04000 HEALTH, SAFETY & OPERATIONAL PROCEDURES THE UNIVERSITY of Vork 1. CONTRACTOR MANAGEMENT PROCESS

Estates Services www.york.ac.uk/estates

PURPOSE

To ensure contractors are sufficiently competent and controlled in accordance to University of York (UoY) procedures whilst working on site.

SCOPE

Work activities to be carried out safely and within University of York guidelines.

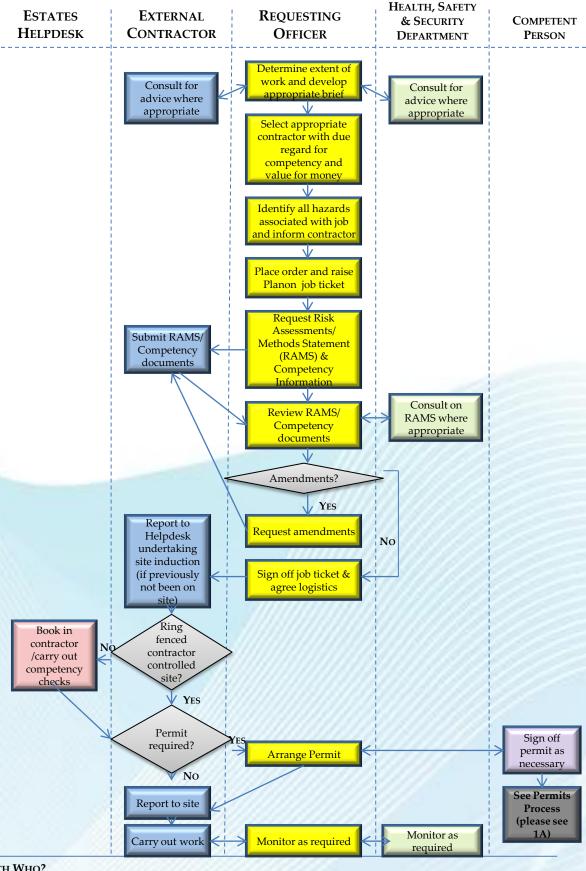
- **Adding Value To**
- ☑ Health and Safety
- **☑** Environment ☑ Customer (Service)
- ☑ People
- ☑ Business (Money)
- ☑ Technical

RESPONSIBILITIES

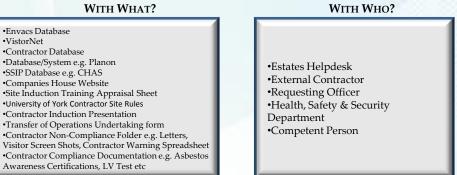
- 1 Estates Helpdesk
- Book in contractors
- Check competency
- 2 External Contractor
- Provide relevant documentation
- Carry out work
- •To provide competent contractors
- 3 Requesting Officer
- •Request and approve documentation
- Arrange work
- Monitor work
- ·Signs off work
- 4 Health, Safety & Security Department
- Advise as necessary
- Monitor work
- **5 Competent Person**
- Sign off permits

REFERENCES

- •University Policy & Management Procedure: The Control of
- •University Policy & Management Procedure: Hot Work, UoY
- •University Policy & Management Procedure: Confined



- Contractors, UoY
- Spaces, UoY
- Excavations Permit



INPUTS

•Work required •Job requests

How?

- Approved Person Certificates
- •Risk Assessment & Method Statement
- Permits e.g, Hot Works, Excavation •Audit Reports •Legislation
- •University Policy & Management Procedure: The Control of Contractors
- Procedural Process Map: Contractor Management (Estates Services, UoY)

PROCESS

(electrical/mechanical)

Asbestos Processes

Health, Safety & Security

Department
•LV Safe Systems of work

Reactive Maintenance Process Planned Maintenance Process

SUPPORT PROCESSES

Tasks completed to quality, safely

WHAT RESULTS

OUTPUTS

Asbestos Management

- Compliance Proactive Contractor
- Management Safe working

VERSION CONTROL

Process Owner Business Manager

Version

Review Date Within 12 Months of issue date

Date 1st February 2013

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04000 HEALTH, SAFETY & OPERATIONAL PROCEDURES 1A. CONTRACTOR MANAGEMENT: PERMITS

THE UNIVERSITY of York

Estates Services

www.york.ac.uk/estates

PURPOSE

To ensure contractors are sufficiently competent and are subsequently issued with relevant permits to work, to include Hot Works and Confined Spaces, in accordance to University of York (UoY) procedures whilst working

SCOPE

Work activities to be carried out safely and within University of York guidelines.

