

Introduction

This document is meant to be a starting point for any company wanting to implement the safety passport scheme for their contractors on site.

It was put together by members of the Food & Drink Steering Committee and is a combination of factors that they had to take into consideration when implementing the scheme on their own sites

As a starting point clients may need to define

- What is a contractor?
- What possible exemptions could we allow?

The lists below are not exhaustive, nor are all the points used by every client, they are an amalgamation of what the different client companies used when implementing the scheme themselves.

We hope that it will be an excellent starting point for you

1. CONTRACTOR MANAGEMENT - SELECTION & CONTROL OF CONTRACTORS

In order to assure ourselves that our contractors are legally compliant with regard to their health, safety and environmental obligations, the Company are setting up an approved contractor list, from which only those who have fulfilled their obligations will be included and selected. To be included in that list, contractor organisations will need to: -

1. Demonstrate that they are legally compliant.
2. Ensure that their employees working on the Company's sites have received appropriate health and safety training.

Contractor/Supplier Definition:

A contractor is anyone who is called in to work for the Company but who is not an employee of the Company. A supplier is someone who supplies goods or services.

All work activities from all trades are included, from asbestos removal to waste disposal, against the following categories:

- Civil work and associated activities
- Building services and maintenance
- Catering
- Cleaning
- Computer services
- Electrical
- Environmental
- Mechanical

The list should not be considered exhaustive.

A Contractor usually:

- Defines the sequence of tasks needed to accomplish the work. (Method statement);
- Furnishes his/her own tools, materials, and the like;

- May hire and supervise others to assist in the completion of the work. The independent contractor must ensure that the third party contractor is Health & Safety compliant, as the main contractor is required to be.

Organisation Legal Compliance

Contractor organisations are required to submit for examination documented evidence of their health and safety systems. This may be achieved by: -

- a) Formal certification from an approved national provider (see Appendix 1).
- b) If not already an approved organisation, internal approval obtained via the manager responsible for the contract from a competent person within the Company (See appendix 3 for guidelines). This route should only be available in an emergency on a "one-off" basis. Future use of the contractor will require compliance with a) above.

Individual training

Contractors' employees working on the Company's sites will be expected to have satisfactorily undertaken the Safety Pass Alliance (SPA) Passport training scheme, including the Food & Drink Industry sector. A food and drink industry safety passport is one that includes basic safety and food hygiene training.

Renewals

Organisational Competence will be required to be renewed annually. Employee competence will require safety passports to be renewed every three years.

Managers responsibilities

Managers responsible for the control of contractors must ensure that:

- Only approved contractors are normally employed.

- The requirements of this policy are complied with.
- Contractors' passports are valid and are checked before work commences.
- All site rules for the management of contractors are implemented.
(See appendix 2)

2. SAFETY PASSPORT EXEMPTIONS

The following are examples of exemptions from all or parts of the Food and Drinks Industry Passport Scheme. The list should not be considered exhaustive.

- Emergency Services
 - Police, Fire and Ambulance
- Public Utilities
 - Gas
 - Electricity
 - Telephone
 - Water
- Inspection Authorities
 - HSE
 - Local Authority
 - Fire Service
 - Environment Agency
 - Quality Systems
 - IIP
- Insurers Engineering Services
- Equipment servicing companies not entering production areas:
 - Office Equipment eg Photocopier engineers
 - Office facilities companies including bottled water, vending machines etc
- Skip hire companies
- Contractors based outside the UK. (Must have appropriate supervision)
- Urgent business needs on a one-off basis. (Must have appropriate supervision)
- Delivery drivers
- Security Guards on emergency relief duties

Safety Passport Core day only

Contractors working where there is no risk of contamination to the food stream will be allowed exemption from the Food and Drinks Industry Contractor Passport Scheme Food Industry day.

- Grounds maintenance contractors

- Vehicle repair and tyre fitting companies
- Window Cleaners (external only)
- Contract cleaners, only in non-production areas.
- Lift Engineers
- Roofing Contractors
- Pest control companies

Exemptions to the Food Passport Core training day

An exemption to the core training day will be given if a delegate has completed a nationally recognised course within the last 2 years and the syllabus covers at least 80% of the SPA Core training day. To be considered for exemption, a copy of the course syllabus must be sent to the SPA Safety Passport Scheme Administrator.

The following training courses will provide exemption.

- IOSH Working Safely
- IOSH Managing Safety
- CCNSG Passport to Safety
- NEBOSH Certificate
- CITB Site Management Safety Training Scheme
- CIEH Basic Health and Safety
- FAS Safe Pass
- Rentokil Pest Control "Health, Safety & Environment Module"

A passport may be applied for subject to satisfactory confirmation of completion of any of the above.

