



Introduction

Swillington Village Council is committed to ensuring the health, safety, and welfare of its staff, contractors and members of the public. This policy outlines the procedures and standards required when employing contractors to undertake work on behalf of the Council.

Scope

This policy applies to all contractors engaged by Swillington Village Council for any service or project work, including but not limited to building maintenance, electrical work, gas services, and repairs.

Contractor Requirements

All contractors employed by the Village Council must:

- Provide a current Health and Safety Policy.
- Possess public liability insurance to a minimum value of £2 million (or £5 million for high-risk work).
- Provide evidence of relevant trade registrations and licences:
 - **Electrical:** NICEIC registration required.
 - **Gas Services:** Must be Gas Safe (formerly CORGI) registered.
 - **Waste and Chemicals:** Sanitary, herbicide, pesticide, and similar activities must be carried out by appropriately licenced contractors.
- *Provide risk assessments for the associated work activities, if possible.*

Monitoring and Record-Keeping

A contractor register will be maintained including all documentation (insurance, policies, licences, etc).

The Clerk should ensure this policy is implemented and reviewed, and oversee documentation and contractor compliance. Any Council decision to use a contractor in contravention of this policy will be recorded in the minutes with the reason noted.

Contractors must cooperate with council requirements and maintain high standards of health and safety.

Date of policy: May 2025

Approving committee: Full Council

Date of meeting: 06/05/2025

Policy version reference: Version 1

Policy effective from: 06/05/2025

Date for next review: As necessary / following any incident involving a contractor / any change in relevant legislation