



Appointment and Management of Contractors

Standard

PRSG7.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	GT	Version number:	2	Issue Date:	Aug 15

Introduction

This document provides the standards that must be achieved by all faculties, schools, centres and services of the University; to ensure compliance with legal requirements. Guidance on how to achieve these standards is also provided. To this end it provides relevant information to enable the person in charge of appointing and managing contracts to undertake their responsibilities in line with University and legislative requirements.

- 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).
- Maintenance contractors
- Specialist contractors
- Service Engineers

The scope of these standards encompasses all activities that involve faculties, schools and services engaging contractors directly, and all University staff and students.

Contracts and contractors managed and appointed by Estate Services are covered in the Estate Services safety guidelines for contractors document.

What do we mean by a 'contractor'?

An individual or organisation carrying out work commissioned and under contract for the University, other than under a contract of employment – for example building/maintenance work, service engineers and specialist contractors (e.g. film crews and/or photographers).

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- Health and safety issues in relation to the control of contractors are managed.
- Contractors from the approved contractor list are used or the form Appendix 5b is completed to gain approval from a competent trained person for them before work begins.
- Contractors who impact on fabric or services of the building (e.g. cabling contractors) are registered with CHAS and are on the Estates approved list.
- Risk assessments, method statements, Standard Operating Procedures, installation and commissioning arrangements are agreed and checked by a competent person before work begins.
- Before undertaking any work likely to disturb the fabric of the estate, building or services, asbestos information is obtained from the Asbestos team.
- The appropriate forms are completed before work begins:
- Permits to work are issued in line with the protocol
- Where work is carried out in occupied space, people are made aware of the work, timescale, additional risks and control measures (identified and updated in the risk assessment) in cooperation and agreement with the contractor.
- Contractors are issued with the following information for induction (see risk assessment checklist form):
 - Any relevant health and safety information relating to risks they may be exposed to on site, control measures (e.g. clearance certificates, permits to work, area decontamination certificates) and supervision if the work area cannot be cleared.
 - Access arrangements for restricted locations (see protocol on Access authorisation for restricted locations).
 - Documentation for handovers of areas and equipment.
 - details of the evacuation plan and action to take when hearing any alarm in their work area.
 - Who to contact if there are health and safety issues.
- Contractors provide information on:
 - hazards / chemicals they bring on site that staff, visitors or students may be exposed to.
 - any disturbance or impact on health and safety, their work may have.
 - risk assessments or a method statement for the work to be carried out including emergency arrangements.
- All harmful substances are removed from the work area whenever possible at the end of each day.

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- University Fire Safety Managers and Estate Services are consulted on and approve all design projects/ refurbishments/ changes to room numbers and alterations to buildings including any temporary changes to emergency exits.
- All building work complies with current building regulations.
- Copies of all statutory information, installation, commissioning and test certificates are received and kept securely at hand-over for new equipment, and after all inspection and maintenance.
- Work equipment is selected:
 - So it can be used and maintained safely in its planned location,
 - Placed so it doesn't cause harm or restrict access,
 - Used for its intended purpose.
- Contractors are monitored to check they comply with University requirements and wear PPE identified in the risk assessment or method statement.
- Waste is disposed of in accordance with the University waste management policy.
- All skips are locked or kept inside a secure compound when not in use.
- Accidents / incidents or near misses are reported on the University's online accident reporting system Sentinel.
- Any concern regarding the contracts or contractors must be immediately brought to the attention of the health and safety manager, FD Estates helpdesk, line manager or individual managing the contractors.

Relevant University protocols

- Access authorisation to restricted locations
- Permits to Work
- Management of Asbestos-containing materials

Update legislation

- Health and Safety at Work etc, Act 1974
- Management of Health and Safety at Work Regulations (as amended) 1999
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended
- Personal Protective Equipment (PPE) at Work Regulations (as amended) 2005
- Control of Major Accident Hazards (COMAH) Regulations 1999.

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