

DEFINITIONS

Contractor

A contractor is anybody engaged in a work activity or undertaking who is not an employee of the University. Contractors are typically engaged for maintenance, repairs, installation, demolition or other routine maintenance work activities that involve an interaction with the fabric of a building or University grounds. Examples include the following:

- Installation, repair or modification of wires, data cables or street lighting.
- Installation, repair or modification of the Fire Alarm System.
- Installation, repair or modification of water or heating systems.
- Installation, repair or modification of CCTV systems.
- Installation, repair or modification of fixed ventilation systems.
- Installation or removal of fixed catering equipment.
- Replacement of windows, frames or casings.
- Road or footpath repairs including any excavations.
- Roof repairs and maintenance activities including scaffolding.
- Decorating including plastering, wall papering, patching or repairs.
- Grass cutting, tree and forestry management.

Contractors are required to submit a suitable and sufficient risk assessment supported by a Method Statement for their authorised work activities to the University Requesting Officer/Project Manager for approval. A Planon Job Ticket will be issued and authorised by the University Requesting Officer/Project Manager prior to the contractor booking in at Dalham Farm before commencing any work activities.

Contractors undertaking work activities covered by the **Construction (Design and Management) Regulations 1994** (CDM) have specific legal responsibilities.

Agency/Temporary, Mobile Workers and Delivery Drivers etc. to University premises are not deemed a contractor. Examples of deliveries may include:

- Food deliveries including Bookers, 3663 and Spar Shop UK.
- Wallis stationery/office furniture supplies.
- City of York Council waste and refuse collections.
- Commercial waste collections including catering waste/recycling oils etc.
- Deliveries and collections of materials and waste products from Departments.

Service Engineers do not interact with the fabric of a building. Service Engineers maintain and repair University owned or hired equipment including Academic, Research, Teaching and support equipment and are not deemed a contractor. In most circumstances this equipment is supported by a maintenance agreement or 'call-off contract,' and the University Requesting Officer/Departmental Buildings/Facility Manager should authorise/approve such requests. Service Engineers are required to book in at the Department where the equipment is located. It is the responsibility of the

University Requesting Officer/Departmental Buildings/Facility Manager to arrange and facilitate/host the Service Engineer during their visit, ensuring Local Rules etc. are followed. Service Engineers are not required to book in to the University via Dalham Farm unless the activities involve an interaction with the fabric of a building or University grounds. If so, the Service Engineer is deemed a contractor.

Examples of Services Engineers activities may include the following:

- Photocopy maintenance and repair.
- Repair and maintenance of standalone research equipment, for example electron microscopes, gas chromatography and spectrometry equipment.
- Inspection and maintenance of vehicles and associated ancillaries.
- Inspection and maintenance of free standing commercial catering equipment.
- Communication Information Technology (CIT) equipment including Personal Computers (PC) and lasers printers etc.

A Contractor or Service Engineer attending the University for assessing potential work or quotation for work (non-intrusive inspection) is deemed a visitor. Visitors to the University should book in with their respective University Requesting Officer/Departmental Buildings/Facility Manager. The visitor is then the responsibility of the University Requesting Officer/Departmental Buildings/Facility Manager.

The above list of examples is for guidance only and is not intended to be definitive.