

- Cardiff and Vale University Health Board (CAV UHB) has responsibility for ensuring the health, safety and welfare of contractors on UHB sites. Section 3 of the Health and Safety at Work etc. Act 1974 places duties on employees and the self-employed to ensure so far as is reasonably practicable the health, safety and welfare of persons who are not in their employment but may be affected by their undertakings.
- The Enforcing Authority for the UHB the **Health and Safety Executive (HSE)** will expect the UHB to have systems in place to control contractors at all UHB sites. The **Control of Contractors Policy** sets out the process for engaging contractors. The **Contractors General Code of Safe Practice** lays down the contractors responsibilities for working on UHB sites.
- Prior to engaging a new contractor a **Control of Contractors Health and Safety Questionnaire (CCHSQ1)** must be completed. This is a health and safety vetting process which, when completed, will provide the UHB with assurance that the contractor meets essential health and safety requirements.
- For each new job allocated the relevant CAV UHB **Supervising Officer (SO)** must ensure a **Job Registration Form (JRF)** is completed. Completed JRF's must be scanned and saved.
- Prior to work commencing the SO must request and review, appropriate **Risk Assessments and Method Statements (RAMS)** from the contractor. RAMS must be relevant to the tasks being carried out and must be current. The health and safety department will be available to offer any guidance on RAMS.
- The SO is responsible for identifying any **Higher Risk Activities** (see also Control of Contractors Policy – Appendix 3) that require a higher level of control and/or **Permit to Work (PtW)** measures such as:
 - *Confined space work*
 - *Hot work (welding, flame/spark producing tools or activities)*
 - *Work at height (above 2 metres)*
 - *Interrupting or disturbing services (medical gasses, electrical, air, steam, hydraulics)*
 - *Work interfering with the fabric of the building*
 - *Excavation work*
 - *Work with ionising radiation*
- The SO is responsible for ensuring they check the asbestos database and apply for any **Authorisation to Proceed (ATP)** if the work includes work on building fabric, services, in risers or ceiling voids and the building was built before 2000. No work is to start until an ATP has been issued by the either the health and safety department or the asbestos management team.
- Before contractors start work on site all operatives must attend **UHB Health and Safety Induction Training** and CAV UHB SO provides all relevant information including - asbestos information and **Code of Conduct for Contractors** and **Safety Rules for Contractors** document etc.
- Contractors working on site for more than one day are required to sign in and out daily.
- Whilst contractors are on site it is the responsibility of the SO to monitor progress for quality and day to day health and safety compliance using the **Contractor Monitoring Form**.

