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## BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

### Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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## Why we need this policy

Contractors come into our Trust to undertake a wide range of jobs whether it be to replenish the vending machines, deliver papers, work on specialist equipment or undertake construction work.

By law we have responsibilities for anyone working on our premises whether they are our employee or not. We also need to ensure our vulnerable patients are safeguarded.

We categorise our contractors into different "types". This policy clarifies how we deal with each type.



## Required Documentation

In clinical areas, contractors' staff must be DBS cleared or a risk assessment detailing supervisory and other requirements must be carried out by the Appointing Officer and the clinical manager. DBS clearance must be proven for contractors working in areas assessed as high risk.

Sufficient information must be provided by the contractor so we can determine what's involved in the work. Contractors should provide the following:

- Risk Assessments, Method Statements, Health and Safety Policy and relevant Training Records

These documents should be checked by the person who understands the job that is taking place and can confirm all the paperwork is fit for purpose before work commences.

**Where permits to work are required for any Works, the Estates Operational Services Teams should be contacted.**

# CONTROL OF CONTRACTORS Policy on a Page: For Managers and Staff



## What Do I Need To Know?

Under the policy, contractors have been categorised into 4 types:

**Type 1** – These contractors will be managed by the **Estates Capital Services Team** as they will be making changes to existing buildings or undertaking large schemes which require tight control.

**Type 2** – These contractors will be managed by the **Estates Operational Services Team**. These contractors may require permits to work, may be breaching fire compartmentation or working directly for Estates.

**Type 3** – These contractors would be working within a specific department on a piece of specific equipment e.g. within x-ray and would be **supervised by a member of that department** whilst undertaking work. If this contractor is going to break into the infrastructure of the building the Estates Operational Services Team should be consulted.

**Type 4** – These contractors would require **no supervision** as they are undertaking low risk activity e.g. delivering books or stocking vending machine. Normal observation would be required in a clinical area.

**TYPE 1 & 2 CONTRACTORS WILL BE ISSUED WITH A CONTRACTORS BADGE**  
**TYPE 3 & 4 CONTRACTORS WILL BE ISSUED WITH A VISITOR BADGE OR PROMINENTLY WEAR THEIR OWN COMPANY ID**



Contact

Still have questions?



## Common controls

To ensure all contractors are fully controlled:

- All departments must ensure that contractors are 'Signed in'. Estates staff will issue a 'Contractor' badge for Estates contractors via their Reception staff. Non-Estates departments will issue a 'Visitor badge' by a designated member of staff from within the department in which they are working and who understands the work that will be taking place.
- All contractors must be inducted and informed of local rules for the department/area they are working
- A supervision plan must be in place for all relevant hours of the day and night and that the contractors must have a point of contact e.g. Manager of the department.

Please read Control of Contractors Policy

Contact the Health and Safety Team on **Ext 45260** or your Site Estates Manager

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**QUICK GUIDE**  
**For Managers**  
**Control of Contractors Policy**

All Trust Safety Management Systems follow the model of

**PLAN, DO, CHECK, ACT**

**PLAN AND DO**

**Managers (Appointing Officers) must:**

Identify where the contractors will be used. Where this is in a clinical area, the contractor should be asked to supply staff who have been vetted via a DBS check. If this is not possible a risk assessment must be carried out to determine what level of supervision is required and whether any other controls are required to safeguard vulnerable patients.

Ensure a signing in system is in place for that contractor – this paper work can be found in the Appendix 3 of the policy.

Identify what type of contractor is working within their areas. **Type 1 & Type 2** contractors will be signed in by the Estates Teams and will be issued with a ‘contractor’ badge by a member of the Estates Team. Supervision will be undertaken by the Estates Teams but the department where the contractor is working still has a responsibility to ensure that they are working in a professional and tidy manner so as not to cause housekeeping or trip hazards.

The Estates Teams will ensure risk assessments are in place where they are managing the contract.

Ensure that there is an access control procedure so keys are strictly controlled for those who may require legitimate access for maintenance purposes. Keys should be returned on a daily basis.

