BARLASTON PARISH COUNCIL

CONTRACTOR SAFE SYSTEMS OF WORK POLICY

BPC01-08

CONTRACTOR SAFE SYSTEMS OF WORK POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	March 2026

This document was reviewed by:

The Parish Council	14 April 2026

This document version was adopted by:

The Parish Council at their meeting on	14 April 2026

Document Review schedule:

Next Mandatory Review by	April 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	14 April 2026	BPC01-08	New Policy	

Contractor Safe Systems of Work Policy

1. Purpose
This policy sets out the Council's approach to managing contractors to ensure that all work carried out on behalf of the Council is undertaken safely and in accordance with relevant health and safety requirements.

2. Scope
This policy applies to all contractors and self-employed individuals engaged by the Council.

3. Policy Statement
The Council will take reasonable steps to ensure that contractors carry out their work safely and do not present a risk to themselves, Council property, or members of the public.

4. Contractor Requirements
All contractors must:
- Be suitably competent for the work undertaken
- Hold valid public liability insurance
- Comply with all relevant health and safety legislation
- Use appropriate and maintained equipment
- Carry out their work in a safe manner

5. Risk Assessments and Method Statements (RAMS)
Contractors are responsible for carrying out their own risk assessments and safe systems of work.
The Council will request risk assessments and method statements where appropriate, particularly for:
- Work involving machinery or equipment
- Work at height
- Tree work or arboricultural work
- Groundworks or excavation
- Work carried out in public areas or where members of the public may be present
- Any non-routine or higher-risk activity

For low-risk and routine tasks, formal method statements may not be required, but contractors are still expected to work safely and competently.

6. Council Responsibilities
The Council will:
- Take reasonable steps to engage suitably competent contractors
- Request and review relevant documentation where appropriate
- Ensure that work does not commence until reasonable assurances are in place
- Provide relevant information relating to the site or activity where necessary
- Monitor contractor activity where reasonably practicable and appropriate

7. Approval to Work
Where required, contractors must provide:
- Evidence of public liability insurance
- Risk assessments and method statements

Work should not proceed until the Clerk is satisfied that appropriate controls are in place.

8. Communication
Contractors must report any incidents, hazards, or concerns to the Clerk promptly.

9. Review
This policy will be reviewed annually or when operational requirements change.

David Borasinski *14th April 2026*

Chairman Date