



Corporate Control of Contractors Policy

Corporate Health and Safety Team

June 2024

Draft

Version	Author	Date
2.0	Corporate Health and Safety Team	July 2024

Document History

Name of Policy	H&SP02 - Corporate Control of Contractors Policy
Purpose of Policy	Sets out clear roles and responsibilities in order for the Council to meet its legal obligation to manage contractors under health and safety legislation, such as The Health and Safety at Work etc Act 1974 and all other associated legislation.
Policy Applies to	The policy and subsequent arrangements apply to all Council services using external contractors to undertake works on behalf of New Forest District Council.
Update Frequency	Bi-Annual
Latest Update	July 2024
Update Overview	<p>February 2006 - First Issue</p> <p>August 2001 – Update to structure of service arrangements, responsibilities, guidance notes.</p> <p>July 2024 - Updated version into new Corporate Template.</p> <p>Update to remove CDM specific information to form CDM guidance.</p> <p>Formation of Corporate Control of Contractors Guidance – CDM / WAF / CINP (see separate documents)</p>

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1. Policy

1.1 – Introduction

New Forest District Council ('the Council') has a duty to ensure compliance with the Construction, Design and Management Regulations (CDM) 2015, The Health and Safety at Work etc. Act 1974 and other associated legislation for all construction projects it undertakes. The Council also has a duty to ensure so far as is reasonably practicable, the health, safety and welfare of its staff, members of the public and any contractors working on their behalf, this also includes non-construction related contractors. This policy sets out clear roles and responsibilities to ensure all construction projects involving one or more external contractors, and the management of non-construction.

1.2 – Scope

This policy applies to:

- All managers who are responsible for engaging contractors and service providers.
- All employees of New Forest District Council.
- All contractors and service providers working on behalf of the Council.

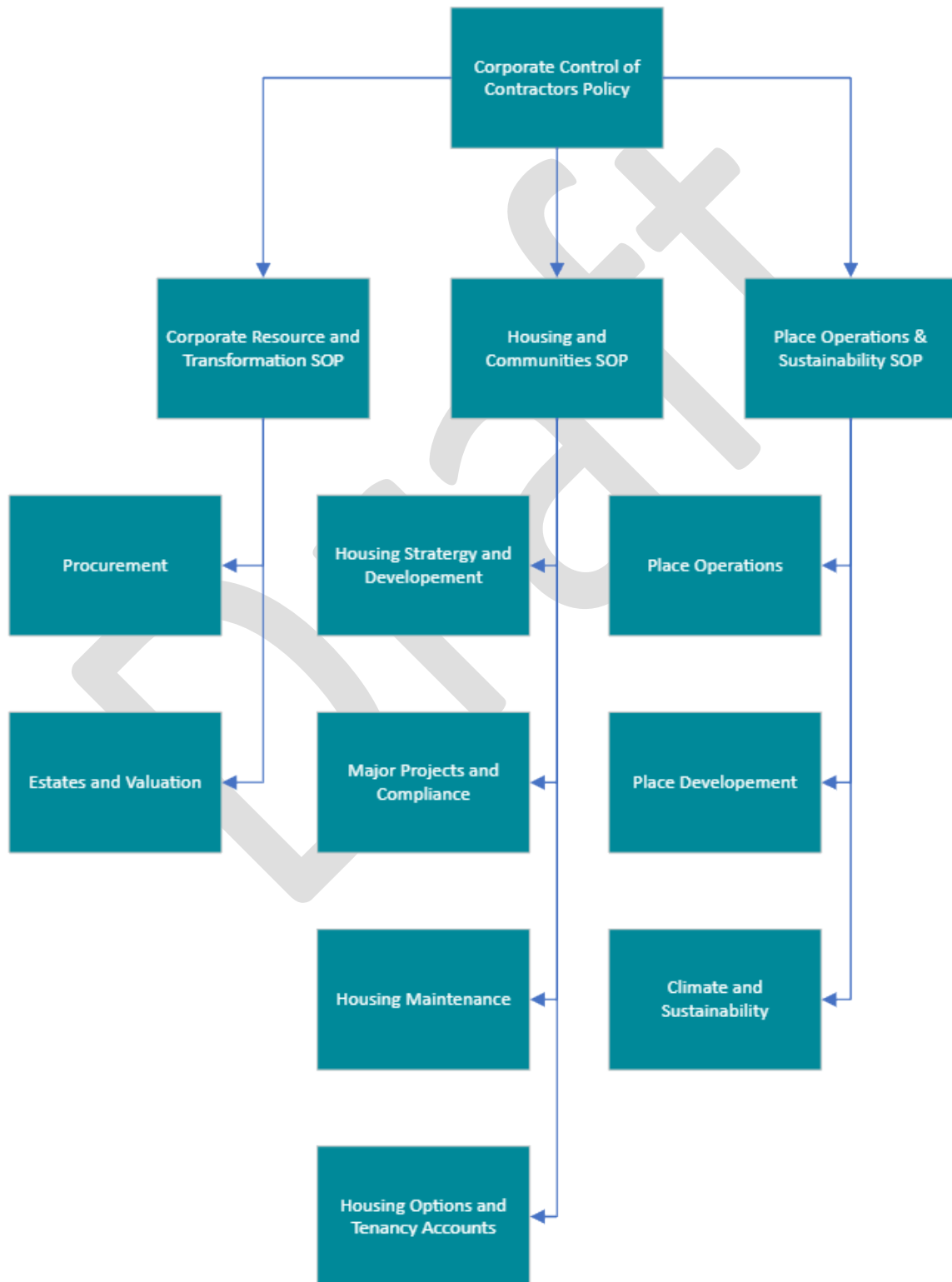
1.3 – The Standard Operating Procedures for Control of Contractors

