**ST CATHERINE’S CHURCH, PENRITH**

**CONTROL OF CONTRACTORS POLICY**

Volunteers overseeing the appointment of contractors will view the information in the Safety Toolbox on the Construction (Design and Management) Regulations 2015 to understand the role of volunteers and how they relate to work carried out. If any clarification is needed, the person in charge of maintenance at the Diocese of Lancaster will be contacted for advice.

For large projects, volunteers will use APPENDIX 1 to help them identify the full scope of what is involved and to ensure appropriate arrangements are agreed and documented with the contractor

The checklist at APPENDIX 2 is to be used for small projects where only 1 small contractor is involved and completed by the volunteer prior to work commencing and kept with the paperwork for the contractor/job concerned. A Health and Safety File must be kept for all projects where more than 1 contractor is involved. Where a project involves high risk work e.g. roof work, work on live electrical equipment, work in a confined space or hot work, you should engage a specialist contractor. Further guidance from the Resources in the Safety Toolbox, in particular: Building and Maintenance Work Practical Steps; Pre-Construction Checklist; Managing Contractors Practical Steps and What is a Health and Safety File.

Copies of named Safety Toolbox documents will be available in the Parish Office for use by the volunteer. The Parish Practical Management Group (PMG) will be responsible for approving the engagement of contractors, subject to any financial or technical approvals being needed from the Diocese. The PMG will require Appendix 1 or Appendix 2 to be completed prior to the work commencing.

November 2022

**APPENDIX 1**

One of the key duty holders under the Construction (Design and Management) Regulations, 2015 (CDM15) is that of the client. The client is an organisation or individual for whom a construction project is carried out.

The client is responsible for gathering certain information, appointing other key duty holders and notifying certain types of construction work to the enforcing authorities. You can find out more about CDM15 and the roles and responsibilities of the key duty holders in guides in the Building and Maintenance Work section of our Information Centre.

This checklist is designed to help clients to discharge their duties under CDM15 through the pre-construction, construction and hand over stages of the project.

## Project Brief, Appointments and Tender

|  | **Yes** | **No** | **N/a** | **Comments/ Notes** |
| --- | --- | --- | --- | --- |
| Have you familiarised yourself with the scope and requirements of the Construction (Design and Management) Regulations 2015 (CDM15) and how these regulations apply to you as the client?  *CDM15 controls all construction work, including building, refurbishment and certain maintenance projects. The regulations came into force in April 2015 and cover health, safety and welfare on construction projects. If you are not sure about what the regulations mean for you and your construction project, refer to the guidance in the Building and Maintenance Work section of our Information Centre.* |  |  |  |  |
| Have you prepared a brief for your project?  *The project brief is the responsibility of the client (the person for whom the project is being carried out). The brief outlines your aims and objectives. You can find out more about preparing a brief in our guide covering the role of the client in the Building and Maintenance section of our Information Centre.* |  |  |  |  |
| Is your project likely to involve more than one contractor?  *A contractor is a person or business who will be involved in the construction phase of your project. If you have more than one contractor you must appoint a Principal Designer and a Principal Contractor on your project.* |  |  |  |  |
| Have you carried out pre-qualification checks on your duty holders?  *You must make sure that the duty holders you appoint on your project have the capability, skills, knowledge, training and experience to discharge their duties correctly. Carry out pre-qualification checks.*  *For small, simple projects this might be by reference to other work the contractor has undertaken. For larger more complex jobs you should undertake more robust checks. You can find out more about pre-qualification checks in our guide on the role of the client in the Building and Maintenance section of our Information Centre. A pre-qualification checklist template is also available.* |  |  |  |  |
| Have you received any formal quotations from the duty holders you intend to appoint on your project? |  |  |  |  |
| Have you formally appointed your project team?  *Formal appointments MUST be made in writing. A sample letter of appointment is available in the Building and Maintenance section of our Information Centre.* |  |  |  |  |

