



Twyford Parish Council

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Appointing a Contractor Procedure

Version 1	Author Jo Nicholson	Approved 21.06.2018

When appointing a contractor to undertake any work on behalf of the Council the following procedure is to apply:

1. In accordance with the Council's Financial Regulations the following must be followed
 - Contracts less than £60,000 are required to have 3 quotes to compare.
 - Where the value is below £1,000 and above £750 the RFO will strive to obtain 3 estimates.
 - The Council is not obliged to accept the lowest quotation or estimate, a judgement of best value will be made.

Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 d and shall refer to the terms of the Bribery Act 2010.

Contracts with the following fall out of the above rules:

- *for the supply of gas, electricity, water, sewerage and telephone services;*
- *for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;*
- *for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;*
- *for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;*
- *for additional audit work of the external auditor up to an estimated value of £500*
- *for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.*

2. Tenders must be advertised by as many channels possible including TIS and www.twyfordhants.org.uk
3. Tender responses must be posted to the Clerk, and must stay in a sealed envelope until all parties are together and opened together. The parties must include the clerk and one other officer. Tenders must be evaluated against pre-determined criteria.
4. No parties are to be publicly named in discussion of the tenders, they are to be referenced as party A, B, C, D etc. When a party has won a tender, they can be publicly named. The commitment to appoint a contractor will be Minuted, with the terms of the agreement.
5. Before site work commences, including construction work, ground maintenance and landscaping, the following must be in place, and be sited by the RFO or Chairman. This applies for all contractors appointed, regardless of value of contract.
 - a) Completed method statement (see Appendix 1 for an example)
 - b) Completed risk assessment (see Appendix 2 for an example)
 - c) Evidence of appropriate insurance
 - d) Evidence of compliance with relevant Government policy and regulations (CDM regulation)
 - e) Contract with agreed price and terms to be signed by both parties

If the contract does not deem to require all aspects of the above, a risk assessment must be completed by the Council and Minuted as either no risk, or accepted risk.

6. Ongoing review of contract progress is to take place at pre-agreed dates, and checks for compliance in accordance with item 5 above. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.



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Commencing contract with Twyford Parish Council: Checklist

Name of Company	
Work to be undertaken	
Is work to be undertaken in a public area?	Yes / no Details:
Has a method statement been produced?	Yes / no
Has a risk assessment been provided?	Yes / no
Which insurance certification is required for the contract?	
Has proof of relevant insurance been provided?	Yes / no
Is any proof of Government compliance required for this contract?	Yes / no Details:

Has proof of relevant Government compliance been provided?	Yes / no
Has an agreed contract / terms / quote been agreed and signed by both parties?	Yes / no Details:
Have emergency contact details been shared with the contractor, so there is a clear chain of communication should anything occur?	Yes / no Contractor main contact: Name: Tel: Emergency contact: TPC main contact: Name: Tel: Emergency contact:
Has it been made clear to the contractor that no additional expenditure may be occurred by the contractor without prior approval by TPC?	Yes / no
What is the agreed quote?	Quote price (including VAT)
What is the approx. start date and end date of the work to be undertaken?	
Have hours of work been agreed (if relevant to the contract)? Does the hours of work impact on the residents of Twyford? (eg. Noise / disruption)	
Is access required to any site for the contract? Has that been agreed with the appropriate authorities (including TPC) and who is responsible for providing access?	
Is communication to the residents of Twyford required for this work?	Yes / no

If communication is required, who is conducting the communication, and what is the timeline for communication?	Details?
Anything additional required?	