**Type 3 & 4** contractors will be issued with a Visitor Badge by the department where they are working – template in Appendix 5 of policy. Alternatively they may clearly display their own company ID but **MUST** be signed in to the work area.

Ensure all contractors working within the area knows of all local rules within the department and the contractor pre-work checklist completed.

**Provide an appropriate induction:**

When contractors arrive on our premises it is imperative that they receive an appropriate induction. Completion of the Pre-work checklist will enable managers to do this. Local rules

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should also form part of that induction. The Fire Officers also induct Type 1 contractors on their first morning on site.

## CHECK

### Provide appropriate supervision:

Contractors should be supervised whilst on our premises. The Appointing Officer should undertake this role unless the contractor is being managed by the Estates Operational Team (Types 1 & 2). This is to provide an assurance that the contractor is working in the correct manner as set out in the method statements, risk assessments and job specification.

Any risk assessment completed at the planning stage will form part of the standard to which the contractor is supervised.

## ACT

Whilst contractors are working on our sites it is important that they are working in a safe way. There may be times where an incident occurs or whilst supervision is being undertaken it becomes evident that the contractors are not working in the correct manner or to their job specification. In this case the Appointing Officer should ensure that appropriate actions are taken. This may include asking the contractors to leave site, speaking to the individual's manager and ask them to investigate and if necessary take them off the job etc. or it may be a case of revisiting the method statements/ risk assessments if there are issues that arise as the job is being undertaken.

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## 1. SUMMARY

UHMB NHS Foundation Trust use a wide range of contractors who may spend large amounts of time in and around our premises whilst they carry out necessary works.

There are legal implications for managing not only their Health and Safety but our own health and safety when these situations arise.

## 2. PURPOSE

Implementation of the policy will lead to a:

- safer working environment which, as far as is reasonably practicable, reduces the risk of harm occurring to staff and contractors.
  - An assurance that safeguarding of our patients has been considered and appropriate checks and supervision is in place
- proactive approach to risk assessment to identify where risk needs to be controlled.
- good level of co-operation between its staff and contractor workforce.

## 3. SCOPE

This policy is aimed at Managers (Appointing Officers) who arrange for contractors to come onto Trust premises to carry out works.

## 4. POLICY

### 4.1 Introduction

The Trust often uses contractors to carry out various types of work. This can range from very simple work such as window cleaning, office machinery repair to major construction projects to extend, refurbish or maintain premises.

Where the organisation employs a contractor, both parties will have duties under the Health and Safety at Work etc. Act 1974<sup>1</sup> and the Management of Health and Safety at Work Regulations 1999<sup>2</sup>. These duties require the organisation (as the client) and the contractor to protect each other, their workforce and anyone else who may be affected by their activities. Both parties must co-operate with each other to ensure health and safety arrangements on site are managed properly.

The Construction (Design and Management) Regulations 2007<sup>3</sup> impose more detailed requirements on those involved in any construction work as client, designer or contractor. These activities must be managed by professional Estates staff who will require each contractor to demonstrate compliance with these regulations.

UHMBT's preferred position is for contractors to only supply staff who have been vetted through the Disclosure and Barring Service with a standard DBS Disclosure and who can evidence that robust recruitment and selection processes have taken place such as formal interview, evidence of right to work, employment history, references etc.

A DBS check is not however required for all contractors working at UHMBT. The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) allows non-clinical contractors to work in a hospital setting without DBS clearance

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provided that suitable controls are in place.

All service users who access services from UHMBT are by definition potentially vulnerable therefore for those contractors who have not been DBS checked the Appointing Officer will need to ensure that they have in place an appropriate risk assessment agreed with the Manager of the clinical area, assessing the risk of contractors working in a clinical environment with service users who may be potential vulnerable adults and children.

Controls will be dependent on the area the work is taking place, the frequency with which the contractor will be in the work area and the level of supervision. Advice should be sought from health and safety and the safeguarding team as appropriate.