In order for the Council to meet its legal duties as identified under the various applicable health and safety legislation, all services who arrange for external contractors to undertake work on their behalf must meet the requirements as set out in this policy.

As per the structure below within these directorates there are certain services that are required to produce service specific arrangements, these arrangements must set out specific procedures that must be followed and detail clear roles and responsibilities.

All arrangements must as a minimum meet the requirements set out in this policy and take the form of standard operating procedures, including guidance for responsible managers and employees working in each service. The below hierarchy sets out those specific service arrangements and Management System.

Image: Structure



2. Legislative and Regulatory Context

2.1 – The Health and Safety at Work Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. New Forest District Council acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled to as low as is reasonably practicable.

2.2 – The Construction (Design and Management) Regulations 2015

New Forest District Council acknowledges and accepts its responsibilities under this current construction related legislation and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate controls to reduce the risks presented by construction activities to as low a level as is reasonably practicable.

2.3 – Other Associated Legislation

New Forest District Council acknowledges and accepts it has additional responsibilities under associated legislation for activities carried out by contractors. For example, under the Control of Asbestos Regulations 2012 the council has a duty to ensure that any works involving Asbestos are adequately planned, managed and carried out by competent and qualified individuals and that all legislative requirements are complied to. As part of any works being undertaken it is the duty of the Council to ensure legal requirements are met as part of the issuing process. Failure to do so would put legal liability on the Council for failure to carry out adequate checks and ensure assurances are in place to prevent a breach of any applicable regulations.

This is shown in greater detail in section 10.

3. Definitions

3.1 – Table of Definitions

Term	Definition
Asbestos Register	The Council's online asbestos management database.
Client	The member of staff who is held responsible, on behalf of the client service, for a contract, services, or goods.
Client Representative	The member of staff who has been delegated the Client responsibilities under CDM 2015 by the relevant Service Manager or Executive Head.
Competent	Someone who has sufficient training and experience or knowledge.
Construction	<p>The carrying out of any building, civil engineering or engineering construction work and includes:</p> <ul style="list-style-type: none"> the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive toxic substances), de-commissioning, demolition or dismantling of a structure; the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and clearance or preparation of the site or structure for use or occupation at its conclusion; the assembly on site of prefabricated elements to form a structure or such disassembly, formed a structure; the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly formed such a structure;

	the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas compressed air, hydraulic, telecommunication, computer or similar services which are normally fixed within or to a structure.
Contract Administrator	A designated responsible individual for the management of the contract with a contractor for works/services undertaken on behalf of New Forest District Council. This may be within a project just for the duration or on a longer-term basis for a contractor managed under a framework.
Contractor	Anyone who is commissioned by written or verbal contract or instruction to supply goods, services or undertake work for the Council, but is not a Council employee.
Contractor Incident Notification Protocol (CINP)	The Council contractor management procedures following a breach in H&S legislation or an accident/incident.
Design	Includes drawings, design details, specifications and bills of quantities (including specification of articles or substances) relating to a structure, installation, equipment provision and calculations prepared for the purpose of design.
Designer	Means any person (including a client, contractor or other person referred to in this policy) who is in the course or furtherance of a business. prepares or modifies a design; or arranges for, or instructs, any person under their control to do so.
Procurement	Procurement is the process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.
Suitable and Sufficient	Suitable for the level and complexities of the project.

