**Introduction**

Contractors are used extensively throughout Kent County Council (KCC). Contractor activities may include: major building projects, refurbishment, maintenance, installation, repairs and contracted in services such as cleaners.

KCC is committed to the health, safety and welfare of its employees and recognises the duty of care owed to others not in its employment. In turn it also recognises the duty of care owed by others to our employees while working on our premises.

To help establishments meet with legal requirements and to prevent accidents and injury to all concerned, this document is intended to provide a useful tool for the management of contractors.

The guidance notes include information on:

* The Construction (Design and Management) (CDM) Regulations 2015.
* The vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying good health and safety practices.
* How to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site, on work completion and what to do if things go wrong.
* The appendices provide some additional advice and the tools which are to be used for the effective management of contracted work.

Review of these arrangements will fall within the general requirement applicable to all Health & Safety policies, i.e. implementation and development will be kept under review through the Health & Safety Group. Relevant issues will be drawn to the attention of the Corporate Health and Safety Board and KCC’s Joint Health and Safety Committee if appropriate.

**Note for Schools**

This guide applies to KCC Maintained schools and education establishments. Any school staff at a KCC school who manage contractors should follow the guidance. Where KCC is funding capital projects KCC Infrastructure should be informed and the capital project be brought to the Children, Young People and Education (CYPE) Directorate’s Property Board to decide whether the school will be allowed to self-manage or whether it will be managed centrally by KCC’s Infrastructure.

However, even on KCC-managed projects, it will be useful for the key staff at the school with whom the contractors need to work with, e.g. Bursar / Business Manager / Site Manager to be aware of their general responsibilities for Health & Safety as outlined in this Guide.

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This is the Health and Safety Executive’s summary of duties under Construction (Design and Management) Regulations 2015 (CDM 2015)

|  |  |
| --- | --- |
| **CDM Duty holders\* - Who are they?** | **Main Duties – What they need to do** |
| **Commercial clients** – Organisations or individuals for whom a construction project is carried out that is done as part of a business. | Make suitable arrangements for managing a project including:   * other duty holders are appointed as appropriate * sufficient time and resources are allocated.   Make sure:   * relevant information is prepared and provided to other duty holders * the principal designer and principal contractor carry out their duties   welfare facilities are provided. |
| **Domestic clients** – People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business. \*\* | Through the scope of CDM 2015, their duties are normally transferred to:   * the contractor for single contractor projects * the principal contractor for projects with more than one contractor.   However, the domestic client can instead choose to have written agreement with the principal designer to carry out client duties. |
| **Designers** – Organisations or individuals who as part of a business, prepare or modify design for a building, product or system relating to construction work. | When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:   * construction * the maintenance and use of a building once it is built.   Provide information to other members of the project team to help them fulfil their duties. |
| **Principal designers** – Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. | Plan, manage, monitor and coordinate health and safety in pre-construction phase of a project. This includes:   * identifying, eliminating or controlling foreseeable risks * ensuring designers carry out their duties.   Prepare and provide relevant information to other duty holders.  Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase. |
| **Principal contractors** – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. | Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:   * liaising with the client and principal designer * preparing the construction phase plan * organising cooperation between contractors and coordinating their work.   Make sure:   * suitable site inductions are provided * reasonable steps are taken to prevent unauthorised access * workers are consulted and engaged in securing their health and safety   welfare facilities are provided. |
| **Contractors** – Those who carry out the actual construction work, contractors can be an individual or a company. | Plan, manage and monitor construction work under their control so it is carried out without risk to health and safety.  For projects involving more than one contractor, coordinate their activities with others in the project team, in particular, comply with directions given to them by the principal designer or principal contractor.  For single contractor projects, prepare a construction phase plan. |
| **Workers** – Those working for or under the control of contractors on a construction site. | Workers must:   * be consulted about matters which affect their health, safety and welfare * take care of their own health and safety, and of others who might be affected by their actions * report anything, they see which is likely to endanger their own or others health and safety   cooperate with their employer, fellow workers, contractors and other duty holders. |

\* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

\*\* CDM 2015 applies if the work is carried out by someone else on the domestic client’s behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.

