**Safety Rules for Contractors - NOTES**

HAE Members who engage contractors to carry out any works or upkeep of their premises have legal obligations/a duty of care to check that the contractors are competent to carry out the work safely.

Further reading: http://www.hse.gov.uk/construction/cdm/clients.htm

On a number of occasions during recent SafeHire Audits we have found that HAE members may be exposed to risk as there are few or no records of contractor management and where a system is in place, the risk assessments and method statements are not “suitable and sufficient” e.g. twelve pages on safe use of tower scaffold for a floor laying contractor.

Contractors include any business or individual who carries out repairs or upkeep of premises and equipment whether minor or major. This includes everything from fire extinguisher servicing through to digging up your yard or repairing your roof.

NOTE: If your own staff carry out upkeep or maintenance of your own premises whether painting or moving racking etc. you have to ensure this work is carried out safely including a suitable and sufficient risk assessment for the task. This can be done at point of works and further information and training is available on this from HAE for members.

Please review Safety Rules for Contractors and amend as you see fit including replacing Company Name with your own details and deletion of this NOTES section. If you continue to use your existing policy, please ensure that all the key points are covered. You should communicate any amendments or additions to your policy to your workforce whether choosing to use this template and/or if you make any amendments to your existing policy regarding management of contractors.

In addition we have included a Contractor Assessment Questionnaire which can be emailed to your contractors prior to work commencing. All contractors expect to be asked for this level of information and this should pose no problem. Often contractors are also hire customers and asking a “customer” who is about to climb a ladder in your premises “are you competent?” could cause issues, but getting the information prior to work starting is always a benefit. Other key points to consider are:

* Do you lend equipment to contractors when they are working in your premises? If so a contract must be raised, even if it is zero value. This will ensure that the user/contractors accept the equipment, safety instructions and demonstration as per any other hire
* Do you pose any risk to them during works? You must notify them of any hazards your activity poses to their workers
* Do contractors seek information regarding asbestos in your buildings? Basic tasks can expose workers and those in the work area to risk of airborne fibres and all contractors should ask to see “your asbestos register”
* Even basic jobs such as repairing fire doors, hanging blinds or installing a hook for a new fire extinguisher involves disturbing what may be asbestos containing materials
* Remember, buildings built before the year 2000 are likely to have asbestos in the fabric of the building.
* Further reading: http://www.hse.gov.uk/asbestos/campaign/duty.htm

The Safety Rules Template is a simple “point of works” site induction for contractors when they turn up to carry out their work, this should be reviewed and completed every time a new job is actioned to be completed by contractors.