APPENDIX 1

ORGANISATION COMPLIANCE CERTIFICATION ORGANISATIONS

- National Britannia SafeContractor Scheme
- CHAS Local government H & S auditing scheme
- Constructionline H & S auditing scheme (very similar to CHAS)
- Envirotec auditing scheme for Scottish companies
- CARDDS

APPENDIX 2 - Site Rules for contractors

Site Rules for contractors

- The Manager in control of the contractor should be clearly identified.
- Each site shall produce individual Site Safety Regulations applicable to contract activities. The Site Safety Regulations should be based on the guidelines in this document.
- The Manager responsible will ensure that every contractor receives a Health and Safety induction before work commences. The Site Safety Regulations should be included in the contractor induction.
- The Manager responsible will ensure that every contractor understands the necessary detail of the work involved including any residual risks and the necessary control measures before work commences.
- The contractor will be required to sign the acceptance sheet to confirm that they understand and will comply with the regulations while working on the site.
- The acceptance sheet will be retained by the Manager responsible and kept for a minimum of 12 months.
- In addition to the site requirements contractors and their employees are required to comply with all legal and site requirements relating to them and their work.

Guidelines for "Site Safety Regulations"

The detail of the Site Safety Regulations should include details of the following:

Permits.

The requirements for the use of the site permits and detail of how to obtain a permit when required.

Fire

Provision of suitable fire fighting equipment.

During hot work the contractor should not rely on the site fire-fighting equipment. Separate provisions should be made.

Requirement to isolate plant fire/smoke detection systems

Isolation

Site requirements for lock off and control

Where an electrical isolator is switched off, the contractor must ensure control by fitting a suitable key controlled lock.

Welfare

The use of the site welfare facilities.

This must be agreed with the Manager responsible.

Services and machinery

As a general rule the Company's machines and equipment must not be used by Contractors.

The use of any services required by the Contractor must be arranged with the Manager responsible.

No guards or protecting devices may be removed from any machine without approval from the Warburton's representative.

Electrical Safety

A low-voltage power supply, 110v or less, must be used for lighting, portable hand tools, etc.-.

Working on live electrical equipment is not permitted.

Working at height

All access equipment must be inspected before being put into use by the Contractor.



Access equipment left unattended overnight or at weekend they must be rendered un-climbable.

A scaffold register must be maintained and kept on site for inspection

Reporting of Accidents

All accidents occurring on site must be reported to the Manager responsible.

All accidents must be entered in the Company Accident Book at the time of incident.

Description of the work
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DECLARATION:
(To be completed by the Contractor)

I have read the conditions contained in this document and agree to be bound by them whilst carrying out any work on these premises.

I acknowledge that a breach of any of the foregoing requirements constitutes a breach of contract on my part.

Signed:

Company

Date:

This sheet should be retained by the Manager responsible for a minimum of 12 months.

APPENDIX 3 - EXAMPLE OF A GENERAL HEALTH & SAFETY ASSESSMENT OF A CONTRACTOR AT THE TENDER STAGE OF A PROJECT

The Contractor shall ensure that this form is duly complete, signed by a responsible person, and returned with the tender documents. Copies of documents referred to shall be attached.

Failure to provide adequate information to the Company's satisfaction will render the Contractor ineligible for award of the contract.

Details of Contractor

Name:

Address:

.....

.....

Tel No.:

1.	<p>Health and Safety</p> <p>Do you have a Health and Safety at Work Policy?</p> <p style="padding-left: 40px;">Yes/No</p>	[]
	<p>When was it last reviewed?</p>	[]
	<p>Who is responsible for Safety within your Company?</p> <p style="padding-left: 40px;">Name:</p>	[]
	<p style="padding-left: 80px;">Title:</p>	[]
	<i>Please provide an organisation chart</i>	
2.	<p>Safety Advice</p> <p>Do you have any professional advice on Health and Safety?</p> <p style="padding-left: 40px;">Yes/No</p> <p>Please give details:</p> <p style="padding-left: 40px;">Name:</p>	[]
	<p style="padding-left: 80px;">Title:</p>	[]
	<p style="padding-left: 40px;">Professional Qualifications:</p>	
	<p style="padding-left: 40px;">Address:</p> <p style="padding-left: 40px;">.....</p>	
	<p style="padding-left: 40px;">Tel No.:</p>	
	<i>Please give details of membership of any Society organisation</i>	
	

<p>3. Training What health and safety training has been provided for your site management, supervisors and operatives.</p> <p>.....</p> <p>Please give details of any training given and safety awards received.</p> <p>.....</p>	<p>[]</p>
<p>4. Accident Investigation Records What is your procedure for investigating and reporting accidents, dangerous incidents and diseases?</p> <p>.....</p> <p>.....</p> <p><i>Please attach latest Company Accident Statistics, and a copy of your Company Accident Report</i></p>	<p>[]</p>
<p>5. Maintenance and Inspection of Plant, Equipment and Vehicles How do you ensure the plant, equipment and vehicles for use on site is maintained in a safe condition?</p> <p>.....</p> <p>.....</p>	<p>[]</p>
<p>6. Safe Systems of Work Please give details of written safety procedures and permit to work systems you have developed</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>[]</p>
<p>7. Subcontractors How do you assess the Health and Safety record of companies with whom you place contracts?</p> <p>.....</p> <p>.....</p>	<p>[]</p>
<p>8. Has your company been prosecuted under Health and Safety legislation during the</p>	<p>[]</p>

past 5 years? If **Yes**, give details and result.

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9. Other Information

Is there any other information you would like to provide to assist us in the assessment of your capabilities to work safely without risk to health?

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10. Signatory

I certify that the details given in this assessment are correct and accurate

Signed:

Name:

Title:

Company:

Date: