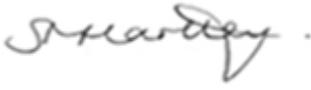




# Management of Contractors Policy

<b>Policy Number and Category</b>	<b>RS 13</b>	<b>Risk and Safety</b>
<b>Version Number and Date</b>	<b>1.0</b>	<b>July 2020</b>
<b>Ratifying Committee or Executive Director</b>	<b>Trust Clinical Governance Committee</b>	
<b>Date Ratified</b>	<b>July 2020</b>	
<b>Next Anticipated Review</b>	<b>July 2023</b>	
<b>Executive Director</b>	<b>Director of Nursing</b>	
<b>Policy Lead</b>	<b>Head of H&amp;S and Regulatory Compliance</b>	
<b>Policy Author</b> <i>(if different from above)</i>	<b>As Above</b>	
<b>Exec Sign off Signature</b> <b>(electronic)</b>		
<b>Disclosable under Freedom of Information Act 2000</b>	<b>Yes</b>	

## Policy context

Throughout BSMHFT there are a range of contractors who are employed by the various departments to complete specific duties. These duties can range in size, time, complexity and risk however they must all be managed appropriately. There is a requirement under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 that these contractors work in a safe way and take responsibility for their safety and that of others at work.

## Policy requirement (see Section 2)

Health and Safety legislation requires that BSMHFT exercises suitable control over any contractors that the organisation engages with to carry out works.  
Any member of BSMHFT who engages a contractor to carry out these works is required to ensure that the works in question are adequately planned and the engaged contractor is appropriately managed whilst carrying out such works for the Trust.

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## **1 Introduction**

### **1.1 Rationale**

Various departments throughout BSMHFT use contractors to undertake a wide variety of different tasks and although these tasks range in size, time, complexity and risk they must all be managed appropriately. These tasks range from support services such as cleaning and catering, security, portering and waste disposal through to technical works such as electrical or building repairs and minor/ major construction.

Accidents involving contractors account for a significant proportion of injuries and deaths across all industries and sectors nationally. This Policy has been developed to ensure that such activities are controlled, thereby reducing the risk of injuries and ill health to contractors, their staff, sub-contractors, service users, visitors and the employees of BSMHFT.

An accident involving a contractor can be costly for all concerned. Not only does the physical harm to the individual(s) need to be considered, but also the costs to their employing organisation for example legal costs, investigation time, fines, negative publicity etc.

The best way to avoid all of the above is to take a proactive approach in the prevention of accidents and the management and control of contractors is an integral part of that process.

The legal basis for this policy is found in the following legislation:

- The Health & Safety Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Construction (Design & Management) Regulations 2007

### **1.2 Scope**

This policy applies to all staff/ departments or service areas (Contract Administrators) within BSMHFT who are directly involved in the appointment, use and management of external contractors regardless of the size of the jobs. These individuals will have a specific role in ensuring that all the pre-requisite checks have been completed and that they have identified suitable monitoring arrangements of those contractors while on Trust premises.

For the purposes of this policy, the term Contract Administrator refers to any individual who engages an external contractor to carry out works for the Trust.

Although this policy will generally apply to staff in our Prison Healthcare services, some aspects such as building work will not be covered as the Trust do not have control over these activities in these settings.

### **1.3 Principles**

In order to ensure ongoing compliance and the safety of all staff, service users, visitors and contractors, the Trust believes that contractual arrangements must comply with national and Trust policies and procedures and with legislation. A key element to achieving this is ensuring that all parties fulfil their legal duties as well as contractual obligations.

The Trust positively supports individuals with learning disabilities and ensures that no-one is prevented from accessing the full range of mental health services available. Staff will work collaboratively with colleagues from learning disabilities services and other organisations, in order to ensure that service users and carers have a positive episode of care whilst in our services. Information is shared appropriately in order to support this.

## 2 The Policy

2.1 The policy will be most applicable for Estates and Facilities (SSL) however, other departments and individuals will require the appointment of contractors from time to time. This policy will apply to all types of contractors and therefore all responsible persons (Contractor Administrators) employing contractors are required to follow this policy.

