

Selecting & Controlling Contractors on Site

1-day course

Aim

To explain the Health & Safety responsibilities and legal implications of anyone responsible for engaging a contractor to work on 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

Implementing a suitable Control of Contractors Policy.

Description

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

FMs 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 FMs 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 need reminding. Always check risk assessment and method statements.

This course will give FMs 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

Group Exercise - The law

Managing Contractors

Step 1 Planning the work

Step 2 Selecting the right contractor

Step 3 Managing contractors working on site

Step 4 Keeping a check during contract work

Syndicate Exercise - controlling contractors

Step 5 Reviewing work on completion

Auditing your contractors

Contractor Health & Safety Questionnaire

1700 Close

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

How do I book?

Telephone: 020 7404 4440

Email: info@bifm-training.co.uk

Website: www.bifm-training.com/selecting_controlling_contractorsFS.htm

To book online, copy the above URL into your web browser and scroll down to the registration link below the course description.