

CONTROL OF CONTRACTORS

*This policy can be made available in other formats and languages upon request.
 Please contact the PALS office on 01708 435454.*

'Barking Havering & Redbridge University Hospitals NHS Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. An Equality Impact Assessment has, therefore, been completed for this policy.'

Policy No: 2011/CG/24 THIS POLICY IS VERSION 2	Approved by: Statutory Safety Committee Date: Version 2: May 2011	Review Frequency: Max. duration 1 Yearly Next Review Due: May 2012
Responsible Officer: Clinical Governance Director		Advice: Head of Estates & Facilities
Core Policy: Yes		Applicable to Clinical and Non-Clinical Areas: Yes

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1.0 EXECUTIVE SUMMARY

Barking, Havering and Redbridge University Trust recognises its responsibility to ensure, so far as is reasonable and practical, that all contractors working at sites owned or operated by the Trust shall :-

- Do so in a safe manner
- Comply with current relevant health and safety , environmental and staute obligations
- Comply with all relevant Approved Codes of Practice (ACOP)
- Comply with all Trust Policies and Procedures
- Include within any costing, adequate provision for health, safety and environmental requirements
- Maintain adequate Employers Liability and Public Liability Insurance
- Complete site induction

2.0 SCOPE OF POLICY

This policy applies to all situations where the use of contractor's is authorised to fulfil routine and emergency maintenance repairs or other planned works within trust owned, leased or operated buildings and facilities.

3.0 BACKGROUND

Outside contractors are frequently involved in Health Safety and Fire incidents on client's premises with some of the more serious incidents in and around contractor operated sites. By maintaining tight control on the operations of contractors, safety and health infringements are drastically reduced along with the likelihood of prosecution from regulatory bodies.

4.0 BEHAVIOUR

The appointed contractor will be required to fully comply with the Trust's Control of Contractors Policy when working on Trust sites. This document is held and maintained by the Head of Estates Any failure to comply may result in the work being suspended and / or the contract terminated.

A copy of the Trusts Control of Contractors Policy , which defines the Health and Safety Requirements for External Contractors, will be included in any tendering documentation. Contractors engaged for work not subject to tender shall also be supplied with copies of these documents.

The contractor shall be responsible for ensuring that any sub-contractors they engage are made aware of and comply with the Trusts Health and Safety Requirements for External Contractors.

5.0 RESPONSIBILITIES

5.1 Chief Executive

The Trust Board is responsible for the implementation of the required legislation under the CDM 2007 Regulations. The Board discharges this responsibility via the Chief Executive. In carrying out this responsibility the Chief Executive has delegated authority to the Clinical Governance Director.

5.2 Clinical Governance Director

The Clinical Governance Director shall be responsible for ensuring operational adherence to the Policy.

5.3 Safety and Emergency Planning Manager

The Safety and Emergency Planning Manager will be responsible for advising the Clinical Governance Director to ensure the effective implementation of the policy.

5.4 Trust Health, Safety and Fire Advisor

The Trust Health, Safety and Fire Adviser will be responsible for providing advice to the Safety and Emergency Planning Manager/Clinical Governance Director where appropriate.

5.5 Head of Estates

The Head of Estates is responsible for ensuring that this policy and procedure is maintained and adhered to.

It is the responsibility of the Head of Estates, through the Trust's facilities service provider to ensure that this policy and procedure is implemented .

It is the responsibility of the Head of Estates to maintain the Trusts Regulations for Contractors working on Trust sites.

This policy and procedure requires the full co-operation of management and staff at all levels.

5.6 Divisional Managers

Divisional Managers are responsible for ensuring the requirements explained within this document are read and understood by all employees and contractors working within their divisions/Departments.

5.7 All Staff

All staff are to ensure they are aware of contractors working in their area and that they and the contractors comply with this policy.

6.0 POLICY DEVELOPMENT

6.1 The policy has been developed in close consultation with Sodexo, Catalyst and Lend Lease Construction (EMEA) Ltd to ensure there were no conflicts between the Trust and their respective policies covering the same subject material .