2.2 Health and Safety legislation requires that BSMHFT exercises suitable control over any contractors that the organisation engages with to carry out works.

2.3 Any member of BSMHFT who engages a contractor to carry out works is required to ensure that the works in question are adequately planned and the engaged contractor is appropriately managed whilst carrying out such works for the Trust.

2.4 All BSMHFT staff who intend to engage contractors to carry out work for the Trust must familiarise themselves with the provisions of the Health and Safety at Work Act 1974, relevant associated delegated legislation, and Approved Codes of Practice and Guidance. In particular, the Management of Health and Safety at Work Regulations 1999, and the Health and Safety Executive guidance document INDG368 which give statutory obligations, guidance and advice to individuals and organisations on the management of contractors who visit workplaces under their control. Advice and support can also be sought from the H&S team.

2.5 Contractors include any contracting company, their employees or self-employed person engaged by BSMHFT to undertake work within their premises or areas of control. This policy therefore applies to all works carried out by and services provided by a sub-contracted third party.

2.6 As a minimum, before any work is undertaken by a contractor, Contract Administrators must ensure the following:

- The intended contractor is on the “Approved Supplier/ Contractor list”/ Framework Agreement, available from the Contracts and Procurement department or that any relevant single waiver documents have been completed.
- The intended contractor is technically capable of and possesses the suitable level of competence to undertake the required works. Relevant documents should be checked to ensure this.
- The intended contractor has submitted a suitable and sufficient risk assessment and method statement, appropriate for the intended work.
- The employees of the intended contractor have got the appropriate clearance (DBS) if required. They should also sign a confidentiality agreement. Please refer to the SSL procedure for ‘*Contractors Disclosure and Barring Service Checks*’ as appropriate.

2.7 In addition to the points above, all Contract Administrators should ensure their contractors are familiarised with the site on which the intended work is to be carried out. The extent of the familiarisation required will depend on the nature of the site and the nature of the intended works.

However, as a minimum, the familiarisation process will include briefing the contractor on the known hazards associated with the intended work site.

Contractors need to be aware of these hazards in order to carry out their risk assessments and method statements.

This briefing will also include ensuring the contractor is instructed in the use of the site asbestos register (where applicable).

A local site induction should cover the above points. Where it is a regular contractor and they are familiar with the site, they will not need a local induction each time but will always need to follow the local procedures for the site. They should always check if there have been any changes since their last visit.

2.8 All Contract Administrators should ensure that any contractors they appoint have followed the relevant access control procedures (signing in, being issued with an alarm etc) on the site, and are aware of any specific hazards or procedures (such as the need to be escorted) before undertaking any work.

2.9 Contractors/ sub-contractors must not commence any work on any site without first reporting physically (where possible) or by telephone to the Contract Administrator.

2.10 Where a job/ task has been sub-contracted the main contractor must inform the Contract Administrator who must in turn be satisfied that all relevant requirements have been met prior to them commencing work.

### **3 The Procedure**

3.1 Any work carried by a contractor on a BSMHFT site must be undertaken in a manner that ensures, in so far as reasonably practicable, the health and safety of all those who may be affected by the works.

3.2 The Health & Safety Executive (HSE) suggests a practical 5 step approach to ensure safe working on site, and this is the approach that will be adopted by the Trust.

#### **3.3 Step 1: Planning**

3.3.1 The key to a successful and safe job is suitable and sufficient planning. It is essential therefore that all Contract Administrators who engage a contractor for works, ensure that the job is properly planned.

