



Health and Safety

Control of Contractors

Minimum Standard

Version	V1.0
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Effective Date	28/02/2022
Review Date	28/02/2025



1 Aims and Principles

This Minimum Standard applies to all works which involve contractors.

For construction work, reference should also be made to the Managing Construction Work Minimum Standards detailed in section 5 of this document.

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure that works carried out by external contractors are properly controlled.

Departments responsible for engaging and managing contractors should develop their own procedures which detail typical works undertaken and the specific arrangements to be implemented. The procedures must include the standards set out in this document or be of an equivalent or higher standard.

2 Legislation and Guidance

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Management in Construction \(Jersey\) Regulations, 2016](#)

3 Definitions

Contractor

Any individual or company engaged by GoJ to carry out work on its behalf.

Sub-contractor

An individual or company contracted to perform part or all of another's contract with GoJ.

4 Who this Minimum Standard Applies to

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Where those persons engage contractors to carry out work on behalf of the GoJ.



5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey – Health and Safety Policy

b) GoJ Minimum Standards

Managing Construction Work – Client

Managing Construction Work – Health and Safety Project Coordinator

Managing Construction Work – Designer

Managing Construction Work – Principal Contractor

Managing Construction Work – Contractor

Asbestos

Confined Spaces

Incident Investigation

Permit to Work

Incident Investigation

Other Minimum Standards may be applicable which cover specific hazards or issues which are relevant to the works being carried out by the contractor.

c) Other Internal Guidance

Further guidance may be available from other departments and contact should be made with your department Health and Safety Manager/Adviser “Professional” for assistance with preparing departmental procedures.

6 Roles and Responsibilities

The department’s procedures for managing contractors must clearly set out the roles and responsibilities of all those individuals involved.

Reference should be made to the Government of Jersey - Health and Safety Policy for general responsibilities.



7 Identifying Contractor Type and Contractor Works

GoJ departments engage a variety of contractors and it is recommended that a list of contractors is prepared by each department/section to assist with the development of appropriate procedures. A list of typical contractor types used by GoJ is included in Appendix A.

The engagement of some contractors, particularly those who carry out works defined as 'construction work', can require additional actions to be taken by the GoJ department engaging them and therefore it is important to recognise this at an early stage.

8 Landlord and Tenant Responsibilities

A large proportion of contracted works take place at fixed premises which are owned and/or occupied by the GoJ/GoJ departments.

The GoJ owns, leases and occupies premises under a number of different arrangements and it is crucial that each party involved has a full understanding of their responsibilities with regard to the maintenance, repair and alteration of the building or land.

The arrangements will be detailed in a document(s) between the relevant parties e.g. a Service Level Agreement, a Memorandum of Understanding or a Lease.

Any constraints or requirements placed on any party in the written agreement should be clearly addressed and documented in the departmental arrangements for managing contractors.

9 Assessing Contractor Competence

GoJ departments which appoint contractors directly have a legal duty under the Health and Safety at Work (Jersey) Law, 1989, to carry out an assessment of the competence of the contractor.

The GoJ is currently working towards preparing a centralised GoJ Approved Contractors List which all departments will have access to and will be expected to use when appointing contractors. This is anticipated to be in place at some point during 2022 but until such time as this is available, departments should continue to use their existing system.

Where a department does not have access to an existing Approved Contractors List, they will need to ensure that an assessment of competency is carried out for any contractors being appointed.



Typical items which should be assessed include:

- Insurances
- Health and Safety Policy
- External health and safety support
- Employee training
- Accident and incident reporting
- Performance monitoring arrangements
- Worker involvement
- Subcontractor management
- Risk assessment and method statement
- Work equipment inspection
- Occupational health
- Previous enforcement action

A 'Competency Evaluation of Contractors' form which can be used is included in Appendix B.

The complexity of the assessment process and level of information required from the contractor will depend on the nature and value of the work being carried out.