Qualified	Someone who has completed a formally recognised qualification in a relevant subject.
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4. Roles and Responsibilities

4.1. The Executive Management Team (EMT) must:

- Ensure suitable resources and time is available to all staff involved with the management of construction projects and the management of contractors.
- Ensure all employees under their control have sufficient training, experience, knowledge and skill to undertake their role competently.
- Commission all contracts in accordance with the Council's Procurement procedures and protocols.
- When appropriate, assist Service Managers in following the CINP.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.

4.2. Service Managers (SM) must:

- Ensure all employees under their control have sufficient training, experience, knowledge and skill to undertake their role competently;
- Commission all contracts in accordance with the Council's Procurement procedures and protocols;
- Ensure all contract administrators manage contractors in line with relevant procedures and protocols as guided by the procurement team and related guidance.
- Ensure all construction works are carried out in compliance with the CDM Regulations 2015 (see CDM Safe Working Guidance for more information), and other Regulations as applicable.
- Ensure robust control of contractor arrangements are in place and communicated to all their employees.
- Ensure suitable resources and time is available to all staff involved with the management of projects and management of contractors undertaking work on behalf of NFDC.
- Regularly monitor the health and safety performance of their staff under their control.
- When appropriate, ensure the CINP is followed.
- Attend the Control of Contractors Working Group were identified or requested to.

- Ensure their service has adequate professional advice to enable them to comply with the legal expected standards applicable to the project.
- Ensure all contractor incident and accidents are reported and investigated when appropriate.
- Review and sign off on Work Authorisation Forms where needed for all relevant works.

4.3. Client Representatives must:

- Ensure all Services who may be affected by a project are consulted with when creating a project specification.
- Commission all contracts in accordance with the Council's Procurement procedures and protocols.
- Ensure all designers and contractors have the appropriate skills, knowledge, and experience to undertake their role competently.
- Make suitable arrangements for managing a project and ensure those arrangements are maintained and reviewed throughout the project.
- Ensure where the CDM regulations apply that a principal designer and principal contractor have been appointed in writing where there is more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on the project at any time.
- Co-operate with any other person working on or in relation to a project.
- Ensure that all work can be carried out, so far as is reasonably practicable, without risks to health or safety of any person affected by the work or project being undertaken.
- Provide relevant information to those involved in the design and construction processes prior to appointment and throughout the duration of works/project.
- Ensure a suitable and sufficient plan is in place for the management of the work being issued, under CDM this falls under the construction phase plan that is drawn up by the principal contractor or by the contractor where there is only one contractor.
- Ensure that where construction work occurs it is carried out under the CDM regulations, and that the principal designer prepares a health and safety file when appropriate.
- Ensure that where construction work is carried out that all duty holders comply with their duties under The Construction, Design and Management Regulations 2015.

- Where construction work is undertaken, take on the duties of the Client under The Construction, Design and Management Regulations 2015.
- Ensure suitable welfare facilities are available throughout the work or project.
- Ensure an F10 notification of construction project notice is completed for all notifiable projects.
- Ensure that an up to date F10 notice is displayed in the construction site office.
- Ensure all contractor incidents and accidents are reported to a member of the Corporate Health and Safety Team.
- Attend the Control of Contractors Working Group when requested to.
- When appropriate, ensure the CINP is followed.

If undertaking design duties as part of the contract the following applies:

- Ensure all designs comply with the relevant legislative requirements.
- Liaise with the contractor for the duration of the project to ensure designs are being followed.
- Take into account the general principles of prevention and pre-construction information when preparing or modifying designs.
- Eliminate, so far as is reasonably practicable, foreseeable risks to health and safety of any person when preparing or modifying designs.
- Take all reasonable steps to provide with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors.
- Ensure that a Work Authorisation Form is completed for all relevant works.
- Do not allow Contractors to commence work prior to a Work Authorisation Form being completed and signed by the relevant responsible person.