## 4.2 Duties

### 4.2.1 Chief Executive

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

### 4.2.2 Governance Director

The Chief Operating Officer is responsible for ensuring the implementation of all health and safety guidance, policies and procedures relating to Control of Contractors

### 4.2.3 Divisional Management Team (Divisional General Manager, Clinical Director and Divisional Chief Nurse or Allied Health Professional OR Associate Director of Estates and Estates Lead Manager)

Has overall operational responsibility for the implementation of all health and safety guidance, policies and procedures relating to Control of Contractors in their division.

### 4.2.4 Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities is responsible for ensuring that the Trust meets its statutory obligations and that effective arrangements for the management of health and safety of Type 1 and 2 contractors are put in place.

### 4.2.5 Head of Estates Capital Services

The Head of Estates Capital Services is responsible for ensuring that the requirements of this policy are observed and adhered to in all Capital Services related work carried out by estates staff and external contractors.

### 4.2.6 Head of Estates Operational Services

The Head of Estates Operational Services is responsible for ensuring that the requirements of this policy are observed and adhered to in all estates related work carried out by estates staff and external contractors.

### 4.2.7 Appointing Officer

The Appointing Officer should ensure that the requirements of this policy are observed and adhered to in relation to the work carried out by their contractors. They are also responsible for ensuring that the correct monitoring, supervision and paperwork is carried out/ issued should the contractor be carrying out work which not be their specialist area.

The Appointing Officer is responsible for ensuring that no contractor is left unsupervised where they are alone with a patient unless the risk assessment agreed with the manager

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of the area shows the risk is low. Arrangements must be made to supervise the contractor in this case.

The Appointing Officer is required to inform the contractor of the reporting and signing in/out requirements relevant to the type of contractor they are and to monitor that the arrangements are correctly followed.

#### **4.2.8 Health and Safety Manager**

The Health and Safety Manager will advise and assist on appropriate measures to meet legal and organisational requirements when required.

### **4.3 Types of Contractor**

The Trust has recognised that there are many contractors who regularly attend our site but who may require differing levels of supervision, training etc. The Trust has therefore categorised contractors into 'types' and they are as follows:

#### **4.3.1 Type 1 Contractor**

Type 1 Contractors are managed by the Estates Capital Services Team.

They are supervised by members of the Estates Capital Services Team or there may be an external consultant depending on the contract.

An initial site meeting covers most induction items with a Construction Design Management and Health and Safety plan. This is also supported by visits to site on the first day by the Fire officer, Infection Control etc.

#### **4.3.2 Type 2 Contractor**

Type 2 Contractors will be managed on site by the Estates Operational Services (EOS) Team.

These contractors are either those who:

- Require Estates Permits to Work (Estates Operational Services will be responsible for these contractors during the operation of the Permit to Work).
- Breach fire compartmentation
- Are working directly for Estates Operational Services.

These contractors will be supervised by the Estates Operational Services Team whilst on site.

The Appointing Officer (the person requesting the contractor to site) will ensure that the contractors complete the Contractor pre-work checklist and the contractor training record which can be found in Appendix 1 and Appendix 2 before they are handed over to the Estates Operational Services Department.

Likewise if this was an EOS contractor the same checklist and training record should be completed.

Local Rules will be shown to the contractors and signed and dated as appropriate. Local Health and Safety Rules can be found in Appendix 4 but other Departmental Local Rules

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may apply.

This type of contractor will be issued with a 'Contractor Badge' via the EOS team where they will also be required to sign in and out of the premises.

#### **4.3.3 Type 3 Contractor**

Type 3 contractors work within a department on a specific piece of equipment e.g. x-ray machine.

These contractors will need to complete the Contractor pre-work checklist and the contractor training record which can be found in Appendix 1 and Appendix 2 before commencement of work.

These contractors will be supervised by the appointing officer or nominated deputy whilst they are within the department.

The contractor will sign in and be issued with a visitor badge during their time within the department and then will sign back out again before leaving the premises – see Appendix 3.

Local Rules will be shown to the contractors and signed and dated as appropriate. Local Health and Safety Rules can be found in Appendix 4 but other Departmental Local Rules may apply.