3.3.2 The extent of planning required will be determined by the scope and nature of the intended works. The following points should be considered when planning:

- Defining the job
- Identifying potential hazards associated with the job
- Assessing risks posed by identified hazards
- Eliminating and reducing the risks
- Specifying any special health and safety conditions (e.g. permits to work)
- Seeking to eliminate and / or reduce the risks

- Discussing the work with the intended contractor (if already selected)

### **3.4 Step 2: Selecting a Contractor**

- 3.4.1 Part of the planning process will have included defining the safety and technical competencies required by the contractor.
- 3.4.2 In respect of safety competence, all Contract Administrators (CA) engaging contractors should ensure that the contractor they intend to use is on the “Approved Contractor/ Supplier list held by Contracts and Procurement. Contractors not on this list should not be used without prior discussions with the Contracts and Procurement department about how assurances will be gained.
- 3.4.3 The responsibility of determining a contractor’s technical competence lies with the CA engaging the contractor. Where required, the determination of Health and Safety competence can be supported by a nominated representative from the Health and Safety team. **See Appendix 3**
- 3.4.4 Once a contractor has been selected it is the duty of the CA engaging that contractor to discuss and plan all aspects of the intended works with the contractor. Discussions should include safety arrangements and whether subcontractors will be used (note the requirements of this policy apply equally to any sub-contractor being used). **See Appendix 2**
- 3.4.5 CAs should always ask for risk assessments / method statements and a Safe System of Work to be provided prior to any works commencing. CAs should also ask for the names of all contractor personnel who will be attending site.
- 3.4.6 It is understood that not all CAs may feel competent in assessing the adequacy of risk assessments and method statements provided by contractors. In such cases the advice of a nominated person from the Health and Safety team should be sought before permission is given for work to commence.

### **3.5 Step 3: Contractors Working on Site**

- 3.5.1 If the work has not been arranged by SSL, prior to works commencing on site, all Contract Administrators should inform the SSL representative for that site when works will start, where on the site works will take place, the name of the contractor(s) involved, and any special arrangements that are required for the works e.g. interruption of utilities, or cordoning of areas, etc.
- 3.5.2 When a contractor first arrives on site, it is the responsibility of the Contract Administrator to ensure the contractor is signed in (to include reading and signing the asbestos register, familiarised themselves with any site rules and any relevant paperwork). All contractors should be given an induction and site hazards brought to their attention including emergency procedures for the site (fire safety etc). Contract Administrators should also emphasise to contractors and their employees about the need to ensure that they do not partake in any form of behaviour which is racist, sexist, or homophobic whilst on Trust premises.
- 3.5.3 Risk assessments and method statements provided by the contractor should be reviewed with the contractor prior to work starting, thereby reinforcing agreed safe system of work.

- 3.5.4 Contract Administrators should also provide contractors with a named site contact and an agreed method of communication for the site.
- 3.5.5 Contractors must wear or be able to produce a photo ID badge at all times while on Trust premises

### **3.6 Step 4: Keeping a Check on the Work**

- 3.6.1 Once a job has commenced on site, it is essential that the Contract Administrator responsible for the activity /project keeps a regular check on how the work is progressing.
- 3.6.2 The extent and frequency of the checks required will depend on the nature of work being undertaken, and it is the responsibility of the CA to decide on a reasonable level of supervision, and therefore the frequency of checks.
- 3.6.3 As a guide when checking a job a Contract Administrator should consider:
  - Is the job going as planned?
  - Is the contractor working safely and to the agreed methods?
  - Have there been any incidents (accidents and near misses)?
  - Have there been any changes in contractor personnel?

### **3.7 Step 5: Reviewing the work**

- 3.7.1 Once a job is completed it is important that the CA reviews the work undertaken in order to see if there are any lessons to be learnt from how the job was carried out in terms of compliance to the intended plan and how the contractor performed.
- 3.7.2 Again the nature and extent of the review will be decided by the CA, but reviews should be thorough enough to pick up any key points, which could be used to improve any aspect of future projects/activities.
- 3.7.3 A record should be kept of such reviews and any learning points shared with relevant parties for future reference.

