

Drayton Bassett Parish Council

Contractors Policy

V2 approved 18th July 2023

Date Created	Date Adopted	Date Revised	Review Date
February 2022	27 th Sept 2022	18 th July 2023	2024

GENERAL

Contractors must be suitably qualified, insured and must indemnify the Council against any liability to any persons or property whatsoever arising out of or connected to the work. Adequate public liability insurance must be in place.

All rubbish, waste or arisings from the work must be removed from the site by the Contractor and disposed of at licensed, recognised tips (waste transfer note to be provided to the Parish Council as evidence). All work must be made good to the satisfaction of the Council and have the minimum impact on the environment as possible.

HEALTH AND SAFETY AT WORK

It is the policy of Drayton Bassett Parish Council to secure and maintain a high standard of health and safety in all its undertakings. The Contractor will be required, when working for the Council, to conduct its activities so that equipment, working conditions and methods are safe and without risk to the health of their own and the Council's employees as well as of any other person who may be affected by any act or omission of the Contractor or its employees. The Contractor shall comply with the requirements of the Health and Safety at Work etc Act 1974 (and amendments) and any regulations made under the Act, Employment Regulations and any other Acts, Regulations, Orders or Approved Codes of Practice pertaining to the employment of and health and safety of employed persons.

In particular, but without prejudice to the general principles of the foregoing paragraph, the Contractor will be required to comply with the following conditions:-

- i) All employees of the Contractor and any sub-contractor must be trained in safe working practices, safe systems of work and trained in the use of plant and provided with personal protective equipment
- ii) Wherever it is reasonably practicable, copies of written safe systems of work should be provided by the Contractor
- iii) The Contractor should forward copies of its employer's liability insurance and public liability insurance for the duration of the project
- iv) Where applicable (i.e. in a firm employing five or more employees) the Contractor should forward a copy of their safety policy
- v) The Contractor should agree to abide by the safety requirements of the Council
- vi) The Contractor will ensure that all current statutory requirements of the Health and Safety Executive relating to notification procedures, the keeping of registers and all other matters are fulfilled. The Contractor will provide notification to the Council of any notices (improvement or prohibition) issued against the contractor by the HSE
- vii) First Aid - The Contractor shall provide in an easily accessible position of the works an adequate First Aid provision in accordance with current Health and Safety Requirements

VEHICLES, PLANT and EQUIPMENT

The Contractor shall at all times during the contract period provide and maintain all such plant as is necessary and is of a design suitable for the performance of the works in accordance with relevant legislation and shall keep all plant in good repair in accordance with transport legislation. Plant used shall comply with relevant Construction and Use Regulations and be of a design which is entirely suitable for the purposes of the contract.

Drivers and operators of equipment are responsible for the operation and use of plant and must be suitably qualified, registered and trained and thoroughly competent in its safe use

Plant operations and all operations necessary for the purposes of the contract shall be performed in a reasonable manner without causing obstruction, danger or annoyance to the public or detriment to the local environment. No plant is to be left parked or unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the public

MAINTENANCE OF TRAFFIC MOVEMENT

The Contractor must arrange for their works to allow for the maintenance of vehicular and pedestrian traffic at all times on footways and roads adjacent to the site of the works. Any works that will cause temporary interference to the free movement of vehicles and pedestrians must first be approved by the Highway Authority and so carried out to minimise inconvenience. Where the works necessitate the use of the nearby public roads and footpaths, the Contractor should fully comply with the requirements of Chapter 8 of the Traffic Signs Manual.

PROTECTION of PUBLIC

On site the Contractor shall be responsible for maintaining or extending the temporary fencing and warning signs on the boundaries thereof. They shall provide, erect, maintain and remove such protective covering, gangways, screens, supports, lights, watchmen, etc, when and where necessary for the safety, protection and convenience of the public. The Contractor shall regularly inspect and maintain all temporary fencing and make good any defects without delay. If temporary fencing is removed for the execution of any part of the works, it shall be reinstated as soon as possible and in the meantime, the gap in the fencing shall be patrolled so that no unauthorised entry to the site takes place. Temporary fencing shall remain in position until the works are completed.

The Contractor shall take all reasonable safety precautions in relation to the work, in accordance with the requirements of the Health and Safety at Work etc Act 1974

FINANCIAL STABILITY

If requested, adequate evidence is to be provided by the contractor on the financial stability of their company to fulfill the contract to conclusion.

DRAYTON BASSETT PARISH COUNCIL: Contractor Statement

This form needs to be signed by the Councils chosen contractor when the tender process has been completed. If the Council employs more than one contractor, then a representative from each organisation will need to sign a copy of this form.

Chosen Contractor:

Brief description of works to be completed:

Statement of Compliance from chosen contractor:

As the chosen contractor for this project, I agree to carry out all works in accordance with the following Construction Conditions, and provide all relevant documents where necessary:

- All works will be carried out in accordance with current Building Regulations where appropriate. Building regulation approval notices and/or equivalent certificates (Fensa/NICEIC, Gas Safe etc) and/or a statement of compliance from a suitably qualified person or project manager will be provided on request.
- All Health and Safety and Construction Design and Management Regulations (including the new CDM Regulations 2015) will be met where appropriate. Details of CDM coordinator appointment, details of relevant Health and Safety policies and/or a statement of compliance from a suitably qualified person will be provided on request.
- Due consideration of relevant Statutory Safety Requirements will be taken prior to construction or during demolition stage where appropriate. If applicable, a Refurbishment/Demolition Survey will be carried out if the premises, or part of it, need upgrading, refurbishing or demolishing. Surveys will be carried out by a competent surveyor and the survey will locate and identify all Asbestos Containing Material (ACM) before any work begins at a stated location or on stated equipment at the premises. Copies of relevant reports or a statement of compliance from a suitably qualified person or project manager will be provided on request.

	Signature	Date
Signature of contractor representative:		
Print full Name:		
Position:		
Organisation:		