For further information in regard to CDM Regulations 2015 roles please look on the Health and Safety Executive websites.

**Vetting and selection of contractors (including non-construction)**

**1. Definition of contractor**

Anyone entering KCC premises for the purpose of carrying out work, or who provides goods or services, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

Contractors would therefore include but not limited to building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this document tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.

**2. KCC Infrastructure – Responsibilities**

KCC Infrastructure is responsible for ensuring KCC’s building estate is managed efficiently, cost-effectively and meets legislative requirements. This includes procuring and providing advice for the following services:

* building design
* building maintenance
* estates management
* landscape and trees
* facilities management.

KCC Infrastructures Consultants and Preferred Contractors’ Database are continually monitored to ensure the service they provide meets the stringent performance and quality standards set.

**3. Preferred contractors’ database**

The KCC preferred contractors’ database is managed by the Contracts and Framework Team within Infrastructure and is designed to ensure that contractors used by the authority deliver the best possible contracting services for KCC buildings. The database can be accessed through Kent county council website and searching property:

All contractors named on the database have been subject to a number of rigorous checks. Most importantly they have had to demonstrate:

* financial standing
* relevant insurances
* tax certification
* quality approval certification and trade association information
* health & Safety and environmental policies.

KCC infrastructure monitors the performance of all contractors on the database. However, should any contractor consistently fail to meet satisfactory levels of service and workmanship, they will be removed. Feedback is encouraged and can be given by email:

[preferred.contractors@kent.gov.uk](mailto:preferred.contractors@kent.gov.uk)

**4. Employment of contractors not on the preferred database**

Officers procuring building projects on behalf of KCC should use contractors from the KCC preferred contractors’ database, However, should an officer wish to use a contractor not currently included, it should be possible to include them on one-off projects.

Some establishments, such as Schools, are not bound to the use of contractors from the database. If intending to use a contractor not currently included, please contact Infrastructure. But if establishments wish to proceed with their own checking process, they or their professional advisers, must ensure that their chosen contractor possesses:

* Public liability insurance. KCC requires contractors to hold a minimum indemnity of £5million for any one event.
* Employer’s liability insurance which meets statutory obligations.
* Professional indemnity insurance, if considered necessary given the nature of the contract. This should be held by contractors at a level which is a realistic reflection of the potential value of a claim for financial loss as a result of negligent advice.
* Tax exemption certificate (for construction work only).
* Adequate financial credentials for the size of the project.
* An appropriate health & safety policy (which must be in writing for those employing 5 people or more).

The checklist at appendix A is a useful guide for checking the credentials of the contractor and ensuring that they are competent to carry out the works.

It is strongly recommended that contractors are added to the list to ensure consistency and safety of approach and to ensure they have the correct checks carried out.

**5. Construction skills certification scheme (CSCS)**

One way of checking the competence of contractors is the use of the CSCS. This is linked to the Government’s initiative to raising standards of workmanship and health and safety in the construction industry. The scheme identifies suitably trained personnel by the use of an identity card. The information is held centrally and includes at present >150 different trades. There are also other similar schemes for Plant Operators, Scaffolders etc.

**6. Consultants**

KCC approved consultants - The role of the consultant is to act as an intermediary or agent to ensure all legislative requirements are met and to administer the work on KCC’s behalf.

Building design, building maintenance, estate management and environmental consultancy services are now delivered via the total facility management (TFM) contractors under a contractual basis with KCC’s infrastructure team through Gen2.

Building services are delivered on an area basis please contact your TFM provider for further information.

**7. Use of specialist contractors**

It is important that when new mechanical or electrical equipment is installed as one off’s or as part of projects, they are correctly maintained. Sometimes this can involve annual checks, or sometimes it can mean entering into a service agreement with the installing companies. KCC Infrastructure commission countywide planned maintenance agreements (PMA) contracts through the TFM providers for statutory obligations for example gas servicing, however in some premises such as schools, for minor electrical equipment portable appliance testing (PAT) there may not be access to a PMA.