## **4 Responsibilities**

<b>Post(s)</b>	<b>Responsibilities</b>	<b>Ref</b>
<b>SSL/ Contract Administrators</b>	1. Monitor the contractor’s health and safety performance: <ul style="list-style-type: none"> <li>• Be clear about how the work will be managed and supervised before the work starts</li> <li>• Obtain the contractor’s health and safety plans</li> <li>• Hold a pre-start meeting to ensure co-ordination and communication between all relevant parties. Make arrangements for site inductions where required.</li> <li>• Include contractor’s activities in all inspections and checks</li> <li>• Hold regular progress meetings and raise health and safety issues as they occur</li> </ul> 2. Carry out a joint risk assessment of the work with the contractor: <ul style="list-style-type: none"> <li>• Make contractors aware of site risks e.g.</li> </ul>	

	<p>asbestos but especially those that are specific to working within mental health.</p> <ul style="list-style-type: none"> <li>• Share method statements or safe systems of work</li> <li>• Tell employees and contractors about the risks, and make sure that the contractors let you know of any additional risks they will be introducing to your site</li> </ul> <p>3. Have the right procedures in place:</p> <ul style="list-style-type: none"> <li>• Ensure safe systems that have been submitted are implemented in practice</li> <li>• Make sure everyone is competent to carry out the tasks and that contractors receive induction</li> <li>• Make sure isolation procedures for machinery and plant are clear</li> </ul> <p>4. If the contractor has an accident or near miss:</p> <ul style="list-style-type: none"> <li>• Stop the work if there are serious health and safety concerns</li> <li>• Investigate and address the root cause of any incident, feeding back results of the investigation to interested parties. This may include reporting the incident on Eclipse and to the HSE under RIDDOR.</li> </ul> <p>5. Check that everyone understands the risks</p> <ul style="list-style-type: none"> <li>• Ensure that work does not start until the contractors fully understand the risks and measures to control them</li> <li>• Make sure contractors understand the information, instruction and training you are giving them, taking account of any language difficulties or disabilities.</li> </ul> <p>6. Worker consultation and involvement</p> <ul style="list-style-type: none"> <li>• Ensure that contractors have clear lines of communication to report concerns</li> <li>• Communicate and co-ordinate so that employees and contractors know what is expected of them and when, and everyone understands their individual roles</li> </ul> <p>7. Competence</p> <ul style="list-style-type: none"> <li>• Address training issues through toolbox talks, instruction or coaching</li> <li>• Ensure that the competence of the contractor is verified using the following: <ul style="list-style-type: none"> <li>○ They demonstrate previous health and safety performance, e.g. references/pre-qualification questionnaire</li> <li>○ Evidence of health and safety training</li> <li>○ Evidence of licensing where required, e.g. Gas Safe registration</li> </ul> </li> </ul> <p>8. When contractors have come to the end of the agreed period of working, all access must be removed, equipment returned, and any Trust accounts terminated.</p> <ul style="list-style-type: none"> <li>• Ensure relevant security procedures are enforced.</li> </ul>	
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	<p>This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and high-risk areas.</p> <ul style="list-style-type: none"> <li>• Provide contractors with any specific local procedures or protocols relevant to the activities being completed.</li> </ul> <p>For CDM Projects:</p> <ul style="list-style-type: none"> <li>• Make suitable arrangements for managing the project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: <ul style="list-style-type: none"> <li>○ appointing the <b>contractors</b> and <b>designers</b> to the project (including the <b>principal designer</b> and <b>principal contractor</b> on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.</li> <li>○ allowing sufficient time and resources for each stage of the project</li> <li>○ making sure that any principal designer and principal contractor appointed carry out their duties in managing the project</li> <li>○ making sure suitable welfare facilities are provided for the duration of the construction work</li> </ul> </li> <li>• Maintain and review the management arrangements for the duration of the project</li> <li>• Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project</li> <li>• Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins</li> <li>• Ensure that the principal designer prepares a health and safety file and Operations and Maintenance Manuals for the project and that they are revised as necessary and made available to anyone who needs it for subsequent work at the site</li> <li>• For notifiable projects: <ul style="list-style-type: none"> <li>○ notify HSE in writing with details of the project</li> <li>○ ensure a copy of the notification is displayed in the construction site office</li> </ul> </li> </ul>	
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Notify and gain approval from SSL/ Contractor Administrator before you appoint sub-contractors. If</li> </ul>	