There are additional duties specific to the Construction (Design and Management) Regulations 2015 that are covered in the CDM Safe Working Guidance Document.

4.4. Principal Contractors must:

- Plan, manage and monitor the work or project that is being undertaken.

- Take into account the general principles of prevention.
- Ensure that, as far as is reasonably practicable, work is carried out without risks to health and safety.
- Organise and cooperate with contractors and sub-contractors for the duration of the work or project.
- When involving construction work under CDM, during the pre-construction phase, ensure a suitable and sufficient Construction Phase plan is drawn up and shared with the relevant persons.
- Ensure all contractors and sub-contractors follow the Construction Phase Plan.
- Ensure a suitable and sufficient site induction is provided.
- Ensure suitable and sufficient welfare facilities are provided for the duration of the project.
- Provide the Client Representative, Contract Manager and or Designer with any information in their possession relevant to the project.
- Ensure that where the CDM regulations apply that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred, when the health and safety file is passed to the Principal Contractor, Client Representative or Contract Manager.
- Ensure that all contractors and sub-contractors are competent to undertake their work.
- Ensure all work is carried out in line with the relevant risk assessments and method statements.
- Follow the site rules at all times.
- Report all accidents and incidents to the relevant manager and include reports to the Client Representative or Contract Administrator.

4.5. Contractors Must:

- Ensure all construction work is carried out in line with relevant risk assessments and method statements.
- Ensure all work undertaken is carried out by those competent to do so with relevant qualifications where required.

- Submit suitable and sufficient risk assessments and method statements to the relevant Contractor Administrator, Client Representative and Principal Contractor (where appropriate).
- Familiarise themselves with the Construction Phase Plan (where appropriate).
- Follow the site rules at all times.
- Report all accident and incidents to the site manager and Contractor Administrator/Client Representative.
- Ensure that, so far as is reasonably practicable, all works are carried out without risk to health and safety.

4.6. Line Managers and Contract Administrators must:

- Ensure suitable and sufficient health and safety arrangements are in place for all works and services being carried out on behalf of the Council.
- Follow procurement processes as set out in the Council's Contract Standing Orders.
- Ensure suitable and sufficient risk assessments and method statements are submitted by contractors at the earliest opportunity prior to works being undertaken.
- Review risk assessments and method statements.
- Report all accidents/incidents to a member of the Corporate Health and Safety team.
- Report all health and safety concerns noted onsite via the CINP.
- Where appropriate, provide contractors with information on potential hazards faced.
- Undertake regular monitoring of contractor health and safety performance.
- Ensure contractor insurances, training and certificates are up to date and suitable for the works being undertaken.
- Ensure that a Work Authorisation Form is completed and approved by relevant responsible management for all relevant works.
- Do not allow Contractors to commence work prior to an approved Work Authorisation Form being submitted (where relevant).

4.7. The Procurement Team must:

- Provide competent advice and guidance to all employees in relation to the procurement of contractors and services.
- Provide support to Contract Administrators at quarterly contractor performance meetings, when requested. Assist relevant Service Manager, Contract Administrators and Client Representatives in actioning the CINP (when appropriate).
- When required, attend the Control of Contractors Working Group.

4.8. The Corporate Health and Safety Team must:

- Provide competent advice and guidance to relevant Council Services.
- Carry out investigations into accidents and near misses as necessary, record findings and root causes and provide recommendations for consideration by management.
- Attend the Control of Contractors Working Group.
- Present a quarterly accident/incident report at the Control of Contractors Working Group.
- Undertake regular audits of contractor H&S documentation, insurances and certifications.

4.9. The Corporate Asbestos Manager must:

- Provide competent advice and guidance to all services in relation to asbestos containing materials;
- Provide suitable and sufficient information on asbestos containing materials within Council properties including its location, type and condition when requested to;

- Ensure refurbishment and demolition surveys are undertaken when appropriate and findings are reported to the relevant services;
- When works have been completed, ensure that relevant services provide action returns for the repair, encapsulation or removal of an ACM, which must be retained on the asbestos database;
- When appropriate, ensure notifiable works are notified to the HSE;
- Carry out investigations into all asbestos related accidents and near misses, record findings, root causes and provide recommendations for consideration by management.