Some of the installers may not be on the KCC list, but it may only be the installer who will guarantee the service or has access to the parts. There is a need to ensure correct insurance, public liability etc, but more often than not they will be reputable companies who provide equipment across KCC.

An example of the above would be when a particular contractor has installed automated doors, a servicing contract may only be available, or may be more beneficial through the installing contractor. In this instance it is advisable to seek quotes from this contractor using the above advice.

# Notes for establishment / school managers

1. Responsibilities of establishment managers

In summary, managers’ duties and responsibilities are:

* To ensure the employment of suitable contractors either through a consultant or direct.
* To ensure the completion of risk assessments and safe systems of work as applicable, including those relating to your staff if the service continues to operate.
* To ensure the completion of the control of contractors safe working permit forms, as required, by competent and authorised personnel.
* To ensure that contracted work is conducted in accordance with all agreed safety precautions as far as is reasonably practicable.
* To suspend work if serious breaches in safety requirements occur.
* With respect to any refurbishment / building programme, to determine to what extent the building can remain open. Consideration must be made regarding the safety of the continued provision of service.

Note – KCC Infrastructure must be kept informed of changes/alterations to properties. Examples: demolition of building and the changes to associated planned maintenance agreements; automatic doors removed/installed; building of an extension etc. As a result of not informing Infrastructure unnecessary costs may be incurred.

2. Employment of contractors

You are strongly advised to use a contractor from the KCC approved contractors’ database because the following checks on contractors are made:

* financial standing
* relevant insurances
* tax certification
* health & safety and environmental policies.

Whichever contractor you choose, they should be able to provide you with documentation such as a method statement or a risk assessment, unless the job carries negligible risk.

A method statement is required for a project with a number of complex factors, where the health and safety issues across a range of tasks must be managed concurrently.

Examples where method statements are required, are projects which contain any or a mix of the following:

* electrical work involving live conductors
* gas pipework / fitting / installation
* roof work / work at height
* hot work
* water system changes
* altering the fabric of the building (where asbestos may be disturbed)
* underground work (cables or pipes may be disturbed)
* building extension work
* replacing flooring
* tree surgery.

A risk assessment is legally required and should always be provided. Further guidance on risk assessment is available on “Knet” and for schools on “KELSI”.

Consider risk assessments for the following examples: - (NB not a comprehensive list:-)

* decorating, painting, plastering
* woodwork, e.g. putting up shelves
* plumbing, e.g. putting in new sink
* lift maintenance
* repairing doors
* cleaning windows
* pest control
* fitting a new washer on a tap
* repairing the photocopier
* changing light bulbs
* moving furniture
* reorganising work space
* unblocking the toilet.

3. Issues for the manager to consider before approaching the contractor

* how will the work be supervised, and by whom?
* what are the risks likely to be posed by people on your site?
* what are the likely risks from activities on your site?
* will you or the contractor provide welfare facilities?
* can the service continue to be provided safely while the contractor’s work is being undertaken?
* what areas will the contractor be restricted from entering?
* what will the signing in and out, security and locking up arrangements be?
* have you identified all the work you want the contractor to do?
* have you identified additional work required as a result of completing your initial project?
* is there any other health & safety information that you need to make available to the contractor?
* how will you assess the contractor’s competence?

4. Items to look for in the method statement or risk assessment

The key feature of method statements is that they provide an outline and sequence of how the work will be carried out under the control of the contractor. Method statements usually contain more detail than risk assessments. They are activity-specific and site-specific, detailed and contain the sequence in which the work will be done.

Just as you, as a client, have a legal duty to alert the contractor to risks posed by your occupiers, the contractor also has a duty to alert you to the risks to your occupiers from the work being carried out.

The guidance in the KCC working rules for contractors on site section will help you with what to look for.

