



Contractors Assessment Policy

1. INTRODUCTION

This Control of Contractors Policy identifies the requirements and responsibilities for business delivery when commissioning a contractor to undertake work for on behalf of the company.

The policy shall be used as guidance only.

A contractor is a person(s) or organisation of whom is bought in by the CAPITAL SHIELD SECURITY LTD to undertake a duty and of who is not a CAPITAL SHIELD SECURITY LTD member of staff (see definitions).

2. PURPOSE

The purpose of this policy is to:

- 2.1 Ensure consistency of approach across the CAPITAL SHIELD SECURITY LTD in the local control of contractors whilst employed by company.
- 2.2 Ensure that all current legal requirements pertaining to the safety of the contractor whilst employed is upheld as identified in; the Health and Safety at Work Act (1974), The Management of Health and Safety at Work Regulations (1999), Construction (Design and Management) CDM Regulations (2015) and the Control of Substances Hazardous to Health COSHH and the Control of Asbestos Regulations (2012) and all other current legislation associated with the management of contractors.
- 2.3 To ensure that the CAPITAL SHIELD SECURITY LTD assesses, prevents, controls and monitors the risks associated with employing a contracted service to undertake duties for or on behalf of the CAPITAL SHIELD SECURITY LTD.

3. THE RISKS OF NOT HAVING THIS POLICY IN PLACE

Failure to comply with this policy may result in the following corporate risks arising:

- 3.1 The CAPITAL SHIELD SECURITY LTD may not meet its legal obligations for providing a safe place and environment of work, e.g. Health & Safety at Work Act, Electricity at Work Act, and Personal Protective Equipment at Work Regulations etc.
- 3.2 Safe working procedures may not be in place for the safe employment of contractors on CAPITAL SHIELD SECURITY LTD managed sites e.g. health and safety, risk assessments, permits to work, local control procedures etc.
- 3.4 The policy and local procedures may not be reviewed and implemented in a consistent manner across the CAPITAL SHIELD SECURITY LTD.
- 3.5 Failure to comply with health & safety for contractors whilst employed by the CAPITAL SHIELD SECURITY LTD could lead to prosecution and financial penalty.

4. DEFINITIONS

4.2 Contractors

A contractor shall be any individual(s), company or organisation who is not an employee of the CAPITAL SHIELD SECURITY LTD and who has been appointed by the CAPITAL SHIELD SECURITY LTD to undertake work on behalf of the CAPITAL SHIELD SECURITY LTD either

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paid, unpaid or voluntary.

Examples of work undertaken by a contractor may include but are not limited to such projects and activities as: security guarding, door supervision, key holding and event management etc. It should be noted that contractors will be commissioned by several services for specific work and/or projects and is not the sole responsibility of Estates & Facilities.

4.3 Client

For the purpose of this policy definition, the client shall be CAPITAL SHIELD SECURITY LTD.

4.4 Method Statement

A method statement is a statement prepared by the contractor detailing how work operations are to be carried out.

4.5 Risk Assessment

A risk assessment is an assessment carried out by or on behalf of the CAPITAL SHIELD SECURITY LTD which assesses the hazard inherent in an operation and the risk to others and all others who may be affected by the work to be carried out. It will involve identifying the risks present in a work operation, and evaluating those risks, taking into account whatever precautions are already in place.

6. ROLES & RESPONSIBILITIES

6.1 The CAPITAL SHIELD SECURITY LTD

The CAPITAL SHIELD SECURITY LTD management will ensure so far as is reasonably practicable that all steps are taken to ensure the health, safety and welfare of all stakeholders including, staff, partners, service users, visitors and others.

6.3 Director

It is the responsibility of directors so far as reasonably practicable to:

- a. be responsible for all aspects of health, safety, security and welfare of employees under their management;
- b. be responsible for the health, safety, security and welfare of any person who could be affected by activities over which the director has management responsibility;
- c. be responsible for the management of local control of contractor's procedures relating to the commission and appointment of contractors within their area of control.
- d. Establish local control of contractor's procedures are provided within their areas of responsibility.

6.6 Contractors

6.6.1 It is the responsibility of the contractors to:

- a. Provide a method statement where appropriate, detailing the activities necessary to carry out the task and take into account how this will interact with the activities of the area of work;
- b. Provide a risk assessment of hazards and the associated control measures to

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ensure the health, safety and welfare of their own employees and others who may be affected by activities associated with the work;

- c. Communicate with others re the hazards from the associated work activities.

6.6.2 All contractors will adhere to the requirements of health and safety legislation and the CAPITAL SHIELD SECURITY LTD's respective policies and procedures. This shall include but is not limited to:

- fire safety
- No Smoking policy (no smoking on any CAPITAL SHIELD SECURITY LTD managed premises and grounds)
- security measures
- Identification badges
- Use of personal protective equipment
- Use of work equipment
- Health & safety policy
- local site rules
- Incident reporting
- General housekeeping, etc.

