

# UNIVERSITY POLICY AND MANAGEMENT PROCEDURE

## Management of Contractors

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## **Statement**

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee on **16 November 2007** on behalf of the University Council and forms part of the Health and Safety Policy of the University of York.*

*This document is a Management Procedure for good health and safety management practice. This Management Procedure provides Deans of Faculty, Heads of Departments, Heads of College and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this Management Procedure may result in Deans of Faculty, Heads of Departments, Heads of College and the University being exposed to possible legal proceedings.*

*The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University and its community achieves compliance with its legal duties with regard to health and safety.*

*The most recent version of this Management Procedure is available at <http://www.york.ac.uk/admin/hsas>.*

<i>Date of Review</i>	<i>February 2017</i>	<i>By</i>	<i>Director of Health, Safety and Security</i>
<i>Date of Last Review</i>	<i>October 2016</i>	<i>By</i>	<i>Director of Health, Safety and Security</i>
<i>Date of Next Review</i>	<i>February 2019</i>		

## **UNIVERSITY POLICY**

### **1. INTRODUCTION**

The University of York (University) acknowledges and accepts its statutory responsibilities for securing and maintaining the highest standards of health, safety and welfare for all who are directly employed or contracted to work within any University premise.

As the controller of premises, the University has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, and further, to take necessary actions to ensure our activities do not endanger others including contractors and others who may undertake work on or visit any University premises.

This University Policy and Management Procedure is for the benefit of contractors and their employees, including any sub-contractors engaged at any University premise.

All contractors undertaking work at the University will conform to the provisions of this University Policy and Management Procedure. Observation of this University Policy and Management Procedure does not in any way relieve contractors of their own statutory and other contractual obligations.

Contractors are reminded that all legal duties and responsibilities relating to the **Health and Safety at Work etc. Act 1974** cannot be delegated by contract. The contract with the University will define the rights, roles and responsibilities.

A copy of this University Policy and Management Procedure will be passed to all contractors who are contracted to undertake work on behalf of the University.

### **2. ACKNOWLEDGEMENT**

Contractors are required to sign the acknowledgement at Section 9 of this University Policy and Management Procedure and return it to the University or other addressee as may be directed.

Contractors are required and will be deemed to have included copies of this University Policy and Management Procedure in any sub-contract let by them and shall make compliance with this Policy a condition of any such sub-contract. It should be noted that contractors shall not sub-let work without the expressed permission from the University.

### **3. DEFINITIONS**

‘Company’ – means the University.

‘Contractors’ – means any company, firm, person or persons appointed to undertake work on

behalf of the University.

This University Policy and Management Procedure does not alter the terms and conditions of the company order or exempt contractors from the duties placed on the employers and employees to comply with the **Health and Safety at Work etc. Act 1974** nor any associated legislation, but it is intended to assist contractors in attaining compliance with the law.

Any reference to appropriate Government legislation is to the most recently published version.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 Project Managers and Principal Contractors

Project Managers and Principal Contractors are accountable to the HoD with overall responsibility for the departmental undertaking and control and management of health and safety in relation to the project work activities.

Project Managers and Principal Contractors shall be responsible for ensuring their contractors have:

- Evidence of valid registration with an appropriate pre-qualification and approved professional body. This typically involves contractor accredited schemes associated with Safety Schemes in Procurement (SSIP) including the following examples:
  - Constructionline
  - SAFE Contractor Accreditation Scheme
  - The Contractors Health and Safety Assessment Scheme (CHAS)
  - Safe Contractor Scheme.
- Received, signed and returned the Acknowledgement Slip of this University Policy and Management Procedure prior to the commencement of any work activities.
- Completed the Contractor Induction Briefing and assessment (at Dalham Farm or agreed location by arrangement).
- Signed acceptance of the University's Site Rules.
- Been adequately trained in the tasks they will be required to perform and will receive an induction to the University.
- Received sufficient information with respect to any foreseeable risks or hazards they may be exposed to, in order to work safely including asbestos awareness training.
- Been provided with appropriate Personal Protective Equipment (PPE) that is suitable and sufficient including its use, cleanliness and storage.
- Suitable and sufficient test and access equipment to be used in accordance with the manufacturer's guidance and information.
- Been properly informed of the safe working systems and procedures in place governing safe work and related activities.
- Are adequately supervised in everything that they are required to do.