Expect to see that your contractor has considered the following:

|  |  |
| --- | --- |
| Emergency planning | Including fire evacuation arrangements and how these link into your fire safety plan. While job is in progress there may be issues around emergency exits, firefighting equipment, missing call points and available muster areas. |
| Asbestos | The possibility of asbestos on your premises. You will need to draw to the attention of all contractors to your asbestos register and ask them to sign the asbestos “docubox” log sheet and safe working permit where appropriate. |
| Plant & equipment | The plant and equipment they will use. Its storage, security, electrical safety; any hazards from the equipment such as noise, dust and sparks, and how the risks will be controlled. |
| Safe access & egress | To/from the workplace. |
| Vehicles | Movement of vehicles and parking on site. |
| The substances to be brought onto site | Their storage, security; any hazards from the substances such as fumes, oil, vapours, spills and fire, and how these risks will be controlled (COSHH Assessment). |
| Environment | The environment the contractor will be working in such as a confined space, under high voltage cables, outside or inside, and arrangements for access. |
| Risk assessments | Completion of specific risk assessments for high risk activities. |
| Permit to work/safe working permit | Whether a permit to work for specific hazardous operations will be needed and how this will be authorised, and managed. |
| Housekeeping | Housekeeping arrangements such as disposal of waste, keeping work areas separate from occupiers and tidying up at the end of the day. |
| Accident/Incident procedures | Accident and first aid arrangements for their staff. |
| Welfare arrangements | Provision of toilet and washing facilities etc. |
| Personal protective equipment (PPE) | What personal protective equipment they will expect their staff to use, such as hard hats, gloves, safety shoes or goggles. |
| Sub-contractors | Arrangements for liaison with sub-contractors, if used. |
| Liaison | Arrangements for liaison with the manager of the premises and other relevant staff, also co-operation and co-ordination with any other employers on the premises. |
| Segregation | Segregation of the works from members of the public, employees, etc. |
| Monitoring | Arrangements for monitoring / supervision. |
| Handing back responsibility | Arrangements for a handing back procedure when the work is finished, so that someone checks that everything is satisfactory before the contractor leaves the site. |

NB: Some of the items above may be missing from the contractor’s risk assessment or method statement. The level of detail required will depend on the level of risk from the work to be carried out. If you are not sure about the significance of an issue, contact the Health & Safety Team 03000 41 84 56.

**Working with contractors on site**

**1. Legal obligations**

Contractors have duties both in civil and criminal law not to expose their own employees or any other person to health and safety risks. Where contractors are carrying out building construction or engineering work on council premises there are many legislative requirements. This may include, for example, The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015 and Control of Substances Hazardous to Health Regulations 2002 as amended (COSHH). The information within these guidance notes are meant to assist in the compliance of such regulations.

**2. Contractors selection criteria**

See the ‘vetting & selection of contractors’ section.

**3. Pre-requisites to signing the contract or assigning work**

Where appropriate, risk assessments and method statements must be written and agreed. All equipment and materials to be used on site must meet the appropriate health and safety standards including portable electrical equipment which should be maintained and tested as required by the Electricity at Work Regulations 1989.

It is recommended that any portable tools should be 110V dc with power supplied through a safety transformer, unless powered by a battery pack or petrol engine. All hand tools must be in good working order.

Contractors’ vehicles must be parked only in authorised places.

**4. Commencement of the contract**

A pre-contract meeting must be held before commencement of the contract where health & safety must be an agenda item.

**5. Safe working permit (appendix B)**

This permit will be issued for contractors:

* employed by yourself
* if contractors specify a need for a permit under their risk assessment
* for all work where, specific risk assessments are required (see below)
* at the manager’s discretion.

The safe working permit should be issued by the recognised authorised person(s) and gives permission for a contractor to carry out works on site and identifies areas where works will take place.

The permit should be retained in a prominent but secure location for the duration of the works.

Following a general risk assessment, specific risk assessments and safe working permits are required for the following:

* any work where asbestos is present, or suspected
* hot work, e.g. soldering, grinding, use of open flame
* roof working and working at height
* confined spaces
* breaking into pipes, e.g. service pipes
* excavation
* high voltage (work on equipment or presence of nearby cables)
* lift maintenance
* gas work.