10 Communication with Contractors

Scope of works

The scope of the works to be undertaken should be clearly defined in writing to ensure that the contractor fully understands the extent of work required.

Site specific information (pre-construction information)

Matters which could affect the safe and smooth running of the works should be brought to the attention of the contractor at the earliest opportunity. These include but are not limited to:

- Physical security arrangements in building/on site
- Pre-attendance security checks e.g. DBS
- Nature of tenants and restrictions e.g. health premises, schools etc.
- Site rules e.g. health premises, prison, schools etc.
- Parking availability
- Storage facilities/area available
- Material delivery and waste collection
- Welfare arrangements
- Smoking/vaping arrangements
- Permit to Work arrangements



On-site hazards

When engaging contractors to work on any premises, the department has a responsibility to inform contractors of any hazards which could affect their health or safety. Typical hazards include asbestos, fragile material, chemicals etc.

The contractor should be advised of these hazards in writing at an early stage to assist them with their planning of the works. Where these hazards are specified in on-site documentation e.g. Property Log Book (in those properties managed by JPH), reference should be made to the Property Log Book although if asbestos is present, this should be highlighted separately due to the high risks involved.

It is recommended that the presence of on-site hazards is discussed with the contractor when a visit to the premises is made to review the works to be carried out. A GoJ employee should be in attendance during this visit to identify any hazards to the contractor and also assist the contractor with any questions regarding the works.

Providing this information at an early stage will enable the contractor to plan and price the work accordingly.

Appendix C contains a form, 'Contractor Works - Site Information Checklist' which can be used as a reference to ensure relevant information has been provided to the contractor.

11 Monitoring of contractor performance

Safety of GoJ employees who monitor works

Whilst it is important for contractor performance to be monitored, the persons responsible for carrying this out must not place themselves at risk when doing so.

During site visits, care should be taken not to do the following:

- Climb or descend untied ladders unless being footed by a second person
- Access scaffolding which has not been examined within the last 7 days
- Access areas at high level which do not have edge protection fitted
- Access any areas which may be a confined space
- Access any areas where there may be high levels of dust
- Access any areas where asbestos may have been damaged
- Access any areas which are not adequately lit
- Enter a working area without the required personal protective equipment
- Enter any area unless it is safe to do so



Arrangements for monitoring works

Internal procedures for the monitoring of works being undertaken by contractors should be put in place by departments who engage contractors.

The frequency and extent of these checks should be proportionate to the complexity and risks associated with the type of works undertaken. Where GoJ engages a contractor who is previously unknown, more frequent checks should be carried out initially.

Typical checks which can be made include:

- Random spot-checks on contractors ID badges (in premises where required)
- Random spot-checks to ensure contractors have signed in/out of the premises
- Checks to ensure new contractors have received premises induction and a copy of the safety rules prior to starting work
- Check to confirm copy of risk assessment and method statement (RAMS) are available and have been signed by the employees involved with the works
- Check that appropriate PPE, as per the RAMS and/or site requirement, is being worn
- Check that scaffolding has been inspected within the last 7 days and a record made
- Check that no obvious unsafe working practices are being adopted

The findings of these checks should be formally recorded and the method for doing this should be included in the department's written arrangements.

A form, 'Contractor Works – Monitoring Checklist', which can be used to record the findings of visits is available in Appendix D.

Where issues of concern are identified, photographs should be taken to evidence this where possible.

Arrangements should be in place for dealing with any issues identified. This can be by telephone or by email. If serious issues are identified, then these should be formally discussed with the management of the contractor concerned.

Where health and safety issues are identified with a particular contractor, more frequent visits to monitor the works should be made to check that standards have improved and are maintained.



12 Incidents and First Aid

Incidents

Contractors should be provided with details of how to report an incident (accidents and near misses) to the department responsible for the works.

Where necessary, an investigation into the circumstances of the incident should be carried out by the department.

Further guidance on investigating incidents can be found in the GoJ Incident Investigation Minimum Standard.

