



Control of Contractors

Who should attend:

This course is designed for anybody that has the 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.

- 1) Introduction
 - a) Who are contractors?
 - b) Why manage contractors?
 - c) Different types of contractors
 - d) Costs of poor contractor performance
- 2) Overview of health and safety law and liability
 - a) Health and safety law and statutory duties
 - b) Enforcement and prosecution
- 3) Relevant legislation for controlling contractors
 - a) Health and Safety at Work Act 1974
 - b) Management of Health and Safety at Work Regulations 1999
 - c) Construction (Design and Management) Regulations 2007
 - d) Other relevant legislation
 - e) Contract law
- 4) Managing contractors in practice
 - a) 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
 - a) Scope and extent
 - b) Risk assessment
 - c) Interface and other activities
 - d) Who controls what?
 - e) Contract arrangements
- 6) Selecting the right contractor(s)
 - a) Locating contractor organisations
 - b) Selection the right contractors
 - c) Assessing contractor competence
 - d) Approved lists/frameworks
 - e) Tender process
- 7) Pre-work commencement
 - a) Co-ordination and co-operation
 - b) Exchange of information
 - c) Contractor risk assessments and method statements
 - d) Permits to work
- 8) During contract work
 - a) Communication and liaison
 - b) Supervision and inspection of the work
 - c) Inspection and reporting procedures
 - d) Security issues
 - e) Facilities and access
- 9) Reviewing work on completion
 - a) Why, what and how?
 - b) Achieving continuous improvement in contractor performance
- 10) Questions, discussion and review