

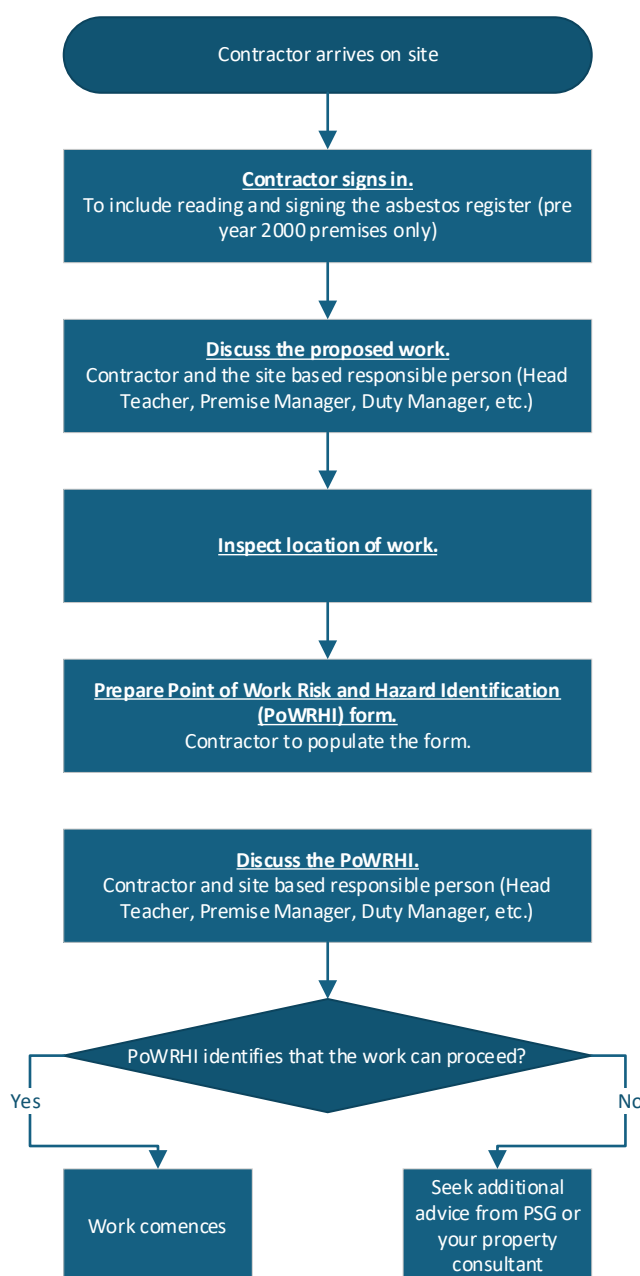
## Managing Contractors – Reactive Maintenance – Guidance for Premise Managers or those with site management responsibilities – Responsible Person.

This guidance refers specifically to contractors on site undertaking reactive type property maintenance. Reactive maintenance is unplanned and could include tasks like fixing damaged flooring, a leaking tap/roof, a damaged electrical socket/light etc.

Contractors will now be required to complete an Initial Point of Work Risk and Hazard Identification (POWRHI) form prior to starting work on sites.

### What does this mean for me as Premise Manager/Staff with premise management responsibilities – responsible person?

There should be little if any impact on premise managers or those with premise responsibilities. The below flowchart summarises process.



As is always the case, there is a need for discussion and coordination etc with a contractor arriving on site to affect a repair or undertake maintenance. The template should be completed on site by the contractor before the task commences.

Prior to completion of the POWRHI form, contractors should follow the premise signing in procedure and agree access and relevant controls with the responsible person or premise representative. As is standard practice.

The form can be completed electronically or on paper by the contractor. The premise representative is to sign the form once completed by the contractor prior to the contractor starting their works. Premises may request a copy of the contractor's completed POWRHI.

### **What should I expect from Contractors working in and around an occupied Premise?**

*Where reasonably practicable, the activities of the contractor and the premise should be separated by a physical barrier and contractor's work areas should not be accessible to employees, pupils or members of the public.*

*Contractor management on site is an important element, for example, those responsible for the premise should ensure that:*

- *All contractors sign in and out – including reading and signing the asbestos register.*
- *Contractors have a named site contact, usually the manager.*
- *Where necessary contractors must have a documented Construction Phase Plan\* available on site. The plan should be sufficiently developed to reflect the risk associated with the project.*
- *Where necessary appropriate Risk Assessments and Method Statements (RAMS) are provided by the contractor that are specific to the site\*\*. Their risk assessment should fit in with your own and provide you with information. Likewise, contractors will need information from you about the job, the hazards associated with the premise, etc when preparing their assessment.*
- *Your site's Health and Safety information is provided on signing in (brief site induction) and site rules are reinforced – see base template – Appendixes 3 and 6.*
- *The job is checked and then work is allowed to begin.*
- *Monitoring is undertaken. See 'Section 4. Keeping a Check' below.*

\*A completed POWRHI should be considered as a documented Construction Phase Plan for routine reactive maintenance. Where a POWRHI indicates additional risk levels then further documented planning and assessment will be needed prior to the completion of the task.

\*\*Specific RAMS are required where a POWRHI identifies that additional controls are required that are outside of the contractor's standard RAMS.

The above text in italics is taken from "Managing Contractors – A Guide for Managers" available on the intranet and Shropshire Learning Gateway.