



Management of Contractors and Visitors Policy

Purpose

- To comply with statutes, regulations and quality standards.
- To maintain health and safety.

Scope

- All visitors and contractors on premises owned or controlled by Thistle Manor, Roefield Specialist Care Limited.

Policy

- Visitors and Contractors will be made aware of their Health and Safety and Fire responsibilities
- Contractors will inform the establishment of their safety precautions and have adequate health and safety policies.
- Contractors will be required to demonstrate that the individuals carrying out the proposed works are competent and qualified appropriately to the task.
- Contractor will comply with the requirements for criminal records checking (DBS) placed upon the establishment by the CQC if they are to work alone. Otherwise all contractors will require a chaperone whilst on site.
- Visiting contractors will ensure that they are appropriately insured, and that the employing organisation is kept up to date as to the appropriateness and currency of that insurance. Thistle Manor will require a copy of their Product and Public Liability Insurance prior to commencement of works.

Procedure

- Contractors will be selected from a list of approved contractors for all tasks and are suitable to meet our requirements for quality and timeliness of work. Selection must consider their health and safety performance record.
- Visiting contractors will be made aware of their responsibilities regarding Health and Safety on their first visit to the site. There are Visitors / Contractor Fire Procedure cards at every entrance to the site. It is essential that all visitors and contractors are aware of the information on these cards and their responsibilities for signing in and out whenever required.
- Visiting contractors will be presented with a copy of the Health and Safety policy of the organisation, given adequate opportunity to read and understand it and a contract will be formed between the two parties agreeing the terms laid out within.
- Permits to work will be issued by the organisation should they be required i.e. hot works, confined spaces and strictly adhered to within the company and a method statement must be produced and agreed.

CONDUCT OF VISITING CONTRACTORS

- Visiting contractors will ensure that they are appropriately insured, and that the employing organisation is kept up to date as to the appropriateness and currency of that insurance.
- Responsibility for compliance with Health and Safety Acts by visiting Contractors rests with the home. Consequently all visiting Contractors must comply with the organisations Health and Safety policy, which is available for inspection in the office. Specifically, your attention is drawn to the following:
 - All Contractors must report in person to the Reception as soon as they arrive on site, before commencement of work.
 - All work attempted must have been ordered or specified, verbally or in writing, by an authorised officer of the organisation, before commencement of work.
 - The organisation reserves the right to refuse payment for goods and services provided without such an order. This does not include goods and services which can reasonably be held to have been supplied to complete a previously specified job.
 - Contractors must at all time use working practices and equipment which do not endanger the health and safety of themselves or any other person on-site.
 - The Manager must be informed if visiting Contractors propose to use procedures, chemicals or tools which pose unusual danger to themselves or others.
 - The Contractor will be informed of any unusual precautions which may be required with which they must comply.
 - Visiting Contractors must ensure that the site is left in a clean, tidy and safe condition each time they leave it, and at the end of each day.
 - Materials and equipment must be stored at all times in a manner which poses no safety threat to persons on site.
 - As far as is possible, access and escape routes must be kept clear and available for immediate use.
 - In no circumstances may escape routes be obstructed overnight or at weekends.
 - The working practices and equipment of visiting Contractors will at all times be subject to appraisal by the Manager and his/her requirements must be complied with at all times.
 - Visiting Contractors are responsible for the provision of their own rest facilities.
 - Any area used as a rest area must be kept in a clean and tidy condition, and all debris removed daily.
 - Weekly proposed attendance times should be agreed in advance with the Manager.
 - All contracts requiring on site work are subject to compliance with these rules and Health and Safety regulations in general.