ensure adequate resources are available to protect people from harm.

### **5.3 Associate Director of Estates**

The Associate Director of Estates has been delegated the responsibility for ensuring that systems have been identified for the management of contractors and ensuring that legal and organisational requirements are met.

### **5.4 Authorised Person**

Authorised Persons will use their expertise in a defined area to assess the competence of third parties to carry out work on behalf of the Trust.

### **5.5 Appointing Officer Lead**

The Appointing Officer Lead must, with support from identified Project Manager or Supervising officer, take steps to ensure the selected contractor:

- Has had their services procured in line with Trust SFIs or through an appropriate and / or recognised framework and that their competence has been assured.
- That a Purchase Order is in place for the works procured.
- Support the Trust in providing information in a timely manner to allow for feedback to be provided to interested parties within the Trust.

### **5.6 Project Manager –**

In the role of Project Manager this person will:

- Liaise with the Appointing Officer Lead and provide updates as necessary
- The Project Manager must take steps to ensure the contractor:
  - I. Is competent to carry out the work safely, e.g., has sufficient training, qualifications, experience.
  - II. Is clear about the content and scope of the work to be undertaken either via a contract or service level agreement.
  - III. Has included the necessary safety measures to protect occupants of the premises in planning and costing the work.
  - IV. Has ensured competent persons are appointed to each stage of a project.
  - V. Has allocated adequate resources for health & safety.

- Ensure effective communication (including out-of-hours) between relevant stakeholders.
- Ensure that risk assessments are completed, recorded and regularly reviewed for all activities involving contractors and external agencies;
- Ensure that the contractor has Method Statements containing detail of how the work will be performed to maintain the safety of those working and others who could be affected.
- Ensure that, where applicable, the Construction (Design and Management) Regulations 2015 are followed by contractors.
- Has undertaken risk assessments for any hazardous activities, including any applicable Trust risk assessments, and will follow a clear safe system of work.
- Ensure that contractors have undertaken Site Induction for their staff and that all safety procedures, including Permits to Work, are in place.

### 5.7 **Supervising Officer**

The Supervising Officer will ensure that:

- The Service Engineer or contractor undertaking minor works has the necessary instructions to carry out the works and if required, Permits to Work, are in place.
- That all necessary documentation is completed post completion of the works.

### 5.8 **All Staff** - In accordance with the Health and Safety at Work Act 1974, all employees are required to:

- Take care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- Correctly use work items provided, including any personal protective equipment.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Report any suspected hazards associated with a contractor working on site to the appropriate service provider helpdesk or the appropriate site contact without delay.
- Complete an incident reporting form for any incident or near miss involving contractors work.

### 5.9 **Contractors**

Have a duty to their own employees to provide them with a safe place and a safe system of work. This duty will extend to their employees, whilst they are on other premises. Safe systems of work may only be developed through assessment of risks to health and safety, to which employees are subjected. Therefore, the contractor must

- I. Comply with the requirements of all relevant health and safety legislation, codes of practice and other relevant guidance, providing proof of competency (e.g., valid licenses and permits where appropriate), ensuring that risk assessments are completed, recorded and reviewed,
- II. Obtain as much information as possible, from the Trust, associated with the premises where work is planned.
- III. Identify any risks likely to affect the Trust and the measures they intend to apply to control or minimise the risks.

Contractors must communicate with Trust staff and the appointed Project Manager to ensure there is effective cooperation and coordination of work activities and to ensure that any incidents or potential hazards associated with their work are recorded on the Trust's reporting system.

Contractors must ensure that they have made provision for their own first aid arrangements, and arranged welfare facilities for their employees e.g.: toilets, washroom, clothing, etc.

Confidentiality: Information relating to patients and their treatment is of a confidential nature and must not be disclosed. The Trust considers any disclosure of patient information to be a serious matter and any infringement will result in the contract being revoked and may result in future works being awarded to that contractor.

