



Cloch Housing Association

Contractor Selection and Control Policy

Policy Name	Contractor Selection and Control
Policy Category	PS
Policy Number	122
Date Adopted	June 2023
Last Review	New Policy
This Review	June 2023
Next Review	June 2026
Equalities Impact Assessment Required	N/A
Link to other policies	CDM 2015
Consultation	Internal
Need for Procedure	No



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1. Purpose

- 1.1 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 Cloch.

2. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- CDM 2015 Regulations

3. Selecting Contractors

- 3.1 Cloch will ensure that only qualified and experienced contractors with proven safety records are appointed to carry out work.

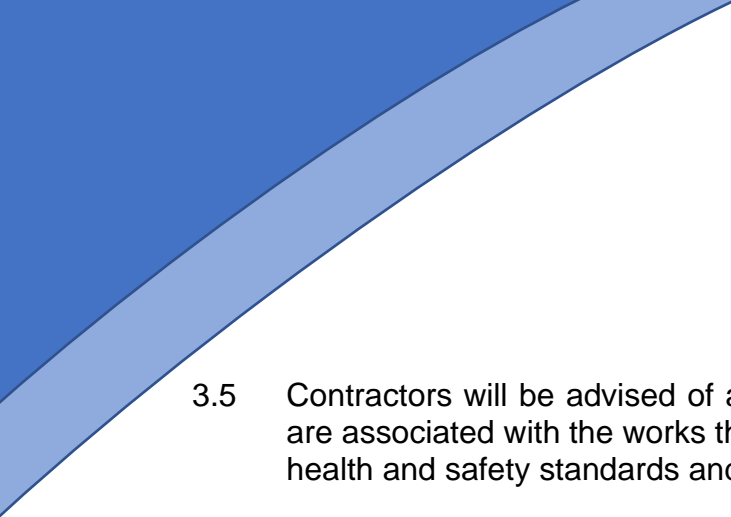
- 3.2 Before appointing a contractor, Cloch will obtain the following information so that a suitable and sufficient assessment can be made before work activities commence:

- 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 or a Safety Group where required.

- 3.3 Other information which will be required:

- Description of safety training provided;
- Health and Safety prohibition and improvement notices;
- Accident/injury data;
- Details of access to a qualified safety advisor.

- 3.4 A list of "Approved" Contractors shall be made up by Cloch, based on a formal vetting/approval process. The approved list will be reviewed on an annual basis and contractors required to submit application returns for review by Cloch personnel. Only approved contractors will be permitted to work on Cloch premises.

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- 3.5 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.
 - 3.6 Cloch recognises its obligation to effectively 'monitor' contractors from a Health & Safety perspective. Contractors will be advised to provide Cloch with all Health and Safety information RAMs and Risk assessments and updated regularly.
 - 3.7 If Contractors are seen not to be operating safely or are in breach of their own procedures and/or site rules, Cloch 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 Cloch's approved list of Contractors.
 - 3.8 Where contractors are procured on behalf of Cloch by a consultant, it would be required that all relevant Health and Safety information is provided and then reviewed and verified as compliant by the consultant engaged by Cloch and recorded and as part of the Health and Safety file.