



## **Guidance on Employing Contractors**

The following is for the guidance of management and contract initiators, together with the appointed responsible person (s), in the employment of outside contractors.

At all times during contracted work on any company premises there shall be full compliance with the Company Safety Policy for outside contractors and sub-contractors.

**Before** a contractor or sub contractor is permitted to start work, the company must be in receipt of the following documentation:

### **METHOD STATEMENT**

A method statement is to be filled in by the contractor for each contract and returned to the person authorising the work to be completed.

### **RISK ASSESSMENT**

A risk assessment shall be made in writing, having taking into account all foreseeable risks and have all control measures put in place to reduce such risks.

### **INSURANCE**

A copy of the contractor's insurance policy/cover notes containing the following information;

### **PUBLIC LIABILITY**

- Policy Number
- Insurer
- Limit of Indemnity
- Expiry Dates

**NOTE** – The policy must carry a minimum indemnity limit of £2,000,000.00 (On occasions this may be insufficient dependant upon the scope of works)

### **EMPLOYERS LIABILITY**

- Policy Number
- Insurer
- Limit of Indemnity
- Expiry Dates

### **CERTIFICATE OF RECEIPT OF “CODE OF SAFE PRACTICE FOR CONTRACTORS”**

The above form must be signed and returned to the person authorising the work to be completed. For more detailed information regarding the use of contractors and sub contractors, and the relevant forms required, refer to the [Contractors Policy](#) located on the companies Health and Safety website or contact the Health and Safety Department.