**Managing Service Providers - Checklist**

**This Checklist is to be used in conjunction with SWP Control of Contractors – Service Providers**

|  |  |  |
| --- | --- | --- |
| **1.0** | **Service Provider Selection** | **Y/N/N.A** |
| **1.1** | Have you ensured Health & Safety requirements have been set out in the work specification? |  |
| **1.2** | Have you requested and assessed the appropriate Health & Safety information from the Service Provider? (Refer to SWP Control of Contractors – Service Providers for more information |  |
| **1.3** | Have you checked the Service Providers insurances are adequate? |  |
|  |  |  |
| **2.0** | **Pre-start** |  |
| **2.1** | Has the Service Provider supplied site and task specific Risk Assessments? |  |
| **2.2** | Have you reviewed the supplied Risk Assessments? |  |
| **2.3** | Have you completed an [authorisation to work form](https://staffinfo.southampton.gov.uk/health-safety/safety-information/forms-library.aspx) if required? |  |
| **2.4** | Is a [permit to work](https://staffinfo.southampton.gov.uk/Images/SWP-Permit-to-Work-V2.01-May-2022_tcm67-380789.pdf) required? |  |
|  |  |  |
| **3.0** | **Commencement of work** |  |
| **3.1** | Have you provided the service providers operatives with a site induction and information on any known site hazards? |  |
| **3.2** | Are they aware of any emergency procedures? |  |
| **3.3** | Have the operatives been given information on the procedure for signing on and off site? |  |
| **3.4** | Have you ensured the safety of employees/service users/pupils/any other person(s) who continue to use/visit the premises throughout the Service Provider’s operations or delivery of services? |  |
| **3.5** | Has the Permit to work been completed? (if required) |  |
|  |  |  |
| **4.0** | **Completion of work** |  |
| **4.1** | Has the workplace been left in a safe condition? |  |
| **4.2** | Have you signed off the authorisation to work form? |  |
| **4.3** | Has the Permit to work been signed off? (if required) |  |