6.2 A further review of this policy was undertaken following the award of the King George Hospital Total Facilities Management (TFM) Contract to Sodexo which commenced on August 1st 2009.

7.0 PROCEDURE

7.1 The Trust has a statutory duty under Health and Safety at Work etc Act 1974; Section 3 to *“ensure, so far as is reasonably practicable, that persons not in his employment, who may be affected thereby, are not exposed to risks to their health or safety”*. In practice this section affords protection to all non-employees, including contractors, members of the public, etc. Similarly, this section also applies to contractors working on Trust premises, in that they have a likewise duty to Trust employees.

7.2 The relationship between client and contractor can be a complicated one, often with other second parties becoming involved (i.e. Sub-Contractors). The Trust uses a wide range of contractors across its two main sites and remaining satellite sites , ranging from Private Ambulance Companies, Information Technology (IT) Consultants, Design Consultants, Engineers , Architects , through to Maintenance contractors such as Electricians, Window Cleaners, Plumbers, etc.

7.3 In terms of Health and Safety, the Trust (as the client) has two primary health and safety considerations, these being the initial selection of the contractor (i.e. the duty to ensure that we use competent persons, who are trained to work safely) and the management on site (that safety is actually practiced).

8.0 SELECTION OF CONTRACTORS

8.1 Prior to any contractor appointment ,each contractor should submit the following information for review by a competent person

- Their technical competence
- Their Health and Safety Management System (HSMS)
- Previous experience of similar work
- Background on Company
- References from previous work
- Staff Accident/incident rates for previous year
- Liability insurance
- Annual Financial Accounts

8.2 The Trusts procedures state that only approved contractors will be used; therefore it is important that appropriate enquiries regarding the above are carried out prior to inclusion of any new company or person to the list. Similarly, where there is a clear breach of health

and safety by an approved contractor, consideration will be given to removal of the offending contractor from the approved supplier list.

9.0 SELECTED CONTRACTOR FOR WORK

9.1 Following successful appointment , the contractor will be required to submit the following documentation for review ,usually 10 working days prior to commencement of work (*Exceptions will be considered on a case by case basis eg emergency works*)

- Method statements
- Risk assessments
- Certificates (staff and equipment)
- Policies & Procedures
- Employers and public liability insurance certificate
- Employee records of those attending site
- Disclosure Number from CRB checks –as appropriate to area of works

9.2 It is the responsibility of the relevant BHRUT partner to ensure that the documentation is verified and complies with Trust policy. Copies of these documents are to be made available to the Risk Management Department upon request.

10.0 MANAGEMENT OF CONTRACTORS

On the first day on site, contractors will report directly to the facilities service provider, prior to any works commencing. The contractor will be expected to provide/confirm their contact detail's- to include emergencies.

11.0 CONTRACTOR INDUCTION

11.1 Contractors will sign in the visitors log on premises and be issued with a visiting contractor badge and will sign in at the beginning of every day and out at the end of each day .The Contractor ID badge and any keys / access cards are to be handed back at the end of each day and will be re-issued at the beginning of every new day on site for security purposes.

11.2 Contractors will then be escorted to an assigned meeting room where basic induction will commence detailing Health, Safety, Fire and security for the site.

11.3 Once completed contractors will sign and date a document stating that they will adhere to Trust policy and procedures in relation to health safety and fire and to confirm they have received an induction onto our premises.

11.4 They will then be given a tour of the main premises and area of work, identifying any areas where there are specific high risk hazards and areas where they are prohibited from entering

11.5 If a contractor being used by the Trust is a regular company then the Trust can request that a minor induction including the reading of Trust policies and procedures be undertaken prior to their arrival on site but the agreements are to be signed by each employee to confirm this.

12.0 SECURITY AND IDENTIFICATION

The contractors operatives must wear their contractor badge and trust badge at all times and appropriate uniform/ PPE to the tasks they are attending site to undertake.

