



# Health and Safety Contractors Policy

Date of adoption at Full Council	
Reviewed	
Next Review Date	
Reviewed by	Policy & Resources Committee

## Introduction

Welcome to Newton Abbot Town Council. We expect the highest health and safety standards from our contractors, including any sub-contractors and suppliers. This handbook outlines our safety expectations and procedures for work conducted on Town Council buildings and assets. It's crucial you read and understand this document to help us maintain a safe working environment.

### Key Definitions

- **The Organisation:** Newton Abbot Town Council.
- **Contractor:** Any service provider hired to do work for us.
- **Contract Administrator:** The person we've appointed to oversee your work.
- **Authorised Person:** Anyone authorised by the Contract Administrator to inspect or monitor your work.

This provides general safety information. You must inform your workforce about its contents and our safety standards. For work under the Construction, Design and Management Regulations, all parties are expected to collaborate and ensure compliance.

Everyone has a responsibility for their own safety and the safety of others. We want all workers, customers, and visitors to be safe. Please read this handbook, follow legal requirements, and act professionally. If you have questions, contact your Contract Administrator. You must sign and return the undertaking at the end of this booklet to confirm you've read and accept its contents. We expect you to understand and comply with all legal and common-law duties to prevent accidents and damage.

All contractors working on Newton Abbot Town Council sites or assets must sign in formally at Newton's Place before starting any work on any Town Council sites or assets. This process ensures compliance with health and safety regulations, site security, and accountability for all activities carried out. Signing in confirms that contractors have received relevant site information, agreed to follow Council policies, and are authorised to proceed. Failure to sign in may result in delays or refusal of access. Your cooperation helps us maintain a safe and professional environment.

### Insurance and Training

You must provide evidence of suitable Public Liability Indemnity insurance and, if necessary, Employer's Liability Insurance.

Contractors must ensure their workers are properly trained and qualified for the work, including specific hazards and risks on our sites. For non-English speaking workers, you must make special arrangements to ensure they understand all safety information, especially for safety-critical roles. We may also require your workers to attend any training we deem necessary.

### Procedures and Documents

All contractors and their workers must sign in and out daily using the visitors' book for safety purposes.

We will inform you of any site-specific hazards and risks, including asbestos-containing materials (ACMs), during the initial tender or quotation stage. You must account for these in your own risk assessments and method statements. Follow them precisely. If your plans change, stop work and notify your Contract Administrator.

In some high-risk cases, a Permit-to-Work (PTW) system will be required for activities like hot work, confined space entry, or work on high-tension electrical services. If your job requires any of these, contact your Contract Administrator before starting.

### On-Site Rules

**Hazardous Substances:** Control risks to workers and store substances securely when not in use

- **Flammable Substances:** Control fire risks and store substances in secure, fire-resistant storage.
- **PPE:** Provide and ensure workers wear Personal Protective Equipment (PPE) as required by your risk assessment.
- **Safety Signs:** Use suitable warning signs and barriers to alert people to hazards. Signs don't remove the need for active safety management.
- **Plant, Tools, and Equipment:** Provide your own equipment. It must be suitable, safe, maintained, guarded, and used by trained personnel. Always switch off tools when not in use and secure them from tampering.
- **Welding:** Provide local exhaust ventilation for all welding to prevent exposure to fumes. All arc welding must be properly screened.
- **Vehicle Movements:** Control vehicle movements with a banksman for reversing. We may require you to use protected traffic routes.
- **Welfare:** Your Contract Administrator will tell you about on-site welfare facilities. Keep them clean and respect our staff. Contractors working off-site must arrange their own welfare facilities.
- **Smoking, Alcohol, and Drugs:** No smoking inside. Only smoke in designated outdoor areas. Workers under the influence of alcohol, illegal drugs, or certain medicines will be required to leave the site.
- **Music and Mobiles:** Radios and music devices are forbidden without permission. Use mobile phones considerately.
- **Parking:** Park only in designated spaces. Illegally parked vehicles may be ticketed or clamped. Obey all traffic signs.

**Commented [LM1]:** Need to consider wording here as we are unable to clamp or issue a ticket.

### Emergency Procedures

- **First Aid:** If you have an accident, report to our Council Office, our qualified first aiders can assist. Report all accidents to your Contract Administrator and ensure it's logged in the accident book. Off-site contractors must have their own first aid arrangements.
- **Fire:** You will be briefed on our fire procedures and emergency plan. Know your nearest exits and assembly points. If you discover a fire, CALM: **C**lose doors, **A**larm, **L**eave, **M**eeet at the assembly point. Never re-enter the building until you are told it is safe to do so.

- **Asbestos:** We have surveyed for asbestos and will inform you if it's present. If you discover or suspect a material contains asbestos, stop work immediately. Clear the area, and inform your supervisor or Contract Administrator. Do not disturb the material until it's confirmed safe.
- **Accident Reporting:** You are responsible for reporting accidents and dangerous occurrences to the authorities. Provide copies of any statutory notifications to the Contract Administrator.

**Environmental and Site-Specific Issues**

- **Environmental:** Control emissions, noise, radiation, dust, and fumes. Prevent materials from entering drains. Excessive noise (above 80 dB A) requires prior consent.
- **Nature Conservation:** Assume bats are present in old buildings. If you find bats or other protected species, stop work immediately and inform your Contract Administrator.
- **Services:** Only qualified, licensed tradespeople can work on mains services. Do not use our services without permission. All temporary cable runs must be safe and protected.
- **Excavations:** Identify buried services before digging. Excavations must be protected with fencing or barriers.
- **Work at Height:** Only trained workers should perform roof work. Precautions must be taken to prevent falls. Use scaffolding with guardrails and toe-boards. Ladders should only be used for short tasks (under 30 minutes) where three points of contact can be maintained. Stepladders require a site-specific risk assessment.

**Housekeeping**

Keep your work areas clean and tidy. Don't create trip hazards or leave harmful or flammable materials around. Secure your equipment from tampering.

**Acknowledgment Slip**

**Please complete, sign, and return this form to your Contract Administrator.**

**Contractor's Acknowledgement**

Name (Print): \_\_\_\_\_ Company: \_\_\_\_\_ I have read and understood this handbook and agree to comply with all instructions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Contractor's Workforce Acknowledgement**

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