<p><u>Completed by TPC by:</u></p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>Signature:</p>	<p><u>Completed by contractor by:</u></p> <p>Company:</p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>Signature:</p>
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Method Statement

Reference	Revision No.	Issue Date	Authorised By

Client

--

Site Location

--

Scope of Works

--

Key Personnel

Name / Position	Company / Location	Telephone / Email

Work Equipment

--

Substances and Materials

--

Site Access

--

Deliveries / Storage / Waste

--

Welfare Provision

--

Risk Assessments

Reference	Title

Site Specific Hazards

Hazard	Control Measure

Sequence of Works

--

Training Requirements

--

Personal Protective Equipment

--

Protection of Public

--

Monitoring and Inspection

--

Emergency Arrangements

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Hazard Identification and Risk Control (Supplementary to Risk Assessments)

Process	Hazard Identification	Risk Control Measures
Arrival to site and Positioning Vehicle	Other traffic Pedestrians (Children / Disabled / Elderly)	Park in manner to minimise risk of traffic accidents Use barriers and / or warning signs if necessary - or Position 'banksman' (person to warn of danger).
Site Emergency Procedures	Unawareness of procedures & provisions on site	Check / Sign in with Site Office / Representative Familiarise with Emergency & First Aid Procedures.
Lone Working	Different Manual Handling Hazards may apply Emergency & First Aid assistance maybe inaccessible	Do Not undertake Manual Handling which requires multiple person lift. Maintain contact with the site representative. Seek assistance where required.
Off-load materials and equipment	Traffic & Pedestrians (Children / Disabled / Elderly) Lifting / pulling / pushing / bending injuries	Use barriers / warning signs and / or a 'banksman' Use correct manual handling techniques.
Site set-up	Intrusion by occupiers / visitors, cables, property damage, Storage of materials and equipment	Barriers if necessary, trail hoses / cables away from walking areas. Store equipment/materials safely to avoid tripping. Protect area from dust / damage
Moving materials & equipment	Lifting / pulling / pushing / bending injuries	Use correct Manual Handling Techniques & PPE Trained person to use any lifting equipment
Use of substances	Splashes on skin / in eyes Intruding occupiers / visitors accessing substances	Wear overalls, gloves & goggles (as necessary). Secure substances to prevent access by others
Use of hand and power tools	Cuts, abrasions, bruises and loose dust / particles Electric shock / Noise / Vibration	Wear overalls, gloves & goggles (as necessary). Use Battery tools where possible. 230→110 volt connections to main via RCD & 'PAT' safety tested. Protect area from dust. Noise/Vibration assessed.
Electrical Works	Electrocution / Electrical Burns	Ensure supply is isolated by Competent Personnel only Use warning signs and/or spotter
Hot Works	Burns or Ignition hazard from Plumbing Works, etc	Follow Hot Works Policy / check with site office / representative
Use of Ladders, Steps, Bandstands, Trestles & Scaffolding	Positioning / Erecting Intrusion by occupiers / visitors Over-reaching / falls / falling objects	Barrier / cordon off area as necessary <u>Select Correct & Safe Height Access Equipment</u> Position / move equipment to prevent over-reaching Ladders / Step Ladders for brief access tasks only Trained & Competent personnel only to work at height
Slips/Trips	Slippery Floor or trailing cables/pipes in work area	Clean / Clear work area of cables, spilt fluids, etc. Materials / Tools to be stored away from walkways
Exposed Edges	Falls from nearby building edges, pits, holes, etc	Edge protection to be provided as necessary before work begins
Completion and Clearing Site	Intrusion by occupiers / visitors / pedestrians Traffic / Lifting, pulling, pushing, bending injuries	Use 'banksman' or temporarily install additional barriers / Use correct manual handling techniques

Briefing Record

Signing below confirms the method statement and risk assessments have been read and understood, and that all requirements will be complied with. Work is to cease immediately and management informed before any variation.

Date	Name	Signature

Appendix 2: Risk Assessment

Risk Assessment

Date of assessment:		Assessors name:		Unique Risk Assessment No:	
Description of Activity:					
Location:					
People at Risk:					
Review date:					

Significant Hazards	Control Measures in place to control the risk	Risk Rating (H, M, L)	Additional Control Measures required	Date Completed/ Escalated	Re-assessed Risk Rating (H, M, L)
	•		•		L
	•		•		L
	•		•		L
	•		•		L
	•		•		L
	•		•		L
	•		•		L
	•		•		L
	•		•		L

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk (Low)	Tolerable risk (Low)	Moderate risk (Medium)
Unlikely	Tolerable risk (Low)	Moderate risk (Medium)	Substantial risk (High)
Likely	Moderate risk (Medium)	Substantial risk (High)	Substantial risk (High)