Access will be granted to areas as stated in their forwarded method statements **only**. NO other access will be given,

If a contractor is found to be in areas where they are not permitted, on the 1st occasion they will be warned . Any subsequent findings will result in ejection from the site.

If a contractor enter's any paediatric or maternity areas without authorisation at any point,they will be escorted from the premises immediately.

Smoking is only permitted in the prescribed Smoking Shelters on site .

It will be the responsibility of the Designated Project Manager or Facilities service provider to agree the work method statements and notify the appropriate departments of the commencement of works.

Where work involves any of the following , the appropriate Permit to Work certification will be issued by the Trust's facilities service provider

- Hot working (including welding, braising, soldering or any process liable to give off fumes)3
- Working at height *
- Confined spaces
- High voltage *
- Working live *
- Excavation
- Disable fire alarm or affecting Means of Escape *
- Asbestos *
- Risk of Legionella
- Use of Toxic Chemicals *
- Any Demolitions (implies CDM regulations) *

All contractors and sub-contractors engaged by the Trust shall be required to fully comply with all current Health and Safety legislation and best practice, including the following :-

12.1 COSHH (Control of Substances Hazardous to Health)

Contractors shall not use or store any substance(s) without first declaring the substance(s) and producing product data sheet(s) before the commencement of any works are agreed .

12.2 ELECTRICAL SAFETY

All work undertaken and equipment used must comply with the Electricity at Work regulations 1989, current Health & Safety legislation and approved codes of practice and the current IEE Regulations.

12.3 ACCESS EQUIPMENT

The contractor shall be responsible for supplying the necessary access equipment to ensure that work undertaken can be performed in a safe manner and in accordance with current approved codes of practice. Contractors may not use access equipment owned by the Trust or Facilities service provider

12.4 FIRE SAFETY

Prior to commencement of work, the contractor, will attend site induction , to include Trust Fire Policy -incorporating the following

- ❖ The fire warning system
- ❖ Fire escape routes
- ❖ Location of fire fighting equipment
- ❖ Additionally, the contractor shall, prior to the commencement of work, specify any process, product or substance which may :-
- ❖ Increase the risk of fire
- ❖ Obstruct a fire escape route
- ❖ Prevent the use of a fire warning system

12.5 ASBESTOS

The Trust will ensure that where they are aware of the presence of asbestos at locations to which the contract applies, the contractor will be notified in writing.

In the event of any material being discovered the contractor shall immediately stop work and contact the facilities service provider . He / she shall further seal the area if practical and prevent any access . The facilities service provider shall notify the Trust Head of Estates or nominated Deputy .

Ensure that work undertaken in relation to asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2006 (CAWR), current Health and Safety legislation and approved codes of practice

12.6 SECURITY OF PREMISES

The contractor shall be required to ensure that before leaving any unattended premises that those premises are properly secured.

Contractors are responsible for the security of their own equipment, tools and materials.

12.7 WASTE DISPOSAL

Contractors shall be required to remove and dispose of any waste arising from a contract in a safe manner and in accordance with current legislation and approved codes of practice. Where required or requested that contractor will furnish the Trust with details of where waste is disposed and provide supporting documentation as necessary.

12.8 TOOLS, EQUIPMENT AND MATERIAL

The contractor shall normally supply all work equipment, material and safety equipment required to fulfill the terms of the contract. Unless specifically provided by the Trust, contractors may not normally use equipment or materials owned by the Trust. In extenuating circumstances, permission for use may be given by an authorized representative of the Trust.

The Trust, so far as is reasonable and practical, will ensure that Trust staff do not use tools, equipment or materials owned or hired by contractors.

12.9 ACCIDENTS AND DANGEROUS OCCURRENCES

Contractors shall ensure that any accidents and / or dangerous occurrences occurring on Trust premises are notified to the Trust as soon as practical, but within 24 hours. An incident report form, see the Trusts Incident Reporting Procedure will need to be completed and submitted to the Risk Management department.