#### **4.3.4 Type 4 Contractor**

These contractors sign in and will be issued with a visitor badge (template can be found in Appendix 3) via the appointing officer. These contractors may comprise of vending machine contractors or photocopier repair person etc.

No supervision is required for these contractors as they are undertaking a low risk activity, however, local Health and Safety Rules should be showed to these contractors before they commence work and any other Local Rules which may apply during their time on Trust premises.

### **4.4 Fire**

All contractors should adhere to the Trust's Fire Policy as per their induction process.

### **4.5 Permit to Work**

A Permit to Work is an official document which will be issued by the Estates Department or Appointing Officer.

The permit to work will clearly identify the operation or work taken/to be undertaken. This will normally be issued on the day of implementation and will be signed by the appointing officer, EOS, or contractors authorised personnel.

The permit will confirm any known hazards that have been identified or are currently a cause for concern. It does not guarantee a safe area or system of work. Therefore continued vigilance with regard to health and safety must be observed.

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#### 4.6 Dealing with inappropriate behaviour of failure of contractor to follow procedure

The Appointing Officer will ensure such issues are dealt with immediately and must take action as appropriate to the severity of the incident. This could be:

- Ensure the contractor is made aware of the breach and understands the correct action – record this conversation
- Approach the relevant company to request formal action – record this request and seek a response.
- Stop the work and remove the contractor from site. Contact the company to prohibit or agree further attendance.

#### 4.7 Accident / Incident Reporting

Where contract work is carried out, such reporting and consultation will.

Any incident or accident to or involving a contractor will be reported:

- To the Contractor's employer by the contractor in accordance with the principal contractor's health and safety policy and site rules AND
- To the Trust using the Trust

Accident/Incident on-line reporting system. The Appointing Officer should complete the on-line reporting on the contractors behalf.

Should a contractor suffer and injury that may require reporting under the Reporting of Injuries, Diseases, Dangerous Occurrence's Regulations 2013<sup>4</sup>, the table within Appendix 5 should be consulted to clarify who should report the injury under the above regulations.

#### 4.8 Pre-Contract

Prior to the contractors being employed, a thorough check must be made by the Appointing Officer of their

- Health and Safety Policy;
- Method Statements
- Risk Assessments
- Training Records
- Public Liability insurance – minimum of £5m but this could increase to £10m depending on the contract

#### 4.9 Monitoring Compliance

The process for monitoring compliance with this procedure is identified in Appendix 6.

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<b>5. ATTACHMENTS</b>	
<b>Number</b>	<b>Title</b>
1	Contractor pre-work checklist
2	Contractor Training Record
3	Contractor Sign-In Sheet
4	Site Information for Contractors
5	Visitors Badge Template
6	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013
7	The Process for Monitoring Compliance
8	Equality and Diversity Impact Assessment Tool

<b>6. OTHER RELEVANT / ASSOCIATED DOCUMENTS</b>	
<b>Unique Identifier</b>	<b>Title and web links from the document library</b>
Corp/Pol/119	Risk Assessment Policy <a href="http://uhmb/cs/tpdl/Documents/CORP-POL-119.docx">http://uhmb/cs/tpdl/Documents/CORP-POL-119.docx</a>
Corp/Pol/114	Provision and Use of Safe Work Equipment (PUWER) <a href="http://uhmb/cs/tpdl/Documents/CORP-POL-114.docx">http://uhmb/cs/tpdl/Documents/CORP-POL-114.docx</a>
Corp/Pol/131	Work at Height <a href="http://uhmb/cs/tpdl/Documents/CORP-POL-131.docx">http://uhmb/cs/tpdl/Documents/CORP-POL-131.docx</a>
E&F/Pol/015	Safe Working in Confined Spaces <a href="http://uhmb/cs/tpdl/Documents/EF-POL-015.docx">http://uhmb/cs/tpdl/Documents/EF-POL-015.docx</a>
Corp/Pol/121	Fire Safety Management <a href="http://uhmb/cs/tpdl/Documents/CORP-POL-121.docx">http://uhmb/cs/tpdl/Documents/CORP-POL-121.docx</a>
Corp/Proc/022	Reporting and Investigation of Incidents including Serious Incidents UHMB <a href="http://uhmb/cs/tpdl/Documents/CORP-PROC-022.docx">http://uhmb/cs/tpdl/Documents/CORP-PROC-022.docx</a>