## 5.10 All Employees

Those employed by the Trust as well as the contractor have a legal duty to take reasonable care of themselves and anyone else who may be affected by their acts or omissions. All employees are required to co-operate with their employer in following any safe system of work or procedure designed to protect their health and safety. They are also required to notify their employer of any hazard that could adversely affect others.

## 6. Procedures

The Care Quality Commission requires Trusts to achieve a required level of compliance for health and safety control. This is specified within Outcome 10: Safety and Suitability of Premises and Outcome 11: Safety, Availability and Suitability of Equipment.

For those properties managed by the Trust the following processes and procedures are to be followed:

- 6.1 **Signing in/Site Induction** - Prior to carrying out works or services on premises occupied by the Trust contractors must undergo a site induction. This should be carried out by the Project Manager. A template for this induction can be found in Appendix 1.

The contractor must follow the Trust's "Signing-in and Out" procedure.



- 6.2 **Control of Contractors on Site** - Responsibility for the management of contractors employed to carry out tasks related to the maintenance of the estate varies according to the arrangements in place on that site. As a general rule, it is the person/party who engaged the contractor who is responsible for the control of that contractor.

Works will be managed by the Project Manager as set out above.

Works commissioned by parties with whom the Trust has a service level agreement will assume management responsibility for the works. This does not preclude the requirement for contractors operating on such premises to comply with the requirement set out in this policy.

- 6.3 **The Trust's Site Safety Rules (for Contractors)** - In addition to ensuring that a contractor complies with the site requirements it is also essential that all contractors working in areas occupied by the Trust comply with the Trust's Site Safety Rules (see Appendix 2).

- 6.4 **Permit to Work** - It is the responsibility of the Project Manager to ensure that the appropriate permissions and permits for the work are in place.

The Permits and Permission must be arranged in accordance with the Trust's Permit to Work system. It is the member of the Trust's staff who is acting as the Project Manager who is responsible for controlling the contractors and consequently for ensuring the appropriate Permit to Work or Permission to Work is in place.

Permit to Work systems are designed to ensure that safe methods of working are adopted in circumstances where there is a potential hazard to those carrying out the work or to the building users. This could include limitations of access to restricted areas (e.g. HV Sub-stations for ancillary works).

Examples of works requiring permits include but are not limited to the following:

- Fire Detection Systems
- High Voltage Installations
- Steam, condensate, heating and water mains
- Low Voltage Installations
- Cold Water (CW/Hot Water (HW) Storage Tanks
- Working in Confined Spaces
- Hot Work
- Generators
- Piped Medical Gases
- Asbestos Removal
- Access to Roof Areas/Working from heights
- Access to IT Server Rooms
- Works to, or impacting upon IT infrastructure

- 6.5 **Permission to Work** - In conjunction with a Permit to Work contractors commissioned by the Trust must also have Permission to Work. This is a document which authorises Contractors to carry out a particular work activity, in a particular area, at a particular site for a prescribed duration. It differs from a 'Permit to Work' in that the person issuing carries out a desk review of the

person(s) carrying out the work, risk assessment and method statements and ensures that competency has been checked by others.

Permission to Work is normally granted by the Project Manager.

**6.6 Documentation** - Contractors may be requested to produce documentation to ensure compliance with statutory and regulatory requirements. These may include but are not limited to:

- Employers Liability Insurance (min. £5 million)
- Public Liability Insurance (min. £10 million)
- Health and Safety Policy
- Method Statements/Risk Assessments
- Notification of any HSE prosecutions or improvement notices
- Qualification or industry body affiliation certificates
- Training Records
- First Aid provisions
- Material Safety Data Sheets (MSDS)
- Equipment List and PAT testing results
- Gas Safe Registration
- Confirmation of Disclosure and Barring Service (DBS) Check

**6.7 Risk Management** - The person engaging any contractor is responsible for ensuring that risks associated with the works are adequately controlled. The measures needed to achieve this will depend on the nature and complexity of the work being done.

