

## Science Museum Group Contractor Management Policy

The SMG Contractor Management Policy is structured for the common good of the SMG organisation, which strives for excellence and on-going improvement in Contractor Management. For the avoidance of doubt this policy applies to the SMG family of Museums, i.e. The Science Museum, National Railway Museum (NRM), Museum of Science & Industry Manchester (MSI) and National Media Museum (NMeM) and SCMG Enterprises Ltd, plus the support sites of Wroughton and Blythe House. This Policy also applies to SMG colleagues and Volunteers working at Shildon, it does not apply to DCC colleagues.

In this document Colleague refers to all SMG employees, volunteers, freelancers and interns.

The Museum's Contractor Management Policy is structured in three sections:  
**Section One** is the SMG Director's Contractor Management's Policy statement.  
**Section Two** details the scope of the policy.  
**Section Three** designates organisational requirements for the implementation of this policy.

The Museum's Contractor Management policy is subject to a process of continuous review in order to respond to changes in organisational arrangements, state of knowledge in relation to workplace hazards and changing legal requirements.

All current policy information is available through the SMG Intranet.

## **Section One: SMG's Director General Policy Statement on Contractor Management.**

**1.1** Good Contractor Management is central to ensuring good Health and Safety. All members of the Executive and Management must adopt its principles and ensure strong relationships are forged with approved contractors.

**1.2** Contractor's work could have Health and Safety impacts on Colleagues and Visitors under a number of Health and Safety regulations including (this list is non-exhaustive):

- *The Health & Safety at Work etc Act 1974*
- *Control of Substances Hazardous to Health Regulations 2002*
- *Control of Asbestos Regulations 2012*
- *Control of Noise at Work Regulations 2005*
- *Regulatory Reform Fire Safety Order 2005*

**1.3** SMG recognises its responsibilities to ensure the correct management of Contractors in order to protect its employees. In order to complete this SMG will:

- Comply with any relevant Regulations
- Provide documents that will assist colleagues when managing contractors. These will be regularly reviewed.
- Provide appropriate training for colleagues.
- Ensure that suitable arrangements are in place for the monitoring of work.

**1.4** Contractor Managers will have prime responsibility for managing contractors and completing adequate steps to ensure they work safely. However if they deem that work is unsafe any member of colleagues can and should intervene and they will be fully supported by their line manager and the Health and Safety advisory team.

## **Section Two: Introduction and scope of the policy**

**2.1** This policy expands on SMG's general Health & Safety Policy. The two policies together with all supporting information and procedures; comprise SMG's arrangements for Contractor Management.

This policy covers the requirements for the safe management of Contractors at the Science Museum, National Railway Museum, Museum of Science and Industry National Media Museum, Wroughton and Blythe house. It will help ensure that Contractors activities do not adversely impact on the Health & Safety of visitors, colleagues and anyone else who may be present in the museum. SMG colleagues at Locomotion will work to this Policy and any local requirements as required

**'Contractor'** means anyone from an external party who is working for the Museum including supply of goods and services.

**'Contractor Manager'** means any colleagues that are responsible for contracting works on behalf of SMG. Contractor Managers must adopt the Policy and Guidance set out in this document. Responsibility for Sub-contractor control lies with the Main Contractor.

**2.2 SCOPE** – This Policy and Guidance is for the management of Health & Safety aspects of Contractor activities at SMG. It is not a tool for the control of a project as a whole.

## **Section Three: Organisational requirements**

### **3.1 The Director of Masterplan and Estates**

The Director of Masterplan and Estates has executive responsibility for the review and implementation of this policy.

### **3.2 The Head of Estates**

The Head of Estates has functional responsibility for ensuring that this policy is implemented.

In particular they are responsible for:

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*Owner: Director of Masterplan and Estates*

*Created: 2007*

*Reviewed: April 2015*

- Ensuring that procedures are in place to support colleagues managing Contractors
- Ensuring documents and guidance are regularly reviewed
- Providing resources so that adequate training can be provided to colleagues
- Maintaining a risk register of Contractors used by SMG

### **3.3 Line managers**

Line managers are responsible for ensuring that:

- Appropriate members of colleagues are appointed to manage Contractors.
- All colleagues attend appropriate training so that they are competent in managing contractors.

### **3.4 Contractor Managers**

A Contractor Manager will be appointed for every contract/agreement in which the museum enters. They will be responsible for:

- Assessing anticipated Health & Safety risk level of Contractor activity.
- Ensuring that all required checks are completed prior to the contractor arriving on site. In particular ensuring that they are able to demonstrate their Health & Safety record, systems, competence and ability to complete any work in a competent and safe manner.
- Ensuring that all Contractor information is held on file.
- Appropriately controlling contractors when on site.
- Providing any appropriate training and information to Contractors prior to and when they arrive on site.
- Communicating with other departments to ensure that any work will have a minimal impact on their work.
- Where required ensure that a Permit to Work is completed and adhered to.
- Attend initial and refresher training as required by the Science Museum Group Health & Safety training procedure.

### **3.5 Health & Safety Team**

The Health & Safety Team will be responsible for ensuring that:

- Documentation and guidance provided to assist colleagues when managing Contractors is appropriate and regularly reviewed.
- Provide support and advice to colleagues when managing contractors.
- Deliver or make arrangements for any relevant training to be provided to contractor managers.