

## **Contractor Agreement Policy**

When making arrangements with contractors for many office and low risk environments the model contractor agreement shown below can be a useful guide on which to base your own documentation.

The contractor agrees to:

1. Supply a copy of his/her health and safety policy and details of the organisation and arrangements for meeting the objectives.
2. Carry out risk assessments to identify any significant risk arising from any of the contractor's activities, and will take necessary measures to reduce risk to an acceptable level.
3. Carry out assessments of the risks arising from use of any chemicals or other substances to be used on our premises.
4. Provide any personal protective equipment necessary for the safe performance of the contract.
5. Ensure that any electrical equipment brought onto site is safe, and that he/she has adequate procedures to ensure that it remains safe.
6. Ensure that only essential equipment and materials are left on site, and that these are securely stored to prevent unauthorised access.
7. Appraise the client of any risks to which the client's employees will be exposed during the performance of the contract.
8. Maintain such insurances as are necessary to indemnify the client from any failure in health and safety performance by those persons undertaking the contract.
9. Compile and conform to a written system of work in respect of safety as agreed with the client.
10. Ensure all his/her employees have been given appropriate instructions and training in order to carry out their work competently and safely.

  
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Managing Director

Date: 5<sup>TH</sup> August 2020