

University's Estates Approved Contractor List Requirements

To be accepted onto the University's Estates "Approved List of Contractors":

a) All **building contractors** must have the following:

- ◆ Constructionline Registration

To register onto Constructionline:

Contact on telephone number: 0870 2400152 or;

Write to: Constructionline, Great West House, Great West Road, Brentford,
Middlesex TW8 9DF or;

Access online at: www.constructionline.co.uk

Fees will be required for registration with Constructionline. The fees are based on a company's annual turnover. Details of the fees required can be obtained by contacting the telephone number given above. (To note the average acceptance time is 10 weeks). Only Estates Services can check if a building contractor is registered with Constructionline.

b) For **building contractors, contractors who have an impact on the structure of the building (includes anyone working on/in the building where they carry out alterations to the fabric or services e.g. cabling contractors) and any other contractors, e.g. service engineers etc., the following is required:**

- ◆ SSIP (Safety Schemes in Procurement) Membership

Various registered member schemes, including:

Contractors Health and Safety (CHAS) Assessment Scheme registration*

The CHAS scheme* is an independent Health and Safety Assessment Service for non-local authority public sector organisations and provides independent evaluation of a Contractor.

The assessment involves a paper based Audit and verification via provision of various risk assessments. A question set is available from the Health and Safety Services

For building contractors and contractors who have an impact on the structure of the building registration should be done via the Procurement Officer in Estate Services ☎ 35927

* see www.chas.gov.uk

- ◆ Public Liability Insurance cover for a minimum of £10 million

This is a general University requirement, although it is possible that variations on this may occasionally be allowed, for example, if their activities were considered to be low risk. Applications for allowing contractors with reduced levels of insurance to work at the University should be sent to the relevant Faculty/Service Purchasing Manager and the Health/Safety Manager for the Faculty/Service. (The Head of Procurement and University Insurance will also assist, where required.)

For one-off jobs or where the contractor only works occasionally at the University, then it is possible to purchase £10 million insurance just for the duration of the work, e.g. one day.

- ◆ Professional Indemnity Insurance – for those with a design responsibility
- ◆ Employers Liability Insurance
- ◆ Also: CORGI membership (for those contractors dealing with Gas installations)
 NICEIC membership (for those dealing with electrical installations)
- ◆ An understanding of their responsibilities as detailed in the University “Safety Guidelines for Contractors”
- ◆ Site specific risk assessment