

**HEALTH & SAFETY POLICY: SECTION 5**

**MANAGEMENT OF CONTRACTORS**

**Date: 1 October 2017**

**Review date:1 October 2018**

Omega Care Group’s procedures are informed by the requirements of the Health and Safety at Work Regulations 1999.

The organisation recognises that in addition to its responsibilities to staff and the young people engaged with its work, that it also has a duty of care to contractors carrying out work on its behalf. This requires the organisation to ensure that the premises are safe to work in, and that contractors are employing safe working practices.

Omega Care Group and its contractors have legal responsibilities under health and safety regulations dealing with specific hazards.

This includes:

1. COSHH Regulations 1999
2. Control of Lead At Work Regulations 1998
3. Control of Asbestos At Work Regulations 1987.

Contractors will be appointed by the Director or their representative, and day to day monitoring of the contracted work will be undertaken by the Manager of the unit concerned.

**Measures to Ensure Safety**

1. All areas of work will be clearly identified, and agreed.
2. The contractor should demonstrate a level of competence appropriate to the work undertaken. This means that they must possess sufficient skills and knowledge to carry out the work without risk to Health and Safety. References should be sought and copies of the contractor’s Health and Safety Policy reviewed.
3. Assess the risks of the work.

The contractor should carry out an Assessment of Risks and share this with the organisation, which should undertake its own Assessment. An overarching Risk Assessment and any necessary control measures will then be agreed. This includes an assessment of the possible health and safety impact of the organisation’s work on the contractor.

1. All staff will be provided with information and relevant instruction regarding the health and safety implications of the work being carried out.

**Supervision and Management of Contractors**

Contractors will be overseen to a level proportionate to the level of risk attached to the work. This includes:

1. COHSS requirements.
2. Safe storage
3. Equipment in use
4. Personal protective equipment.
5. Contractor numbers on site.
6. Accident reporting and the safeguarding of records.
7. Ensuring all contractors sign in and off site.
8. Ensuring health, wellbeing and safeguarding of the young people on the unit.

**Young People**

All young people impacted on in any way by work undertaken on a unit, will be kept fully informed by staff of progress and of any necessary changes to routine or access for the duration of the job. They must also be informed of any control measures put in place.

Young people should be informed in advance if access to their room is required, and they should vacate this when work is in progress.

The Unit Manager will undertake a Risk Assessment relating to contractors’ presence on the unit with regard to maintaining best practice on Safeguarding.