

**Location:** Velocity Tower, St Mary's Gate, Sheffield

**PAP:** Sheffield One Ltd – [stephen.allso@select-group.ae](mailto:stephen.allso@select-group.ae)

**Managing Entity Accountable Person (AP):** Mason Owen

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## **Introduction**

This policy outlines the procedures for managing contractors working at Velocity Tower to ensure all work is conducted safely, efficiently, and in compliance with legal requirements. It aims to minimise risks to residents, staff, contractors, and the building while maintaining high standards of safety and professionalism.

## **Policy Statement**

Velocity Tower, managed by Mason Owen, is committed to ensuring that all contractors engaged on-site are competent, qualified, and operate in compliance with health and safety legislation, including the Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 2015, and other relevant standards. This policy establishes a framework for selecting, monitoring, and managing contractors using digital tools such as Plentific, our Computer-Aided Facility Management (CAFM) system.

## **Key Objectives**

- Ensure all contractors working at Velocity Tower are qualified, experienced, and capable of performing their duties safely.
- Prevent accidents, injuries, and property damage resulting from contractor activities.
- Maintain a safe environment for residents, staff, and visitors during contractor works.
- Streamline contractor onboarding and compliance management through the use of Plentific, a digital CAFM system.

## **Scope**

This policy applies to all contractors and subcontractors engaged to perform work at Velocity Tower, including maintenance, repairs, upgrades, and inspections of building systems and infrastructure.

## **Roles and Responsibilities**

### **Principal Accountable Person (PAP): Stephen Allsop**

- Ensures oversight of contractor management policies and overall compliance.
- Approves high-risk or large-scale contractor activities.

### **Accountable Persons (AP): Mason Owen**

- Ensures organisational support and resource allocation for contractor management.
- Oversees the day-to-day coordination and monitoring of contractor activities on-site.

- Manages the onboarding process for contractors through Plentific.
- Reviews and approves contractor competence documentation submitted via the system.
- Conducts audits of contractor activities to ensure compliance with safety standards.
- Maintains records of contractor approvals, inductions, and performance evaluations.

#### **Appointed Parties:**

- **Stone Management:**
  - Communicates with contractors regarding resident-related concerns and access arrangements.
  - Reports issues to Mason Owen for resolution.
- **Evotech:**
  - Manages technical contractor works related to mechanical and electrical systems.
  - Ensures compliance with PPM schedules and safety standards.

#### **Contractor Management Procedure**

##### **1. Contractor Onboarding via Plentific**

Mason Owen utilises **Plentific**, a digital CAFM platform, to onboard and manage contractors working at Velocity Tower. This system streamlines the contractor approval process and ensures only qualified contractors are engaged.

##### **1. Contractor Registration:**

- Contractors are required to register on Plentific and create a profile.
- Profiles must include:
  - Evidence of qualifications (e.g., CSCS cards, NVQs).
  - Certifications and accreditations (e.g., CHAS, SafeContractor).
  - Proof of valid insurance (e.g., public liability and employer liability policies).
  - Company policies, including health and safety and environmental standards.

##### **2. Competence Assessment:**

- Plentific automatically verifies contractor information and highlights any missing or expired documentation.
- Contractors must provide method statements and risk assessments for specific high-risk activities.

### 3. Approval Process:

- Mason Owen reviews submissions and approves contractors who meet Velocity Tower's compliance requirements.
- Contractors failing to meet criteria are notified via Plentific or Email and must resolve outstanding issues before approval.

### 4. Induction:

- Approved contractors are scheduled for a site induction conducted by Stone Management.
- Induction details:
  - Emergency procedures, including evacuation plans.
  - Hazard identification and control measures specific to the site.
  - Resident considerations (e.g., minimising noise and disruptions).
  - Access routes, parking arrangements, and restricted areas.

## 2. On-Site Management

### 1. Permits to Work:

- High-risk tasks (e.g., hot works, confined spaces, electrical isolation) require a permit to work issued by the Mason Owen.

### 2. Supervision:

- Contractors are monitored on-site by Stone Management, or Evotech, depending on the scope of work.
- Regular inspections ensure compliance with agreed safety standards and procedures.

### 3. Access Control:

- Contractors must sign in and out using the on-site log.
- Only authorised personnel are permitted access to restricted or hazardous areas.

### 4. Resident Considerations:

- Contractors must minimise disruption to residents, particularly during sensitive hours.
- Clear communication of noisy or disruptive activities is required in advance.

## 3. Post-Work Procedures

**1. Work Completion Review:**

- Upon completion, work is inspected by the a completion report must be submitted to Plentific to ensure it meets required standards.
- Deficiencies or safety issues are reported and rectified immediately.

**2. Documentation:**

- Contractors must upload completion reports, updated manuals, and as-built drawings to Plentific.
- These records are stored digitally for compliance and audit purposes.

**3. Feedback and Evaluation:**

- Contractor performance is reviewed after each project
- Poor performance or non-compliance may result in removal from the approved contractor list.

**Risk Management**

**1. Risk Assessments:**

- Contractors must submit task-specific risk assessments via Email for review before work commences.

**2. Incident Reporting:**

- Any accidents, near misses, or unsafe practices must be reported immediately to Stone Management or Mason Owen.
- Incidents are logged, and investigations are conducted with corrective actions documented.

**3. Emergency Preparedness:**

- Contractors are briefed on emergency procedures during induction.
- Fire alarms, evacuation routes, and assembly points are highlighted.

**Monitoring and Auditing**

**1. Ongoing Monitoring:**

- Regular site walks and inspections by Stone Management further verify adherence to safety protocols.

**2. Performance Reviews:**

- Annual reviews of contractor performance are conducted, with feedback integrated into future projects.
- Trends in non-compliance or poor performance are tracked to improve contractor selection processes.

Failure to comply with this policy may result in:

- Immediate removal of contractors from site.
- Termination of contracts for serious or repeated non-compliance.
- Reporting of unsafe practices to regulatory authorities.

### **Review and Governance**

This policy is reviewed annually by the PAP and APs, to ensure alignment with legal requirements and best practices. Updates are communicated to all relevant parties, including contractors via Plentific.

### **Document control**

Author	Daniel Lawlor
Approval date	01/07/2024
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Approved by	Mark Williams
Policy owner	Shaun Daley
Accountable Director	Mark Williams

### **Version Control**

The version number should increase by 0.1 if the changes are minor, or by 1.0 if there have been significant changes.