**6.8 Infection Prevention and Control** - All Contractors must maintain good standards of infection prevention/control practice whilst on Trust premises. This includes attention to hand hygiene when moving around the site.

The person in charge of the ward/department must be informed prior to works being carried out in case any further infection prevention/control precautions are required. If this is deemed to be the case, the person in charge of the ward/department is responsible for ensuring such measures are in place before the work commences.

**6.9 Fire Safety** - Contractors must ensure that they are aware of the emergency evacuation procedure and assembly points, the location of the fire alarm activation systems and the location of the fire suppression systems.

No fires will be lit on buildings occupied by the Trust.

The contractor shall inform the Authorised Person before using any equipment, materials or substances that may be likely to cause fire or dust. A 'Hot Work' Permit will be issued by the Authorised Person for all such work (at least 24 hours' notice is normally required).

Fire escapes must be kept clear at all times.

## **7. Implementation, Monitoring Compliance and Effectiveness**

**7.1 Implementation** - This Policy will be displayed on the Trust Intra-net the Directorate SharePoint.

**7.2 Monitoring** - To ensure the Control of Contractors Policy is operating correctly and that safety is being maintained during any hazardous activity, the system will be monitored on a periodic basis.

Checks will be carried out by:

- Random spot-checks on contractors ID badges.
- Random spot-checks to ensure contractors have signed in/out of Trust occupied areas.
- Checks to ensure new contractors have received induction and a copy of the Safety Rules prior to starting work.
- Detailed investigation of any incident relating to contractors work.
- Checks will be made that the contractor is working within the limits of the Policy.

Where monitoring has identified deficiencies recommendations and actions plans will be developed and changes implemented accordingly.

The Policy will be reviewed and updated every three years or sooner if regulations or documentation are revised.

## **8. References**

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Construction (Design and Management) Regulations HSE 2015
- Control of Substances Hazardous to Health Regulations 2002.
- [NHS Property Services | Our Policies](#)
- Midlands Partnership FT - Policies and Procedures.

## Appendix 1: General Induction for Contractors

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**CONTINUOUS ALARM – EVACUATE.**

**INTERMITTENT ALARM – BE AWARE THERE IS A FIRE IN THE BUILDING. STAY PUT.**

**PLEASE NOTE THAT ALL OUR SITES ARE NO SMOKING. THIS INCLUDES E-CIGARETTES AND VAPING.**

Fire Assembly Points are identified by on-site signage and MUSTER POINT, please check locations when reporting to site

Please check with site locally to establish weekly fire alarm testing days.

*The Appointing Officer Lead should ensure that this is signed by the site supervisor prior to work commencing.*

*The Site Supervisor is then responsible for disseminating the information to all direct and indirect employees.*

### **Respect for our Patients**

We treat all our patients, carers and staff with dignity and respect. We will not accept any inappropriate or derogatory comments.

Our patients are our priority, Feel free to communicate in a polite manner if patients talk to you. If asked, just explain the job you are there to carry out and direct them to staff in the building for any further help.

Inform staff of any concerns you have; however trivial you feel your concerns are.

No radios, cameras or mobile phones permitted in patient areas and please avoid parking in patient areas.

Let staff know if you are entering a bedroom area. Please be respectful of patient's privacy and dignity.

Please respect Protected Mealtimes.

### **Confidentiality**

You may see or hear confidential material or conversations; you may meet patients you know; and you may see things that distress you. Do not discuss what and whom you have seen – respect confidentiality.

Report to a member of Staff unsecure confidential material.

Please talk to a member of staff if you have any concerns about what you have seen.

Do not post photographs or details about our patients, visitors, staff or our sites on social media.

### **Communication & ID**

ID must be worn

All visitors/contractors must sign in and out

Ensure that you have a contact on site before starting work. This person must know what you are planning to do before you start.

