**PROCEDURE FOR THE HIRE OF CONTRACTORS**

It is accepted that not all ‘suppliers’ working on behalf of ----------- will have SSIP assessment, however any employee arranging works must take reasonable steps (auditable) to establish the health and safety credentials of companies who have an association with -------------.

Those suppliers who provide services that may directly affect our staff, clients, visitors and others must be assessed and the results of the assessment kept on file for future reference.

An annual check will be completed to provide assurance that the contractor still has appropriate controls in place.

All contractors/suppliers assessed must have current liability insurance.

-------------- staff involved with procuring suppliers can verify whether the supplier has been assessed as compliant and registered with a SSIP Forum member prequalification scheme, by logging onto the SSIP Portal website @ <https://www.ssipportal.org.uk/Home>

**Contractor Health and Safety Compliance Procedure**

1. Source a contractor to complete the works

**MORE THAN FIVE EMPLOYEES**

1. If the contractor has, **more than five employees** check if they are listed on the SSIP portal.
2. If they are listed on the SSIP portal, a copy of the SSIP certificate must be requested from the supplier/contractor of the service.
3. If they are not listed on the SSIP portal, the employer will need to complete the **Contractor Questionnaire Assessment.**
4. Once the contractor has completed the appropriate **Contractor Questionnaire Assessment,** the assessment questionnaire and supporting evidence must be sent to the health and safety advisor/----------------- for approval.
5. Once approved, the safety documents, a copy of the assessment and a copy of the company’s Public Liability insurance must be held on file.
6. Once approved the supplier/contractor will be added to the **List of Approved Contractors / Suppliers list, held by ---------------------------**
7. --------------------------- will audit the approved supplier list annually to ensure all contractor/suppliers are still compliant with current health and safety legislation, and to ensure a copy of the supplier/contractors current public liability insurance is held on file.

**LESS THAN FIVE EMPLOYEES**

1. If the contractor has **less than five employees**, they will need to complete the **Health and Safety Questionnaire for companies with less than five employees.**
2. ------------------------- must obtain a copy of the contractor/suppliers Public Liability Insurance
3. Once the Health and Safety arrangements for companies with less than five employees questionnaire has been completed this information must be sent, with a copy of the company public liability insurance, to -------------------------------- for approval.
4. Once approved, the supplier/contractor can be added to the List of Approved Contractors / Suppliers list.