



**Hankinson**  
**Whittle**

**Title**

**Contractor Policy & Guidance**

**Author**

**Gary Minshull**

**Owner**

**SHEQ Manager**

# Contractor Policy & Guidance

Reference	HWPIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

## Contents

1.0	Version Control .....	1
2.0	Purpose .....	1
3.0	Scope.....	1
4.0	Abbreviations.....	1
5.0	Distributions.....	2
6.0	Policy & Guidance .....	2
6.1	Policy Statement.....	2
6.2	Contractors Agreement & Commitment .....	2
6.3	Information to Provide .....	3
6.4	Legal Compliance .....	3
6.5	Sub-Contracting .....	4
6.6	Risk Management .....	4
6.7	Permit to Work .....	5
6.8	Energy / Plant / Fire Isolation .....	5
6.9	Asbestos.....	5
6.10	Health & Safety File.....	5
7.0	Appendices.....	6

### 1.0 Version Control

Version	Details of Change	Change By	Date
M	Full review and rebrand	G Minshull	22/08/2023
N	Insurance section updated	G Minshull	28/02/2024

### 2.0 Purpose

This document serves the purpose of documenting and making accessible our policy regarding the engagement of Contractors. Additionally, it offers direction to Contractors, enabling them to align with Hankinsons own commitments, fulfill customer expectations, and adhere to the legal obligations of both parties.

### 3.0 Scope

Applies to all contractors engaged by HWP to provide services on behalf of our Clients.

### 4.0 Abbreviations

HWP	Hankinson Whittle Programmed
HASAW	Health and Safety at Work
CIS	Construction Industry Scheme

Prepared By: Gary Minshull	Reviewed By: Neil Hand	Approved By: Neil Hand
Date: 22/08/2023	Date: 23/08/2023	Date: 23/08/2023

# Contractor Policy & Guidance

Reference	HWPIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

CDM	Construction (Design and Management)
PUWER	Provision and Use of Work Equipment Regulations
LOLER	Lifting Operations and Lifting Equipment Regulations
WAH	Working at Height
ACM's	Asbestos Containing Materials

## 5.0 Distributions

- Managing Director
- Operations Managers
- Quantity Surveyors
- Contract Managers
- Site Managers
- Contractors (as required)
- Clients (as required)

## 6.0 Policy & Guidance

### 6.1 Policy Statement

The Health and Safety at Work (HASAW) etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities. These duties also apply to a contractor on the premises, in respect of safeguarding our employees and any residents from the contractors activities.

We will ensure only competent contractors are used, who will be selected according to business needs and customer requirements with considerations given to previous relationships, references, performance, and geographical location.

During the contractor evaluation process, all Contractors will be required to complete a Questionnaire and provide evidence of competence and legal compliance.

No work will be allowed to begin until the Sub-Contractors Questionnaire has been completed, evidence of competence and other documentation has been provided and approved.

Recognising that our undertakings fall within the scope of the Construction (Design and Management) Regulations we will ensure our Contractors are also aware of their duties under the regulations and ensure we collaborate and co-ordinate with all contractors engaged on our projects.

All of our Contractors will report into an appointed manager (usually a Contract Manager) who will oversee the works delivery and ensure the works is completed safely and meets customer / client requirements.

Hankinson will ensure that all of our Contractors are provided with and / or have access to appropriate welfare facilities in accordance with Schedule 2 of the CDM Regulations and HSE's published Construction - Welfare standards.

### 6.2 Contractors Agreement & Commitment

Hankinson are committed to exceeding our customer and client expectations and we recognise our supply chain plays a crucial role in achieving this. Contractors can help maintain our high standards by agreeing and committing to all of the following:

- ▶ Provide all documentation listed in [6.3](#) in good time and to a good standard.
- ▶ Be proactive in risk management by taking into consideration the local work environment and the hazards it presents.
- ▶ Ensure risk assessments cover the tasks they are engaged for
- ▶ Ensure themselves / their workers are trained to operate any plant & equipment and to a trained safe systems of work.

