

in Company Training services

Managing Contractors **A one-day course**

This course provides delegates with a thorough understanding of the health and safety issues associated with the day to day management of Contractors. The Presenter will set out clearly the legal responsibilities of all relevant parties and explore the practical application of these responsibilities with the delegates. The course will then examine the issues associated with the planning of work to be contracted out and the evaluation, selection, control and monitoring of contractors engaged to undertake the work. Although the main focus of the course is on health and safety, the Presenter will explain how health and safety issues need to be integrated into an organisation's functional management processes to ensure effective control of Contractors.

The course will consider all types of contracted activities, including construction and maintenance, cleaning, security, plant installation, etc. Delegate numbers will be restricted to maximise the opportunity for interaction and facilitated discussion and to allow delegates to explore practical examples and consider best practice.

This course is relevant for anyone with responsibility for employing or managing contractors.

Programme

Introduction

- Who are contractors?
- Why manage contractors?
- Different types of contractors
- Costs of poor contractor performance

Overview of Health and Safety Law and Liability

- Health and Safety Law and Statutory Duties
- Relevance of Civil and Criminal Law
- Enforcement and Prosecution

Relevant Legislation for Controlling Contractors

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2007
- Other relevant legislation
- Contract Law

Managing Contractors in Practice

- Exercise – How well is it happening?
- The objectives
- Five Step Approach

Planning the Work

- Scope and extent
- Risk Assessment
- Interface and other activities
- Who controls what?
- Contract Arrangements

Selecting the right Contractor

- Locating Contractor Organisations
- Selection the right Contractors
- Assessing Contractor Competence
- Approved Lists/Frameworks
- Tender Process

Pre-work commencement

- Co-ordination and Co-operation
- Exchange of information
- Contractor Risk Assessments and Method Statements
- Permits to Work
- Case Study Exercise

During Contract Work

- Communication and Liaison
- Supervision and Inspection of the Work
- Inspection and Reporting Procedures
- Security Issues
- Facilities and Access

Reviewing Work on Completion

- Why, what and how?
- Achieving continuous improvement in Contractor Performance

Questions and Discussion