

Contractors on Site

Health and Safety Guidance for Managers

Issued by Occupational Safety Unit

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What are your responsibilities as a manager?

Managers and/or Building Custodians must consider and manage the health and safety issues of having contractors working on site. The forms *Information for Contractors on Site; Information from Contractors on Site; and Risk control form*, should be completed **before** work commences. This information will help the manager/Building Custodian decide if the health and safety risks from the work are significant and therefore require a written risk assessment to be completed. However large or small the job, controls must be in place to ensure the health and safety of staff, service users, members of the public etc.

For building works the Manager and/or Building Custodian should ascertain if CDM Regulations apply to the work. Contact the CDM Unit or Facilities Management for further help and advice.

Communicate the relevant information to staff.

Information for Contractors on Site Form

A copy of this form should be given to every contractor working in the premises, regardless of the size of the works. This form contains all the essential information the contractor needs to make sure they are made aware of any risks i.e. risks from the establishment, fire procedure, location of any asbestos in the building, signing in and out of the building etc.

Make sure that staff who receive people into the building know that this form must be given to any contractor coming onto the premises to carry out works.

Information from Contractors Form

Give this form to the contractor for them to fill in before the works start, in addition to the Information for Contractors on Site form.

This will provide essential information for the manager/Building Custodian to ensure the safety of staff, visitors, service users etc. for the duration of the work.

Make sure that staff who receive people into the building know that this form must be filled in by the contractor and returned before the works start.

Risk Control Form

This form is a guide to ensure relevant points are considered when considering building work in the workplace. It should be completed at the pre-site meeting with the Main

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Contractor. Information should be agreed and recorded as minutes of the meeting (attach a copy of the minutes to this form).

THIS FORM SHOULD BE KEPT ON SITE THROUGHOUT THE DURATION OF THE WORK

The forms *Information for Contractors on Site*; *Information from Contractors on Site*; and *Risk control form*, are available on the Occ. Safety Website www.bradford.gov.uk/hands/