

Contractor Appointment Procedure

1) Contractors undertaking works or services at the property must demonstrate proof of competence by providing evidence as appropriate of :

- A copy of their current health and safety policy and a valid public liability insurance certificate to a minimum acceptable value.
- Industry/ trade accreditations.
- Documented suitable and sufficient risk assessments and method statements specific to the tasks undertaken.
- Formal documented safe systems of work / method statements.
- Practical demonstrations on site where deemed appropriate.
- Compliance with the Construction (Design and Management) Regulations 2015 (CDM).
- Compliance with Covid-19 government restrictions and working practices, social distancing and provision of personal protective equipment including any property specific restrictions and guidance.
- Compliance with VFM's Pre-Appointment Health and Safety Approval Procedure

The level of detail that external contractors should go into when demonstrating their competence should be relevant to the complexity of the tasks that they undertake on site.

2) Contractors must identify and obtain all relevant information in respect of the site and satisfy themselves as to requirements including any known or potential hazards they may need to be aware of.

The following should be confirmed by all contractors prior to the commencement of any works:

- Site access arrangements.
- Permit to work arrangements for high risk works.
- The agreed work area (and out of bounds areas.)
- Contractors requiring to work within electrical cupboards or installations must provide a rubber mat or other suitable floor insulation protection in addition to a fully serviceable carbon dioxide fire extinguisher before commencing works.
- Supervision and responsibilities. Works must be supervised at all times.
- Safety Induction for contractor's employees.
- Welfare arrangements/ facilities available to contractors during the works (longer terms works only.)
- First aid, accidents reporting & investigation. It is recommended that full records of any accidents and incidents that occur on site are recorded and investigated.
- Fire precautions & emergency procedures.
- Housekeeping issues, e.g. arrangements for safe storage of materials/equipment and disposal of waste.
- Other safety rules associated with specific tasks.
- Asbestos register

Note: A copy of the asbestos register for the property should be obtained by contractors appointed to undertake works, (involving the disturbance of the building fabric) on site. The appointed contractor should confirm that any works involving the disturbance of the asbestos containing materials present will be undertaken in accordance with the requirements of 'The Control of Asbestos at Work Regulations,' and the associated guidance.

VFM Property Management