

BIFM Training

Selecting and Controlling Contractors on Site

1-day course

Aim

To explain the Health & Safety responsibilities and legal implications of anyone responsible for bringing a contractor onto their premises.

Objectives

By the end of this course you will be able to describe:

*Your Health & Safety responsibilities in respect of contractors under Health & Safety law
Your Health & Safety responsibilities when selecting & controlling contractors
The Health and Safety responsibilities of employers and contractors to protect each other, their workforce and anyone else
Safe systems for work including training, instruction or supervision of the personnel involved*

Description

The objective of this one-day course is to provide up-to-date guidance for anyone responsible for bringing a contractor onto their premises.

FM's are increasingly being held to account for breaches of Health & Safety legislation committed by their contractors.

The Health & Safety Executive makes it clear that the clients of contractors will be held accountable for breaches of H & S legislation if the client has not carried out their own responsibilities in selecting & controlling them.

When contracting out you cannot outsource your H & S responsibilities – both parties will have duties under health & safety law, and so FM's have specific responsibilities in selecting & controlling their contractors.

You may take good practice for granted in-house but don't assume that the same applies to contractors. Even regular contractors may need reminding.

This course will give FM's the confidence to select and control their contractors appropriately with regards to Health & Safety legislation.

The safest system for work will fail without training, instruction or supervision of the personnel involved. This course clarifies the health and safety responsibilities of employers and contractors to protect each other, their workforce and anyone else (e.g. visitors).

Course content

- Who counts as a Contractor?
- Different types of Contractor: one-off; repetitive short-term; medium term; long term
- Selecting suitable contractors
- What is your responsibility for selecting and controlling sub-contractors?
- Contractor Health & Safety questionnaire
- Understanding and complying with the Law
- Managing Contractors
- Assessing your current practices – what can go wrong?
- Planning – assessing the risk; provision of information specific to the work
- Contractors working on site – co-operation and co-ordination
- Applying good practice
- Auditing and Managing your contractors
- Keeping a check
- Reviewing the work

Programme

0930 Introduction and Course Outline

Who counts as a Contractor?

Group Exercise: list current contractors

Questionnaire: Managing Contractors in your organisation

The law

Selecting and Managing Contractors

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|--------|-----------------------------|
| Step 1 | Planning |
| Step 2 | Choosing a contractor |
| Step 3 | Contractors working on site |
| Step 4 | Keeping a check |
| Step 5 | Reviewing the work |

Auditing your contractors

Contractor Health & Safety Questionnaire

1700 Close

Coffee 10.45 – 11.00 Lunch 12.30 – 13.15 Tea 14.45 – 15.00