## Preconstruction Phase

|  | **Yes** | **No** | **N/a** | **Comments/ Notes** |
| --- | --- | --- | --- | --- |
| Have you provided the project team with relevant pre-construction information about the existing site or structure?  *This includes information about existing hazards likely to impact on the health and safety of the project such as the location of buried services and asbestos as well as safe working loads for lifting equipment and roofs. You can use our template Client Pre-construction Information Checklist to help you identify the information you need to consider and cover off with the other duty holders on your project. This is available in the Building and Maintenance Work section of our Information Centre.* |  |  |  |  |
| Has project specific health and safety advice been sought?  *This includes advice on how existing hazards will be controlled as well as hazards of which there is insufficient or no detail. For example, where the work requires more detail about asbestos.* |  |  |  |  |
| Are you satisfied that suitable arrangements are in place to manage health and safety throughout the project?  *What is suitable will be determined by the risks associated with the project. It is the client's responsibility to determine that arrangements to manage those risks are suitable.* |  |  |  |  |
| Has a schedule of the key activities for the project (a project timeline) been prepared?  *This would be dates for the start of construction work and at various stages throughout the construction phase to completion and handover.* |  |  |  |  |
| Are you satisfied that sufficient time has been allowed to complete key activities listed on your schedule? |  |  |  |  |
| Is your project expected to last more than 30 working days AND involve more than 20 workers on site at any one time OR exceed 500 person days? |  |  |  |  |
| Have you notified the enforcing authorities of commencement of work?  *This would normally be by submitting the online F10 notification form to the Health and Safety Executive. This is the responsibility of the client.*  *Read our guide on Notifying your CDM project in the Building and Maintenance Work section of our Information Centre.* |  |  |  |  |
| Have you checked that an adequate construction phase plan has been developed prior to the commencement of construction work?  *The development of the construction phase plan is the responsibility of the principal contractor or contractor. You can find out more about the construction phase plan in our guide on the role of Contractors and the Principal Contractor in our guide in the Building and Maintenance Work section of our Information Centre.* |  |  |  |  |
| Are you satisfied that the welfare facilities available to workers on site are suitable and will be available prior to work starting?  *Welfare facilities include toilet and washing facilities, access to drinking water and somewhere warm and dry to take rest breaks.* |  |  |  |  |
| Have you agreed the format and content of the health and safety file with the principal designer?  *A health and safety file contains relevant health and safety information to be taken into account during any subsequent period in the life of the building or structure. The file is only required for projects involving more than one contractor.*  *For more detail about the health and safety file refer to our guide in the Building and Maintenance Work section of the Information Centre.* |  |  |  |  |
| Have you checked that the project team is adequately resourced?  *This includes time, money and people.* |  |  |  |  |

## Construction Phase and Handover

|  | **Yes** | **No** | **N/a** | **Comments/ Notes** |
| --- | --- | --- | --- | --- |
| Are you in regular consultation with the other key duty holders during the construction phase of the project? |  |  |  |  |
| Does your project involve a phased hand over where a part or parts of the project are completed in advance of others and handed back to you for occupation/ use? |  |  |  |  |
| Are you satisfied that people occupying or using the completed parts of your construction project are not at undue risk from ongoing work?  *Phased hand overs can result in occupants of the completed parts of the project being exposed to construction work hazards where work continues elsewhere on the premises. You MUST make sure that you have discussed with your contractor/ principal contractor or principal designer how people will be protected and that the arrangements in place are adequate.* |  |  |  |  |
| Have you obtained a copy of the health and safety file for the project?  *The health and safety file is prepared by the Principal Designer on the project. The file is NOT required for projects which only involve one contractor. You can find out more about the health and safety file in our guide in the Building and Maintenance Work section of our Information Centre.* |  |  |  |  |

Please complete and return this checklist to ……………………………………. (insert return contact details)

|  |  |  |
| --- | --- | --- |
| **Contractor Details** | | |
| 1. | Name of individual/ company |  |
| 3. | Contact Name |  |
| 4. | Contact Address |  |
| 4. | Business telephone number |  |
| 5. | Contact mobile number |  |
| 6. | Email address |  |

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| --- | --- | --- |
| **Job Details** | | |
| 1. | Brief outline of works  For example, to remove, repair and replace defective guttering and downpipes around the church hall. |  |
| 2. | Location of works |  |
| 3. | Proposed date of works |  |
| 4. | Anticipated duration of works |  |

|  |  |  |
| --- | --- | --- |
| **Professional Details** | | |
| 1. | Please provide details of all relevant insurances applicable to work being undertaken and a copy of your insurance certificate.  *For example:*  *Employer’s Liability*  *Public Liability*  *Professional Indemnity*  *Products Liability* | Details should include:   * Insurer name * Policy No. * Limit of Indemnity * Excess * Exclusions * Expiry date |
| 2. | Are you or your business registered with a health and safety assessment scheme?  *For example: CHAS, Safe Contractor*  *If yes, please state which scheme* |  |
| 3. | Are you or your business a member of a trade association relevant to the work to be undertaken?  *For example: TrustMark, National Federation of Builders, NICEIC (Electricians), Gas Safety Register (Plumbers and heating contractors).* |  |
| 4. | Please confirm whether you or your business has access to competent H&S advice. If yes, please confirm whether this is external, in-house or both. |  |
| 5. | Please provide references from 3 of your clients in respect of similar work undertaken. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use Only | | **Yes** | **No** | **N/A** |
| Insurance information checked? | |  |  |  |
| HS Assessment Scheme registration checked? | |  |  |  |
| Trade association membership checked? | |  |  |  |
| References taken up? | |  |  |  |
| Site health and safety information provided to contractor? | |  |  |  |
| **Comments/further action to be taken:** | | | | |
|  | | | | |
| Name and position of person signing off |  | | | |
| Date |  | | | |

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