Give this person regular updates, specifically about any noisy or disruptive work - this can upset our patients. Communication is essential to manage this.

If you are asked to stop work for any reason, please ensure that your site contact signs your timesheet to confirm this and advises when you can start work again.

Tell the site contact when the job is completed, and you are leaving site.

### **Tools & materials**

No tools or materials should ever be left unattended. They may be picked up by a patient who may accidentally harm themselves or others self-harm.

If you are unloading materials or tools, please agree beforehand on a lockable safe place to store them on site with the site contact.

Please ensure that all tools are removed from site when job is finished – count tools in and out.

COSHH – Use of all chemicals must be risk assessed and no chemicals to be left accessible to members of the public.

### **Patient safety.**

No ropes, cables, extension leads, chargers, wires etc are ever to be left unattended or accessible.

No loose cable should be left at the end of a job.

No ladders or steps to be left accessible to members of the public

Any Heras fencing, barriers, etc. must be agreed with the site contact.

### **Risk of Arson**

No waste is to be left unattended or left blocking any access route. This must be removed from site in a timely safe and clean manner.

Waste is to be removed from site and not left in site bins, or inside/ adjacent to the site waste compound.

### **Contractor Safety – any queries to be raised through site supervisor/manager**

Ensure that you have the necessary skill, knowledge, training and experience to carry out the job you are being asked to do and that there is adequate supervision to suit the task. If in doubt refer to your supervisor or site manager.

Ensure that all relevant information has been received/is available – e.g., Asbestos register checked, job specific RAMS completed, Construction Phase Plan available, etc

Please tidy your work area as you go along as this supports our housekeeping team maintain a safe environment for everyone else allowing them the carry out their scheduled work.

## **Appendix 2: Shropshire Community Health NHS Trust - Trust Site Safety Rules**

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### **Trust Site Safety Rules**

No works shall be undertaken until the contractor has read the Trust's Control of Contractors Policy, reported to the person responsible for arranging, co-ordinating the work, obtained the necessary passes / permits and agreed a site safety regime.

The contractor shall ensure that the contents of these rules are made known to everyone for whom they are responsible on site, including sub-contractors under his/her instruction.

### **Risk Assessment and Method Statement**

As a contractor employed by the Trust you must not begin any work until risk assessments and Method Statements have been completed for the proposed works and discussed with the Project Manager.

Copies of risk assessments and a detailed method statement indicating how the job will be safely completed must be provided to the Project Manager prior to permission to work being granted.

**FIRE ESCAPES MUST BE KEPT CLEAR AT ALL TIMES.**

### **Asbestos**

At no time shall the contractor attempt to interfere with any materials containing asbestos e.g., ceiling tiles, boarding, cladding, insulation fire stops etc. The Trust maintains a register of all known locations of asbestos that exist on Trust premises and the Authorised Person will inform the contractor as required. Any contractor finding what they suspect could be an asbestos bearing material on any of the Trust's premises should stop work immediately and bring it to the attention of the Authorised Person.

### **Portable tools/equipment**

All portable tools brought onto the site must be suitable for use on 110v AC supply. The contractor shall also provide a 240/110v transformer for use with the portable tools. Alternatively, battery driven tools may be used.

Evidence that all portable tools have been portable appliance tested will be required. All 230v AC tools are prohibited unless agreed with the Authorised Person and RCD protected.

The Trust accepts no responsibility for loss or damage to contractor's tools or equipment. No tools or equipment will be loaned to contractors.

## Excavation

No excavation works or underground works are to be undertaken until the area has been scanned and a drawing and Permit to Excavate has been issued by the Authorised Person.

