

Elliott Nash Limited Contractor Selection Procedure (SHE 15)

Introduction

In order to ensure that health & safety performance is maintained and risks are adequately controlled Elliott Nash Limited has established criteria for the selection of contractors.

Only contractors who are able to meet a strict criteria will be considered as potential suppliers of services.

Control Strategy

The following points will be considered when selecting potential contractors, in order for control of risks to be carried out satisfactorily:

- Identification of suitable contractors
- Identification of hazards within the specification
- Checking of health and safety aspects of bids and selection of contractor
- Contractor agrees to be subject to client's rules
- Control of the contractor on site
- Checking after completion of contract.

Identification of Suitable Contractors

- All potential contractors employing more than 5 people must provide their current Health and Safety Policy.
- Each contractor will complete a PQQ questionnaire detailing information about their policy on health and safety and details on responsibility, experience, safe systems of work and training standards.
- Every completed PQQ will be vetted for adequacy by the Safety Coordinator/Advisors.
- Checking of references and the validity of the details supplied by the contractor will be undertaken prior to works being awarded.

Section	Revision No	Issue Date	Review Date	Approved
SHE 15	1	July 2011	July 2012	Yes/BMP

Specification of Works

A checklist will be drawn up pointing out most, if not all, of the common health and safety hazards, which may arise during the works, so far as is reasonable practicable.

The checklist will be supplied to the contractor in the specification before the bid is made.

The received bid will be checked against the list to ensure that proper provision is being made for the control of risk and that the contractor has identified the hazards.

The checklist will include the following:

- Special hazards and applicable national or local Regulations or Codes of Practice (asbestos, noise, permits to work, notices etc)
- Training required for the contractor's employees
- Safe access/egress to, from, on the site and to places of work within the site
- Electrical and artificial lighting requirements
- Manual/mechanical lifting
- Buried and overhead services
- Fire protection
- Occupational health risks, including noise, vibration etc
- Confined space entry
- First aid/emergency rescue
- Welfare amenities
- Safe storage of chemicals
- Personal protective equipment
- Traffic management arrangements
- Documentation and notifications
- Insurance and special terms and conditions of the contract

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Submitted Contractors Safety Information

Checks on the validity of the details supplied by the contractor will be made by talking to the companies for whom the contractor has supplied details.

Responses to the checklist will be compared between the bidders and against expected responses before the successful contractor is chosen.

Contractor Agreement to Elliott Nash Limited's Policies and Procedures

The contractor must agree to abide by all the provisions of our safety policy, which may affect their employees or the work, including compliance with Elliott Nash Limited's internal procedures.

In cases where the contractor delegates part of the work to a sub contractor, they must be competent and trained to undertake the works and abide by all the contractors safety requirements.

Control of Contractors on ENL Property/Premises

- The designated ENL Manager will co-ordinate all aspects of the contract including health and safety matters.
- The designated ENL Manager will hold a pre-contract commencement meeting with contractors to review all safety arrangements and aspects of the work.
- The designated ENL Manager will hold regular progress meetings with contractors where the first agenda item will be health and safety.
- The designated ENL Manager will inspect the contractor's operations on a weekly basis, where applicable and if necessary utilising CDM/Safety Services team members for specialist assistance.
- The contractor will participate in any safety committee meetings where applicable.
- The contractor will provide non generic risk assessments and written method statements in advance of undertaking any work.
- In the event of the need for deviation from the method statement no further work will be undertaken until agreement has been reached and recorded in writing between the designated ENL
- Manager and the contractor on the method of work to be followed in the new circumstances.
- The contractor will formally report to the designated ENL Manager in the event of any dangerous occurrence and any lost-time accident.
- The contractor's machinery will not be allowed on site until documentation on statutory inspections has been provided including details of operator training and experience.

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Completion of contract

The contractor will leave the worksite clean and tidy.

The contractor will remove all waste, materials and equipment in line with legislation.

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