

THE IN-HOUSE TRAINING COMPANY

Control of contractors

Overview

If your organisation manages contractors then your staff need to understand the health and safety issues. This course is the answer.

The expert trainer will set out clearly the legal responsibilities of all relevant parties and explore the practical application of these responsibilities with the course participants. The course will then examine the issues associated with the planning of work to be contracted out and the evaluation, selection, control and monitoring of contractors engaged to undertake the work. Although the main focus is on health and safety, the course will also explain how health and safety issues need to be integrated into your organisation's functional management processes to ensure effective control of contractors.

The course will consider all types of contracted activities, including construction and maintenance, cleaning, security, plant installation, etc.

Learning objectives

This programme will give participants:

- A clear understanding of the organisation's legal responsibilities for managing contractors
- The information they need to assess the competence of contractors
- A practical understanding of risk assessment principles and the transfer of risk to contractors
- A step-by-step guide to the key aspects of managing contractors in practice, covering:
 - Planning of the work
 - Selecting contractors
 - Handover prior to work commencement
 - During the work
 - Reviewing the work on completion
- Practical guidance on the integration of health and safety controls into organisational procedures for contractor management

Who should attend?

This course is designed for all those with responsibility for employing or managing contractors, including:

- Property, facilities and maintenance managers
- Office managers
- Health and safety managers and officers
- Directors and managers of property companies

Format

A one-day course employing a mixture of formal presentation, case study exercises and facilitated discussion.

Expert trainer

Subash is a Past President and current (2015) vice-chair of the Board of Trustees of the Chartered Institution of Occupational Safety and Health (IOSH). A Chartered Fellow of IOSH, Subash has a wealth of experience in risk management, having worked across a range of sectors and disciplines in a truly diverse 25-year career to date.

Having qualified originally as an Occupational Hygienist, Subash started his professional career in local government before moving on to the brewing industry, working for Grand Metropolitan and Courage Brewing as their regional SHE Manager. His next career move led him to Rentokil Initial, where he spent eight years, the last two as a board director within Initial Catering Services.

In 2002, Subash founded a successful risk management and loss control consultancy that provides services to blue chip companies, as well as to a large number of SMEs, around the world.

Subash is an experienced health and safety trainer and public speaker. He contributes regularly to a number of health and safety publications as well as writing the successful 'common sense guide to...' series of books published by Routledge. He has been involved in the production of several health and safety documents for trade associations and for the Health and Safety Executive.

Outside the world of work, Subash was a public member of Network Rail (2008-11), is a serving Magistrate and a Fellow of the Royal Society for the Encouragement of Arts, Manufactures and Commerce (RSA).

An experienced trainer, he has a unique ability to captivate his audiences, as the following comments show:

'Fantastic trainer who totally engaged and motivated the group.'

'Subash again performed with knowledge, information and humour.'

'Very well presented. I think the subject was demonstrated in a manner that meant all attendees were able to absorb and understand all items covered.'

'I actually quite enjoyed the course!!'

'A good course, excellent content and very well paced.'

'Subash was extremely knowledgeable – a H&S encyclopaedia.'

'A lot more interesting and engaging than expected!'

'The speaker clearly had a significant breadth and depth of understanding and experience of the subject.'

'Excellent use of case studies and 'real life' examples. A real professional.'

Workshop outline

1 Introduction

- Who are contractors?
- Why manage contractors?
- Different types of contractors
- Costs of poor contractor performance

2 Overview of health and safety law and liability

- Health and safety law and statutory duties
- Relevance of civil and criminal law
- Enforcement and prosecution

3 Relevant legislation for controlling contractors

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 1994 (as amended, 2007)
- Other relevant legislation
- Contract law

4 Managing contractors in practice

- Exercise – how well is it happening?
- The objectives
- Five step approach
 - Planning of the work
 - Selecting contractors
 - Handover prior to work commencement
 - During the work
 - Reviewing the work on completion

5 Planning the work

- Scope and extent
- Risk assessment
- Interface and other activities
- Who controls what?
- Contract arrangements

6 Selecting the right contractor(s)

- Locating contractor organisations

- Selection the right contractors
- Assessing contractor competence
- Approved lists/frameworks
- Tender process

7 Pre-work commencement

- Co-ordination and co-operation
- Exchange of information
- Contractor risk assessments and method statements
- Permits to work
- Case study exercise

8 During contract work

- Communication and liaison
- Supervision and inspection of the work
- Inspection and reporting procedures
- Security issues
- Facilities and access

9 Reviewing work on completion

- Why, what and how?
- Achieving continuous improvement in contractor performance

10 Questions, discussion and review

Any questions?

**Please just give us a call on 01582 463463 – we're here to help!
Or visit www.theinhousetrainingcompany.com**