Colne Village Hall Using Contractors Policy



Author : David Parsons **Charity Number: 278191**

Purpose

This Policy is to be used in conjunction with the Health & Safety Executive (HSE) Guide on Using Contractors.

A contractor is anyone you ask to do work for you who is not an employee. (HSE)

Village Hall Management Committee responsibilities

Both the CVHMC and the contractor we use have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public. Make sure everyone understands the part they need to play in ensuring health and safety.

What we need to do

Identify the Job
Identify all aspects of the work you want the contractor to do. Consider the health and safety implications of the job. Remember, the level of risk will depend on the nature and complexity of the work. You should provide potential contractors with this information and make sure they know and understand the performance you expect of them. You could include this information in the job specification.

Select a suitable contractor
You will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Assess the risks of the work
Both you and the contractor need to think about the planned work:

- What can harm people?
- Who might be harmed and how?
- How will you control the risks?

More detailed information on risk assessment and control at: www.hse.gov.uk/risk/index.htm

Provide information, instruction and training
You and the contractor need to communicate with each other throughout the process. Make sure that the contractor and their employees have information on:

- health and safety risks they may face;
- measures in place to deal with those risks;
- your emergency procedures.

The information you provide should be in a form that is easy to understand.
Similarly, you must provide clear instructions, information and adequate training for your own employees.

Cooperate and coordinate with the contractor
You and the contractor must work together and coordinate your activities, to make sure the work can be done safely and without risks to health. One way of doing this is to have regular meetings throughout. The level of cooperation and coordination needed will depend on:

- the job to be done;
- the number of contractors (or subcontractors) involved;
- the risks involved.

Consult the workforce
You have to consult your employees on health and safety matters. Involving your workers will help you make better decisions on the actual risks and the measures to control them. Involve your workers in the process and consult them on:

- how the contractor's work will affect their health and safety;
- information and training;
- making sure they know how to raise any concerns they may have about the contractors and their work.

Manage and supervise the work
Decide what you need to do to manage contractors' work. The measures you put in place should be consistent with the level of risk, i.e., the greater the risk, the more you need to do.

Consider:

- Who will be responsible for the work and what do you expect them to do?
- Who will supervise the work and how?
- How will the work be done and what precautions will be taken?
- What equipment should or should not be worked on/used?
- What personal protective equipment is to be used and who will provide it?
- What are the working procedures, including any permits-to-work?
- What are the arrangements for stopping the work if there are serious health and safety concerns?

Once the work has started, make sure you keep a check on how the work is going against what you have agreed. You can do this by:

- regular checks – ask yourself 'are the control measures working?'
- investigating if things go wrong, eg near misses, accidents, ill health. Ask yourself 'what went wrong and what can we do to prevent it happening again?'

After the job is finished, there will be benefits in reviewing and learning from any lessons to see if performance can be improved in future.

Checklist

Questions you should ask:	**Yes/No**
Have you identified all aspects of the work you want the contractor to do?	
Have you included the health and safety implications of the work in the job specification?	
Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2015?	
Have you made enquiries about the competence of the contractor? If so, have you checked for evidence before they get the job?	
Have you assessed the risks of the work and agreed action to control the risks with the contractor?	
Have you provided the contractor and their employees with information about the risks?	
Have you provided the contractor and their employees with your emergency procedures?	
Have you provided instructions, information and training for your own employees?	
Have you put in place arrangements with the contractor to coordinate your activities during the work?	
Have you consulted your employees about the work and how they can raise any concerns?	
Have you identified who will be responsible for the work and what you will expect them to do?	
Have you identified who will supervise the work and how?	
Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?	
Have you agreed how the job will be reviewed to learn any lessons from it?	

Date Approved **9th November 2026** **Date to Review July 2027**

Signed SJ Harrison **Chair**