

Safety

S25. Safe and compliant with well-managed systems in relation to: Contractor Management? (No comparable questions from 2013 assessment)

Assessed 16th November 2015 – Recording 49:24

WSFT Responsible Person(s)

Ian Stuchbury, Julie Pettitt, Jacqui Grimwood, Riva Knight, Jason McCormack, Gary Stannard

Evidence Submitted

<p>1. Policy and Procedure</p>	<p>Health, Safety and Welfare policy Code of Conduct Site Safety Leaflet Contractor Inductions CDM Policy Asbestos information Working at heights Confined spaces Fire & Evacuation Handover procedure Lifting operations Guidance documents Trust Health and Safety policy Contractors sign in sheet Notice to contractors</p>	
<p>2. Roles and Responsibilities</p>	<p>Framework Team roles and responsibilities E&F Development Team Manager Job description Senior Project Manager Job description Facilities Project Manager Job description Clerk of Works Job description Assistant Project Manager - Facilities CDM Pre-construction info plan Contractors safety plan CCAS safety report Approved list of contractors</p>	
<p>3. Statutory Requirements and Guidance</p>	<p>CDM Pre-construction info plan CDM Construction phase plan F10 notification ASB5 notification to HSE Generic Risk Assessment Information Governance policy update emails IOSH Project specific enquiries Principal designer appointment Sample RAMS Project Risk Log Training Handover record Competence assessment for Contractors Environmental checklist 2013 Excavation permit to work Pre-work safety check Health and Safety information Estates & Facilities Policies and Procedures Site Induction Asbestos register – Main building Asbestos R&D survey Asbestos certificates</p>	

4. Maintenance, Record Keeping and Asset register	O&M Manuals As built drawings Asset register Paul Bradley Revit Certificate	
5. Training	Training Handover record Asbestos Induction Barnes – Toolbox talk Site Induction	
6. Building and Maintenance work	Loading and unloading modular buildings Scaffolding method statement Scaffolding risk assessment Barnes – Method Statement Barnes – Risk Assessment	
7. Resilience, Emergency and Contingency Planning	Surge protection justification Surge protection – Method Statement Evacuation process Contingency planning – SSD package boiler solution Crane lift locations Refer to question S26	
8. Review Process	Asbestos reports and investigations Surge protection justification Evacuation process Process map – Compartmentation project Strategy process – Compartmentation project H&S Compliance report – Oct 15 Contractor evaluation	
9. Action Plan		

SAQ Rating based on compliance with PAM & WSFT relevant guidance

Outstanding	Good	Requires minimal improvement	Requires moderate improvement	Inadequate	N/A
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Risk assessment – 380, CDM

Action Plan

Ref	SAQ	Description	Responsibility	Completed
139/2015	S25	Check Powergate to confirm if there is a link to the code of conduct	Marcus Powling	
140/2015	S25-6	Provide RAMS for Facilities (Soft FM) contractors	Riva Knight	
141/2015	S25-8	Develop process to review contractors on approved contractors list	Jacqui Grimwood / Julie Pettitt	