

Management of Contractors, Suppliers and Partnership Safety Policy

Purpose

Camborne Town Council has a duty to assess the risks posed to the health and safety of its employees and anyone else who may be affected by the Council's activities. This duty extends to managing the risks associated with works undertaken for Camborne Town Council by contractors, suppliers and partners.

Statement

Camborne Town Council will ensure that all works undertaken by contractors for or on its behalf are carried out to avoid, reduce or control all foreseeable risks to Health and Safety to a tolerable level.

Application

This policy applies to all work undertaken on behalf of the Council by a contractor, being a company or individual. Partnerships will be considered as contractors and will be managed in line with this policy. Suppliers of goods will be considered and, where there is a health and safety risk to employees or the general public associated with the delivery of these goods, managed in the same way as contractors. The term contractor will apply to the use of consultants with specialist skills who may be commissioned to perform surveys, provide advice or conduct design work.

Requirements

Camborne Town Council will manage contractors to ensure they comply with health and safety legislation and do not put the Council's employees or members of the public at risk while undertaking work on its behalf.

The Council will be responsible for ensuring all contractors under its control:

- Are competent to undertake the works for which they are engaged safely and without risks to health;
- Are provided with suitable and sufficient information and instruction regarding the hazards that exist in the areas in which they will be working;
- Have received relevant information for the site they are working on detailing the arrangements for securing Health and Safety;
- Comply with Camborne Town Council management of contractors procedures;

- Approve all works in writing.

Risk assessment

The Council will undertake a risk assessment before tender or agreement and communicate the significant findings to the contractor/partner.

Co-operation and co-ordination

The Council will liaise between all parties to ensure co-operation and co-ordination of activities to protect the health and safety of employees and the general public.

Management and Supervision

The Council will:

- Manage and supervise the work of contractors;
- Monitor health and safety performance as work progresses;
- Investigate and ensure all health, safety and wellbeing concerns are addressed and, if necessary, stop the work until requirements are met.
- Require the contractor to provide such information that is necessary to protect the health, safety and wellbeing of any persons who may be affected by their undertaking.

Responsibilities

Councillors on the Budget and Development Committee will:

- Ensure the requirements of this policy are fulfilled;
- Review the performance of contractors and suppliers including incident statistics, identify safety trends and ensure appropriate action is taken to protect the health and safety of employees and others affected by the work.

The Town Clerk will:

- Ensure all reasonable steps are taken to employ competent contractors, suppliers and partnerships as required by this policy.
- Ensure that adequate monitoring arrangements are in place to check that the contractor, supplier or partner is operating safely and without unnecessary risk to health and safety.
- Ensure the contractor, supplier or partner provides adequate information including risk assessments, safe working methods, accident and work related health statistics together with actions following incident investigations.
- Maintain adequate information relating to contractors, suppliers or partners health and safety arrangements and management to enable the Council to demonstrate they are operating safely and without risk to

health.

Employees

Employees of Camborne Town Council must:

- Comply with the Council's policy;
- Attend any training provided for health and safety;
- Report any incidents or concerns about failure in safety by contractors, suppliers or partners they know to be undertaking work for the Council.

Monitoring

The requirements of this policy will be monitored by the Budget and Development Committee through a risk prioritised process of inspection and self audits. This monitoring will ensure all reasonable steps are taken to:

- Employ competent contractors and to ensure they undertake the work without risk to Council employees or any other person who could be affected;
- Co-ordinate contractors and ensure necessary information is transferred to all parties affected by the work.

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Where necessary the Council will take appropriate action to ensure that this policy is upheld.

Review

This policy will be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests a review may be required.
- Incident investigation suggests a review may be required.