**The role of the Project Manager will include:**

- Providing suitable and sufficient advice to the University with respect to Project Management and any foreseeable Health and Safety issues.
- Notifying the relevant Enforcing Authority or Building Control Authority of the nature of a Project ensuring that such notifications are completed in a timely and appropriate manner. Copies of such notifications/approved will be displayed at the main contractor control point (site office).
- Co-ordinating health and safety aspects of design work and co-operating with others involved with the project.
- Facilitating good communication between the University, Designers, Contractors and sub-contractors.
- Liaising with the Principle Contractor regarding ongoing design and progress of the project/construction work.
- Identifying, collecting and co-ordinating pre-construction/project information.
- Updating and preparing a file of health, safety and information on the project.

**The role of the Principal Contractor will include:**

- The planning, management and monitoring of project work in liaison with all contractors.
- Preparing, developing and implementing a written plan and site rules (initial plan completed before the project work/construction phase begins).
- Providing contractors with the relevant parts of that plan.
- Ensuring that suitable welfare arrangements are provided at the start and are maintained throughout the project work/construction phase.
- Checking the competence of all appointees and maintaining records.
- Ensuring that all workers receive suitable Induction Training and any further information and training to ensure safe and healthy working.
- Ensuring appropriate records of any training and information for workers is maintained up-to-date and available to the University upon request.
- Consulting with workers.
- Liaising with the Project Manager regarding ongoing design and progress of the project/construction work.
- Ensuring that the project site is maintained securely at all times.

**4.2 Contractors**

Contractors are responsible to their relevant Project Managers and Principal Contractors engaging them in their undertakings on behalf of the University.

Contractors shall comply with current legislative requirements, good practice and industry standards, contractual terms and conditions; and University Policy and Management Procedures.

The role of the Contractor will include:

- Not undertaking any works at the University without the expressed authority of the Project Manager and/or Principal Contractor.
- Provide risk assessments and method statements prior to undertaking work to their respective Project Manager and Principal Contractor.
- Booking on and off site in person via Dalham Farm or as directed.
- Keeping their University contractor ID passes on their person at all times when on site, and surrender their passes to any member of University staff for inspection upon request.
- Co-operating with the Project Manager and Principal Contractor in planning and managing work, including reasonable directions and site rules.
- Providing details to the Project Manager and/or Principal Contractor of any contractor who is engaged in connection with undertaking work.
- Ensuring all employees have attended the Contractor Induction Briefing and assessment (at Dalham Farm or as directed/agreed) and signed the University's Site Rules.
- Bringing to the attention of the Project Manager and/or Principal Contractor any problems with the project or construction plan.
- Informing the Project Manager and/or Principal Contractor of all injuries, incidents including near misses, reportable accidents, diseases and dangerous occurrences in a timely manner.

## **ARRANGEMENTS**

### **5. RISK ASSESSMENT**

Project shall comply with the requirements of **Management of Health and Safety at Work Regulations 1999** imposes specific duties to:

- Undertake a risk assessment of work activities in order to identify protective and preventative measures and record significant findings.
- Incorporate the findings of such assessments into a Method Statement for working safely.
- Implement arrangements for planning, organisation, control, monitoring and review of the preventive and protective measures and record these arrangements.
- Ensure the adequate provision of emergency arrangements if not provided by the University.
- Co-operate with others.

### **6. BEFORE COMMENCEMENT OF WORK**

No contractors will be permitted to commence work without:

- Submitting the name of the individual responsible on their behalf for health and safety.

