

	Contractor Works Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 29th July 2024 Reviewed: June 2026 Approved: TBC

This policy covers works carried out in Broadstairs & St Peter's Town Council owned property and on Town Council owned land by Contractors

All Works

- All contractors should provide the Town Council with a copy of their Public Liability Insurance.
- All contractors should report to the Town Clerk, Facilities Manager or other Town Council Officer to inform them that they are on site.
- No works are to commence until authorised by the Town Clerk, Facilities Manager or other Town Council Officer
- All contractors should be made aware of and comply with the Town Council's Health & Safety Policy and Fire Regulations.
- All Contractors must ensure that they undertake safe working practices.
- All Contractors are responsible for and must wear the appropriate PPE for the work they are undertaking.
- All Contractors are responsible for the provision of suitable tools and equipment in order to carry out the work in a safe and competent manner. The contractor should also ensure that the area in which they are working is suitably separated from others in the area.
- If the Town Clerk, Facilities Manager or other Town Council Officer finds that unsafe working practices are taking place or inappropriate clothing is being worn, they must instruct for works to cease immediately until matters are rectified.

Major Works

Where the work presents significant risk including (but not limited to) those carried out:

- At height
- Below ground (i.e. digging a hole)
- Any works with electricity
- Any works with water
- Any works with gas
- Any works with power tools
- Any works undertaken in a car park or gardens (i.e. with members of the public in close proximity)
- Any other works deemed appropriate

The contractor responsible for the work must provide the Town Council with a copy of their RAMS prior to commencement of work (Risk Assessment & Method Statement) and Public Liability insurance.

Minor Works

Works for small jobs (ie fixing a toilet, small carpentry works etc) should provide a copy of their Public Liability Insurance and ensure that they follow safe working practices as shown above, whilst on site. Other documentation may be required at the Town Council's discretion.