

<b>Title:</b>	<b>Control of Contractors – Client Duties</b>
<b>Priority</b>	Red – Audit Rating: Non-Conformance-Major
<b>Legislation:</b>	HASWA S2 / 3, CDM Regulations 2015, Control of Asbestos Regulations 2012, CoSHH 2002
<b>Brief Description:</b>	The Construction Design & Management Regulations 2015 include specific duties for clients who procure construction work – Hire companies are significant clients for construction and maintenance works and this work has to be effectively managed.
<b>Activity Affected:</b>	<u>ALL</u> construction work including:- upkeep, maintenance, repair, construction and demolition of premises including fencing, security, yard areas and all buildings.



During SafeHire audits it has been identified that management of contractors requires improvement. When engaging / appointing any contractor we carry specific duties under CDM Regulations 2015 – review HSE guidance which lists 10 simple duties of clients- <http://www.hse.gov.uk/pubns/indg411.pdf>

**Key requirements include:**

**Providing pre-construction information** - Basics include inducting the contractor to your branch / site. Other key information for construction work is providing access to your Asbestos Register. Commercial premises constructed before 2000 are very likely to contain ACM (Asbestos Containing Materials) in their structure. Our duty is clear, to identify its likely locations and to manage its condition. More in-depth surveys may be required before construction work starts - See: <http://www.hse.gov.uk/asbestos/duty.htm>

**Allowing Adequate Time & Resources** – Choosing contractors based on lowest cost may be a risky approach as this may be deemed as not allowing adequate resources. Getting a job rushed through is also to be avoided.

**Ensuring a Construction Phase Plan Is In Place** – For ALL construction work. Not as complicated as it sounds, a free CDM Wizard APP (Android & iOS) is available from [CITB](http://www.citb.co.uk) and further guidance on this process is available here: <http://www.hse.gov.uk/pubns/cis80.pdf>

<b>Flooring Contractor</b>	<b>Fit-Out Contractor</b>
Contractor covered smoke detector to prevent dust levels setting off alarm – ineffective control of construction dust / asbestos risk and contractor control	Surrounded by MDF dust with untested power-tools and equipment – Risk Assessment had been reviewed but contractor not managed / reviewed during project
	
<b>Recommended Actions:</b>	<ul style="list-style-type: none"> <li>• Review your Contractor Management Procedures against HSE CDM 2015 guidance</li> <li>• Review your Asbestos Management Plan</li> <li>• Ensure contractors are effectively appointed, managed and monitored</li> <li>• Ensure a Construction Phase Plan is in place for all construction work – CITB Wizard APP</li> <li>• Ensure any construction work including tasks completed by hire staff are compliant</li> </ul> <p><b>Note:</b> Templates for contractor assessment are available from HAE along with Training on this topic is included as part of the HAE Management &amp; Leadership Programme.</p>
<b>Circulation:</b>	Leadership / SHEQ and management teams