First Aid

Contractors should provide their own first aid arrangements which should be included in their risk assessment and method statement (RAMS) submitted to the department for review prior to the works commencing.

If access to on-site first aid is permitted by the department, then this should be agreed in writing before the works commence.

APPENDIX A

LIST OF CONTRACTORS

The following is a list of typical contractor types used by GoJ:

- Asbestos Inspection & Removal
- Boiler Maintenance
- Civil Engineering
- Curtain Makers & Upholsterers
- Data Cabling Installation
- Door and Window Fitters
- Doors, Shutters and Barriers
- Drainage maintenance
- Electrical Services
- Fibreglassers
- Fire, Security & Intruder Alarms
- Flooring Contractors
- Gas Fitters
- General Building
- Glaziers
- Landscaping and External Works
- Lift and Hoist Maintenance
- Locksmiths
- Mechanical Services
- Metal Fabricators
- Painters and Decorators
- Pest Control
- Play / Exercise Equipment Servicing / Inspections / Repairs
- Play Frame Installers
- Plumbing
- Road Markings
- Roofers
- Scaffolders
- Shop fitting and Interiors
- Sign Writers
- Sprinkler Systems
- Stone Masons
- Suspended Ceiling Fixers
- Swimming Pools
- Tanker Services
- Tarmac Repairs
- Water Management

CONTRACTOR HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

Competency Evaluation Questionnaire			
<p style="text-align: center;">This questionnaire is designed to enable evaluation of the company's health and safety competence and compliance with current legislation</p> <p style="text-align: center; color: red;">Please ensure ALL relevant parts of this questionnaire are completed - attach a separate sheet of paper if required</p>			
Company Name			
Company Registration No.			
Trading Address			
Tel. no.			
Email address			
Trade:			
When was the last time your company was contracted by the Government of Jersey			
What type of work does your company typically carry out for the Government of Jersey?	<i>Please provide a list</i>		
1. General information			
1.1 Please detail the size of your Company over the past two years			
	Number of People employed by the company	Number of Subcontractors	
THIS YEAR			
LAST YEAR			
1.2 Please detail your insurances and attach a copy of your current insurance details (certificates)			
	Employers Liability	Public Liability	Professional Indemnity
Indemnity Limit			
Expiry Date			
1.3 Are you a member of any safety organisation group, trade association, professional body	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes please attached evidence (certificates)</i>	
1.4 Do you perform DBS checks on staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, please list the level and the percentage of staff checked</i>	

2. Health and Safety Policy, Organisation for Health & Safety Arrangements		
<p>Standard to be achieved: You are expected to have and implement an appropriate policy, regularly reviewed and signed off by the Managing Director or equivalent. The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation. The arrangements should set out how the company will discharge their duties under the Health and Safety legislation</p>		
<p>2.1 Do you have a written Health and Safety Policy, incorporating Policy Statement, Organisation, Responsibilities and Arrangements? <i>Note; if you employ 5 or more personnel (including Directors), you are required by Law to have a written Health and Safety Policy</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A the company employs less than 5 people	<p>If Yes please attach a copy</p>
	<p>If less than 5 employees, please describe how you manage and communicate health and safety in your organisation and attach supporting documentation</p>	
<p>2.2 How is your policy drawn to the attention of your employees? <i>(Tick all that apply)</i></p>	<input type="checkbox"/> Induction <input type="checkbox"/> Workforce meetings <input type="checkbox"/> Direct Consultation <input type="checkbox"/> Notice Boards/Newsletter <input type="checkbox"/> Other (detail)	
<p>2.3 How do you ensure your employees are aware of changes and updates to your Health and Safety Policy <i>(Tick all that apply)</i></p>	<input type="checkbox"/> Workforce Meetings <input type="checkbox"/> Direct Consultation <input type="checkbox"/> Notice Boards/Newsletter <input type="checkbox"/> Toolbox Talks <input type="checkbox"/> Other (please provide details)	
3. Health and Safety Management		
<p>Standard to be achieved; your organisation and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice and also advice relating to construction health and safety issues</p>		
<p>Please provide the names and job titles of those people in your organisation with the following responsibilities. Please attach a copy of your organisational structure for health and safety.</p>		
<p>3.1 Person who is named as responsible for health and safety <i>(usually a director)</i></p>	<p>Name</p>	<p>Job Title</p>