4.10. The Governance Team must:

- Provide appropriate advice and guidance in accordance with the CINP.

5. Procurement of Contractors

5.1. Minimum Documents Required.

As a minimum all contractors must submit method of work statements and site-specific risk assessments, employer's liability insurance and public liability insurance verification, relevant training certification and a copy of their health and safety policy. Depending on the extent of the work a more significant amount of information in greater detail may be required. For example, the same amount of information would not be required for a small singular job compared to an ongoing building project. Insurance cover guidance is available on New ForestNet on the 'Procurement documents' page. Insurance documents and financial health checks must be obtained annually by Contract Administrators.

5.2. Contract Value Procurement Considerations:

For all contracts with a value of over £25k, Service Managers must follow the Gateway process as set out in the Council's Contract Standing Orders. For contracts valued over £25k, contractors will be asked to provide further information, this includes appropriate third-party accreditation. The Council offers a flexible approach and recognises organisations registered under the SSIP safety schemes.

5.3. Additional Procurement Process Requirements:

Service Managers completing the Gateway documents must also provide appropriate information on the risk relating to the contract, specific information on health and safety arrangements and details on how contractors' performance will be monitored throughout its duration, including information on the established Key Performance Indicators (KPIs).

For more information see the [Procurement Documents](#) held on ForestNet.

5.4. Use of Contractors who have already passed the procurement process:

When using a contractor that has already been vetted and passed the procurement process for a previous project, this does not allow the bypassing of the required checks or procurement process that need to be carried out. Those looking to use a contractor must not only comply with the procurement processes and liaise with the procurement team, but also ensure they have been provided with suitable and sufficient risk assessments, in date insurances, and that the contractor has the required expertise and experience for the new work that is being potentially assigned.

Where the procurement process is not required to be followed, the following must be considered:

If being carried out without the involvement of a Contract Administrator, then the full process is to be followed to ensure all correct and adequate information is provided for the proposed works.

If carried out in conjunction with the Contract Administrator, then the updated risk assessments and relevant competencies for outside of the existing provided information should be requested and reviewed.

6. Contractor Works

6.1. Management of Contractors

The Council has a legal and moral duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees, other people at work on their site(s), properties or areas where contractor work may be undertaken and members of the public who may be affected by the work that is carried out. This duty also extends to contractors who are undertaking work on behalf of the Council.

No matter how small the job, or how fast it needs to be completed, health and safety must be considered. In order to effectively manage contractors and hazards the following MUST be considered:

1. Planning: Define the job;
 - a. Identify the hazards; Assess the risks;
 - b. Eliminate and reduce the risks identified;
 - c. Contractor monitoring arrangements;
 - d. Contractor risk assessments and method statements.
 - e. Impact on residents or occupants of the site where work is being carried out and consult on this in advance.
2. Working on Site:
 - a. Ensure that a WAF is completed prior to commencing work on site.
 - b. Are contractors required to sign in and out of site?
 - c. Name of contractors who will be attending site?
 - d. Has the appropriate access been provided?
 - e. Who is in control* of the site?

*If the area is under CDM, who is the Principal Contractor and what processes are in place for liaising between them and the contractors visiting.

3. Monitoring:

- a. Ensure contractors are following all control measures outlined within risk assessments and method statements;
- b. Check the work has been completed to the agreed standard.
- c. Ensure any incidents that have occurred are reported* correctly.

*Via the CINP process.

6.2. Risk Assessment and Method Statements:

Under The Management of Health and Safety at Work Regulations 1999, contractors have a responsibility to undertake a suitable and sufficient risk assessment of the work they undertake. Their risk assessment and method statements should fit in with your own, when appropriate.

In order for contractors to prepare a suitable and sufficient risk assessment the relevant Line Manager must provide contractors with all the relevant information about the job, hazards, persons affected etc.

Under the Management Regulations employers with 5 or more employees must record the significant findings of any risk assessment. In order to ensure all hazards are controlled to as far as is reasonably practicable all contractors undertaking work for, or on behalf of the Council must provide a written record of their risk assessment for the work.