The contractor shall be responsible for notifying such incidents to the Health and Safety Executive in accordance with the RIDDOR and Dangerous Occurrence Regulations. In addition, the Trusts Clinical Governance Director shall ensure that such incidents are reported on behalf of the Trust.

12.10 CONSTRUCTION (Design and Management) Regulations 2007 (rev) (CDM)

Major construction repair or refurbishment projects, which by virtue of the duration of the work and / or the number of staff employed, shall where applicable be carried out in accordance with the requirements of the CDM Regulations 2007. Head of Estates or nominated Deputy shall, as the client representative, ensure compliance with the CDM regulations where applicable.

12.11 INSURANCES

Contractors shall be required to provide evidence of appropriate public liability insurance with a reputable company. It is the Contractors responsibility to ensure that such cover is renewed and maintained. The Trust reserve the right to increase the level of indemnity to reflect the risk associated with the contract.

13.0 APPROVAL PROCESS

This policy has been approved by the Statutory Safety Committee.

14.0 DISTRIBUTION AND TRAINING

This policy will be made available electronically on the Trust's Intranet and drawn to the attention of all staff.

The policy will be made available to the Head of Estates, Divisional Managers, and other persons responsible for implementing the policy.

Advice may be sought from the Health, Safety and Fire Adviser in response to an individual scenario or as a result of a broader trust-wide issue.

15.0 AUDIT AND REVIEW

This policy shall be reviewed at yearly intervals from the date of initial acceptance. As and when current legislation changes and at any time that improvements are highlighted after an incident. Changes shall be recorded in the changes section (XX.0) and amendments approved by the initial approving committees unless these are changed mid term. The Risk Management department will audit Trust compliance with the policy on an annual basis.

16.0 GLOSSARY

NHS	National Health Service
BHRUT	Barking, Havering and Redbridge University Hospitals NHS Trust
ACOP	Approved Code of Practice [related to specific legislation]
IT	Information Technology [department]
RIDDOR	The Reporting of Injuries, Diseases and dangerous Occurrence Regulations 1995
COSHH	The Control of Substances Hazardous to Health Regulations 2002
HSMS	Health and Safety Management System
CRB	Criminal Records Bureau [check]
CDM	The Construction, Design and Management Regulations 2007

17.0 ASSOCIATED TRUST DOCUMENTS

- Fire Policy and Procedures
- Manual Handling Operations Policy
- Risk Assessment Tool
- Risk Management Policy and Strategy
- Incident Reporting & SUI Policy
- Radiation Safety Policy
- Safety Alert Broadcast System (SABS) Policy and Procedure
- New and Expectant Mothers Policy
- Lone Worker Policy
- Transport of Dangerous Goods Policy
- Slips, Trips and Falls Policy
- Waste Management Policy

18.0 AMENDMENTS

The last page should include details of any amendments made since the policy was first approved (see example below). Not all changes will require re-submission to the Committee for approval.

Revisions to Policy Version 2

Page / Section	Dates and Titles
Contents table	Addition of 11.0 revision table
1.2	Change of Job Title to Head of Estates
2.1	Change of Job Title to Head of Estates
6.1	Change of Job Title to Head of Estates
6.2	Change of Job Title to Head of Estates
6.3	Change of Job Title to Head of Estates
6.4	Change of Job Title to Head of Estates
11.0	Addition of revisions table
Asbestos	Change of Job Title to Head of Estates
CDM	Regulation Revision from 1994 to 2007
Declaration	Layout altered and date changed
9.2	Change of responsibility for checking pre-work documentation
11.1	Change of procedure for informing Risk Management of any hazardous chemicals being used.

27,28,29,30	Insertion of sections
Entire Document	Altered to new policy format
Entire Document	Rewrite following outsourcing of Total Facilities Management at King George Hospital site in August 2009.