3.2 the person(s) responsible for the day to day management aspects of onsite work	Name	Job Title
3.3 Who provides your company with Health and Safety advice/ guidance? (Competent Person)	Name	
3.4 is your Competent Person (health and safety) an employee or an external contractor?	<input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> Competent Person's CV attached Please add details of the scope of services If external, please provide details of the scope of services provided:
3.5 If your competent person is internal, please detail the person appointed to manage health and safety	Name	
	H&S Qualification(s)	
	Experience	
4. Health and Safety Training and Instruction <i>Standard to be achieved: you should have in place and implement, training arrangements, including a programme for refresher training, to ensure your employees have the skills and understanding necessary to discharge their duties as contractors and/or principal contractors. Employees are expected to have the appropriate qualifications and experience for the assigned tasks.</i>		
4.1 Please provide your company training matrix showing the training held for each job role <input type="checkbox"/> Attached		
4.2 All operatives must be competent/qualified to carry out the task they are being engaged to do. Please provide evidence to show each type of training provided e.g. copies of certificates, attendee lists, copies of cards etc <input type="checkbox"/> Attached		

<p>4.3 Asbestos Is your company likely to carry out works which disturb the fabric of the building e.g. drilling holes, removing/attaching to walls, floors, ceiling etc?</p> <p>If YES, provide evidence of Asbestos Awareness training</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached					
<p>4.5 Do all of your construction site-based staff hold the relevant Jersey Safety Awareness Test (JSAT) cards/certificates?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No					
<p>5 Accident and Incident Reporting Standard to be Achieved: you should have in place a system for reporting and reviewing all incidents and recording the action taken as a result. You should record any enforcement action taken against the company over the last five years by the health and safety regulator and the action which you have taken to remedy matters subject to enforcement action</p>							
<p>5.1 Do you have accident/incident reporting procedures in place</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No If your procedure is not contained within your health and safety policy please attach details					
<p>5.2 Please confirm your accident figures for the last 3 years. Note: please ensure all boxes are filled in. If none please state zero, 0</p>							
		Fatalities	Specified injury	Over 7 day injuries	Dangerous Occurrence	Near Miss	Non reportable
This Year	People employed by the company						
	Subcontractors						
Last Year	People employed by the company						
	Subcontractors						
Year Before	People employed by the company						
	Subcontractors						
<p>5.3 Have any enforcement notices been issued or prosecutions been taken against your organisation by the Health and Safety Inspectorate in the last 3 years?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No					

If yes please provide details and the action taken as result of the notice/prosecution.	
6 Monitoring Audit and Review <i>Standard to be achieved: You should have a system for monitoring your procedures e.g. auditing them at periodic intervals and reviewing them on an ongoing basis</i>	
6.1 What is your system for monitoring/auditing your site activities? <i>(Tick all that apply)</i>	<input type="checkbox"/> Unannounced inspection by Competent Person <input type="checkbox"/> Inspection by senior internal personnel <input type="checkbox"/> Inspection by site supervisors <input type="checkbox"/> External Audit <input type="checkbox"/> Other (detail)
6.2 What is the frequency of monitoring of your site activities? <i>(tick all that apply)</i>	<input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly <input type="checkbox"/> Ongoing/constant <input type="checkbox"/> Other (detail)
7 Workforce Involvement <i>Standard to be achieved: You should have arrangements in place for consulting with your workforce on safety matters</i>	
7.1 How do you communicate with your workforce and involve them in the development of risk assessments and safe systems of work? <i>(Tick all that apply)</i>	<input type="checkbox"/> Safety meetings <input type="checkbox"/> Regular meetings/discussions <input type="checkbox"/> Safety representatives (names) <input type="checkbox"/> Risk Assessment reviews <input type="checkbox"/> Open Door Policy <input type="checkbox"/> Daily meetings <input type="checkbox"/> Work together constantly; ongoing discussion during the day <input type="checkbox"/> Other (detail)
Please provide evidence e.g. meeting minutes, risk assessment reviews	
<input type="checkbox"/> Attached	
8 Subcontractors <i>(if you use subcontractors please complete this section)</i> <i>Standard to be achieved: You must have arrangements in place for appointing competent sub-contractors. You should also be able to demonstrate how you ensure that subcontractors have their own arrangements in place for appointing competent sub-sub-contractors. You must also have arrangements in place for monitoring sub-contractor performance</i>	