	<p>approved, ensure they are competent to undertake the required tasks.</p> <ul style="list-style-type: none"> <li>• Manage your subcontractors</li> <li>• Make sure the subcontractor complies with site rules, working methods and procedures.</li> <li>• Ensure your employees have sufficient skills and knowledge to do the job safely and without risks to health and safety</li> <li>• Complete a risk assessment for your work and ensure that you obtain and review any risk assessments from approved sub-contractors</li> <li>• Request and adhere to any relevant permits to work using the process as advised by SSL/ Contractor Administrator.</li> <li>• Provide information, instruction and training to your employees.</li> <li>• Ensure there are clear arrangements in place for supervising and managing your employees while they are undertaking work for the Trust.</li> <li>• Set up liaison arrangements for co-operation and co-ordination with all those responsible to ensure the health and safety of everyone in the workplace</li> <li>• Decide what you need to do to manage and supervise the work of your employees and agree the nature of the controls before work starts</li> <li>• Report any incidents (including near misses) via the agreed reporting route.</li> <li>• Ensure provision of or access to first aid arrangements</li> <li>• Manage and ensure the safe operation of any equipment or vehicles that they are using on site</li> <li>• Comply with the requirements of this policy and any other requirements as agreed with SSL or the Contractor Administrator. This includes complying with specific local operating procedures that have been provided.</li> </ul>	
<b>Subcontractors</b>	<ul style="list-style-type: none"> <li>• The relevant sections as stated in the above section for contractors.</li> </ul>	
<b>Service, Clinical and Corporate Directors</b>	<ul style="list-style-type: none"> <li>• Be clear about the work you expect the contractor to do and think about the standards of competence that will be required</li> <li>• Think carefully about contingencies if things do not go to plan</li> <li>• Demonstrate the importance your organisation places on health and safety in the selection of contractors</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure short cuts are not taken to reduce costs and there is no conflict of performance versus safety</li> <li>• Allocate sufficient time and resources to the job - in planning, preparing and carrying out the task</li> <li>• Support management decisions to stop work if there are serious health and safety concerns</li> <li>• Address health and safety failings by engaging directly with the leader of the contracting organisation, and acknowledge successes</li> </ul>	
<b>H&amp;S Team</b>	<ul style="list-style-type: none"> <li>• Support Contractor Administrators with advice as it relates of matters of H&amp;S and contractor appointment</li> <li>• Provide advice where necessary on risk assessments and Method Statements</li> <li>• Investigate any incidents as appropriate and share the reports with the relevant Contractor Administrators</li> <li>• Monitor compliance with this policy and address any areas of non-compliance</li> </ul>	
<b>Policy Lead</b>	<ul style="list-style-type: none"> <li>• Keep this policy up to date with legislation, guidance and best practice</li> <li>• Review this policy in line with the requirements of the Policy on Policies</li> <li>• Monitor compliance with the policy as detailed in the Audit and Assurance section of this policy</li> </ul>	
<b>All Staff</b>	Comply with the requirements of this policy based on their specific role.	
<b>Executive Director</b>	Provide support to the policy lead as appropriate and support with the implementation and enforcement of this policy.	
<b>Procurement Team</b>	<ul style="list-style-type: none"> <li>• Advise Contractor Administrators on the best route to appoint contractors.</li> <li>• Inform Contractor Administrators of any Framework Agreements available based on the services required</li> <li>• Ensure Contractor Administrators are aware of the legal remit in which they need to operate in the appointment of contractors.</li> </ul>	

## 5: Development and Consultation

<b>Consultation Summary</b>	
<b>Date policy issued for consultation</b>	July 2020
<b>Number of versions produced for consultation</b>	1

Committees / meetings where policy formally discussed		Date(s)
PDMG		July 30, 2020
Where received	Summary of feedback	Actions / Response
SSL Colleagues	Change 'incidents' to accidents and near misses; define 'everyone involved' in section 4; include reference to working at height permit to work; include reference to other Trust policies; expand glossary; include Operations and Maintenance Manuals	Included in the policy
H&S Team	Reference the relevant appendices in parts of the policy	References made

(\*Add rows as necessary)

## 6: Reference documents

HSG159 – Managing Contractors

INDG368 – Using Contractors: A Brief Guide

Health and Safety at Work etc Act 1974

## 7: Bibliography

No Documents

## 8: Glossary

*Contractors* – A contractor is an organisation or individual who directly employs or engages construction workers or as part of their business carries out, manages or controls construction work (e.g. building, altering, maintaining or demolishing). Contractors include sub-contractors, any individual, sole trader or self-employed worker.

