



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

CONTROL OF CONTRACTORS AND VISITORS

Owner	Director of Service Improvement
Responsible Person	Head of Health and Safety
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1. INTRODUCTION

The Chief Fire Officer and members of the Strategic Leadership Team (SLT) of Humberside Fire and Rescue Service (HFRS) are personally committed to constantly improving health and safety throughout the Service as we believe that good safety is good business and should be given equal status to other business objectives.

HFRS recognise that the health, safety and welfare of its employees are an integral and fundamental part of its function. Consequently, best practice will be adopted where possible to ensure that the Service complies with its legal duties and fulfils its moral obligations to its employees and other people who may be affected by its activities.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of, and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. ASSOCIATED DOCUMENTS

- HSG65 Managing for Health & Safety
- INDG368 Using Contractors

This document provides guidance with the purpose of ensuring a safe working environment for all personnel who enter the site or building of HFRS.

A Contractors Work Procedure booklet is sent to all contractors employed to work upon HFRS property.

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not employed by HFRS, but who may be affected by the Service's activities.

These duties also apply to a contractor on the premises, in respect of safeguarding our personnel from their activities.

Before any contractor is employed to work on Service premises they must satisfy the Service that their health and safety policies and procedures are sufficient and that they comply with the relevant regulations and legislation.

4. SYSTEMS FOR MANAGING CONTRACTORS

However, contracts are organised, and managed control systems are required in accordance with Health and Safety Executives guidance document Managing for Health and Safety (HSG65). A framework for the successful management of contract

work will normally contain similar elements to HSG65 (also see HSE guidance INDG368 for information on using contractors).

5. RESPONSIBLE PERSONS

Joint Estates Service

Joint Estates Section has been appointed with the responsibility of selecting, controlling and monitoring the work of contractors for project works/larger contracts. They will be responsible for supplying suitable contractors with adequate and comprehensive information about the hazards and risk associated with our work activities and to secure co-operation and communication to ensure all parties meet their health and safety obligations.

Joint Estates Section will specify the acceptance criteria about the selection of contractors before the award of any contracts, prospective contractors will be asked:

HFRS has a list of approved contractors through the East Riding of Yorkshire Council who have met the above criteria. They will be re-assessed on an annual basis rather than before each particular job.

For smaller works such as repairs and maintenance, the Joint Estates Section will specify the acceptance criteria with regards to selection of contractors using the points above.

6. BUILDING MANAGERS

This document has been developed to provide Health, Safety and Environment (HSEP) Managers/Supervisors with the information necessary to manage contractors (and HFRS employees) carrying out minor works and maintenance at HFRS properties, especially to assist in ensuring compliance with all statutory requirements for Health and Safety as far as is reasonably practicable.

This does not apply to work extensive enough for contractors (within a larger contract) to take prolonged possession of an area and control the activities and visitors within that area. If staff have any concerns about the safety of anyone because of works planned or being executed these concerns are to be communicated to the Facilities Manager immediately and should stop the works until such a time as they have received directions from them.

HSEP Managers/Supervisors shall ensure that all HFRS personnel under their control receive appropriate information related to work to be undertaken by any contractor to ensure the safety of all and to minimise disruption to Service activities as far as is reasonably practicable.

HSEP Managers/Supervisors shall request sight of the appropriate works order to ensure its validity and for awareness of the scope of the works.

7. CONTRACTORS

All contractors employed to work on HFRS property must acknowledge they have read and shared the content of the HFRS Contractor Work Procedure booklet with their employees.

8. VISITORS

All visitors attending HFRS premises shall report to the duty manager on arrival and receive an appropriate visitor's induction and sign the Visitors and Contractors Book.

9. SECURITY

Identification of visitors and contractors – check the contractor's identification and confirm they are employed by the contracted organisation detailed on the official purchase order, in the case of visitors, check that they have formal approval for the visit, as provided by the person arranging the visit and evidence of identity.

10. INDUCTION INFORMATION

The Contractors Work Procedure booklet contains information on the site inductions and generic safety information.

11. CONTRACTORS WORKING ON SITE

Arrival on site

All duty managers need to control the coming and going of people in and out of the premises they are responsible for. This includes contractors working on any of our premises, whether it be for an hour, a day, a week or months. All contractors must report to the duty manager on arrival/departure and sign in/out in the visitors/contractor's book kept on all service premises.

Contractors receive a contractor's induction and will sign the Contractors induction form.

12. SITE RULES

As well as conducting the generic contractor's induction, Duty managers are responsible for ensuring all contractors are made aware of any specific site rules applicable to individual premises.

13. SITE HAZARDS

Contractors need to be aware of any site-specific hazards when they come onto Service premises. Duty managers are responsible for informing contractors of these hazards and any building defects will have a risk assessment stored in the Contractors & Visitors book.

14. EMPLOYEE'S DUTIES

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees including contractors:

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- Using the equipment, safe systems of work and procedures provided in accordance with training and instruction given.
- Informing their line manager without delay of any situation which may present serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements.

**If you require further guidance on this document, please contact the
Health, Safety & Environment Section**