When appropriate the relevant Line Manager should provide support to smaller contractors (those with less than 5 employees). All contractor risk assessments and method statements must be reviewed by the relevant Line Manager. Line Managers should contact a member of the Corporate Health and Safety Team for further advice and guidance if required.

Failure to ensure adequate risk assessments are in place prior to work occurring is considered a breach of this policy.

6.3. Certification and Insurance Requirements:

As part of the vetting process when considering the use of a contractor the following considerations must be made when assessing certification and insurance requirements:

Certification

Is there a certificate or standard associated with the work that is being undertaken that reflects the suitability of the contractor or contractors' staff that needs to be in place.

For example,

For gas works, works must only be undertaken by registered Gas Safe employees/contractors. However, for commercial gas works additional qualifications are required.

For scaffolding works, CISRS would be required by the individuals constructing the scaffolding. If following a standardised design those with experience can be considered competent, however, for more advanced and larger scaffold structures more advanced qualifications would be required and potentially if a bespoke design must be drawn up then a competent engineering qualified individual would be required to draw up the design.

Insurance

Adequate insurance for the works being undertaken is required to be in place, this includes public liability insurance where works could result in the injury of a third party such as another employee or member of the public or where the work requires an extended period where a claim could be made if a failure occurs.

6.4. Construction Works (CDM)

When dealing with works covered by “construction” within the definitions of the Construction (Design and Management) Regulations 2015 apply to the works.

For further information see the [Corporate Control of Contractors Guidance - \(CDM\).docx](#) and comply with the requirements as laid out within the guidance document.

7. Contractor Incident Notification Protocol

7.1 Duties and Processes

The Council has a legal duty to ensure that any contractors undertaking work on our behalf comply with their legal duties. Such as Principal Contractor under the CDM Regulations 2015. Therefore, it is the responsibility of the Contract Administrator and or Client Representative managing the work or project to make suitable arrangements to regularly monitor contractor’s health and safety practices onsite.

Breaches in health and safety legislation and safety standards must not be ignored. If breaches in legislation or poor health and safety practices are observed during a site inspection the Contractor Incident Notification Protocol (CINP) must be followed.

If the Contract Administrator, Client Representative, Arranging Supervisor or Manager becomes aware of any incident raised during a site visit the flowchart set out below must be followed.



All action/potential action taken by a Contract Admin or Client Representative under the CINP must be reported to the Control of Contractors Working Group for further consultation.

All relevant managers and contract admins to be notified of any CINP that has been implemented.

Breaches in health and safety legislation and safety standards must not be ignored. If breaches in legislation or poor health and safety practices are observed during a site inspection the Contractor Incident Protocol must be followed.

For further information see the [Corporate Control of Contractor Guidance – \(CINP\)](#).

[Link to CINP Form](#)

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8. Work Authorisation Form

8.1. Purpose of the Work Authorisation Form

The Council has a legal duty to ensure that any contractors carrying out work on their behalf do so safely and in line with health and safety legislation. This is covered under the Health and Safety at Work Act 1974 etc and associated legislation. It is the responsibility of the Client Representative, Contract Administrators, Arranging Managers and Supervisors to make arrangements as part of any work or project to regular monitor contractors health and safety practices onsite. One of the ways that safe work is managed is to complete an authorisation process for the completion of works by contractors.

For more information see the [Control of Contractors Guidance – WAF](#).

9. Control of Contractors Working Group

9.1. Purpose of Control of Contractors Working Group

The principal function of the Control of Contractors Working Group will be to:

- Report and be accountable to the Executive Management Team,
- Discuss all contractor related accident and incidents, including the actions taken to prevent reoccurrence,
- Ensure consistency of approach to any notifiable and non-notifiable construction project related incidents and that they are investigated and managed,
- Ensure appropriate procedures are followed and those effected by any incidents are communicated consistently and informatively, such as:
 - a) members of staff
 - b) tenants
 - c) contractors
 - d) members of the public

In addition, the Control of contractors Working Group exists to fulfil the requirements of consultation on health, safety and welfare as laid down in the relevant legislation and regulation and the minutes will be made available through the Corporate Health and Safety SharePoint site.

It will also act as a group to help those responsible managers to effectively manage the control of contractors to carry out works and projects in relation to health and safety policies, procedures, and practices.

