

INITIAL STEPS FOR THE PURCHASING OFFICE
REGARDING CHECKING COMPETENCY OF
CENTRAL CONTRACTORS WORKING ACROSS THE UNIVERSITY
TO DEVELOP AN APPROVED REGISTER

- Step 1 – Compile a register of Central Contractors working across the University employed by the Purchasing Office.
- Step 2 – Determine which type of contractor they are i.e. Type 1, 2, 3 or 4 (see page 2). This helps with prioritisation.
Suggest look at Type 1 first, then Type 2, then any Type 3 with significant risks etc.
- Step 3 – a) If they ARE registered with CHAS, complete Appendix 5a.
b) If they are NOT registered with CHAS, complete Appendix 5b.
- Step 4 – When all paperwork has been received and is considered suitable for Appendix 5a or 5b, indicate this on the Purchasing Office Approved Contractor Register.
- Step 5 – Undertake a review of this information every two years, to ensure it remains up to date. (Contractors must send copies of their public and employer's liability insurance certificates annually.)

However, if a significant incident occurs the status of this contractor, in terms of remaining on the approved contractor register, will need to be reviewed at that time. (Guidance regarding this *to be written* into protocol)

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*Types of Contractors

- Type 1:** includes contractors carrying out major work which impacts on the UoL building fabric/ services/ land.
For example, building contractors including both demolition and/or construction work, or contractors having an impact on the building fabric or services (e.g. cabling contractors). (Large contracts involving building contractors must automatically be dealt with by Estates Services.)
- Type 2:** includes contractors carrying out work on UoL buildings or internal walls/ services/ land, which is of a minor nature.
For example, contractors putting up shelves/ noticeboards, window cleaners, pest control, erecting marquees/ tents, specialist companies working in data centres/machine rooms, telephone contractors working in switch rooms
- Type 3:** includes Service Engineers whose work does not impact on UoL building fabric/ services/ land.
For example, equipment repair/ maintenance/ installation⁽³⁾ / testing companies (e.g. carrying out testing of pressure systems, lifting equipment, local exhaust ventilation (LEV) systems) It also includes gardeners, specialist laboratory maintenance, “domestic” cleaning contractors, furniture/ equipment removal, portable appliance testers (PAT), waste contractors
- Type 4:** includes contractors whose work does not impact on UoL building fabric/ services/ land.
For example, this might include photographers, film crews, trainers, graphic designers, public relation companies, insurance surveyors, print company representatives etc

⁽³⁾ if installation of equipment involves attaching it to the building then this is a Type 2

PLEASE NOTE: Visiting lecturers, exam mediators, office based IT professionals, agency staff (e.g. cleaners, office temps etc) are considered to be staff, from a health and safety perspective. Consequently, they therefore need to be given both key local health/safety and induction information. Some checks do, however, need to be made with regards to the agency e.g. with regards to insurance details, employee health/safety training provided. (See attached guidance sheet – *to write*.)

DEFINITION OF CONTRACTOR

Definition of Contractor: A contractor is anyone who has been asked to carry out paid work for the University, who is not a University employee. Delivery companies are not included in this definition, unless these companies are asked to both deliver *and* install equipment.

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