Following completion of the work the permit should be filed together with other associated documents and retained for 3 years, or longer if deemed necessary.

**6. Safety code for contractors**

**Emergency evacuation procedure**

Upon receipt of the safe working permit, the authorised person must pass to the contractor the following information:

* the location of the appropriate assembly point in the case of evacuations.
* the evacuation signals
* the shortest route out of the building from the workplace to the open air and the location of alternative means of escape
* how to raise the alarm
* the all-clear signal and procedure for re-entering the building.

All contractors’ personnel on site must be in possession of this information and it is the responsibility of the contractor’s representative who signed the safe working permit to pass this information onto his employees.

When the evacuation signal is sounded:

* all welding apparatus, gas cylinders, machinery, etc must be turned off before leaving the site, if it is safe to do so
* all contractors’ personnel must leave the building immediately by the shortest route and report to their own supervisor at the assembly point. The Supervisor will report their status to the establishment manager
* contractors’ supervisors are responsible for accounting for and confirming with the establishment manager that all their employees have left the site, or building
* contractors’ employees must remain at the assembly point and not re-enter the building until instructed to do so by the establishment manager
* lifts must not be used.

**During contract**

* all accidents / incidents must be reported to the establishment manager immediately. This applies to injury to personnel and damage to equipment
* do not enter any areas you are not authorised to do so
* keep areas clean and tidy to prevent accidents
* do not leave items that could pose a fire risk next to existing buildings
* do not use site equipment or tools unless authorised
* if the contract is being scheduled for implementation out of normal office hours you must arrange access with the establishment manager
* identification should be worn at all times
* the person to be contacted within the establishment must be known by the contractor.

**End of Contract**

Thoroughly inspect site and remove:

* all equipment
* any refuse or rubbish.

Clean the floor and any other surfaces of any substances which may be hazardous. A final inspection by the authorised person is to be carried out.

**7. When things go wrong**

If you consider that a contractor has failed to carry out works on the premises either professionally or competently then KCC’s Infrastructure should be informed. This applies regardless of whether a one-off job has been carried out or whether the work falls within a planned maintenance agreement. Please contact your regional KCC Infrastructure contact who will ensure that further action is taken to investigate the complaint, or if the complaint has already been investigated, to notify the contractor.

|  |  |
| --- | --- |
| **Company name:** |  |
| **Contact name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **Comments** |
| Does the contractor hold public liability insurance? (£5m minimum) |  |  | Date of renewal: |
| Are you happy the contractor has adequate financial standing to carry out the works? |  |  |  |
| Does the contractor have a written Health & Safety Policy? |  |  |  |
| Has the contractor been the subject of any health & safety enforcement action by HSE or anyone else? |  |  |  |
| Does the contractor understand the management of asbestos and KCC’s policy on asbestos? |  |  |  |
| Has the contractor undergone any health & safety training? |  |  |  |
| Is the contractor a member of any trade associations? |  |  |  |
| Does the contractor have an environmental policy? |  |  |  |
| Does the contractor operate a complaints procedure? |  |  |  |
| Does the contractor understand current legislation on the management of waste? |  |  |  |
| Does the operative hold the correct level of gas safe registration? |  |  |  |
| Is the contractor registered with the Institute of electronic engineering (IEE)? |  |  |  |
| Are all operatives suitably qualified & competent to do the work? |  |  |  |
| Do you have a system for vetting sub-contractors for H&S practices? |  |  |  |

|  |  |
| --- | --- |
| **Date accepted to carry out works:** |  |
| **Accepted on behalf of client by:** |  |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |

It is recommended that a review is carried out on expiry of the contractor’s insurance.

