



QUENIBOROUGH PARISH COUNCIL GUIDANCE FOR CONTRACTORS

Guidance for Contractors Working for Queniborough Parish Council

The Health and Safety at Work Act places duties on employers to take all reasonably practicable measures to protect the health and safety of all persons who may be affected by their business activities.

This information applies to all contractors and others under their control, engaged to carry out for Queniborough Parish Council.

Prior to commencing work, contractors shall:

- a) Provide Queniborough Parish Council with a copy of their Health and Safety Policy (contractors employing more than 5 people).
- b) Provide Queniborough Parish Council with a risk assessment of the work to be carried out if required by the Council.
- c) Produce proof of Public Liability Insurance (minimum £2M) for the period of the work.

Any use of the Council's equipment or facilities must be agreed with the Council beforehand.

Contractors are required by the Council to fulfill all their responsibilities under the Health and Safety Work Act and the related legislation for those people working for them.

Contractors are required to carry out a risk assessment before commencing work and discuss any particular issues with the Council which may cause risk to either people carrying out the work or members of the public in the vicinity.

Contractors are required to ensure the safety of all members of the public in the area where they are working at all times by fencing off, securing or otherwise marking areas which are unsafe for the public to enter while work is in progress or during the period of work when the site is left unattended.

Contractors are required to ensure that no person undertaking work for the Council is under the influence of alcohol; or any the intoxicating substances. Any person found to be so will be removed from the work immediately.

Contractors and the Council will exchange contact numbers to be used during the work being carried out and for use in an emergency.

Contractors must report to the Council any incident of ill health or injury occurring to their workers or members of the public during the period of work.

Contractors working alone should fulfill the Council's Lone Worker Guidance.