






Control of Contractors Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
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1_03	Final draft issued to sportscotland	A. MacDonald	06.07.2023
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Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	06.07.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	26.09.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	26.09.2023

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Introduction

sportscotland utilises contractors to carry out various types of work. This can range from very simple work such as window cleaning, servicing of equipment, maintenance and repair of buildings, to larger construction type projects for new buildings. The term 'contractor' does not exclusively refer to maintenance or building workers. When contractors are engaged to work on **sportscotland** premises, **sportscotland** has a legal duty to safeguard the health and safety of those in its employment, and also of those not in its employment.

The purpose of this policy is to ensure that the activities of contractors who are engaged by **sportscotland** are effectively managed to reduce the risk of harm to themselves, to others and to the environment. This policy provides guidance to all those who are involved in the appointment of contractors.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

Policy statement

sportscotland understand their responsibility to all contractors on their site whether providing materials or labour. It is therefore **sportscotland**'s policy to ensure, as far as is reasonably practicable, the health, safety and welfare of contractors, employees, visitors and members of the public who may be affected by their actions or omissions.

We are committed to ensuring the health, safety and welfare of any contractor carrying out work. In order to protect contractors, so far as is reasonably practicable, it is our responsibility to make known to contractors any hazards that have been identified and may affect such persons. We will ensure that our control measures are communicated, understood and followed to prevent harm.

The person arranging work by contractors (Contractor Sponsor) is responsible for communicating the following:

- Fire safety arrangements;
- First aid facilities;
- Welfare arrangements and facilities;
- Details of our policies and procedures relative to any work taking place on our premises;
- Any permit to work system in operation or required;
- Personal protective equipment required;
- Vehicle movement;
- Premise's layout and site safety rules.

We have a duty to protect our employees and visitors. We will ensure that by having contractors working that all risks have been assessed. We will produce a risk assessment for the proposed work that the contractors are undertaking and put in place control measures to reduce the risk to a safe and acceptable level.

When appointing contractors, we will confirm their competencies prior to any work commencing. We will select contractors based on their health and safety performance and competence for the required work.

At tender/procurement, we will obtain from the contractor(s):

- Their health and safety policy;
- Their training and certification records;
- A copy of their insurance certificate; and

- Evidence of skills, knowledge and experience (membership of professional bodies and/or continuing professional development).

Before any works are carried out, we will obtain from the contractor(s):

- Their risk assessments and method statements (RAMS) specific to the task or activities they will be undergoing.

When the work is being carried out by the contractors, we will ensure that we monitor their work to ensure that they are working to a safe system of work and to the standard as agreed. If necessary, risk assessments will be reviewed if changes occur; accidents or incidents arise and changes to the workplace.

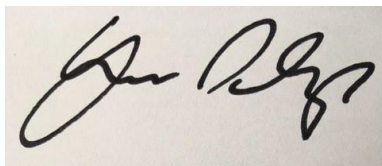
Contractors are responsible for using the controls described in the risk assessment to reduce risk. Any tools and equipment used by contractors are to be suitable for purpose, well maintained and deemed safe for use by a competent person. Tools, equipment and material are to be managed by the contractor at all times so as not to create a hazard. Dangerous tools and equipment are not to be left unattended.

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Construction Design and Management Regulations 2015 (CDM) and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Forbes Dunlop'.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 26 September 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Control of Contractors Policy;
- Ensure adequate resources and management systems are in place to manage the risks posed by contractors;
- Ensure that arrangements are clearly communicated to all employees, including those who may arrange contractor work on the premises; and
- Regularly review of the Control of Contractors Policy and arrangements.

Contractor Sponsor

They will:

- Determine the size and risk of the project, and consider the use of a Principal Designer (following Construction (Design and Management) Regulations 2015) if sufficient in-house competence is not available;
- Determine the competency requirement of the contractor in relation to the specific project, and what documentation or evidence is required to demonstrate the required competency;
- Verify competency of contractors by auditing documentation or evidence requested. Copies of these documents must be retained as evidence;
- Ensure that all health and safety documentation is provided for review prior to commencement of the task. This could include a health and safety plan, task risk assessments, safety systems of work/method statements and COSHH assessments if using any substances while on the premises;
- Verify that all contractors control measures can be actioned as planned before commencement of works. For higher risk activities, a permit to work will be issued to contractors;
- Set and convey a clear scope of work and quality standards expected from the contractors;

- Ensure the contractor signs in on arrival in the contractor log book;
- Provide induction (see Contractors Handbook) to the contractors on action to be taken in the event of a fire alarm, accident, etc.;
- Monitor as appropriate contractors' compliance with the agreed safe systems of work, risk assessments, etc.;
- Regularly monitor quality standards in terms of health and safety, material and labour;
- Consider potential risks from any other works or activities in the vicinity;
- Ensure contractors are accompanied when working in the vicinity of children and vulnerable adults;
- Inspect all work on completion to ensure the task has been fully completed and that the work area is returned safe and compliant; and
- Ensure the contractor signs out of the contractor log book on departure and returns any permit to work they may have.

Contractors

They will

- Provide the Contractor Sponsor with all relevant competency documentation;
- Sign in at reception (if applicable) in the contractor log book when arriving;
- Ensure they have all relevant permits to work required for any high-risk work;
- Follow all agreed safe systems of work/and risk assessments;
- Report all dangerous activities, near misses and safety concerns to your Contractor Sponsor;
- Report any difficulty, deviations or non-compliance from scope of work to Contractor Sponsor;
- Sign out at reception (if applicable) in the contractor log book before leaving; and
- Return the permit to work to reception to conclude any high-risk activities.

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Report all dangerous activities, near misses and safety concerns to the relevant **sportscotland** employee;
- Report any concerns on the performance or conduct of the contractors; and

- If someone looks suspicious, follow the rule from ““See it, Say it, Sorted.”, e.g. if a contractor is somewhere they shouldn't be, such as trying to get through a door marked 'no entry,' ask to see their permit to work to work. This will ensure they are authorised to be working on the premises. This will also reveal if they have followed the procedures of **sportscotland**.