

HCC RoW Contractors Check List

Name of Contractor:

Before employing a contractor the following checks should be made:

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| <p>1. Ask to see examples of previous risk assessments or the risk assessment for the job in hand. These should be compared with our generic risk assessments. The contractor can be given a copy of our risk assessment to follow. If you do this you must make sure that they understand what is involved in this</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>2. Has the Contractor been given a copy of the specification for the work as set out in the Good Practice Guide, the Contract Regulations for Oil and Fuel Spillage and the Notification of Disposal of Construction Waste ?</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>3. Is the contractor aware that we may ask for written confirmation on how the Contractor disposes of waste materials ?</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>4. Ask for proof of the relevant qualification to carry out the contract. E.g. Spraying or chainsaw certificates.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>5. Where the contractor employs more than 5 people ask to see a copy of the company health and safety statement.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>6. What is the company's lone working procedure ? Compare this with ours.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>7. Check that the contractor understands the need for the relevant personal Health & Safety equipment to be supplied and used.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>8. Ask to see the original insurance certificates for the following and ask to be provided with a copy. Check the renewal date and check that they have the amount of cover required by the County Council.</p> <p style="margin-left: 40px;">Public/products liability (£5,000,000)</p> <p style="margin-left: 40px;">Employers liability (£5,000,000)</p> <p style="margin-left: 40px;">Professional indemnity (£5,000,000)</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/>
<input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/>
<input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>9. Make sure that you have a named contact and telephone number for the person responsible for managing the work and that they have a contact name and number for the CAO</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>10. The contractor must ensure that any sub-contractors meet the same standards that we demand of the contractor.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>11. Ask for details of the accident record over the past 3 years and first aid provisions including equipment and training</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>12. Ensure the contractor is aware of the requirements of the Service's Environmental Management System, HCC's Environmental Policy and that the same standards apply.</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |
| <p>13. Ensure that you have seen the contractors CITDS certificate or registration card and the relevant details are entered in the file</p> | <input style="width: 60px; height: 60px; border: 2px solid black;" type="checkbox"/> |

Both parties should sign to confirm that they have read and understood this form.

CA Officer..... Date.....

Contractor..... Date.....