# Contractor Policy & Guidance

Reference	HWPIIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

- ▶ Risk assess the hazardous substances used as part of works delivery (COSHH Assessments). Remembering it's the use of the substance in the task that is assessed, and not simply the substance in general i.e. copying the MSDS.
- ▶ Provide the correct PPE to workers and ensure arrangements are made for regular maintenance, inspection and replacement when necessary.
- ▶ Ensure that only essential materials and equipment are left on site and make provisions for security for that which is left – ensure responsibility for materials is clear.
- ▶ Ensure all plant and equipment is maintained / inspected and the examination and test certificates are available.
- ▶ Collaborate and be open minded to site visits and inspections – take any feedback on board as an opportunity to improve.
- ▶ Provide suitable supervision to workers at all times and ensure they are aware of what those arrangements are and who they should speak to when needed.
- ▶ Report any and all incidents to the Site Manager regardless of how trivial it may seem.
- ▶ Investigate or support incident investigations as required.
- ▶ Participate in co-ordination meetings with the Principal Contractor and ensure workers are provided with the same updates.
- ▶ Be open and honest about any foreseeable issues. The earlier we can identify these issues, the better we can mitigate their impact on the program.

## 6.3 Information Provided by Contractors

All Contractors should provide Hankinson with the following documents or information to their appointed Hankinson representative (prior to commencement of their work).

- Training & Competency records of ALL of your workers / management team on site.
- Written H&S Policy (where you employ 5 or more people)
- Insurance Policies (certificates)
- Risk Assessment & Method Statements (consider if noise, vibration, manual handling assessments are applicable)
- Hazardous Substance Risk Assessments (COSHH).
- The name of the individual appointed to Supervise the works.
- Details of any young persons to be employed on the site.
- Information relating to hazards associated with plant, operations and materials used in the works
- Calculations relating to falsework (and where required, ground works).
- Scaffold Designs
- Thorough Examination and Test certificates for plant and equipment (e.g. PAT, LOLER, COSHH, Service Records etc)
- Statutory Inspection Records (e.g. Scaffold)

## 6.4 Legal Compliance

### Insurance

Hankinson requires all Contractors to have insurance. Employers (if applicable) and Public Liability Insurance for such sum and range of cover that Hankinson and the Contractor deem to be appropriate. As minimum for any one loss, Hankinson require the following:

- ▶ Employers Liability Insurance - £5million for any one loss
- ▶ Public Liability Insurance - £2million for any one loss

All insurance shall be extended to indemnify Hankinson against any claim for which the Contractor may be liable.

Insurance certificates will be provided to Hankinson as required and where requested satisfactory evidence of payment of premiums.

Hankinson will maintain Employers and Public Liability Insurance in respect of its own liabilities.

# Contractor Policy & Guidance

Reference	HWPIIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

Hankinson reserve the right to withhold payment to Contractors without evidence of suitable in-date insurance policies.

## Income Tax

All Contractors will be responsible for complying with the Inland Revenue rules resulting from any work carried out for HWP. This includes those required to work to the CIS as detailed by the Inland Revenue.

## CDM

You must ensure you are familiar with your duties under the CDM regulations

## 6.5 Sub-Contracting

If the contractor wishes to employ other contractors (sub-contractors) for any part of their works then explicit and written consent from Hankinsons is required. The Contractor is responsible for ensuring that sub-contractors agreed by Hankinson, are competent to carry out the work for which they are engaged to do.

## 6.6 Risk Management

### H&S Policy

All Contractors who employ 5 or more people must have a written H&S Policy in accordance with Section 2(3) of the HASAWA etc. Act 1974 inclusive of organisation and arrangements required to carry out the policy.

### Risk Assessment

It is a legal requirement to undertake risk assessments for any task that carries a risk to health and safety. The significant findings of these risk assessments must be recorded if 5 or more people are employed.

Where contractors are employed to supplement labour as a self employed sole trader then they will work directly in accordance with Hankinsons Risk Assessments.

Risk Assesments and where appropriate Method Statements (RAMS) are to be submitted to Hankinsons appointed manager for review and acceptance prior to works beginning.

You are responsible for ensuring your risk assessments are suitable and sufficient and must ensure any requests for amendments to your RAMS are actioned as early as practicable.

### Plant & Equipment

All plant & equipment provided and used by the contractor(s) must comply with PUWER, LOLER, WAH etc regulations as appropriate. All equipment must be suitably maintained and in good working order. All test and thorough examination certificates for equipment must be made available upon request. Failure to provide these may result in work being stopped and the equipment removed from site.

All contractors must be able to demonstrate suitable competence of their workers on site that are operating plant & equipment e.g. Fork Lift Truck training, IPAF, Abrasive Wheel etc.

### Personal Protection Equipment

The Personal Protective Equipment (PPE) at Work Regulations 1992 place specific duties on employers and the self-employed to assess the risks to health and safety and determine the requirements of PPE as well as the characteristics thereof. Most of the sites controlled by Hankinson and other Principal Contractors who engage Hankinson as a Contractor it is generally site policy to wear Hardhats as part of the 3/4/5 point PPE Policy to enter the site.