Adding Value To

- ☑ Health and Safety
- **☑** Environment
- ☑ Customer (Service)
- ☑ People
- ☑ Business (Money)
- ☑ Technical

RESPONSIBILITIES

1 External Contractors

- •To submit relevant Risk Assessment/Method Statement
- •To book in at Dalham Farm and obtain permit(s)
- •To provide competent contractors

2 Requesting Officer

- •Reviews Risk Assessment/Method Statement
- •Seeks advice from Competent Person
- •Confirms work arrangements

4 Competent Person

•Issues/signs off permit(s)

REFERENCES

- •University Policy & Management Procedure: The Control
- •University Policy & Management Procedure: Hot Work,
- •University Policy & Management Procedure: Confined Spaces, UoY
- Excavations Permit, UoY

EXTERNAL REQUESTING **COMPETENT CONTRACTOR OFFICER PERSON** Risk Assessment + Method Statement for job submitted RAMS reviewed/permit requirements established Advice given and Method Statement Advice sought reviewed No Method Statement satisfactory? YES Confirms works arrangements Arrives at Dalham Farm to book in/contracts Requesting Officer ssues/signs off permit in accordance with University Policy & anagement Procedures

WITH WHAT?

- •Hot Works Permit

Confined Space Permit •Excavations Permit

WITH WHO?

- External Contractor
- Requesting Officer •Competent Person

INPUTS

 Safe system of working •Resources

PROCESS

SUPPORT PROCESSES

- Estates Engineers (electrical/mechanical)
 - •Health, Safety & Security Department
 - LV Safe Systems of work

OUTPUTS

•Job completed in accordance with safe system of working as governed by the University Policy & Management Procedures

WHAT RESULTS

Compliance

- Proactive Contractor
- Management ·Safe working

VERSION CONTROL

Process Owner Business Manager

Version

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How?

- The Control of Contractor Procedure •University Policy & Management
- Procedure: Hot Work •University Policy & Management
- Procedure: Confined Space •Procedural Process Map: Contractor Management (Estates Services, UoY)

04000 HEALTH, SAFETY & OPERATIONAL PROCEDURES THE UNIVERSITY of York 1B. CONTRACTOR MANAGEMENT: RING FENCED CONTROLLED SITE

PURPOSE

Estates Services

To ensure contractors are sufficiently competent and controlled in accordance to University of York (UoY) procedures whilst working on ring fenced controlled sites.

SCOPE

Work activities to be carried out safely and within University of York guidelines.

Adding Value To

- ☑ Health and Safety
- ☑ Environment
- ☑ Customer (Service) ☑ People
- ☑ Business (Money)
- ☑ Technical

RESPONSIBILITIES

1 Principle Contractor

- •Requests, completes and signs off Transfer of Operational Undertaking Form
- 2 Project Manager
- •Supplies, completes and signs off Transfer of Operational Undertaking Form
- •Communicates details to relevant personnel
- 3 Client Offering Signatories
- •Reviews and signs off Transfer of Operational **Undertaking Form**
- **4 Principle Contractor Acceptance Signatories**
- •Reviews and signs off Transfer of Operational **Undertaking Form**
- **5 CDM Coordinator Signatory**
- •Reviews and signs off Transfer of Operational **Undertaking Form**

REFERENCES

- •University Policy & Management Procedure: The Control of Contractors, UoY
- •Transfer of Operational Undertaking Form, UoY