6.7 Managers

It is the responsibility of the heads of service, general service and security supervisors so far as reasonably practicable to:

- a. ensure that any contractor(s) commissioned complies with the CAPITAL SHIELD SECURITY LTD s health & safety procedures;
- b. ensure that appropriate contractor induction is provided;
- c. ensure that all necessary risk assessments are provided with regards to health & safety on CAPITAL SHIELD SECURITY LTD controlled premises in relation to the scope of work being undertaken;
- d. Ensure that the CAPITAL SHIELD SECURITY LTD Asbestos Policy and register are checked prior to instructing works in any risk identified asbestos areas.
- e. ensure areas of concern are raised at the Health & Safety CAPITAL SHIELD SECURITY LTD Action Group;

6.9 Employees/security officers

It is the responsibility of employees so far as reasonably practicable to:

- a. work to CAPITAL SHIELD SECURITY LTD health & safety policies and procedures.
- b. be responsible for the health, safety and welfare of themselves and those who may be affected by their acts or omissions.
- c. co-operate with any person with health and safety responsibilities.
- d. not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- e. use work equipment in a way that they have been trained to and/or in accordance with manufacturers' instructions. Failure to use equipment which has been issued for

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personal safety may lead to disciplinary action up to and including dismissal.

- f. observe safe methods of work and safety procedures as laid down in departmental policies, protocols, work instructions, safe systems of work or procedures;
- g. attend the CAPITAL SHIELD SECURITY LTD s' Induction Programme.

8. PROCEDURES

- 8.1 Advisers (e.g. Health & Safety, Information & Technology, Estates and Facilities, Occupational Health, Infection Control etc.) will: give advice/support/information as required to support the development of risk assessment associated with work activities.
- 8.2 Managers should ensure that a contractor has undertaken appropriate induction, health and safety awareness and is issued with necessary documentation including identity badges/passes PRIOR to any work commencing.
- 8.3 All contractors employed by the CAPITAL SHIELD SECURITY LTD on behalf of it will be appropriately vetted and approved prior to being offered work.
- 8.4 The contractor must arrange to share this information with all their employees, and any sub-contractors they subsequently engage, prior to them undertaking any work for the CAPITAL SHIELD SECURITY LTD. Everyone concerned has health and safety responsibilities.
- 8.5 All contractors employed by the CAPITAL SHIELD SECURITY LTD should have and shall be able to provide on request and if applicable the company safety documents or information:
 - a. Safety policy
 - b. risk assessments and work method statements
 - c. COSHH assessments
 - d. noise assessments
 - e. The name of the individual appointed as safety / security supervisor
 - f. test certificates and examination certificates for lifting gear and electrical appliances used on the project
- 8.6 Managers should check the identity and validity of a contractor before they are allowed into the site.
- 8.7

9. MONITORING THE COMPLIANCE AND EFFECTIVENESS OF THIS POLICY

- 9.1 The managing director shall ensure that a process is in place to monitor the compliance and effectiveness of this policy.
- 9.2 The responsibilities in this policy are clearly outlined in Section 6. The performance of individuals who are expected to fulfil the responsibilities eg managers, will be monitored as part of the annual Staff Development Review process and aligned to their Knowledge and Skills Framework outline.

10. REFERENCES

All contractors employed by the CAPITAL SHIELD SECURITY LTD shall adhere to the requirements and expectations of current legislation and control measures for the specific tasks being undertaken. Examples of this shall include but shall not be limited to current versions of the following legislation:

- a. Health and Safety (Working at Height) Regulations 2005
- b. Control of Substances Hazardous to Health Regulations (2002)
- c. Noise at Work Regulations 2006

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- d. Personal Protective Equipment at Work Regulations 1992
- e. Provision and Use of Work Equipment Regulations 1998
- f. Lifting Operations and Lifting Equipment Regulations 1998
- g. Health and Safety (Display Screen Equipment) Regulations 1992
- h. Electricity at Work Regulations 1989
- i. Fire Safety policy
- j. Workplace (Health, Safety and Welfare) Regulations 1992
- k. Construction (Design and Management) Regulations 2015
- l. Confined Spaces Regulations 1997
- m. Construction (Head Protection) Regulations 1989
- n. Construction (Health Safety and Welfare) Regulations 1996
- o. Control of Asbestos at Work Regulations 1987 (As amended)
- p. Control of Pesticides Regulations 1986
- q. Gas Safety (installations and use) Regulations 1998 (As amended)
- r. Health and Safety At Work etc Act 1974
- s. Health and Safety (Safety Signs and Signals) Regulations 1996
- t. Highly Flammable Liquids and LPG Regulations
- u. Management of Health and Safety at Work Regulations 1999
- v. Manual Handling Operations Regulations 1992
- w. Pressure Systems Safety Regulations 2000
- x. Formal Quotation and Tendering Procedure EF 005
- y. Estates Department Control of Contractors Procedure
- z. The Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive.

As well as health and safety legislation there are numerous health and safety guidance notes, best practice, and manufacturer's recommendations. These should be referred to.

In conjunction with health and safety legislation/guidance any relevant CAPITAL SHIELD SECURITY LTD policies shall also be taken into account.

11. REVIEW OF THIS POLICY

This policy will be reviewed 1 year from the date of approval or sooner if there is a requirement to meet legal, statutory or good practice standards and/or changes in procedure.

Approved

Managing Director



CAPITAL SHIELD SECURITY LTD

This policy is reviewed on 01/01/2023