9.2. Control of Contractors Working Group Process

The Control of Contractors Working Group will be undertaken quarterly and provide the relevant managers and employees with:

- A facility to ensure all services are following their legal requirements as per relevant health and safety legislation and complying with all relevant Council policies, arrangements and procedures.
- Where “construction” is involved the facility to ensure all services are following their legal requirements as outlined under The Construction (Design and Management) Regulations (CDM) 2015 and all relevant Council policies, arrangements and procedures specific to this subset of the control of contractors.
- A culture of co-operation and trust through listening, gaining a better understanding and collective problem solving.
- A facility to consult on ongoing health and safety concerns and issues with contractors.
- A facility to identify potential risks within current on-going projects and future projects.

The additional functions of the Group are to: -

- Consider and comment on the introduction of any process which may substantially affect the health, safety or welfare of employees, public or contractors.
- Develop measures, procedures and information to eliminate reduce, isolate and control risk.
- Discuss and action additional training as needed for the safe management of contractors, projects and works.
- Monitor contractor compliance with health and safety legislation and industry standards.
- Monitor and provide statistical analysis of contractor incidents.
- Present accident investigation reports and findings.
- Consider all safety issues raised and take action as appropriate.

10. Training

10.1. Minimum Training Requirements

The following sets out the minimum training requirements for employees who arrange and/or plan works/projects involving contractors.

TIER	Course Name	Requirement to Undertake	Frequency
1	IOSH Managing Safely	All Staff who arrange for contractors to carry out works or projects.	Every 2 years
2	E-Learning CDM Awareness	All Staff who arrange for Construction related contractor works or projects.	Annual Refresher (Not Required on years completing Tier 3/4)
3	IOSH CDM Awareness	All Staff who arrange for Construction related contractor works or projects.	Every 3 Years
4	Principal Designer and CDM Course	All Staff who take on the Principal Designer Role under CDM (this includes those who make core design decisions as part of a construction project)	Every 3 Years

In addition, the training on the Procurement process, Standard Operating Procedures for the relevant service where it applies is to be refreshed every 2 years or where a significant change to process occurs. For examples of these courses and where they can be sourced please see [12.3 – Course Examples Guidance](#)

10.2. Training Records

Copies of all training records must be maintained. If any training records are lost the training must be repeated as soon as possible.

These training records are to be held within the council training records storage system and reminders at the refresher points are to be set to avoid lapsed training certification.

11. Legislation

11.1 Legislation Links

- [The Construction \(Design and Management\) Regulations 2015](#)
- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013](#)
- [The Control of Substances Hazardous to Health Regulation 2002](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Control of Asbestos Regulation 2012](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Work at Height Regulations 2005](#)

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12. Guidance Documents

12.1 – Safe Working Guidance

- [Corporate Control of Contractors Guidance - \(CDM\)](#)
- [Corporate Control of Contractors Guidance - \(CINP\)](#)
- [Procurement Documents](#)

12.2 – HSE Guidance Documents

- [L153 – Managing health and safety in construction](#)
- [1NDG411 – A short guide for clients on the CDM regulation 2015](#)
- [Citb - webpages](#)
- [HSE CDM webpages](#)
- [HSG159 – Managing Contractors](#)

12.3 – Course Examples Guidance

IOSH Managing Safely

- [IOSH Managing Safely Online - IOSH Approved Online Course \(first4safety.co.uk\)](#)
- [Managing Safely | IOSH](#)
- [IOSH Managing Safely | British Safety Council \(britsafe.org\)](#)

IOSH CDM Awareness

- [IOSH CDM Awareness | First4Safety.co.uk](#)
- [CDM Awareness Training - CDM Courses | Astutis](#)
- [CDM Awareness - CITB](#)

Principle Designer and CDM Course

- [Course: CDM and the Role of the Principal Designer \(hse.gov.uk\)](https://www.hse.gov.uk)
- [The Principal Designer Responsibilities Under CDM 2015 \(astutis.com\)](https://www.astutis.com)
- [CDM for Principal Designers - CITB](https://www.citb.co.uk)
- [RIBA Principal Designer Course \(architecture.com\)](https://www.architecture.com)

These courses are examples of the standards expected. Equivalents to these courses can be used, prior to booking please contact the Corporate Health and Safety Team to ensure they are suitable.

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