*Subcontractors* – Contractors that are appointed by the main contractor

*Contractor Administrator* – any individual who engages contractors to complete works on behalf of the Trust

*CDM* – Construction (Design and Management) Regulations 2015

*SSL* – Summerhill Services Limited

*COSHH* – Control of Substances Hazardous to Health

*HSE* – Health and Safety Executive

Other Relevant Trust Policies:

- Infection Prevention and Control Policy
- COSHH Policy
- Trust H&S Policy
- The Reporting, Management and Learning from Incidents Policy
- Smoke Free Policy

- Fire Safety Policy

## 9 Audit and assurance

Element to be monitored	Lead	Tool	Frequency	Reporting Committee
The number of contractor related incidents reported on Eclipse	H&S Team	Eclipse Reports	Annually	Trust H&S Committee
The number of induction sessions held compared to number of contracts awarded	H&S Team	Records from SSL/ Contractor Administrators	Annually	Trust H&S Committee/ SSL Risk and Safety Meeting



### Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect

<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

<b>Title of Proposal</b>	Management of Contractors Policy			
<b>Person Completing this proposal</b>	Natassia James	<b>Role or title</b>	Head of H&S and Regulatory Compliance	
<b>Division</b>	Corporate Services	<b>Service Area</b>	Health and Safety	
<b>Date Started</b>	July 2020	<b>Date completed</b>	July 2020	
<b>Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.</b>				
This policy has been created to clearly define the roles and expectations of contractors when working on behalf of BSMHFT to ensure the safety of all those that may be affected by their activities.				
<b>Who will benefit from the proposal?</b>				
All staff, service users, visitors, contractors.				
<b>Impacts on different Personal Protected Characteristics – Helpful Questions:</b>				
<i>Does this proposal promote equality of opportunity?</i>		<i>Promote good community relations?</i>		
<i>Eliminate discrimination?</i>		<i>Promote positive attitudes towards disabled people?</i>		
<i>Eliminate harassment?</i>		<i>Consider more favourable treatment of disabled people?</i>		
<i>Eliminate victimisation?</i>		<i>Promote involvement and consultation?</i>		
		<i>Protect and promote human rights?</i>		
<b>Please click in the relevant impact box or leave blank if you feel there is no particular impact.</b>				
<b>Personal Protected Characteristic</b>	<b>No/Minimum Impact</b>	<b>Negative Impact</b>	<b>Positive Impact</b>	<b>Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.</b>
<b>Age</b>	X			
Including children and people over 65				
Is it easy for someone of any age to find out about your service or access your proposal?				

Are you able to justify the legal or lawful reasons when your service excludes certain age groups				
<b>Disability</b>	X			
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?				
<b>Gender</b>	X			
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal?				
<b>Marriage or Civil Partnerships</b>	X			
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?				
<b>Pregnancy or Maternity</b>	X			
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post-natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?				
<b>Race or Ethnicity</b>	X			
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?				
<b>Religion or Belief</b>	X			
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?				
<b>Sexual Orientation</b>	X			
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				

<b>Transgender or Gender Reassignment</b>	X			
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?				
<b>Human Rights</b>	X			
Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?				
<b>If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)</b>				
	<b>Yes</b>	<b>No</b>		
<b>What do you consider the level of negative impact to be?</b>	<b>High Impact</b>	<b>Medium Impact</b>	<b>Low Impact</b>	<b>No Impact</b>
				X
If the impact could be discriminatory in law, please contact the <b>Equality and Diversity Lead</b> immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.				
If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the <b>Equality and Diversity Lead</b> before proceeding.				
If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the <b>Equality and Diversity Lead</b> .				
<b>Action Planning:</b>				
How could you minimise or remove any negative impact identified even if this is of low significance?				
N/A				
How will any impact or planned actions be monitored and reviewed?				

