

Estates & Campus Services

Guidance Notes for Contractors Working on University of York Property

Acknowledgement of the University of York Policy and Management Procedure 'The Control of Contractors Management Procedure'

Section 9 of the University of York Policy and Management Procedure 'The Control of Contractors Management Procedure' contains an acknowledgement slip, ask your companies CEO or their nominated representative to read, sign and return this document to the University's Facilities Helpdesk (fm-helpdesk@york.ac.uk).

Prequalification

Section 4.1 of the University of York Policy and Management Procedure 'The Control of Contractors Management Procedure' requires all Principal contractors to provide evidence of prequalification with an appropriate prequalification and approved professional body as defined by the University. The University recognises all registered members of the Safety Schemes in Procurement (SSIP) as suitable prequalification schemes. Details of registered members can be found at <http://wwwSSIP.org.uk>

Insurance

Section 8.24 of the University of York Policy and Management Procedure 'The Control of Contractors Management Procedure' requires all contractors to provide evidence of appropriate Employers Liability and Public Liability insurance. Please refer to the procedure for details of minimum cover.

Asbestos Awareness Training

Section 8.16 of the University of York Policy and Management Procedure 'The Control of Contractors Management Procedure' states that asbestos and asbestos containing materials are present at the University

Therefore all contractors who wish to carry out work at the University are required to submit proof of attending asbestos awareness training in compliance with Regulation 10 of the Control of Asbestos Regulations 2012 which states that:

"Every employer must ensure that any employee ... is given adequate information instruction and training where that employee

- (a) is or is liable to be exposed to asbestos, or if that employee supervises such employees, so that those employees are aware of ...
- (b) carries out work in connection with the employer's duties under these Regulations, so that the employee can carry out that work effectively."

Estates & Campus Services

The associated Approved Code of Practice (ACOP L143 2013) paragraph 233 gives details of the groups of persons liable to disturb asbestos whilst carrying out their normal everyday work these include (e.g. general maintenance staff; electricians, plumbers, gas fitters, painters and decorators, joiners, plasterers, demo workers, construction workers, roofers, heating & vent engineers, telecom engineers, alarm installers, IT installers, architects/surveyors etc, shop fitters).

Paragraph 235 of the ACOP covers asbestos awareness training and the minimum course contents. Paragraph 270 identifies that asbestos awareness training should be refreshed annually, proof of suitable refresher training should be provided if the formal training certificate is older than one year.

The University would prefer that the Asbestos Awareness training is certified by a UKATA accredited supplier however this is not mandatory. If the training provider is not accredited then the University's asbestos management team can assess the course contents to confirm it meets the requirements of the regulation. In order to undertake an assessment they will require full details of the course contents.

Suppliers should also note that the ability of the University to complete such evaluations will be dependent on staff availability.

University Contractor Induction

The University holds induction training sessions every week day excluding public holidays. These are held at 08:15 each morning at the University's Dalham Farm building. Once completed the induction must be renewed every 12 months. The induction session consists of a short presentation of an abridged version of the University Policy and Management Procedure 'The Control of Contractors Management Procedure'. This is followed by a short multiple choice assessment paper to ensure participants understand the University's safety arrangements before being permitted onto the University site.

If for any reason your employees are unable to attend the 08:15 induction it is possible to arrange with appropriate notice for an induction session to be held at a mutually convenient time.

Low Voltage Electrical Systems 'Competent Persons Certificate'

In order to obtain certification for a person to undertake self isolation of low voltage electrical equipment at the University you must complete a two stage assessment process.

Stage 1 involves the person completing a competency check record form which asks for evidence of your qualifications and experience.

Estates & Campus Services

Stage 2 involves the person studying the University of York, Electrical Safety Rules, and attending an assessment to demonstrate their full understanding of the University's Electrical Safety Rules.

Only when the University's Electrical Engineer is satisfied that both the above stages have been satisfactorily completed will LV Competent Person certification be issued to that individual.

Obtaining Authorisation to Work on the University of York Site

No company's employees will be admitted to the University site unless the Facilities Helpdesk team have been supplied with a valid contractor compliance job ticket, specific to the work they are undertaking, approved by the University Manager authorising the work. The job ticket must include details of all companies authorised to undertake work including sub-contractors.

Permits to Work

Specific permits for Hot Work, Excavation, and Confined Space entry will need to be obtained prior to the specified work types commencing.