

LLANSANNOR COMMUNITY HALL ASSOCIATION

SAFETY POLICY FOR CONTRACTORS WORKING ON LCHA PROPERTY

1. INTRODUCTION

Llansannor Community Hall Association [LCHA] is a Registered Charity (Reg. No 1112822). As such LCHA is responsible for the operation and maintenance of Llansannor Community Hall (LCH).

The management of the hall is vested in the executive committee (the 'LCHA Committee') whose powers and composition are defined in the Constitution. This includes responsibility for Management of Contractors appointed to work at the Hall.

The Committee has therefore drawn up this Safety Policy for Contractors working on site based on the current Legislative requirements and the General and Fire Risk Assessments. It is applicable to all Contractors working on and around the premises.

2. OBJECTIVES

- 4.2** To ensure all reasonable measures are taken to prevent the risk of death or injury to contractors personnel or any other persons in or around the hall and damage to the LCH premises and equipment, as a result of an accident, failure, fault or omission on the part of a Contractor working on the LCH site.
- 4.3** To ensure all work undertaken at the hall is to an appropriate standard in accordance with applicable current regulations.
- 4.4** To ensure clear lines of responsibility and communication between the LCHA Committee and the Contractor.

3. IMPLEMENTATION

- 3.1.1** The LCHA committee will only place contracts with approved Contractors who are competent to carry out the work. e.g. Have the appropriate qualifications, references, experience, equipment etc. and are financially stable. Contracts will be awarded on the basis of 'Best Value'. Normally three quotations will be required for contracts over £1000 and the committee's decision shall be final.
- 3.2** The LCHA committee will delegate one or at most two members, to manage each contract, ensure clear communication with the contractor and report to the committee as necessary.
- 3.3** The delegated committee member(s) will check with contractors (including self-employed persons) before they start work that:
 - 3.3.1** The contract is clearly defined and understood by both the contractor and the committee and the Contractor has been provided with a copy and accepts, this Safety policy.

- 3.3.2 The contractors are competent to carry out the work. e.g. Have the appropriate qualifications, references, experience, equipment etc. for the work being undertaken.
- 3.3.3 The Contractors have adequate public liability insurance cover. [The LCHA reserves the right to require details/evidence of valid insurance prior to commencement or at any time during the contract]
- 3.3.4 The Contractors have seen and understand the relevant sections of the LCHA Health and Safety Guide and are aware of the Health and Safety requirements therein and any specific safety any hazards which might arise (e.g. electricity cables , water pipes etc.)
- 3.3.5 The Contractors have; their own health and safety policy for their staff; are fully compliant with all relevant current HSE Regulations and Codes of Practice and have produced a Method Statement and Risk Assessment for the work they are undertaking. [The LCHA reserves the right to prevent a contractor from starting or continuing work, at no additional cost to the LCHA, until such time as an acceptable Risk Assessment/ Method Statement is provided.]
- 3.3.6 Specifically Contractors must –
- work to an agreed Method Statement and Risk Assessment
 - use the appropriate Personal Protective Equipment (PPE) at all times
 - not work alone on ladders at height [If necessary arrangements should be made for a LCH volunteer to be present.]
 - not work in a manner which could cause obstruction or danger to users, local residents and other persons or properties around the hall. [Unless any such essential obstruction has been agreed to in writing in advance by the committee representative]
 - provide adequate protection/fencing to ensure the site is safe to third parties.
 - ensure all equipment, tools, etc. brought to and used on the site are in good condition, comply with current HSE requirements and PUWER regulations and are only operated by suitably trained and qualified operators.
 - take all necessary precautions to minimise noise, dust, vehicle movements, etc. so as to minimise risk of nuisance to surrounding properties.
 - ensure all waste material is removed during and at completion of works so as to minimise risk of nuisance to surrounding properties.
 - report any safety concerns, near misses or accident to the supervising Committee member.
- 3.3.7 Any alterations or additions to the water supply and electrical installations or equipment must conform to the relevant LCHA water quality or electrical safety policy. They must be carried out by a Competent Person to the current Building and IEE or WRAS regulation.
- 3.3.8 The contractor knows which member of the committee is their point of contact, responsible for overseeing the project and checking it is completed as per contract and to a satisfactory standard.