<b>7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS</b>	
<b>References in full</b>	
<b>Number</b>	<b>References</b>
1	Great Britain (1974) <a href="#">Health and Safety at Work etc. Act 1974</a> (accessed 10.2.16)
2	Great Britain (1999) <a href="#">The Management of Health and Safety at Work Regulations 1999</a> (accessed 10.2.16)
3	Great Britain (2007) <a href="#">The Construction (Design and Management) Regulations 2007</a> (accessed 10.2.16)
4	Great Britain (2013) <a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 2013</a> (accessed 10.2.16)

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<b>8. DEFINITIONS / GLOSSARY OF TERMS</b>	
<b>Abbreviation or Term</b>	<b>Definition</b>
Contractor	“Any person, firm, company or other legal entity entering into a contract with the Trust for the performance of services and or the supply of goods” and “any person, firm, company or other legal entity otherwise performing services and or supplying goods to or for the benefit of the Trust”.
Competent Person	A person with relevant knowledge, qualifications, experience and or membership of a relevant professional body.
Method Statement	A document provided by the contractor which incorporates a detailed written sequence for carrying out identified tasks, which may include risk assessments to ensure that the work activities are done in a sequence to confirm safety. Where method statements are required they shall be reviewed by the Trusts competent person and approved prior to the task being undertaken.
Safe System of Work	A safe system of work is a formal procedure which results from a risk assessment which identifies a safe method of work to ensure that the hazards are eliminated or the remaining risks are minimised.
Permit to work	Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated so requiring written reinforcement. Permits should only be issued by a competent and qualified person. All permits should be time constrained. Permits to work should not be mistaken for a “safe system of work”, rather a safe system of work may require a permit to work system to be adopted as part of its overall systematic control of risk.
Risk Assessment	A risk assessment is a careful examination of what could cause harm to people and how. You then weigh up whether enough precautions have been taken or more should be done. The statutory standard that a risk assessment is “suitable and sufficient” for purpose i.e. they identify all foreseeable hazards and then implement appropriate control measures to eliminate or mitigate the risks.
Induction	An induction to contractors is a legal requirement to introduce contractors to the Trusts policies and procedures, and associated risks working on the Trusts policy.

<b>9. CONSULTATION WITH STAFF AND PATIENTS</b>	
Enter the names and job titles of staff and stakeholders that have contributed to the document	
<b>Name</b>	<b>Job Title</b>
Health & Safety Reps and Champions Group	
Health & Safety Committee	
Glyn Davies	Divisional Manager – Estates Maintenance

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<b>10. DISTRIBUTION PLAN</b>	
Dissemination lead:	Health & Safety Department
Previous document already being used?	Yes
If yes, in what format and where?	Available on the Intranet
Proposed action to retrieve out-of-date copies of the document:	Replace document on the Trust Intranet – Heritage
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Weekly News – New documents uploaded to the Document Library

<b>11. TRAINING</b>		
Is training required to be given due to the introduction of this policy? No		
<b>Action by</b>	<b>Action required</b>	<b>Implementation Date</b>

<b>12. AMENDMENT HISTORY</b>				
<b>Version No.</b>	<b>Date of Issue</b>	<b>Page/Selection Changed</b>	<b>Description of Change</b>	<b>Review Date</b>
9	July 2014	Section 4.2	Changes made to the duties section	July 2017
9	July 2014	Section 4.3	Clarification regarding the processes which should be followed for each category of contractor	July 2017
9.1	January 2016	Pages 3-4	Added Quick Guide for Managers	July 2017
9.2	April 2016	Page 3	Policy on a Page added	June 2017
10	Aug 2016	Policy on a page	Addition of requirement for DBS check or risk assessment	Aug 2019
		Page 4 Quick Guide	Addition of requirement for DBS check or risk assessment	
		Page 5 Quick Guide	Reference to risk assessment completed at planning stage	
		Page 6	Addition to Purpose: Assurance that patients are safeguarded	
		Page 7	Update of various job titles	
10.1	04/10/2017	Page 3	BSF page added	01/08/2019

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## Appendix 1 – Contractor pre-work checklist

### CONTRACTOR PRE-WORK CHECKLIST

This checklist is to be completed by the Appointing Officer prior to the commencement of any works. This checklist is valid for one week only and must be reviewed daily.

