

**INITIAL STEPS FOR FACULTIES/SERVICES REGARDING CHECKING  
COMPETENCY OF CONTRACTORS TO DEVELOP AN APPROVED REGISTER**

- Step 1 – Compile a register of Contractors typically used by Faculty/Service.

(This could be done by speaking to the Purchasing Officer for the Faculty/Service, where applicable. Also SIPR has a mandatory “yes/no” tick box field to indicate whether the “vendor is working on site”, and this could therefore possibly be used as an initial way of identifying the names of contractor companies that the Faculties/ Services use. Once the register has been set up, this mandatory tick box field could also be used as an alert to any new contractors.)

It is, however, important to carry out the steps below before the order is placed, wherever possible, and the importance of this must therefore be raised with relevant staff within the Faculties/Services.

- 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 Faculty/Service 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)

**PLEASE NOTE:** The fact that companies are University approved suppliers, i.e. contracted suppliers, (see <http://www.leeds.ac.uk/purchasing/UoL/contracts/contracts.htm>) does not mean that they are approved in terms of health and safety. Consequently, it is important to follow steps 3 – 5 above.

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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<sup>(3)</sup> / 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

<sup>(3)</sup> 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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