**SECTION 9**

**CONTRACTORS**

**CONTRACTORS**

**INTRODUCTION**

The Company has a responsibility to all persons on their premises and this includes contractors. It must therefore be ensured that contractors are not exposed to any risk from premises activities and that the contractor does not introduce any risk to the employer, employees, guests or visitors. This includes use of premises by third party caterers, either bringing food into the unit for consumption on site or using the facilities to prepare meals for subsequent sale. The Agreement at the end of this section should be drawn up in this instance.

**Procedures**

It is advisable to provide an ID Contractors Pass to those working on site.

All contractors are required to:

- hold valid employers liability insurance

- provide a copy of their Health & Safety policy to the Manager prior to

work commencing

- advise the Manager or nominated representative of any measures

required to minimise the risk to health and safety

- report any accident to the Manager. It must be noted that it is the Company’s responsibility to report accidents - including contractors injured on the premises

- carry out all work in a safe manner and conform to any legal

requirements

- provide COSHH data sheets and risk assessment of chemical where

relevant

No work should be commenced by contractors until:

i) the necessary safety provisions have been agreed

ii) warning notices displayed in the vicinity of the work

iii) contractors are inducted in the relevant legislation and company

rules i.e. protective clothing to be worn in all food/food

associated

zones, no smoking/cigarettes permitted in production areas

On completion of work, zones operated in must be left:

- free of any debris

- in a safe condition

- free of contractors’ tools and equipment

- clean and in a good state of repair

**IT IS IMPORTANT TO MONITOR CONTRACTORS WHILST THEY ARE ON SITE AND ENSURE THAT AT ALL TIMES THEY FOLLOW**

**THE FOLLOWING GUIDELINES DETAILED OVERLEAF.**

**CONTRACTORS**

**Food Production/Storage Areas**

- all precautions must be taken to avoid contamination of food products

ref: physical and microbiological risks

- if maintenance work presents any risk - food products should be re-

located and food preparation activities should cease until the work is

completed

- protective clothing must be worn by contractors when working in food

zones

- ensure awareness of food safety/hygiene related issues ref: cross-

contamination, personal hygiene, glass control policy etc

- all equipment must be thoroughly sanitised before resuming food

preparation

- before commencement of maintenance work, management must be

consulted on all implications in order to implement necessary

precautions

- when work is carried out on chill/freezer units all product should be

relocated until the unit has been sanitised, the correct operating

temperature has been achieved and its efficiency is assured

- all waste and debris must be removed promptly

- COSHH requirements must be met - toxic substances which present

safety risks should not be used in food zones. Potentially dangerous

chemicals/substances could cause extensive contamination of food

**Cleaning Contractors**

- should be carefully selected, with suitable references

- COSHH requirements must be complied with ref: documentation,

training and PPE

**Pest Control Contractors**

- regular inspections should be carried out to ensure complete absence

of pests

- the use of contractors does not absolve managers from their

responsibility of keeping premises pest free and may not be accepted

as a defence should legal proceedings be instituted

**IDENTIFY**

**- TYPE OF CONTRACT AND WHAT IT COVERS**

**- FREQUENCY AND TREATMENT**

**- RESOURCES AVAILABLE/TECHNICAL BACK UP**

**- REPORTING SYSTEM**

**- POSITION OF BAIT BOXES**

**- METHODS/MATERIALS (SHOULD BE CLEARED BY**

**THE PESTICIDE SAFETY PRECAUTION SCHEME)**

**- SAFETY AND TRAINING DETAILS (COSHH)**

**- EMERGENCY VISITS**

**- MEMBER OF THE BRITISH PEST CONTROL ASSOCIATION**

**CONTRACTORS**

**COSHH**

- risk assessments must be carried out and relevant data sheets must be provided for each substance identified

- all personal protective equipment (PPE) as identified must be provided and use to reduce exposure

- all employees exposed to the identified substances must be suitably trained in the use of these substances and signed training records

must be maintained

- hazards must be minimised and control measures identified

- all relevant information/records must be available for

reference/inspection

**AGREEMENT BY THIRD PARTIES USING**

**FOOD PREPARATION AREAS TO OBSERVE HYGIENE STANDARDS**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

elect to use the kitchen and associated equipment and facilities located at:

Premises address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We acknowledge that all food purchased (by any supplier), prepared, processed, stored and/or served by us or our Food Handlers \* for use on these premises will be our responsibility.

We will take all precautions to ensure that it is of safe and wholesome quality.

Whilst our Food Handlers \* are preparing food stuffs in the said kitchens, or off site locations, we will acknowledge responsibility for full compliance with the Food Safety (General Food Hygiene) Regs 1995 and the Food Safety Act 1990 and all associated legislation.

\* = anyone working/involved or voluntarily helping in any food handling practices as above.

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_