



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:

1. Specify the job and clearly identify all aspects of the work to be completed.
2. The Council will provide potential contractors with any relevant site-specific information which could impact on their health and safety and risk assessments.
3. The Council will satisfy themselves that the contractor will carry out the task safely, without risks to health
4. The Council Office will enquire on behalf of the Council the competency of the contractor, the competency required will depend on the complexity of the task
5. Complete a VAT Registration check on all contractors via www.gov.uk/check-uk-vat-number
6. Complete a Company check via www.gov.uk/get-information-about-a-company or via Companies House
7. Complete a financial check on contractors via www.gov.uk/find-out-if-a-company-is-in-financial-trouble
8. Reserve the right to seek references.
9. Reserves the right to complete any other checks it deems appropriate and necessary.
10. The Council Office will agree with the contractor the best way to communicate with each other and all verbal communications will be confirmed in writing.
11. The Council Office potentially accompanied by a Councillor will undertake periodic site inspections throughout the duration of the contract and complete the site visit record form
12. Any concerns that are identified during a site visit will be addressed with the contractor and reported to the Full Council or the appropriate Committee.

The Contractor will:

1. Complete the Contractor's Initial Questionnaire



2. Complete the Contractor's Annual Questionnaire on a calendar year basis.
3. Undertake risk assessments on all tasks.
4. Supply the Council Office, with a copy of all risk assessments and other relevant documents and information such as copies of insurance certificates, method statements etc
5. Ensure that their employees and any subcontractors are provided with information, training, and instruction.
6. Ensure all employees comply with safe systems of work including wearing appropriate personal protective clothing.
7. Manage any subcontractors including ensuring that they comply with site rules, working methods and procedures.
8. Report incidents, near misses and injuries (even minor ones) to the Council Office

Managing and supervising the work:

The Council Officers will liaise with the contractors on the amount of contact and how this will be arranged and managed.

The start and finish of the day are important times for going through the job and reviewing progress. However, the contractor should expect to see Council Officers at other unspecified times when they will be looking out for safe working practices.

The contact will cover items such as:

1. How is the job going?
 - i. As planned?
 - ii. Is the contractor working safely and as agreed?
 - iii. Any incidents?
 - iv. Any changes in personnel?
2. Is the work being done as agreed, e.g., using necessary PPE?
3. Have any problems arisen which mean the Council needs to rethink the job?
4. Are any special arrangements needed, e.g., due to changes in timing, out of hours or weekend work?
5. Are there changes in workers – new people who haven't been on site before and who need information?

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Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4J
Telephone: 01209 711433
Email: enquiries@illoganparishcouncil.gov.uk



In the event of an accident, near miss or ill health associated with the workplace, the Clerk and the contractor will investigate the underlying causes and remedial action to put matters right will be instigated before anyone is hurt. The Clerk will provide a report to the Chairman or Vice Chairman of the Full Council and appropriate Committee promptly.



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?

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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
22.02.23	Governance Review Committee	None	GR23/02/23.2
24.01.24	Governance Review Committee	None	GR24/01/15.2
22.01.25	Governance Review Committee	<ul style="list-style-type: none"> • Page 1 – bullet point 1 – amend to read ‘Specify the job and clearly identify all aspects of the work to be completed.’ • Page 1 – bullet points 4, and 10 – amend ‘Clerk’ to ‘Council Office’ • Page 1 – bullet point 1 – amend ‘Clerk’ to ‘Council Office potentially’ • Page 1 – bullet point 12 – amend to read ‘Any concerns that are identified ...’ • Page 2 – bullet point 4, and 8 – amend to read ‘Supply the Council Office, with a ...’ • Page 2 – bullet point 8 – amend ‘Clerk’ to ‘Council Office’ • Page 2 – delete bullet point 9 • Page 2 – Managing and supervising the work – amend ‘Clerk’ to ‘Council Officers’ 	GR25/01/19.2