19.0 REFERENCES

- ❖ The Health and Safety at Work etc. Regulations 1974
- ❖ The Management of the Health and Safety at Work Regulations 1998
- ❖ The Construction Design and Management Regulations 2007
- ❖ The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995
- ❖ The Control of Substances Hazardous to Health Regulations 2002 / (Amendment) 2009
- ❖ The Regulatory Reform (Fire Safety) Order 2005
- ❖ The Electricity at Work Regulations 1989
- ❖ Controlled Waste Regulations 1992 / (Amendment) 1993
- ❖ Hazardous Waste Regulations 2005 / (Amendment) 2009
- ❖ Pollution Prevention and Control Act 1999
- ❖ Waste Electrical and Electronic Equipment Regulations 2006 / (Amendment) 07, 09, 10
- ❖ Waste Batteries and Accumulators Regulations 2009
- ❖ Control of Asbestos at Work Regulations 2006 (CAWR).

20.0 EQUALITY IMPACT ASSESSMENTS

An equality impact assessment has been performed on this document and no adverse impacts are foreseen. The impact assessment is included as Appendix 2.

APPENDIX 1

BARKING HAVERING & REDBRIDGE UNIVERSITY TRUST

STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

This schedule sets out details of a formal contract of employment between Barking, Havering & Redbridge Hospitals University Trust yourself and your employer.

Where specified, the provisions of the relevant national agreement will apply.

Your employment with Barking, Havering & Redbridge University Hospitals NHS Trust is also affected by other policies, procedures and practices, many of which have been negotiated with local staff-side representatives. Copies of such policies and procedures are available for you to read and acknowledge on your first day of employment with the Trust.

You are required to ensure that you cohere and acknowledge with the policies and procedures outlined during your time contracted with the Trust.

PLEASE READ THESE DOCUMENTS THOROUGHLY. IF YOU WISH TO ACCEPT THIS ON THE TERMS OFFERED, SIGN AND RETURN ONE COPY AS CONFIRMATION OF ACCEPTANCE.

BARKING HAVERING & REDBRIDGE UNIVERSITY HOSPITALS NHS TRUST

STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

1. COMPANY NAME:

2. ADDRESS:

3. TELEPHONE NO.:

4. CONTRACTOR EMPLOYEE NAME:

5. JOB ROLE:

6. CONTRACT WORK:

7. TERMINATION DATE FOR CONTRACT:

8. GRIEVANCE AND DISPUTES PROCEDURE

This contract of employment with the Trust is subject to Grievance and Disputes Procedure of the Trust. In all cases, any grievance must be raised in the first instance with contracting manager and project manager for the Trust..

9. REGISTRATION AND QUALIFICATIONS

When appointed to a contractual role within the Trust and on Trust premises, you will be required to submit copies of staff qualifications to be permitted to work on site. Failure to do so may result in your dismissal from employment. If you believe your manager has submitted to the copies prior to your arrival on site please confirm this prior to signing the declaration.

You will be expected to comply with any Professional Codes of Conduct applicable to your profession.

10. SECURITY AND IDENTIFICATION BADGES

You must comply and co-operate with managerial directions and guidance on this subject.

You will be issued with an identification badge in accordance with the Trust's ID Policy. Your badge must be readily available for inspection and/or worn/displayed prominently when you are on duty. Failure to produce identification may lead to you being challenged and may lead to action being taken against you and you being escorted off Trust premises. You will also be required to wear your company ID Badge.

If you are found to be in an area not designated in your contract or method statements and associated documents, you may be removed from Trust premises immediately dependant on circumstances and contract terminated. If you are found to be in any paediatric or maternity areas without agreed prior access you will be immediately escorted off site and contract terminated.

Immediately on termination of your employment you must return all badges, keys and any other Trust property to your link contract manager with the Trust any copies of these also.

11. RIGHT TO SEARCH EMPLOYEES

The Trust reserves the right to search contractors and their personal belongings etc. should there be a suspicion of theft or infringement of the Trust's security and/or safety regulations.

Such a search is not an implied allegation that the contractor is guilty of misconduct but a precautionary measure.