## Permits/Permission to work

Permits to Work and the appropriate Permission to Work are required from an Authorised Person/ Project Manager before starting work on any of the following:

- Fire Detection Systems High Voltage Installations
- Steam, condensate, heating and water mains Low Voltage Installations
- CW/HW Storage Tanks Working in confined space
- Hot Work
- Generators
- Piped Medical Gases
- Asbestos Removal
- Access to Roof Areas

Once issued, the conditions of the permit must be strictly adhered to at all times.

Please note this list is designed to give some common examples of work requiring a permit and is not exhaustive.

## Supervision of Equipment

The contractor is responsible at all times for any equipment they may bring on site, in particular, any equipment that can potentially be used to harm or injure any person (e.g., hammers, screwdrivers, Stanley knives, cable etc.) **These items must be supervised at all times. No items are to be left at the place of work if the contractor is not present.**

Any ladders or scaffolding should be supervised during working hours. Out of work hours ladders should be stored securely and scaffolding and similar hazards should be secured with the use of steel mesh (Heras type) fencing to prevent access by service users.

Any liquids or solids used during building works which are toxic or contain an irritant must be kept under lock and key when not in use. When in use service users must not be able to gain access.

## Privacy, Dignity and Confidentiality

The contractor should be aware that within the ward/clinic areas their presence might cause embarrassment to the Service User. The contractor must act with the utmost discretion at all times. During contact with the Trust, contractor or their staff may observe or hear confidential information about Service Users, members of staff or other health service business. On no account must any information relating to this

organisation be divulged to anyone. Under the Data Protection Act 1998 any breach of confidentiality is an offence and can lead to imprisonment.

## **Conduct**

All contractors (regardless of who has commissioned them) must sign in when arriving at site/ward and sign out when leaving site/ward.

Contractors must not behave in a manner which may cause offence to staff, service users or members of the general public on any premises occupied by the Trust. The Trust reserves the right to remove any contractor from site who behaves in such a manner. Contractors must also abide by a suitable dress code.

## **Infection Prevention and Control**

It is important to inform the person in charge of the ward/department immediately you arrive to carry out any work in case any further infection prevention/control precautions are required.

All contractors must maintain good standards of infection prevention/control practice whilst on any site occupied by the Trust. This includes attention to hand hygiene when moving around the site.

As this is a healthcare environment there is also a potential risk of an injury from “sharps”. Any injuries should be reported immediately to the person in charge.

The contractor must respond to any instructions given to him by the Infection Prevention and Control team.

Capital development and/or refurbishment work must be risk assessed by the Infection Prevention and Control team.

## **Flammable/Noxious Substances**

Any hazardous materials brought on site should be only in limited amounts and removed at the end of each day.

All of the above are to be used only in strict accordance with Control of Substances Hazardous to Health Regulations COSHH Regulations.

Pressurised cylinders must be removed from site at the end of the working day or stored in an approved locked compound.

## **Site Fencing/ Barriers and Signage**

The contractor is to supply and erect safety fencing and/or barriers to isolate the work from others, along with the appropriate warning signs. (All at no extra cost to the Trust and as agreed with the Project Manager as part of the safety regime).



## **Personal Protective Equipment**

Personnel must wear the correct protective equipment of a type suitable for the working environment in accordance with the Personal Protective Equipment at Work Regulations (1992) and the local safety rules.

## **Waste Removal**

The contractor must remove any waste created during the course of the work on a daily basis. The work area must be cleaned to the satisfaction of the Project Manager. No skips are allowed without prior arrangement with the Project Manager.

## **Access Equipment (ladders, scaffolding, Mobile Elevating Work Platform (MEWPs) etc.)**

All access equipment shall be provided by the contractor, must be in good condition and suitable for the purpose.

Confirmation of competency to use such equipment brought onto site must be provided to the Project Manager prior to work commencing on site and use of such equipment.

Any ladders or platforms must be securely supported by a second person before being used.

Access equipment must not be left unsupervised under any circumstances. Such equipment must be cordoned off when in use and be removed at the end of the working day and stored securely if kept onsite.