<p>8.1 How do you ensure subcontractors are competent to undertake their proposed works? <i>(Tick all that apply)</i></p>	<p><input type="checkbox"/> Competency assessments carried out before works start (attach a recent assessment undertaken)</p> <p><input type="checkbox"/> Training and insurance details held <i>(attach details of the training and insurance details showing competence)</i></p> <p><input type="checkbox"/> Review of RAMS prior to work commencing</p> <p><input type="checkbox"/> Other (detail)</p>
<p>8.2 How do you monitor subcontractor performance during the works on site?</p>	<p><input type="checkbox"/> Constant monitoring by trained and competent supervisor</p> <p><input type="checkbox"/> Regular visits by senior company personnel</p> <p><input type="checkbox"/> Regular review meetings</p> <p><input type="checkbox"/> Post completion subcontractor performance review</p> <p><input type="checkbox"/> Other (detail)</p>
<p>8.3 How do you ensure cooperation and coordination of your work with other contractors is achieved on site?</p>	<p><input type="checkbox"/> Attend prestart meetings</p> <p><input type="checkbox"/> Attend regular contractor coordination meetings on site</p> <p><input type="checkbox"/> Pre start discussions about the day's work</p> <p><input type="checkbox"/> Other (details)</p>
<p>8.4 Principal Contractor</p> <p>Do you fulfil the role of Principal Contractor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide a copy of a recent (within last 6 months) Construction Phase Plan to demonstrate how you plan, manage and monitor works during the construction phase of a project</p> <p><input type="checkbox"/> Attached</p>	
<p>9 Risk Assessment and Safe Work Method Statements Standard to be activated: <i>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements</i></p>	
<p>9.1 Do you undertake the following? <i>(Tick all that apply)</i></p>	<p><input type="checkbox"/> Task Specific risk assessments</p> <p><input type="checkbox"/> Manual handling risk assessments</p> <p><input type="checkbox"/> COSHH assessments</p> <p><input type="checkbox"/> 'High Risk Work' Method Statements</p>
<p>Please attach copies of each of the above ensuring they cover all activities to be assessed</p> <p><input type="checkbox"/> Attached</p>	
<p>10 Occupational Health</p>	

Standard to be activated: <i>You should have procedures in informing employees of risks to their health and for carrying out any testing or health surveillance required</i>	
10.1 Do you undertake any of the following? <i>(Tick all that apply)</i>	<input type="checkbox"/> Face Fit Testing <i>(certificates to be provided)</i> <input type="checkbox"/> Health Surveillance e.g. noise, vibration etc. <i>(please provide details below)</i>
Details of health surveillance	
11 Work Equipment	
Standard to be achieved: <i>You should have procedures in place to ensure that the work equipment you provide is suitable for use and is fit for the purpose and conditions in which it is to be used. It must be maintained in a safe condition so that people's health and safety are not placed at risk. It should be inspected to ensure that it is safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection.</i>	
11.1 Please provide evidence of arrangements to carry out service and maintenance to plant and/or equipment used by the workforce	
<input type="checkbox"/> Attached	
11.2 Please provide evidence of training of staff in the use of such equipment	
<input type="checkbox"/> Attached <input type="checkbox"/> Included in Section 4	
Declaration	
I, the undersigned, as Managing Director <i>(or equivalent)</i> or Director responsible for Health and Safety, hereby confirm that all information provided herein, is a true and accurate reflection of the Company's health and safety systems and procedures.	
NAME <i>Please print</i>	JOB TITLE
SIGNATURE	DATE