**NO WORK SHOULD BE UNDERTAKEN UNLESS SECTIONS 1, 2 and 3 ARE COMPLETED**

**Part 1 – Permit Scope**

|  |  |
| --- | --- |
| Premises: |  |
| Exact Location: |  |
| Contractor carrying out work: |  |
| Supervisor responsible for work: |  |
| Description of works: |  |
| Supplementary labourers / sub-contractors are: |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Has the contractor’s risk assessment been conducted? |  |  |
| Has a premises risk assessment been conducted? |  |  |
| Has a copy of safety rules been provided to the contractor? |  |  |
| Has the contractor seen and signed the asbestos register? |  |  |

\*If the answer to any of the above is ‘no’ then work should not proceed, and you should consult the Property Group for further advice.

*NOTE: A separate specific risk assessment is required for any work involving:*

|  |  |  |
| --- | --- | --- |
| * Asbestos * Hot working * Roof working and working from height | * Confined spaces * Breaking into pipes * Excavation/ digging | * High voltage (seek specialist advice) * Lift maintenance work * Gas work |

**Part 2 – Authorisation**

|  |  |
| --- | --- |
| Permit authorised by:  (On behalf of Premise/organisation) | Name:  Position:  Signature:  Date: |
| Permit date: |  |
| Time: | From: To: |

**Part 3 – Contractor Acceptance**

In signing the below, I verify that I agree the contents of this permit and accept responsibility for carrying out the work as detailed and will only allow those named to work accordingly.

|  |  |
| --- | --- |
| Contractor Details: | Name of Company:  Print Name:  Signature:  Date: |

**Part 4 – Contractor Completed/Suspended**

In signing the below, I verify that I have discharged all duties as outlined within the Permit and fulfilled all of the conditions therein.

That all persons have been withdrawn from the above work, that all gear, tools and materials have been removed and the area left in a safe condition.

|  |  |
| --- | --- |
| I declare that the works this permit was issued is now | Completed / Suspended  (delete as required) |
| Contractor Details: | Print Name:  Company:  Signature:  Date :  Time: |

**Part 4 – Cancellation of Authorisation**

|  |  |  |
| --- | --- | --- |
| Print Name: | Signature: | Company: |

On signing the above I confirm that I have ensured as far as reasonably practicable that all control measures have been completed and that I have received confirmation from the contractor that the area is free from risks associated with safe working permit.



# Plain Text English Version (for Management of Contractors Flowchart):

* **Step 1:** Need for contracted work determined.
  + Go to **Step 2.**
* **Step 2:** Do you need help managing this project?
  + If yes, go to **Step 3**.
  + If no, go to **Step 4**.
* **Step 3:** Seek advice from KCC Infrastructure. NB: Growth, Environmet & Transport / Kent Highway Services – should refer to “Kent Highways CDM Flowchart”.
  + You have completed this flowchart and do not need to proceed further here.
* **Step 4:** Select contractors (see vetting & selection of contractors)
  + Go to **Step 5**.
* **Step 5:** Contactor on preferred contractors database.
  + If yes, go to **Step 6.**
  + If no, go to **Step 7**.
* **Step 6:** Conduct Risk Assessment and obtain Method Statement as appropriate.
  + Go to **Step 9**.
* **Step 7:** Either: a) Contact the KCC Infrastructure for the free vetting service.

Or: b) Vet own contractor (see vetting & selection of contractors / Appendix A).

* + Go to **Step 8**.
* **Step 8:** Contractor meets requirements.
  + If yes, go to **Step 6.**
  + If no, go to **Step 4**.
* **Step 9:** All safety requirements and communication channels have been agreed.
  + If yes, go to **Step 10**.
  + If no, go to **Step 6.**
* **Step 10:** Ensure induction takes place of contractors and issue a safe working permit (see KCC rules for contractors on site / Appendix B).
  + Go to **Step 11**.
* **Step 11:** Work ongoing satisfactory.
  + If yes, go to **Step 13**.
  + If no, go to **Step 12**.
* **Step 12:** Suspend work activity ensuring site is left in safe condition and seek further advice as appropriate.
  + Go to **Step 11**.
* **Step 13:** Sign off safe working permit.
  + **END**.