## **Accidents, Injuries and First Aid**

Injury to persons or “near misses” must be reported to the Project Manager. This person will be responsible for ensuring that the details are entered in the appropriate organisation’s accident/incident reporting system.

Treatment of injuries is available in the Accident and Emergency Department at the hospital closest to where the incident has occurred.

Contractors would be expected to familiarise themselves with what first aid provision is available on any given site or provide their own First Aid facilities.

## **Access and Egress Routes (Internal and External)**

It is the contractor’s responsibility to ensure all access and egress routes, and pedestrian walkways, on Trust sites are kept unobstructed and clear of debris at all times unless alternative routes are arranged with the Project Manager and/or Security Department of the host organisation.

## **Mobile phones, Radios and Personal Music Players**

Mobile phones are to be switched off whilst on premises occupied by the Trust.

Personal music players whether MP3, phones or other, are not to be used on sites occupied by the Trust. These devices can impair senses and can cause disturbance to patients and staff.

### **Noise and Vibration**

The contractor shall take appropriate measures to limit the harmful effects of noise and vibration emanating from their work area and shall agree appropriate controls with the Project Manager.

### **Smoking and Alcohol**

The Trust operates a “No Smoking Policy”. Consequently, smoking is PROHIBITED whilst on any of the Trust’s premises. The consumption of alcohol or substance misuse is NOT PERMITTED on any of the Trust’s premises.

The Trust reserves the right to remove any contractor from site whom they suspect of being under the influence of drugs or alcohol.

### **Workshop Facilities**

Contractors will be expected to provide their own facilities for welding, cutting, drilling, bending etc. No tools or equipment will be loaned by the Trust.

### **Mess Facilities**

Restaurant services are available on some sites. Overalls must not be worn in any dining areas and clothing must be clean and tidy.

Food must not be consumed in clinical areas, pathology laboratories or plant rooms.

### **Parking**

Arrangements for parking differ according to the site on which the work is taking place.

It is the contractor’s responsibility to ensure that provision is made for parking at the outset and that while on site they only park in designated bays. Site rules, with regards to parking and speed limits, must be observed at all times.

## CONTRACTOR'S STATEMENT

### Contractor's Acknowledgement Form

This form must be signed by a senior manager of the contractor organisation prior to undertaking any construction, installation, maintenance or similar work on premises occupied by the Trust.

When completed please return to: FAO Richard Best Associate Director of Estates, Shropshire Community Health NHS Trust, Ptarmigan House, Shrewsbury Business Park, Shrewsbury SY2 6LG

Please tick to acknowledge and accept the following:

- ☐ I/We have received a copy of the Trust's Control of Contractor Policy and Site Rules.
- ☐ I/We have read and understood these documents and have made arrangements for all employees and employees of subcontractors to be briefed on the requirements.
- ☐ I/We understand the importance of the rules and relevant health and safety legislation and agree to comply with these at all times whilst on a site occupied by the Trust.
- ☐ I/We understand that any breach of the Trust's rules for contractors or relevant health and safety legislation may result in the termination of any agreements in place, removal from site and removal from any future quotation process on behalf of the Trust's.

On Behalf of:

Company name .....

Manager's name .....

Position (Job title): .....

Signed: .....

Date: .....

### Appendix 3: Control of Contractors Policy Flow Chart

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Project Manager/Supervising Officer and Contractor/Service Engineer review the project/works and ensure all necessary documentation is completed and provide updates to the client (SCHT).

Ensure that the Contractor/Service Engineer has undertaken the site induction for all staff

Ensure that all safety procedures are in place including permits to work

Ensure that competent person from the Contractor/Service Engineer understand the method statement/risk assessment applicable to the project/works

Ensure that Contractor/Service Engineer 'sign in' and keeps the on-site log book/s updated.

Project Manager/Supervising Officer manage the project/works

Contractor/Service Engineer carries out the project/works