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.

N/A

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at [bsmhft.hr@nhs.net](mailto:bsmhft.hr@nhs.net) . The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

## Contractor Safety Checklist

<b>Company Name:</b>	<b>Location:</b>
<b>Description of work:</b>	<b>Date/Time:</b>
	<b>Estimated finish time:</b>

1 General	Yes	No	Control measure to be used
Do you have a contractor's handbook?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a site induction?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know where your emergency assembly point is?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you made provisions for first aid cover?	<input type="checkbox"/>	<input type="checkbox"/>	

2 Work Equipment	Yes	No	Control measure to be used
Will you be using any of the following?	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	
Powered access equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	
Cranes/hoists	<input type="checkbox"/>	<input type="checkbox"/>	
Welding/cutting/grinding equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Portable electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Is it PAT tested?	<input type="checkbox"/>	<input type="checkbox"/>	
Other, please specify	<input type="checkbox"/>	<input type="checkbox"/>	

3 Hazardous Substances	Yes	No	Control measure to be used
Will you be using any of the following?	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids/gases	<input type="checkbox"/>	<input type="checkbox"/>	
Oxidizers	<input type="checkbox"/>	<input type="checkbox"/>	
Harmful/Irritant/Corrosive Substances	<input type="checkbox"/>	<input type="checkbox"/>	
Lead/Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a COSHH assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have material safety data sheets?	<input type="checkbox"/>	<input type="checkbox"/>	

4 Personal Protective Equipment	Yes	No	Control measure to be used
Will you be wearing any of the following?	<input type="checkbox"/>	<input type="checkbox"/>	
Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	
Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	
Safety footwear	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	
Overalls	<input type="checkbox"/>	<input type="checkbox"/>	
Other, please specify	<input type="checkbox"/>	<input type="checkbox"/>	

5 Permit-to-Work	Yes	No	Control measure to be used
Will the work be controlled by any of the following permits?	<input type="checkbox"/>	<input type="checkbox"/>	

Confined spaces			
Hot work			
Roof work/ Working at height			
Trenching/Excavation			
Line breaking			
Live electrical work			

