



CARE HOUSING ASSOCIATION CONTRACTOR COMPETENCY POLICY

Implementation Date	07/09/2021
Created By	Mark Heywood (Asset & Compliance Manager)
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Next Review Due	September 2027

1. Purpose

1.1 Care Housing Association (Care) develops and maintains its properties to the highest standard. All contractors appointed to complete works on the Association's properties have been through a rigorous quality assessment process and must have demonstrated that they hold and maintain the relevant qualifications and insurances (see 2.9 – 2.14 below).

1.2 Care appreciates that our properties are people's homes and it is the purpose of this policy to ensure that any person appointed to undertake work in our properties can do so in line with the minimum quality standards/requirements detailed in this policy document.

2. Policy Statement

2.1 The main purpose of the policy is to ensure the safety of our tenants and persons working in Care's properties.

2.2 Gas Installations: Under no circumstances can anyone other than those persons deemed competent and instructed to do so by representatives from Care undertake any works to any part of the gas appliance/installation or any part of a gas fired central heating installation system.

2.3 All contractors undertaking any form of work on the gas installation must be registered with Gas Safe or similar Approved Contractor Scheme and must remain a member of this body for the duration of the works. Proof of enrolment shall be provided to Care prior to any work commencing. This will be in line with the process for Contractor Selection and Retention.

2.4 To this end any contractor appointed to undertake works on the Association's gas installations must, in advance of commencing any works, provide Care with an up to date list of all operatives (and their credentials) working on the Association's contract/projects/installations.

2.5 Electrical installations: Under no circumstances can anyone, other than persons instructed to do so by representatives from Care, undertake any work to the electrical installation at a property owned or managed by Care. This includes the consumer unit, cables, sockets and fittings but does not include of accessible lamps (bulbs), the maintenance of which is the responsibility of the tenant.

2.6 All contractors undertaking any form of electrical work must be a member of the NICEIC or similar Approved Contractor Scheme and must remain a member of this body for the duration of the works. Proof of enrolment shall be provided to Care prior to any work commencing. This will be in line with the process for checking competency of contractors.

2.7 All other trades/works: Under no circumstances can anyone, other than persons instructed to do so by representatives from Care, undertake work on any property owned or managed by Care.

2.8 Tenants may wish to have work carried out which they are funding themselves. In such cases the tenants will be able to appoint their own contractor to carry out the works. However, tenants must seek approval from Care before any works are carried out and the tenant's appointed contractor must satisfy the requirements of Care's Competency and Quality Standards Policy.

2.9 Any contractor appointed by Care to undertake works (repairs, planned, programmed or cyclical works) to any property within their portfolio shall ideally be a member or accredited with a recognised trade association and preferably have:

- a) A minimum of £5,000,000.00 Public Liability Insurance and £5,000,000.00 All Risks Insurance plus sufficient Employers Liability Insurance if applicable.
- b) Membership of Constructionline
- c) Accreditation with CHAS Health & Safety assessment scheme
- d) Enhanced DBS certification

2.10 All contractors must carry out works in accordance with all applicable Health and Safety regulations; Codes of Practice, applicable British Standards, any manufacturer's instructions and recommendations to produce works and finishes of the highest standard.

2.11 All contractors, appointed by Care must agree to adhere to Care's safeguarding policy and procedure, and Care's equality, diversity and inclusion policy.

2.12 All contractors who will carry out internal works in occupied properties, whether appointed by Care or appointed independently with Care's consent, must ensure their operatives have a valid enhanced DBS check.

2.13 All contractors, whether appointed by Care, or appointed independently with Care's consent, must provide a Risk Assessment and a Method Statement (RAMS). The purpose of the RAMS is to ensure that the extent of the works are clear and that all Health & Safety issues have been considered and addressed. Contractors will provide Care with a copy of the RAMS at least one week before the works are to start on site. This is not required for minor works.

2.14 All contractors, whether appointed by Care or appointed independently with Care's consent, must adhere to any regulations, recommendations and/or guidance issued by the government on working safely during or in the aftermath of an epidemic or pandemic.

2.15 The policy should be read in conjunction with Care's: Gas Safety Policy; Electrical Safety Policy; Water Safety Management Policy; Appointment of Contractors Policy; No Access Policy; Data Retention Policy.

3. Responsibility

3.1 The designated officer responsible for implementation and monitoring of this policy will be the Chief Executive.

4. Equality and Diversity

4.1 Care is committed to respecting diversity in all aspects of our work and have zero tolerance of any form of discrimination.

5. Commitment and Review

5.1 Care will formally review this policy every three years or as necessary dependant on legislative changes.