**Contractors Name:**

**Area of Work:**

**Detail of Work Activity:**

1	Has the contractor signed-in and been issued with a contractors/visitors badge?	Yes	No	N/A
2	Have personal facilities, canteen etc. been identified?	Yes	No	N/A
3	Has work access been fully understood?	Yes	No	N/A
4	Is the work content fully understood?	Yes	No	N/A
5	Is the contractors personal protective equipment appropriate and in good condition?	Yes	No	N/A
6	Are any permits to work necessary?	Yes	No	N/A
7	Are there any services which require isolating?	Yes	No	N/A
8	Has the contractor been notified of any special hazards, dust etc.? Please Specify			
9	Is the contractor aware of processes in their work area?	Yes	No	N/A
10	Is the work are to be cordoned off and safety notices displayed? Please Specify	Yes	No	N/A
11	Has safe utilities (water, electricity) been fully understood?	Yes	No	N/A
12	Has the importance of replacing ceiling tiles been fully explained?	Yes	No	N/A
13	Are good housekeeping and workplace tidiness fully understood?	Yes	No	N/A
14	All risk assessments and COSHH data sheets for the products to be used on site have been viewed by the Appointing Officer?	Yes	No	N/A
15	Has the contractor read and fully understood the Trust's Fire Procedures?	Yes	No	N/A
16	All contractors training competencies in relation to the job have been viewed by the Appointing Officer?	Yes	No	N/A
17	Have 'out of hours working' procedures been discussed?	Yes	No	N/A

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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**Appendix 3 – Contractor sign-in sheet**

**Control of Contractors Signing-in Sheet**

Date		Date	
Company Name		Company Name	
Persons Name		Persons Name	
Signature		Signature	
Time in		Time in	

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## Appendix 4 – Site Information for Contractors

### SITE INFORMATION FOR CONTRACTORS

#### Introduction

A hospital site has its own unique set of hazards and requirements that a contractor may not have been exposed to before. It needs to be recognised that hospital users include the sick, the frail and people with temporary or permanent impairments.

Hospital users may also be under stress or have anxieties about being on the grounds but, all hospital users have the expectation that a hospital should be a safe place and not one with the potential of causing them greater harm.

Failure to adhere to site rules may in the worse case scenario, be fatal to a patient, site visitor, member of Trust staff or you. Further information on any matter can be obtained from the Trusts appointed person(s).

#### Identification Badges

- The person responsible for the contractor will be responsible for issuing the identification badges which will either be a 'Contractor badge' or a 'Visitor badge'.
- It is the contractor's duty to wear appropriate forms of identification whilst on site.

#### Permit to Work

Permits to work may be required by the contractor. These are issued by the Appointing Officer where appropriate or the Estates Department only.

#### Authorised Access

Contractors will only be given access to the areas in which they are required to work.

#### Tools and equipment

Contractors should provide their own tools and equipment. These should comply with current statutory regulations. The Trust will not loan tools/equipment or ladders to contractors.

#### Personal Protective Equipment

Contractors must provide their own Personal Protective Equipment and it must be fit for purpose.

#### Accident/Incident reporting

All Accident/Incidents should be reported to the Appointing Officer as soon as possible after the accident/incident.

#### Smoking

All Trust premises adhere to a strict No Smoking Policy.

#### Noise and vibration

Noise and vibration must be kept to a minimum during execution of all work.

#### Radios/CD Players or similar equipment

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Radios/CD Players or similar equipment must not be used on Trust Premises.

### **Facilities**

Catering facilities are available but contractors must remove overalls before entering. Toilets are available for contractors. Their location will be briefed.

