



Rickmansworth Waterways Trust

Contractor Procurement Procedure

Document Number O7

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Information

The Rickmansworth Waterways Trust does, on occasion contract third party individuals and companies to undertake work on behalf on the Trust.

Intention

It is the intention of this document to explain how the procedure for contracting third party individuals and companies will be undertaken in order to ensure clear guidance to contractors and to provide the Trust with written documentation of Public Liability Insurance, Risk Assessment and Method Statements therefore minimizing the chance of miscommunication, incident or accident.

Method

It is important that the scope of the work required is written down and that the individual or company are able to undertake the work in a safe, secure and insured way.

Wherever possible a number of quotes should be obtained and discussed prior to the appointment of any individual or company.

1. The full scope of the work required will need to be formally agreed, written down and provided to anyone quoting for the work.
2. Anyone quoting for the work must be able to prove that they are covered by Public Liability Insurance to the minimum amount of £5 Million. They must prove that this insurance covers them for the whole time that the work will be undertaken.
3. They must prepare and submit a Risk Assessment and Method Statement (RAMS) for the work.
(There is no expectation for us to check the RAMS (and, indeed, it's probably best not to express a view on their adequacy or otherwise), as we won't necessarily be aware of the risks and exact method of working).
4. Written or electronic records of Scope of Work requirement, PLI Insurance and RAMS statement must be kept for two years after the work has been completed.