

Agency, Contractors and the Self-Employed

People on your site who are not your employees · the duty does not transfer

Scope and limitations — read before use

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1. The principle

Section 3 of the Health and Safety at Work etc. Act 1974 requires you to protect people who are NOT your employees but who are affected by your work. Using an agency or a subcontractor does not transfer that duty. If an agency driver is hurt in your yard, 'the agency said he was trained' is not a defence.

2. Before they set foot on site

Check	Agency worker	Contractor firm	Self-employed
Competence evidence seen and copied	Yes — certificates	Yes — for each person	Yes
Insurance checked	Agency's EL	Their EL and PL	Their PL, and EL if they employ anyone
Risk assessment and method statement for their work	Not usually	YES, reviewed by you	YES
Induction to your site	YES	YES, all of them	YES
Specific job training on your machines	YES if operating	YES if using yours	YES if using yours
Written authorisation to operate your machines	YES	YES	YES
Named point of contact and supervision arrangement	YES	YES	YES
Emergency arrangements briefed	YES	YES	YES

The line that matters: nobody operates YOUR machine without YOUR written authorisation, however well qualified they arrived.

3. Contractor approval record

Field	Entry
Company	
Work to be carried out	
Dates on site	
Employers' Liability insurance — insurer, policy number, expiry	
Public Liability insurance — insurer, limit, expiry	
Risk assessment received and reviewed? (date, by whom)	
Method statement received and reviewed?	
Competence evidence for each person on site	
Any SSIP or accreditation held (CHAS, SafeContractor, Constructionline)	
Our machines they may use, and authorisation refs	
Supervision arrangement — who checks on them	
Permits required (dig, hot work, confined space, work at height)	
Approved by / date	

4. On the day

- Sign in. You must know who is on site, at all times, for the fire roll call if nothing else.
- Induction before work starts, every visit for the first time and after any significant change.
- Confirm the work matches the method statement. If the method has changed on the day, it stops until it is agreed.
- Issue any permits.
- Check on them during the work. Approval on paper is not supervision.
- Sign out, and check the area is left safe.

5. Site attendance register

Date	Name	Company	In	Out	Inducted? Y/N	Permits issued

SAFETY MANAGEMENT SOPs

Maintained by	Signature	Date	Review