



Property, Development & Retail Management

Procurement Standard for New Suppliers

Mandatory - January 2020



Landsec
One Best
Way



One Best Way

Essential information about our
Health & Safety Standards.

Property, Development & Retail Management

Procurement Standard for New Suppliers

Purpose

The purpose of this OBW standard is to provide a consistent, relevant and effective assessment to ensure that all organisations who are engaged in construction activities - as defined by CDM 2015 - on behalf of Landsec have the appropriate Skills, Knowledge, Attitude, Training and Experience (SKATE).

Process

It is a mandatory requirement for all relevant organisations to be a member of the Safety Schemes in Procurement (SSIP). SSiP is an umbrella organization which assesses all members to a criteria which is aligned to the Government-backed construction pre-qualification document PAS 91, aimed at ensuring consistency of assurance within supply chain management; common examples of SSiP schemes include Achilles and CHAS*. If an organisation is not certified by an SSiP scheme, then the application cannot proceed.

* Please note: Constructionline is not acceptable as it does not meet the SSiP core criteria.

In addition, depending on the work involved and the subsequent perceived level of risk evidence of further professional or trade memberships may be required (see OBW 8 - Competence).

Furthermore, a site visit by a member of the Health and Safety team may also be required as well as an interview with the organisation's Senior Management team. However, this will be at the discretion of Landsec Health and Safety Team and/or if the new supplier is deemed high risk**.

** Please note: all contractors engaged in the following activities will be regarded as "high risk": asbestos; steel; roofing; demolition; scaffolding.





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Action to be taken:

January 2020

Status:

Mandatory

Further help & contacts:

If you need any further information
or guidance please contact any
member of the Health, Safety
& Security Team.

Gateway Stages for New Suppliers

1

New supplier has
SSIP Accreditation

2

H&S Team Review
Questionnaire

3

H&S Team approve new
supplier and add to approved
list on Knowledge Library.

Contractor Review

We are currently in the process of preparing to migrate to ISO 45001 and in due course plan to set up a process to review specialist contractors every 3 years and all other contractors will be reviewed every 5 years.

Document History

	Date	Brief Description of Changes	Reviewers	Issue Date
1.	12/09/2019	OBW standard developed	David Tucker Loren Falgate	12/09/2019
2.	08/01/2020	Definition of high-risk contractor and specialist contractor added. Section added on contractor review details	David Tucker	08/01/2020
3.	14/01/2020	Updated Contractor Review section	Olivia Lynch	14/01/2020



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Immediate actions Taken	
Remedial actions undertaken	
Any photos of incident	

Reviewed by

Name and position	
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Received

Date and time	
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Guidance note

If a significant incident occurs where Land Securities Properties Limited, contractors, colleagues, or members of the public are involved (and the incident would reflect on the good name of Land Securities Properties Limited through third parties), then in the first instance these incidents must be reported using a Significant Incident Escalation report, then later on AIR (Landsec internal reporting system) by a Landsec colleague.

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Initial Notification

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