CLIENT OFFERING PRINCIPLE CONTRACTOR ACCEPTANCE SIGNATORIES PROJECT/OPERATIONS MANAGER, SITE RESPONSIBLE MANAGER, HEALTH & SAFETY/INSURANCE) **P**RINCIPLE **PROJECT SIGNATORIES** COORDINATOR **CONTRACTOR** MANAGER **SIGNATORY** Transfer request for operational undertaking made Supplies Transfer of Operational Undertaking form to Principle Form completed/ Form completed/ signed off signed off Form reviewed Form reviewed Form reviewed YES Amendm Amendm Amendm No No No Form signed Form signed Form signed off/submitted to off/submitted to off/submitted to Project Manager Project Manager Informs all relevant personnel of arrangements

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WITH WHAT? WITH WHO? Principle Contractor •Project Manager Transfer of Operational •Client Offering Signatories Undertaking Form •Principle Contractor Acceptance Signatories •CDM Coordinator **INPUTS OUTPUTS** Relevant sign off received Ring fenced controlled site •Job completed in **PROCESS** compliance with University identified /Estates procedures WHAT RESULTS

How?

•University Policy & Management Procedure: The Control of Contractors Procedural Process Map: Contractor Management

(Estates Services, UoY)

SUPPORT PROCESSES

- •Responsible Electrical
- Fire Officer
- •Health & Safety/Insurance
- •Estates Works Manager •Head of Estates Operations
- •Operations Manager Site Responsible Mana

•Compliance Proactive Contractor Management Safe working

VERSION CONTROL

Process Owner Business Manager

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Estates Services

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PURPOSE

To ensure contracted works are carried out on site safely and within Health & Safety guidelines and with relation to University of York (UoY) signing in/out procedure.

SCOPE

To provide a comprehensive contractor management system through ensuring contractors have relevant job competencies in order to carry out contracted works.

Adding Value To

- ☑ Health and Safety
- **☑** Environment
- ☑ Customer (Service)
- ☑ People ☑ Business (Money)
- ✓ Technical

RESPONSIBILITIES

- 1 Requesting Officer
- •To identify job need
- Arrange contractor
- **2 Estates Contractor**
- •To submit all relevant competency paperwork
- Carry out contracted works
- •To provide competent contractors
- 3 Estates Helpdesk
- •To carry out competency checks
- •Send letters for failure to follow procedures
- •Manage information in database

REFERENCES

- •University Policy & Management Procedure: The Control of Contractors, UoY
- •CHAS Database

REQUESTING **EXTERNAL ESTATES OFFICER** HELPDESK **CONTRACTOR** Job booked on Planon Checks for relevant Arrives at Dalham Farm to ensuring all Contractor b against contractor book in Company(s) and competency organisation information for job is added Contractor details Contractor checked on Company(s)/employees Contractor Database checked for relevant job competencies work is scheduled Contractor has all listed job No Only missing YES Induction? YES Relevant job ticket printed off. Contractor booked on Undertakes University site site via VisitorNet induction putting job ticket in Asbestos Database Checks information with checked and card Asbestos team as given to contractor if applicable asbestos in building Contractor permitted onto site Missing No other FURTHER mpetency ACTION YES Refused entry. Contractor to submit relevant evidence for job competencies Non compliance letter Contractor returns pass to be issued to at the end of each company if no pass working day

WITH WHAT?

- Contractor Da
- •VisitorNet •CHAS Database
- •Companies House •Envacs Database
- •Contractor Non-Compliance Letters •VisitorNet Screen Shots
- •Contractor Signing In & Out Warning Spreadsheet
- Asbestos Awareness Certifications
- •LV Test Information e.g. University Electrical Safety Rules, Stage 1 Form, Test

INPUTS

 Outsource job identification Contractor commencing

How?

•Contractor Database User Guide

•Procedural Process Map: Contractor Management (Estates Services, UoY)

•Estates Helpdesk

OUTPUTS

 Contracted work carried out/completed

SUPPORT PROCESSES

PROCESS

 Health, Safety & Security Principle Contractors

Sub Contractors

WHAT RESULTS

 Contracted work completion

WITH WHO?

•Requesting Officer

•External Contractors

VERSION CONTROL

Process Owner Business Manager

Version

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