

Clerk: Ms Sarah Willsher
Unit 2, Wheal Agar, Tolvaddon Energy Park,
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Telephone: 01209 711433
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MANAGEMENT OF CONTRACTORS

A contractor is anyone that Illogan Parish Council engages to do paid work but is not an employee.

Both the contractor and Illogan Parish Council have responsibilities under health and safety law.

Illogan Parish Council will:

- Specify the job and clearly identify all aspects of the work they want the contractor to complete.
- The Council will provide potential contractors with any relevant site specific information which could impact on their health and safety and risk assessments
- The Council will satisfy themselves that the contractor they appoint will do the task safely, without risks to health.
- The Clerk will enquire on behalf of the Council the competency of the contractor, the competency required will depend on the complexity of the task.
- The Clerk will agree with the contractor the best way to communicate with each other.
- The Clerk accompanied by a Councillor will undertake periodic site inspections throughout the duration of the contract and complete the site visit record form.
- Any concerns that the Clerk has identified during a site visit will be addressed with the contractor and reported to the Full Council.

The Contractor will:

- Complete the Contractor Competency Form.
- Undertake risk assessments on all tasks, where there are hazards likely to cause harm.
- Supply the Clerk, as the representative of the Council, with a copy of all risk assessments.
- Ensure that their employees and any subcontractors are provided with information, training and instruction.
- Ensure all employees comply with safe systems of work including wearing appropriate personal protective clothing.

Managing and supervising the work:

The Council needs to be satisfied that the contractors are undertaking the tasks in a safe way, complying with the control measures in place and health and safety legislation.

The Clerk will liaise with the contractors on how the work will be done and any precautions that will be taken to ensure the safety of employees, members of the public and others who may be affected by the work being undertaken.

This will include:

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- What equipment will be used, are the operators trained in the use of the equipment.
- The personal protective equipment to be used, who will provide this.
- Working procedures including work permits that may be required.
- Reporting of accidents and recording.
- Frequency of site visits?
- Recording site visits and inspections.
- Reporting near misses.

In the event of an accident, near miss or ill health associated with the workplace, the Clerk will instigate an investigation, reporting findings to the Chairman or Vice Chairman of the Full Council promptly.

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ILLOGAN PARISH COUNCIL

Contractors Initial Questionnaire

Company Name:	
Company Address:	
Name and role of person completing questionnaire:	
Date:	

Please answer all questions as fully as possible and provide all required and supporting documentation. Please continue on separate sheets if necessary.

Please supply:

- Examples of Risk Assessments and COSHH Assessments for your company.
- A copy of your training matrix. This must include details of all operatives.
- A copy of your Employers' Liability Insurance Certificate
- A copy of your Public Liability Insurance Certificate

Questions

1. How many employees does your company have?
2. Does your company have a Health and Safety Policy?

If yes, please attach a copy of the Policy.
3. Who is the appointed person in control of Health and Safety for your Company?
4. What training and/or qualifications does your appointed person hold?
5. Do you have appointed Health and Safety Consultants?

If yes, please provide their name and contact details.

6. How often do you and/or your Health and Safety Consultants carry out Health and Safety Inspections?
7. Has your company had any of the following in the past 3 years?

If yes, please state how many.

- a. Over seven-day injuries
- b. Major injuries
- c. Dangerous occurrences
- d. Improvement notices
- e. Prohibition notices
- f. Prosecutions

ILLOGAN PARISH COUNCIL

Contractors Annual Questionnaire

Company Name:	
Company Address:	
Name and role of person completing questionnaire:	
Date:	

Please answer all questions as fully as possible and provide all required and supporting documentation. Please continue on separate sheets if necessary.

Please supply recent:

- Examples of Risk Assessments and COSHH Assessments for your company.
- Copies of your training matrix. This must include details of all operatives.
- Copies of your Employers' Liability Insurance Certificate
- Copies of your Public Liability Insurance Certificate

Questions

8. How many employees does your company have?

9. When was your Company's Health and Safety Policy last reviewed?

If yes, please attach the most up to date copy of the Policy.

10. Who is the appointed person in control of Health and Safety for your Company?

11. What training and/or qualifications does your appointed person hold?

12. Do you have appointed Health and Safety Consultants?

If yes, please provide their name and contact details.

13. How often do you and/or your Health and Safety Consultants carry out Health and Safety Inspections?

14. Has your company had any of the following in the past year?

If yes, please state how many.

- g. Over seven-day injuries
- h. Major injuries
- i. Dangerous occurrences
- j. Improvement notices
- k. Prohibition notices
- l. Prosecutions

15. Do you have any comments on your contract, the work completed, contact with the Council etc?

Review Date	Reviewed By	Amendments	Minute Number