

CONTRACTORS PRE-WORK BRIEFING



Contractor Company..... Date

Name.....Position.....Given By (LTS Initials)

ESSENTIAL POINTS TO BE COVERED

1. Essential full insurance cover		2. Competence/Qualified/Experience	
3. Site Safety Rules		4. Be ever vigilant for moving vehicles	
5. Remember young persons present		6. Do not obstruct anything	
7. Carry out risk assessments		8. Do not carry out any unauthorised work	
9. Walk round site		10. Accident/incident procedure	

1) ESSENTIAL FULL INSURANCE COVER

As a contractor working on Lancaster Training Services it is a legal requirement that you have valid, full insurance. (£1M liability as a minimum) You must also ensure that all of your equipment is properly serviced and fit for the job.

2) COMPETENCE/QUALIFIED/EXPERIENCED

Contractor and their representatives must be suitably Qualified/Experienced and competent to perform the work contracted to do.

3) SITE SAFETY RULES

Contractor and their representatives have read and understood the Site Safety Rules

4) BE EVER VIGILANT FOR MOVING VEHICLES

Although 'Learner' drivers will be supervised by their driving instructor you must ensure that you in no way interfere with, or indeed enter the area where this exercise is taking place without first being cleared to do so by the supervising instructor.

5) REMEMBER, YOUNG PERSONS PRESENT

If your work is likely to involve interaction with young apprentices, it is essential that you carry out a 'young persons' risk assessment. If in doubt ask your site contact.

6) DO NOT OBSTRUCT ANYTHING

During your walk-round you will notice areas which require access at all times. For example the fuelling area, fire exits, workshop entrances/exits, reversing area, lorry loader training area, large vehicle parking area etc. You must NOT obstruct these areas without obtaining authorisation first from your site contact.

7) CARRY OUT RISK ASSESSMENTS

Before commencing any work on site you must carry out a risk assessment on the proposed activity. A copy of this is to be lodged with your site contact before commencing work.

8) DO NOT CARRY OUT ANY UNAUTHORISED WORK

If during the course of your work you come across an unforeseen event which causes you to consider changing what you are going to do you must ensure that your site contact gives you clearance before undertaking the new task/method

9) WALK ROUND SITE

You will be given a guided tour of the site prior to commencing work showing you the essential facilities such as toilets, refreshment area, fire exits, fire alarm, fire extinguishers, first-aid kits, eyewash etc.. Please take time to familiarise yourself with these locations prior to commencing work.

10) ACCIDENT/INCIDENT PROCEDURE

If an accident or indeed any incident which presents or may present danger or indeed any injury takes place you MUST bring this the attention of your site contact and make any reports that are deemed necessary either under legislation (such as RIDDOR) or under our own local site rules. Tell US, WE will decide what to do to comply with our site reporting/action over and above your own legal obligations.

ANY BREACH OF THESE RULES MAY RESULT IN YOUR BEING ESCORTED OFF SITE IMMEDIATELY

CONTRACTOR NAME..... Signature.....

Richard W Little – Chairman

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