



CONTRACTORS POLICY

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Destroy All Previous Issues

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Author	Issue Date	Version	Document Ref	Approved By	Approval Date	Next Review	Page
L.Hancock	Feb 2024	V1.4	H&S-08	H&S Comm	Jan 2024	Feb 2026	i

DOCUMENT CONTROL

Document Storage

Location: p:\ops team\central policies & procedures - development - word docs\h&s - health & safety policies\h&s-08 - contractors policy v1.4.docx

Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

Version	Date	Author	Description of Changes
V1.2	July 2019	T Hood	Reviewed, no changes
V1.3	Feb 2022	S Barnes	Reviewed, no changes
V1.4	Jan 2024	H Ali / S Khan	Reviewed, No changes

Approval

Version	Name	Position	Signature	Approved Date
V1.1	Badger Executive	Executive Team		04/02/2016
V1.4	S Khan	H&S Chair, Deputy CEO	<i>S Khan</i>	26/01/2024

Glossary

Term	Description

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1 PURPOSE

This policy has been developed to ensure only contractors who have been assessed, to ensure they have effective safety management systems in place work, on Badger premises.

2 SCOPE

All Badger premises and offices.

3 REFERENCES

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work (MHSW) Regulations
- Construction, Design and Management (CDM) Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations
- Contractor Appraisal Questionnaire
- Contractor Approval List
- Contractor Site Requirements

4 DEFINITIONS

- Manager - The person ultimately responsible for the safety of a contractor or subcontractor's presence on Badger premises.
- Contractor - Anyone or any company brought in by a Badger to perform work at the premises who is not employed by Badger
- Subcontractor - Anyone or any company brought in by the main contractor to perform work at the Badger premises, who is not employed by either Badger or the main contractor.
- Demolition – The actions or process of pulling or knocking down.
- Construction – The actions of process to build/install.

5 POLICY

There is a shared responsibility that exists by law between the employing organisation Badger and the contractor in the following circumstances:

- Where something done by the contractor affects the health and safety of the client's workforce or the public;
- Where something done by the client organisation affects the health and safety of the contractor's employees or the general public;
- Where the employing organisation is the 'expert' and the contractor is told by the Company how to proceed;
- Where the client fails to inform the contractor of all hazards/risks that they know about;
- Where the client appoints an incompetent contractor or a contractor who has inadequate resources.

The list above is only intended as a guide to illustrate the concept of shared responsibility

5.1 Selecting and Managing Contractors

It is important that all new contractors are vetted to ensure that they are competent and experienced enough to carry out the intended work.

A suitable and sufficient procedure to vet contractors may include:

Stage 1

An approved questionnaire is sent to each contractor along with a copy of the Badger health and safety policy.

Stage 2

At this stage a meeting may be necessary with the contractor to answer the following questions:

1. The experience and qualifications of the managers and whether there will be sufficient management?
2. Health and Safety training regarding all staff?
3. The experience and qualifications of supervisors and whether there will be sufficient supervision?
4. The experience and qualifications of employees?
5. The management of sub-contractors?
6. A method of work that minimises risk and manual labour needed?
7. Any other questions pertinent to the envisaged risks and controls?

Stage 3

Badger will then provide the contractor with detailed information about site arrangements, detailed information about site risks, induction procedures and signing-in. *The objective at this stage is to make the contractor as familiar with the site or other work area under the control of Badger, and its risks, as our own staff.*

Stage 4

Prior to beginning work the Contractor should make available the following documents:

- Health and Safety Policy Statement
- Health and Safety Organisation chart
- Name of the site supervisor responsible for safety
- Name of the safety practitioner (and visiting frequency where necessary)
- CV's of the site manager, safety practitioner and any other key personnel
- Written risk assessments and method statements, including the safe system of work to control the hazards identified. Resources such as plant and equipment should equal those promised at tender
- Noise assessments for plant and operations creating excessive noise
- COSHH and manual handling assessments, where applicable
- Copies of managers', supervisors' and employees' skills certification certificates
- Copies of plant operators' certificates of training achievement
- The numbers of managers and supervisors compared with those proposed at the tender stage
- Details of sub-contracting by the contractor, i.e. names of sub-contractors and details of their management, supervision, workforce numbers and competency

Stage 5

If the Company is satisfied with the contractor upon completion of the contracted work and may wish to use the contractor again the Contractor may be added on to an 'Approved Contractors' list and details kept up-to-date if the contractor is to be used regularly.

Badger will make regular checks on the safety controls of contractors during work and reserve the right to stop work immediately if proposed controls are not being met or if health and safety is compromised in any way.

5.2 Construction, Design and Management:

CDM Regulations requires that all Managers notify the Safety Coordinator if the following is applicable:

If the construction work is expected to either:

- Last longer than 30 days; or
- Involve more than 500 person days.
- Any significant demolition and dismantling.

High-risk work with unique hazards, such as structural steel erection or demolition work, asbestos abatement, and use of job-site assembled cranes; major construction etc must involve the Safety Coordinator in the planning phases

Badger has the following duties as a client under the CDM Regulations. For non-notifiable works Badger will complete the following duties:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

In addition to the duties above, for notifiable works Badger will:

- Appoint CDM co-ordinator
- Appoint principal contractor
- Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place.
- Provide information relating to the health and safety file to the CDM co-ordinator
- Retain and provide access to the health and safety file