12. FIRE PRECAUTIONS

You must familiarise yourself with the routine procedures and practical action to be followed in the event of an outbreak of fire within your designated working area. You will be required to attend fire lectures and/or demonstrations.

13. HEALTH AND SAFETY AT WORK

The Trust attaches the greatest importance to the safety of all its contractors. It is necessary for management and staff and contractors to work together to achieve a situation compatible with the provision of proper services to the Trust where personal injuries and hazards to you and others can be reduced to a minimum.

It is accepted that it is a management function of the Trust to do all that is possible in the field of construction, operation and maintenance of buildings, plant, equipment and facilities to achieve such a situation.

You are expected to work in such a way that accidents to yourself and others are avoided; to exercise responsibility; to report accidents or potential hazards promptly to your manager and Trust project Manager and to recognise that you have a legal obligation to co-operate with the Trust in all safety, health and welfare matters and its associated Health & Safety Policies.

You must, in your own interest, report any incident, accident or injury, however trivial, arising out of the course of your employment, on the designated form and furnish any statement required.

Where appropriate, safety training will be provided by the Trust together with necessary safety devices and protective clothing.

If you fail to comply with the above, either wilfully or by neglect, you may be subject to disciplinary action, contract terminated immediately and you be escorted off Trust Premises.

14. PERSONAL PROPERTY

The Trust cannot accept responsibility for the loss of, or damage to, personal belongings brought to work on site and you are advised to make arrangements for insurance cover. Where possible, the Trust will seek to provide facilities on site to help secure personal belongings.

15. CONFIDENTIALITY

In the discharge of your duties as a company contracted by the Trust, you must retain maximum confidentiality at all times. You agree that, during the course of your contracted term of employment and at all times after the termination of your employment, you will not disclose or negligently disclose to any unauthorised person or body any Confidential Information which you have received while in the Trust's employment unless expressly authorised to do so in the proper performance of your duties or as required by law. The Data Protection Act (1998), Caldicott Principles and other Trust procedures lay down prescribed arrangements to which you must adhere. If you are in any doubt about releasing data/Confidential Information you must speak to your senior officer.

These instructions will only cease when such Confidential Information comes into the public domain otherwise than through your unauthorised disclosure.

For the purpose of this clause, Confidential Information means any and all information of a secret or confidential nature, which is not in the public domain.

If you fail to comply with the above, either wilfully or by neglect, you may be subject to disciplinary action, contract terminated immediately and you be escorted off Trust Premises. You are also advised that any such breach of confidentiality may result in both civil and criminal proceedings.

16. DATA PROTECTION

The Trust needs to collect and use (process) certain types of personal data about the people with whom it deals (data subjects), for example, contractors. This data includes personal data such as your name and address, national insurance number and date of birth as well as sensitive personal data which includes information about your racial or ethnic origin, health and

the commission or alleged commission of any criminal or civil offences. By signing this contract, you give your express consent to enable us to process this information and retain it in strict compliance with the Data Protection Act 1998. You have a right to request access to this through your employer.

17. POLICIES AND PROCEDURES

Each contractor has a responsibility to read and understand procedures and policies explained to them on the day of induction. Failure to comply with these may lead to disciplinary action being taken, contract being terminated and you being escorted off Trust premises and potential for legal action to be served against the contracted company (your employer) by the Trust.

If you wish to see copies of Trust policies or procedures that are not listed for you on the day of induction, please request them and they shall be provided for you.

18. COLLECTIVE AGREEMENTS

These terms are the result of Collective Agreements made Nationally together with some locally agreed, as result any future changes to those agreements will automatically apply to this contractual employment.

19. GOVERNING LAW AND JURISDICTION

Your terms and conditions of employment and any disputes arising under them will be governed by and construed in accordance with the laws of England and Wales. You consent to the jurisdiction of the English courts and tribunals in relation to any claim or dispute arising out of your employment with the Trust.

