



## **Contractors and Designers (Appointment, Management and Monitoring) Standards**

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### **1. Introduction**

The purpose of these contractors and designers (appointment, management and monitoring) standards is to ensure that for all our business activities we only appoint competent contractors and designers to ensure the health and safety of our entire workforce.

For our construction activities under the Construction Design and Management Regulations (CDM) the company is usually the Client, Principal Designer and Principal Contractor for the development project. Therefore, anyone that is appointed to undertake work for us must be suitably vetted prior to being added to a businesses approved contractor/ designer list. This would normally be the responsibility of the Commercial Department.

### **2. Safety scheme in procurement approved contractors and designers**

It is recommended that all contractors and designers are a member of a Safety Scheme in Procurement (SSIP) scheme. CHAS, SMAS and Construction Line are the more well known types of SSIP, but other providers can be used. If a company is a member of a SSIP and they keep their registration up to date, then they can be included on a businesses approved contractor/ designer list without going through our own internal vetting process. This is provided they have satisfied the Commercial Department that they have enough experience and a good record in managing the risks involved for projects in which they are being considered. Where the company has not worked for the Persimmon Group previously references must be obtained.

A record of the SSIP accreditation/ references must be requested from the contractor/ designer company. SSIP records must be kept for the duration the company remains on our approved contractor/ designer list and for at least three years from the completion of any project in which they were involved. Operating businesses must have a review system to identify and request updated accreditation records, as SSIP providers usually require companies to obtain accreditation annually.

### **3. Non safety scheme in procurement approved contractors and designers**

All contractors who will be undertaking a Principal Contractor or Principal Designer role for the company must be SSIP accredited. Also any contractor undertaking groundworks, civils, safety decking installation, scaffolding, and utility installation activities, including utility providers must be SSIP. Safety decking contractors are required to have SSIP accreditation via FASET.

Any contractor or designer that is not SSIP accredited, must be sent a Contractor Pre-Appointment Questionnaire to be completed by an appropriate person within the company. Companies must provide evidence to support the competency areas.

Refer to HSMS form [004](#) – Contractor & Designer Pre-Appointment Questionnaire

The questionnaire assesses the following areas and competencies:

1. Access to competent health and safety advice
2. H&S policy statement
3. Monitoring, audit and review
4. Contractor control
5. Risk Assessments and Method Statements
6. H&S training information
7. Supervisory management
8. Workforce H&S qualifications
9. HSE enforcement
10. Accident/ incident reporting and recording procedures
11. Consultation and communication

The Quantity Surveyor or any other person who is responsible for appointing the contractor or designer, must review the questionnaire and complete the comments section for each assessment question and whether the contractor or designer meets the required competency. If the contractor or designer does not meet the required competency for any of the assessment areas then the contractor or designer must not be approved. The local Group HS&E Advisor can assist with reviewing this form. This form must be kept for the duration the company remains on our approved contractor/ designer list and for at least three years from the completion of any project in which they were involved.

Before a contractor or designer can be added to the approved contractor/ designer list and can therefore commence working on a project, Director approval must also be endorsed on the form by the Director named on the Directors Responsibility Chart, usually the Commercial Director.

If the contractor or designer is not approved then feedback must be provided clarifying the reasons they have not been approved. Contractors or designers who have not been approved can reapply, providing they can competently support their application in subsequent submissions.

#### **4. Start-up performance monitoring for external Principal Contractors**

To ensure that any external Principal Contractor is achieving initial compliance with their duties under CDM, the local Group HS&E Advisor must carry out a recorded client site inspection within the first two days of the site commencing to establish:

- A current and relevant Construction Phase Health and Safety Plan or Demolition Plan is on site;
- Adequate first aid cover is provided;
- Suitable and sufficient welfare facilities are available;
- Safe site access and egress, including traffic management for pedestrians and vehicles. If their activities impact on neighbours i.e. schools, then further controls may be needed; and
- Adequate public protection and site security measures are in place.

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Where appropriate for longer term design and build contracts, or for long term groundworks etc. the local Group HS&E Advisor will carry out regular spot checks to ensure compliance with CDM.

## **5. Contractor/ designer risk assessments and method statements**

Once a contractor or designer has been approved and has been allocated to a project, they must submit their Risk Assessments and Method Statements (RAMS) to the Quantity Surveyor, for the tendered work.

The Quantity Surveyor must then forward the RAMS to the relevant Construction Director or Contract Manager for review, along with a copy of the RAMS Approval Form, with Part 1 completed.

The Contract Manager must then complete Part 2 of the form and it is only when he is satisfied that the RAMS are suitable and sufficient, that the contractor or designer must be awarded the contract.

This form and the sub-contractor RAMS must be kept for the duration of the works for which the RAMS have been provided and for three years after the project has completed.

The local Group HS&E Advisor can assist with this process. There is also a guidance note for the Quantity Surveyor and Contract Manager in relation to completing the form.

Refer to HSMS form [005](#) – RAMS Approval

Refer to HSMS [guidance](#) – QS/ CM RAMS check

## **6. Trade specifications**

It is the responsibility of the Commercial Department to ensure that all contractors receive a copy of the relevant Group trade specification through the tender process and prior to appointment. It is important contractors receive this document as sets out the contractor's responsibilities in relation to health, safety and environmental matters.

The Group Commercial Department must also ensure that when trade specifications get updated, these are also communicated out to the relevant contractors.

## **7. Ongoing performance monitoring of contractors and designers**

Ongoing monitoring of contractor and designer performance must be undertaken throughout the duration of the contractual agreement.

Designers will usually be subject to monitoring by the Technical Department, overseen by the Technical Director.

The HS&E Department will carry out recorded site inspections and note any failings from the contractor workforce on their site inspection reports.

Site management must complete a contractor/ suppliers sheet quarterly and return it to the Construction Director or Contract Manager for review. Any failings/concerns must be discussed with the Commercial Department and considerations made to remove poor performing contractors off the approved contractor list.

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Refer to HSMS form [026](#) – Contractor/ Supplier Performance Sheet

Contract Managers and Directors/ Heads of Department must record their site visits and report any poor performing contractors to the Commercial and Construction Director/ Head of Department.

## 8. Monitoring

Information obtained from the monitoring of contractor and designer activities must be reviewed in HS&E construction department working group meetings and business management meetings.

Feedback should be provided to the contractor or designer where necessary. However, should serious or persistent non-conformance be highlighted, then removal of the contractor or designer from our approved contractor list must be considered, until they can satisfy that they meet the competency required.

The local Group Health, Safety & Environment Advisor will carry out a bi-annual check of the contractor approval process (two samples) with the commercial department.

## 9. Further reading

[HSE guidance- using contractors](#)

[HSE guidance- managing contractors](#)

VERSION ISSUED	Date
<u>Version 1</u> Sections 1,2,3,4,5,6,7,8	05.05.2022
<u>Version 2</u> Section 3 – safety decking installation added to the list of contractors that must be SSIP	24.01.2023
<u>Version 3</u> Trade specifications added at section 6	07.08.2023
<u>Version 4</u> Section 3 – safety decking contractors must have SSIP via FASET	02.01.2024
<u>Version 5</u> Section 5 – QS/ CM RAMS check guidance document added	20.02.2024

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