- Providing a written statement of the contractor's health and safety policy and arrangements, risk assessments and method statement(s).
- Providing documentary evidence of adequate insurance cover to indemnify the company in respect of any negligence resulting in personal injury and/or death, or damage to property and plant arising out of or in connection with the work.
- Establishing the area of operation, access and storage, etc. having been clearly defined and agreed with the company.
- Providing a written statement of the safety precautions to be taken to protect the contractor's employees, employees of premises, students and the public from work activities.
- Informing the University of all plant, equipment and materials to be used during the work.
- Ensuring that all plant, equipment, materials and systems of work used during the contract comply with statutory requirements.
- Using a 'Permit to Work' system when applicable and in accordance with University Policy.

Should Local Authority Building Control (LABC) have special requirements with respect to health, safety and welfare the University will advise contractors accordingly.

## **7. WORK ACTIVITIES**

Contractors shall provide a list of all personnel who will be engaged on work activities at the University. All personnel shall be over 16 years of age unless other restrictions apply, be competent and capable to carry out any work they are expected to undertake and have previously been given adequate information, instruction and training to work safely.

Contractors will ensure that sufficient supervision is available at all times when work is undertaken. Supervisors will be competent and trained as necessary to be able to manage the workforce and liaise with the University on all relevant health, safety and welfare matters.

Contractors will be responsible for ensuring that their employees are aware of their individual responsibilities and site safety rules associated to the work.

Contractors are not permitted to use any tool (hand or powered), plant, equipment or materials belonging to the University or Estates Services without written specific authorisation.

Contractors are prohibited in the use of any building services such as electricity or gas without written specific authorisation.

Contractors are to confine themselves as far as possible to their area of work. Movement outside that area should be the minimum necessary to facilitate their work. Care shall be taken not to obstruct passageways, covered walkways, stairs, cycle routes, corridors, exit routes or means of escape etc.

Contractors may only use University welfare facilities, for example vending machines, catering outlets/shops and restaurants with clean clothing or when all dirty/soiled work-wear is removed prior to accessing such facilities. This includes footwear, overalls and other Personal Protective Equipment (PPE). Contractors will maintain a suitable level of attire at the University and in accordance with their company protocols and safe systems of work and will not 'strip-off'!

Contractors will not consume alcohol whilst at work at the University.

Contractors will refrain from swearing, profanities and offensive language and gesticulation.

Contractors will only use authorised and designated parking facilities. Driving on unprotected paved areas and footpaths is strictly prohibited.

## **8. SAFE SYSTEMS OF WORK**

### **8.1 Permits to Work**

Where a potentially hazardous activity is identified, which requires specific isolations or precautions to be formally established, no contractors will be permitted to work unless they are in possession of a 'Permit to Work' (PTW).

This PTW shall be issued by a person who has been formally designated responsible for establishing the necessary safety controls. This may be the Project Manager or Principal Contractor. The person in charge of the working party shall be competent to sign acceptance of the PTW, and no person shall commence the work activity without this PTW. On completion of the work the person in charge of the working party shall sign clearance of the PTW to declare the work and situation has been left in a safe condition.

Certain work activities, procedures and pieces of equipment may require a "*Permit to Work*" which is specific to the following work activities. For example:

- High Voltage or Low Voltage Electrical Systems.
- Petroleum Systems.
- Hot Work.
- Confined Spaces including Excavations.
- Working at Height including Access Equipment, Masts, Towers and Fixed Access Ways.
- Boilers and Pressure Systems.

The PTW will determine the nature and extent of any isolation or physical controls, the equipment, the timing and extent of the work, the number of people involved with the work activity and the duties of those in attendance and any identified emergency arrangements and procedures.

The issue of a PTW shall not be regarded as a mere formality. It will not be issued until

and unless an AP is satisfied that all necessary preliminary safety precautions are in place. The authorisation, receipt, clearance and cancellation arrangements in place shall be strictly adhered to.

## **8.2 Hot Work**

### **8.2.1 *Heat and Naked Flame***

No contractors are to undertake any work involving heat and naked flame unless authorised by the University and in possession of a risk assessment, method statement and valid 'Hot Work Permit'.