DECLARATION

I hereby accept that I have read, understood and acknowledged all points in the Trust Health & safety Policy, Fire Policy, COSHH Policy and any other policy relevant to my role on site.

I hereby accept that my failure to comply with the Trusts policies and procedures will result in the company contract being terminated, my removal from Trust site and potential legal, action against the company by the Trust.

I understand the contract may be revoked by the Trust if it was based on false information knowingly given by company on terms of contract agreement, at interview, through references, through CRB checks, company convictions.

I understand the Trust reserves the right to search all contractors and their personal belongings etc. should there be a suspicion of theft or infringement of the Trust's security and/or safety regulations and will adhere to this request

I understand the circumstances set out by the security and ID badge part of this agreement and agree to stay within my assigned area of work.

I will not disclose or negligently disclose to any unauthorised person or body any Confidential Information, which I have received while in the Trust's employment unless expressly authorised to do so or as required by law

Signature:..... **Date:**

NAME:
(Please Print)

Signed and issued on behalf of Barking, Havering & Redbridge University Hospitals NHS Trust.

DATE:..... **SIGNED:**

DESIGNATION:

NOTE: PLEASE SIGN AND RETURN THIS DECLARATION, ONE COPY IS TO BE KEPT WITH THE APPOINTING CONTRACT MANAGER, ONE WITH THE PROJECT MANAGER AND ONE WITH THE HEALTH & SAFETY ADVISOR

**YOU MAY REQUEST A COPY FOR YOUR PERSONAL OR COMPANY RECORD
RETAINING A COPY FOR YOUR PERSONAL RECORD.**

December 2008

APPENDIX 2

Equality Monitoring and Impact Assessment

Although certain employment Acts require policies to be assessed for their impact and that the general duties are being adhered to, the Trust has decided to assess for impact on all areas identified under its Equal Opportunity Policy to ensure that no group is disadvantaged by any condition or requirement which cannot be shown to be justified.

Please complete and attach to any policy document when submitting it to the appropriate committee for consideration and approval.

Policy Name:	Control of Contractors
Policy Number:	2011/CG/24
Responsible Officer:	Safety and Emergency Planning Manager
Approving Committee:	Statutory Safety Committee

		Yes/No	Comments
1.	Does the policy affect one group less or more favourably than another on the basis of:	No	
	Age	No	
	Disability – learning disabilities, physical disability, sensory impairment and mental health problems.	No	
	Race	No	
	Nationality	No	
	Ethnic origin – including gypsies and travellers	No	
	Gender / Gender reassignment	No	
	Religion	No	
	Beliefs	No	
	Sexual orientation – including lesbian, gay and bisexual people	No	
	Domestic circumstances	No	
	Social and employment status	No	
	Marital/partnership status	No	
	HIV status	No	
	Political affiliation	No	
	Trade Union membership	No	
2.	What is the overall purpose of this policy area, function or activity?	To control the everyday operations of outside contractors and their sub-contractors. To ensure a safe and healthful environment adjacent to and within the contractors designated area of operations	

3.	What approaches are currently used to measure progress and performance in this area?	Control of contractor forms for specific operations and the general supervision of contractors conducted by Sodexo	
4.	What counts as success in this area?	No Health Safety or Fire incidents within the contractors area of operations	
5.	Are there opportunities within this policy to:		
	Eliminate illegal discrimination	Yes	
	Promote equality of opportunity	Yes	
	Promote good relations between people of different groups?	Yes	
6.	Is the impact of the policy likely to be negative e.g. is their risk of:		
	Illegal discrimination	No	
	Reducing equality of opportunity for some groups?	No	
	Harming relations between different people of different groups?	No	
7.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
8.	If so, what action could be taken to reduce adverse effects and promote or enhance positive effects?	N/A	
9.	Please describe the options available for incorporating equality monitoring into routine arrangements?	N/A	

If you have identified a potential discriminatory impact of this policy document, please refer the issue to the Equality & Diversity Manager, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Equality & Diversity Manager, HR Department, Queen's Hospital on extension 3294.