



MANAGEMENT OF CONTRACTORS POLICY



Policy Title

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Section 1 – Policy Intentions

1.1 - It is the policy of Gloucestershire Constabulary and the Office of the Police and Crime Commissioner to plan, co-ordinate, control and monitor the activities of external contractors/companies working on our premises, to minimise the risk presented to employees, other persons on site and the public.

This policy **does not** cover contract work subject to the requirements of the Construction (Design and Management) Regulations 2015 but is inclusive of all other contractual work i.e. minor works, general maintenance, cleaning etc. If a project is covered by the Construction (Design and Management) Regulations 2015 Gloucestershire Constabulary will appoint a CDM co-ordinator. Please refer to the What is CDM guidance.

1.2 - The document should be used in conjunction with current legislation and associated Approved Codes of Practice.

Section 1 – Policy wording

Responsibilities

Responsibilities relating to contract work must be allocated to and agreed with named individuals who must be accountable and competent (competent individuals).

Competent individuals are defined as members of staff, usually but not exclusively, within the buildings function but may be external consultants who have the training and/or experience to manage contractual work i.e. minor works, general maintenance, cleaning etc. For the purposes of the associated documentation/procedures these individuals are entitled **project manager**.

Section 2 – Procedural guides

Competent individuals must: -

- Complete a minor building works form and submit it to the Head of Estates and Support Services
- Ensure method statements and risk assessments are produced by the contractor as appropriate. Any variations to the approved method statement must be communicated to the project manager and if necessary approved by the Estates and Support Services team.



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- Exchange information and deal with health and safety issues. This must be for each phase of the work and commensurate with a formal risk assessment of activities. e.g. is a permit to work required for any activity?. If in doubt this should be queried with the Estates and Support Services Team.
- Select and co-ordinate contractors and companies (from the approved list, except in exceptional circumstances) and through monitoring ensure that they introduce and supervise health and safety control measures including site rules, rules on use of equipment and reporting arrangements.
- Ensure security vetting is carried out prior to commencement of work.
- Review the performance of contractors once work is complete and report as appropriate using the Approved Contractors Monitoring Questionnaire

Procurement

To achieve the objectives of the policy, the South West Police Procurement Services (SWPPS) will ensure that:

- Only suitable and competent suppliers are engaged to carry out work on behalf of Forces.

SWPPS state that “Any company wishing to work with any of the Forces that we procure for, which employs more than 5 people or which is providing any kind of service where Health & Safety could be a potential issue, would need to submit H&S Policies and evidence that they comply with these, including training plans and site risk assessments. These are assessed as part of the evaluation process and where necessary by Force H&S officers”

- Suppliers are supplied with adequate health and safety and environmental information and instructions relating to their specific contract.
- Effective communication co-operation and co-ordination is maintained between the Force’s representatives, the contractor/suppliers/partners and their sub-contractors.
- Suppliers will be required to adhere to agreed codes of conduct and plan/manage their work effectively with regard to the safety, health and welfare of anyone who can be affected by their work activities.
- Suppliers health and safety and environmental performance will be constantly reviewed by the project team during the contract period and on completion of works.

SWPPS has a responsibility to take reasonable steps to ensure that the suppliers they appoint are competent to undertake the work they are being contracted for, whilst maintaining essential health and safety and environmental standards throughout the duration of the contract.

Vetting

All contractors and their employees will be subject to security vetting procedures by completing a contractors vetting form which must be approved before work commences.

Level 1 Non-Police Personnel Vetting (NPPV) allows irregular and ad hoc unsupervised access to police premises but no access to protectively marked police material or assets. In the main this applies to utility workers such as plumbers and electricians.



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All contractors will wear the appropriate visitors' badge whilst working on police property. Security vetted contractors will wear a green badge and may work unescorted. Any unvetted contractors will wear a red badge and be escorted whilst on Constabulary premises

Section 3 - Relevant Legislation: (*Human rights/diversity/Health & Safety/any other specifics*)

The following Acts and Regulations place on the Constabulary specific responsibilities in defined areas.

- **The Building Regulations**
- The technical requirements of these Regulations apply to Police Buildings (ref. Police Buildings Design Guide Section B2 1.0.1.). These set minimum standards for the insulation of buildings, heating and lighting controls and ventilation and are thus a starting point for the construction of energy-efficient buildings.
- **Health and Safety at Work Act 1974**
- **The Energy Performance of Buildings Regulations 2016**
- **Police Building Design Guide, published by Home Office F1 Division.**
- **Energy Acts 2013**
- **Climate Change Act 2008**
- **Water Supply (Water Fittings) Regulations 1999**
- Relate to new plumbing installations and fittings. Prevent the waste of, and contamination of water supplies
- **Gloucestershire Constabulary Carbon Management Plan**

Section 4 - Related References:

- **Police Buildings Design Guide, Home Office, F1 Division.**
- **“The Building Regulations” HMSO 1995, and revisions.**
- **Building Research Establishment (BRE) – “Thermal Insulation: Avoiding Risks”, HMSO 1994 and revisions**

Internal Forms

Buildings Works Form

Permit to Work

Application for contractor vetting check

Visitors' Register

Visitors' Badges

Health Safety and Environmental guide for contractors (Green R76 available on Insight)

Health Safety and Environmental guide for contractors where asbestos is present

R76 (Red if asbestos is present - available on Insight)

Approved Contractor Monitoring Questionnaire

Premises Fire Precautions File

SWPPS - Responsible Procurement Guidance for Suppliers



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- Guidance for contractors and sub contractors
- How to manage a minor works project
- What is – method statement
- What is – permit to work
- What is - Construction (Design and Management) Regulations 2015

Section 5 - Identification, Monitoring and Review

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

This policy will be reviewed annually by the Facilities and Environmental Manager

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| V3.2 | 21.3.17 | Reviewed Added the generic decision making wording as requested by the CC | Mandy Gibbs |
| V3.3 | 8/3/2018 | Reviewed by MG | |



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| V3.4 | 19/7/21 | Reviewed Head of Estates and Support Services- Minor changes to upgrade Legislative changes | ✓ |
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| EIA | EIA Sign Off | | EIA Review |
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Previous policies can be found with the continuous improvement team.