Exemptions to this policy are as follows:

- *All operations where there is no risk of head injury from falling objects and where there is no enforced policy for hard hats then there is no requirement to wear them, but the justification must be clearly defined in the risk assessment and approved by Hankinson's Representative*

# Contractor Policy & Guidance

Reference	HWPIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

- Whilst in the site offices or welfare facilities.
- Whilst working within a building or room where there is absolutely no risk of being hit by falling objects and wearing the helmet proves to be encumbrance. Permission from the Site Manager must be granted.
- Any other situations where there is absolutely no risk of being hit by falling objects or striking the head against objects and prior written permission has been obtained from the Site Manager.
- Plant operators and drivers when operating from within plant fitted with an enclosed cab that provides the protection from falling objects.
- Turban-wearing Sikhs - Turban-wearing Sikhs are exempt from the need to comply with other legislation that would require them to wear head protection whilst on a construction site, by virtue of sections 11 & 12 of the Employment Act 1989 (the Act). This means that turban-wearing Sikhs on construction sites are exempt from the duty under regulation 10(2) of the Personal Protective Equipment at Work Regulations 1992 (PPE Regulations) so far as it applies to head protection. As a result, employers are relieved of their duties to a turban-wearing Sikh on a construction site under regulations 4 and 6 to 12 of the PPE Regulations.

## 6.7 Permit to Work

Some high risk activities may be completed under the authority of a permit to work. These will be identified during the pre-start meeting with Hankinson's Contract Manager. A suitable and sufficient risk assessment is required for the task before the permit can be issued. All control measures identified on the permit will be checked that they have been effectively implemented and closely monitored throughout the permits use.

Permits can remain open at the specified time detailed on the permit.

## 6.8 Energy / Plant / Fire Isolation

The Contractor is responsible for ensuring any energy sources are effectively isolated when being worked on or if there is foreseeable risk of exposure . This includes both electrical and mechanical energy sources. The preferred means of isolation is using a Lock Out Tag Out (LOTO) system.

If your works have the potential to trigger a fire alarm and you need to isolate part of the fire detection system then you will need express written consent from the Client and the system isolated under a short duration permit.

## 6.9 Asbestos

The Client will notify Hankinson of the presence of any ACM's and communicate any management controls that may be implemented. Where the works involve removal / refurbishment then the Client will arrange for the more intrusive Refurbishment & Demolition Asbestos Survey. Hankinson will ensure the results of these surveys and any plans for dealing with Asbestos are discussed and agreed with you prior to works commencing.

If Asbestos is present it will be a mandatory requirement for all of your site based workers to have received Asbestos Awareness Training within the last 12 months (accredited to UKATA, IATP, or IOSH).

## 6.10 Health & Safety File

You must provide all information relating to the products / services you provide that may be required for the Health and Safety File. These should be issued to the Contract Manager as soon as is practicable or within the agreed time scale. Information for the H&S file may include (non exhaustive):

- O&M Manual
- Test Certificates
- Product Data Sheets
- Material Safety Data Sheets
- Instructions
- Schematics / Drawings

# Contractor Policy & Guidance

Reference	HWPIMS-CDM-GUI-001
Version	N
Issue Date	12/11/2022
Revision Date	28/02/2024

## 7.0 Appendices

External Guidance available to support Contractors comply with their legal duties

Reference	Link to Support / Information
Health and Safety at Work etc. Act 1974	<a href="https://legislation.gov.uk">Health and Safety at Work etc. Act 1974 (legislation.gov.uk)</a>
Management of Health and Safety at Work Regulations 1999	<a href="https://legislation.gov.uk">The Management of Health and Safety at Work Regulations 1999 (legislation.gov.uk)</a>
CDM	<a href="https://legislation.gov.uk">The Construction (Design and Management) Regulations 2015 (legislation.gov.uk)</a>  <a href="https://hse.gov.uk">Construction (Design and Management) Regulations 2015 (hse.gov.uk)</a>
Risk Assessment Guidance	<a href="https://hse.gov.uk">Managing risks and risk assessment at work – Overview -HSE</a>
COSHH Essentials	<a href="https://hse.gov.uk">COSHH Essentials - COSHH e-tool (hse.gov.uk)</a>
Risk Assessment Guidance	<a href="https://hse.gov.uk">Managing risks and risk assessment at work – Overview -HSE</a>
Noise and Vibration	<a href="https://hse.gov.uk">HSE - Noise: Exposure Calculator</a>  <a href="https://hse.gov.uk">Hand arm vibration - Exposure Calculator (hse.gov.uk)</a>