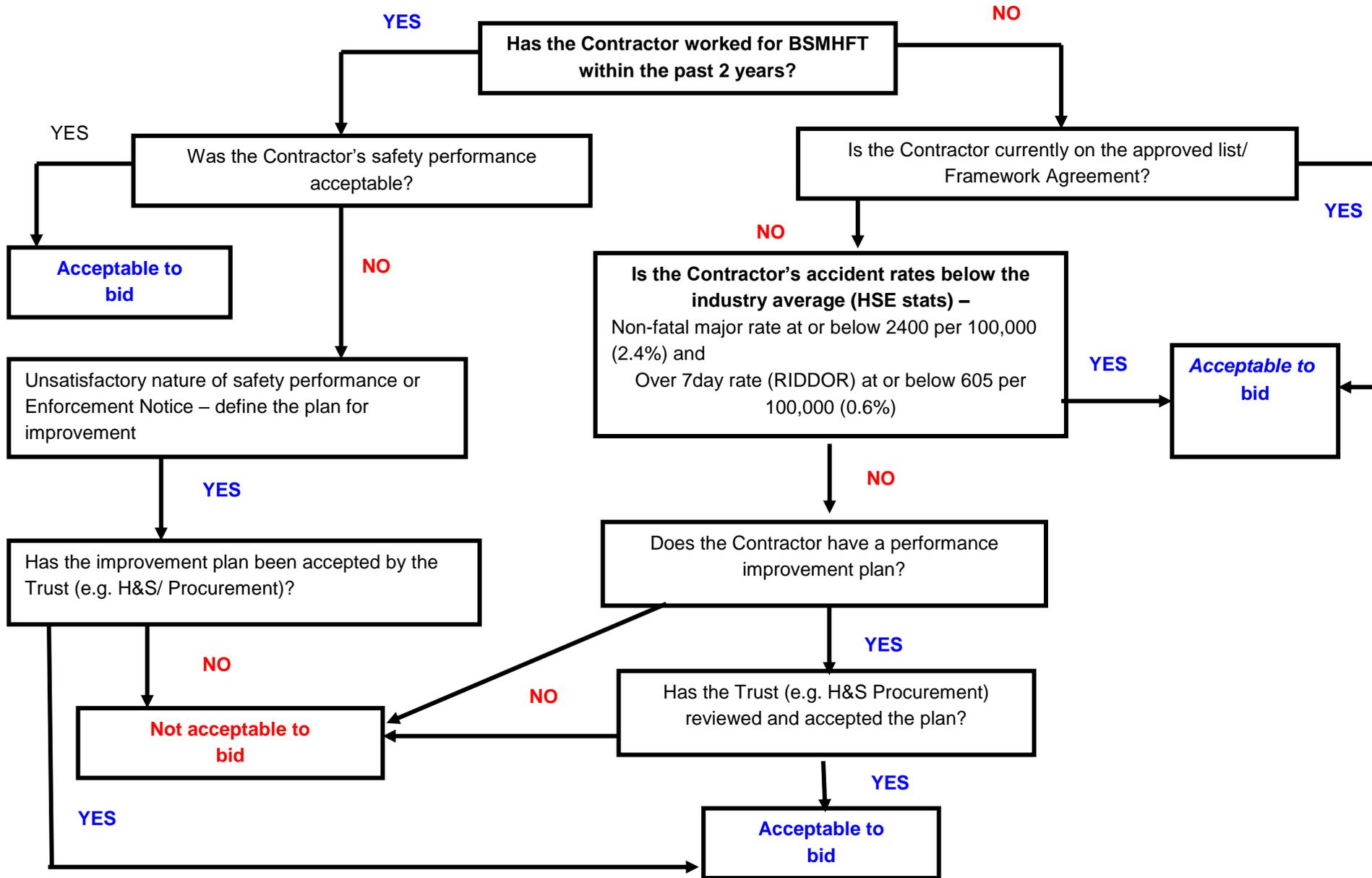
6 Additional	Yes	No	Control measure to be used
Is the work controlled by the following?			
A method statement			
A risk assessment			

Will you be working in a clinical area?			
Will you need a decontamination certificate? (check with your Trust contact)			
Are lone working arrangements in place?			
Are emergency/ rescue plans in place where needed?			
Have you provided all relevant records/ paperwork for the activity including – operator licenses, test certificates; inspection reports etc.?			

<b>Contractor Signature:</b>	
<b>Trust Representative Signature:</b>	

Appendix 3

**QUALIFICATION OF CONTRACTORS**



### Appendix 3 Continued - Other Points to Consider for Contractor Selection

- What arrangements will be in place for managing the work? For example, who will be responsible, how will the work be supervised, what checks do they make on equipment and materials etc.?
- Will they be using subcontractors and if so how will they check they are competent? The level of competence for subcontractors will depend on the risk and the complexity of the work.
- What is the contractor's recent health and safety performance like? For example, how many accidents and cases of ill health have they had? Has HSE taken any action taken against them?
- Do they have a written health and safety policy? (This is only a requirement if five or more people are employed.)
- Can they provide existing risk assessments done for similar jobs? Written risk assessments are only required by law if five or more people are employed.
- What qualifications, skills and experience does the contractor have in this type of work?
- What health and safety information and training does the contractor provide for its workers?
- If required, does the contractor have Employers' Liability Compulsory Insurance?
- Does the contractor have the relevant Indemnity and Public Liability Insurance in place?
- Does the contractor have any independent assessment of their competence?
- Are they members of a trade association or professional body?
- Will they be producing a safety method statement for the job?
- Have they worked in mental health settings previously?

## Appendix 4 – Use of Contractors Flowchart

