

# Health and Safety in Procurement

## Health and Safety First

The Council is committed to ensuring the health, safety and welfare of its employees and that of all others affected by its undertakings.

Contracts to supply goods or services will only be awarded to contractors who can satisfy the Council requirements in terms of resources required and their health and safety competence.

Successful contractors/suppliers are expected to demonstrate compliance with current health and safety legislation including following the principles of the Plan, Do, Check and Act process:

### **Plan:**

- Determine a policy and plan for its implementation considering resources required, communication processes, legal requirements and set key performance indicators to reflect expected standards
- The policy should clearly identify the commitment to safety for all those affected by the business activities and detail how competent health and safety provision will be resourced

### **Do:**

- Identify and assess risks together with suitable and sufficient controls to manage those risks
- Implement safe working procedures and relevant guidance
- Record all necessary information and communicate to all those involved
- Implement and manage controls identified

### **Check:**

- Monitor performance and review against key performance indicators as indicated in the policy, both proactively and reactively

### **Act:**

- Where performance falls below anticipated levels, learn from experience and improve working methods
- Aim for continual improvement, and raise key performance indicators to encourage this process

If you require any further information please email [sarah.blakeway@newcastle-staffs.gov.uk](mailto:sarah.blakeway@newcastle-staffs.gov.uk)

Further information, including examples of Health & Safety policies, can be found on the Health & Safety Executive (HSE) website:

<https://www.hse.gov.uk/leadership/smallbusinesses.htm>

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