APPENDIX C

CONTRACTOR WORKS – SITE INFORMATION CHECKLIST

This form can be used to ensure that adequate site specific information has been provided to the contractor to enable the works to be properly planned and executed

Information	Yes	No	N/A	Comments
Pre-attendance security checks e.g. DBS				
Contact details of site contact				
Parking arrangements				
Security arrangements in building/on site e.g. key code, entry fob, signing in				
Site induction arrangements (if applicable)				
Hours of work permitted				
Nature of tenants and any restrictions				
Vehicle access arrangements				
Materials/waste delivery and collection arrangements				
Storage facilities/area available				
Use of lifts (if applicable)				
Site Rules				
Permit to Work arrangements				
Welfare arrangements				
Smoking/vaping arrangements				
First Aid cover available (if applicable)				
Procedure for reporting accidents/incidents				
Other (please detail)				

APPENDIX C

On-site hazards				
Asbestos				
Fragile materials				
Chemicals				
Other				
On-site safety equipment				
Man-safe system present				
Anchor points present				

APPENDIX D

CONTRACTOR WORKS – MONITORING CHECKLIST

This form can be used to record the findings of visits to monitor works carried out by contractors

Item checked <i>(Note: not all will be applicable?)</i>	Yes	No	N/A	Comments
Security				
Are all persons wearing ID badges? <i>(where applicable)</i>				
Have the contractors signed in/out of the premises?				
Have the contractors been inducted to the site? <i>(where applicable)</i>				
Do the contractors have a copy of the Site Rules? <i>(where applicable)</i>				
Documentation				
Is a copy of the risk assessment and method statement (RAMS) on site?				
Have these been signed by the persons carrying out the work?				
Are any Permits to Work being used on site?				
Are COSHH assessments available on site if chemicals are being used?				
Working Practices				
Are the contractors carrying out the works in accordance with the RAMS?				
Are the contractors carrying out the works in accordance with the Permit to Work (if applicable)?				
Are any unsafe working practices being observed? e.g. unsafe work at height, use of equipment in poor condition <i>(photos should be taken)</i>				
Working at Height				
If scaffolding is present, is a certificate of Thorough Examination available on site?				
If scaffolding is present, has it been inspected in the last 7 days and is a record of this inspection available to view? <i>Note: do not access the scaffold if this is not available</i>				
Are harnesses being used by persons on site?				

Are pre-use checks being undertaken by the user of the harness?				
Are the correct lanyards being used? <i>(fall arrest or fall restraint)</i>				
Are any ladders being used on site suitable for use in construction? e.g. Professional (EN131) or BS1129/BS2037 Class 1. <i>(Note: any domestic ladders should be taken out of use and removed from site by the contractor)</i>				
Are ladders being used where safer means of access has been specified in the RAMS or could be used? <i>e.g. tower scaffolds, podium steps, MEWPS</i>				
Hot Works				
Is a Hot Works Permit in place and has it been completed correctly?				
Is a suitable fire extinguisher readily available? <i>(which is provided by the contractor)</i>				
Personal Protective Equipment				
Are the contractors wearing the required PPE as specified in their RAMS/site requirements?				
Does the PPE appear to be in suitable condition?				
Welfare				
Do the contractors have access to adequate welfare facilities?				
Are these facilities clean?				
Is hot and cold running water available?				
Has soap and a means of drying hands been provided?				
Has an area been identified for contractors to smoke/vape?				
Housekeeping				
Are materials being stored appropriately?				
Is waste being collected and removed from site at regular intervals?				
Are there any risks of slips and trips present on site?				
Other matters <i>(this section can be used to add any other items observed during the inspection of the works)</i>				