### **Waste Material**

The Contractor must keep the work area clean and tidy and at end of each day or on completion of the works remove all rubbish/debris or unused materials from site. Special permission must be given for placement of skips.

### **Flammable materials**


Storage of flammable materials/gas bottles/welding appliances will not be allowed on site outside specified contractors hours and will be removed at the end of each working day.

### **Supervision**

No contractor will be left unsupervised in the presence of a patient. Any contractor finding themselves in this situation must remove themselves from the area and seek a member of staff or contract manager for attendance

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## Appendix 5 – Visitors Badge Template

<b>VISITOR BADGE</b>	University Hospitals  of Morecambe Bay NHS Foundation Trust
<b>Hotel Services</b>	
<b>Department</b>	
<b>Company</b>	
<b>Name</b>	<b>Date</b>

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## Appendix 6 – Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013

<b>Reportable incident</b>	<b>Injured person</b>	<b>Responsible person</b>
<b>Death, specified injury, over-seven-day injury or case of disease</b>	An employee at work	That person's employer
<b>Death, specified injury or over-seven-day injury</b>	A self-employed person at work in premises under someone else's control	The person in control of the premises
<b>Specified injury, over-seven-day injury or case of disease</b>	A self-employed person at work in premises under their control	The self-employed person or someone acting on their behalf
<b>Death or injury which means you have to be taken to hospital for treatment (or a specified injury occurring at a hospital)</b>	A person not at work (but affected by the work of someone else), eg patient, volunteer or visitor	The person in control of the premises or, in domestic premises, the employer in control of the work activity
<b>Dangerous occurrence</b>		The person in control of the premises where (or in connection with the work at which) the dangerous occurrence happened

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## Appendix 7: The Process for Monitoring Compliance

Requirement	Method	Frequency	Lead	Monitoring Group	Action plan lead	Committee/ group overseeing Action Plan
Periodic audit of signing in sheets via contractor badges or visitor badges	Observation of signing in sheets	Monthly	Manager	Divisional Managers Meeting	Manager	Health and Safety Committee
Sample audit of permits to work	Observation of permits issued	Bi-monthly	Manager	Divisional Managers Meeting	Manager	Health and Safety Committee
Adherence to the policy	Audit	3 yearly	Health and Safety	Health and Safety Committee	Health and Safety Manager	Health and Safety Committee

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## Appendix 8: Equality & Diversity Impact Assessment Tool

### Equality Impact Assessment Form

Department/Function	Health and Safety			
Lead Assessor	Anna Smith – Health and Safety Manager			
What is being assessed?	Control of Contractors Policy			
Date of assessment	10 <sup>th</sup> October 2016			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input checked="" type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input checked="" type="checkbox"/>
	Personal Fair Diverse Champions	<input checked="" type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details: Health and Safety Reps and Champions, Estates Department, Health and Safety Management Group and Health and Safety Committee			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination, harassment and victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
<b>Race</b> (All ethnic groups)	Select	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul> <p>Neutral: This policy refers to the controls in place within the organisation to ensure that everyone affected is protected from harm arising from our use of Contractors irrespective of any protected characteristic.</p> <p>The requirements on Contractors relate to technical suitability for the work involved and none of the protected characteristics would be relevant to that decision.</p>
<b>Disability</b> (Including physical and mental impairments)	Select	
<b>Sex</b>	Select	
<b>Gender reassignment</b>	Select	
<b>Religion or Belief</b>	Select	
<b>Sexual orientation</b>	Select	
<b>Age</b>	Select	
<b>Marriage and Civil Partnership</b>	Select	
<b>Pregnancy and maternity</b>	Select	
<b>Other</b> (e.g. caring, human rights)	Select	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	It neither contributes to or hinders. The impact is neutral.
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b> <ul style="list-style-type: none"> <li>➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups</li> <li>➤ This should be reviewed annually.</li> </ul>
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Action Plan Summary
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Action	Lead	Timescale

*This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to [EIA.forms@mbht.nhs.uk](mailto:EIA.forms@mbht.nhs.uk) once completed.*

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