

## Health and Safety Guidance for Suppliers

Sefton Council is committed to ensuring the health, safety and welfare of its employees and that of all others affected by their undertakings. Contracts to supply goods or services will only be awarded to contractors who can satisfy Council requirements in terms of resources required and their health and safety competence.

The minimum requirement for Health and Safety will be

“The Contractor shall at all times comply with:

- (i) All relevant Health and Safety Acts, Health and Safety Regulations and Codes of Practice that are approved by the Health and Safety Commission.
- (ii) All relevant and appropriate guidance and good working practices, as published or accepted by the Health and Safety Executive, professional/trade bodies or other similar organisations.
- (iii) His/Her own Health and Safety Policy, health and safety system and procedures. Notwithstanding this, Contractors shall ensure that their employees comply at all times with the Council’s Health and Safety Policy in so far as it is relevant to the contract.
- (iv) Any conditions stipulated by the Council. Such conditions will override details contained in the Contractor’s internal documentation but will ensure that health and safety standards will be maintained or improved.
- (v) Any requests for the provision of health and safety documentation.

The Contractor shall nominate a senior representative, to act as a co-ordinator between both parties for matters of health and safety arising out of the Contract.

The Contractor shall notify, in writing, the Council’s Authorised Officers of all incidents which either could have lead or did lead to injury and/or damage. Where incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, a completed copy of Form F2508/F2508A/F2508G must be supplied.

The Council’s Authorised Officers and Health and Safety Advisers shall be empowered to suspend the provision of the service in the event of non-compliance by the Contractor with issues concerning health and safety matters. The Contractor shall not resume provision of the service until the Council’s Authorised Officers and/or Advisers are satisfied that the non-compliance has been rectified.

In respect of any such period of suspension and/or any major or consistent minor breaches of health and safety practice the default provisions as set out in these Conditions may result in the enforcement of one or more of the following actions:

- (i) Suspension and/or termination of the contract;
- (ii) Restriction from working for the Council, on any contract, until improvements have been made and adequate and suitable evidence of such is provided

We will aim to ensure that contractors appointed by us have adequate health and safety policies and procedures in place. Where appropriate, prospective tenderers will have to submit a copy of their health and safety policy (as required by Section 2(3) of the Health and Safety at Work Act 1974), together with any codes of safe work practices issued to employees.

Contracts are monitored to ensure compliance with contract standards and health and safety requirements.

The degree to which health and safety requirements are specified within documentation will depend on the nature and level of risks which arise from any particular contract. The amount and level of the information required will vary according to the nature of the procurement. Each procurement activity should be treated proportionately to the health and safety risks which arise from the contract on a case by case basis. Potential risks should be assessed and businesses must provide evidence to demonstrate that their organisation actively promotes and manages health and safety.