



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Contractor Selection and Control Policy
Revision Date	May 2023
Revised by	Director of Assets Head of Assets Assets Team Leader (Procurement and Compliance) Health & Safety Advisor
Next Revision Date	May 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

The Health and Safety at Work etc. Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of staff and anyone else who may come into contact with the organisation or its undertakings. This includes contractors or sub-contractors.

This policy will act to ensure that works carried out by contractors, do not pose a significant risk to them or Viewpoint staff and customers.

Purpose

The aim of this policy is to ensure that only competent and reliable contractors who are compliant with all current and relevant statutory requirements are appointed to carry out work for Viewpoint.

Selecting Contractors

- Viewpoint will ensure that only qualified and experienced contractors with proven safety records are appointed to carry out work.
- Before appointing a contractor, Viewpoint will obtain the following information so that a suitable and sufficient assessment can be made before work activities commence:
 - Provision of Public Liability/Employment Liability insurance details;
 - Provision of suitable references from previous clients or similar work;
 - Provision of Safety Policy;
 - Provision of licence to operate, where appropriate;
 - Provision of risk assessments and method statements;
 - Details of a membership of a Trade Organisation or a Safety Group.
- Other information which may be required is:
 - Description of safety training provided;
 - Health and Safety prohibition and improvement notices;
 - Accident/injury data;
 - Details of access to a qualified safety advisor.
- The information required will be gathered as follows:
 - For open/ restricted tendering, the information will be gathered through completion of the SPD (Single Procurement Document).
 - For appointments through a framework, the information is gathered by the framework provider.

- Where contracts are tendered through the Quick Quote process, the information will be gathered using the agreed health and safety checklist.
- Contractors will be advised of all significant hazards or any other factors that are associated with the works they have been contracted to carry out including health and safety standards and permits to work.
- Contractors will be advised of the means of access and egress from the site/property and action to be taken in the event of an emergency.
- Viewpoint recognises its obligation to effectively 'monitor' contractors from a Health & Safety perspective. This will be achieved through regular recorded inspections and, where appropriate (e.g. where specialist or technical work is being carried out) through the appointment of third party project managers or assessors.
- If contractors are seen not to be operating safely, or are in breach of their own procedures and/or site rules, Viewpoint will take appropriate action. This may range from an on-site chat through to formal correspondence with the offending company, to dismissal from site and expulsion from Viewpoint's approved contractors.

2. Legislation/related policies

Health and Safety at Work etc. Act 1974.

Management of Health and Safety at Work Regulations 1999 (as amended).

3. Scope

Viewpoint uses contractors to undertake a wide variety of different tasks. This ranges from support services such as cleaning and waste disposal through to technical works such as electrical, gas or building repairs and construction.

This policy applies to all work undertaken by contractors and sub-contractors on behalf of Viewpoint.

4. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, and ensure it is fully implemented. Any associated training must be undertaken.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

5. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incidents.