### **8.2.2 *Welding***

Contractors will not commence any welding or cutting operation unless they are in possession of a 'Hot Work Permit' and shall have:

- Provided suitable screens to protect persons from the effects of flash and flying particles.
- Supply their own suitable firefighting equipment (FFE) in the form of Fire Blankets, Fire Extinguishers, etc. suitable for their work activities and be located adjacent to the area of work.
- Provided and ensured that their employees use appropriate and suitable PPE.
- Ensured that before leaving any welding or cutting works, it is cold and wait for at least 1 hour to ensure there are no hot or smouldering embers.

## **8.3 Electricity**

Any work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations. Contractors shall:

- Ensure that the work, associated equipment and appliances are without avoidable safety risk and all activities conform to all statutory provisions and accepted practices.
- Take all practicable precautions to prevent danger to any person from any live or charged electrical cable or apparatus.
- Ensure that all electrical equipment and/or temporary installations are brought back into service, made safe by disconnection or isolated before leaving the area of work.
- Ensure that all distribution cables, plugs, sockets and equipment provided to serve small tools etc, conform to the requirements of current legislation and associated health and safety guidelines and codes of practice.
- Ensure that electricity cables and equipment being used are regularly inspected and results recorded to ensure that any defective equipment is taken out of service until repaired or replaced.
- Unless advised to the contrary, ensure that all portable tools are of maximum voltage of 110 volts. The supply will be by means of a transformer provided by the specialist suppliers or contractors.

- Not work on any high voltage electrical equipment unless in possession of a 'High Voltage (HV) Electrical Permit to Work' and Switching Schedule and an HV Authorised Person is available for switching.
- Not work on any low voltage (LV) electrical equipment that requires safe isolation of supplies for a safe system of work unless a University accepted Competent Person has taken necessary precautions and issued a PTW in accordance with the University's LV Safety Rules.
- Have due regard to any condition/advice given regarding the local supply.

#### **8.4 Means of Access**

Contractors are required to provide their own access equipment. Work at height should be carried out from a platform with suitable edge protection.

Occasionally this may not be possible and a ladder may have to be used. Special considerations are to be applied to the use of personal suspension equipment (for example a body harness, boatswain's chairs and abseiling equipment) and Permit to Work systems where applicable shall be met in full.

Ladders may be used following an assessment of risk and where the assessment identifies the work activity to be of a low risk and of short duration (no longer than fifteen minutes) and where a second operative 'foots' the ladder maintaining a watching visual during the work.

Where ladders are used, the **Provision and Use of Work Equipment Regulations (PUWER) 1998** requires that they shall be suitable for their intended purpose taking into consideration the particular working conditions and risk in a building, and:

- Should be in a good condition and be examined regularly for any defects.
- Where a maintenance log is required, it must be maintained and kept up to date.
- Should be secured so they cannot slip, usually by tying and securing them at the top.
- Should extend at least 1 metre above the working platform providing a handhold for operatives for getting on and off.
- Shall ensure that all temporary means of access provided outside a building are removed or rendered unmountable at the end of each working day.
- Shall ensure that all ladders not in use are secured by chains/padlocks, etc. to prevent unauthorised use.

##### **8.4.1 Access Equipment**

Contractors are to ensure that all employees involved in working at height activities are provided with general information regarding duty of care and due diligence, including the task to be undertaken and its hazards.

In addition, instruction on how to operate and use access equipment safely, information about manufacturers instructions and limitations, and where applicable loading and unloading procedures, appropriate emergency arrangements are to form part of induction, awareness and any refresher training.

Contractors are to:

- Eliminate the risk of falling by finding an alternative method of work if working at height is not strictly necessary, for example it may be possible to assemble a component on the ground and then lift it into position.
- Where it is not reasonably practicable to avoid working at height, take measures to allow the work to be done whilst preventing people or objects falling, for example by carrying out the work from a level, stable and strong surface that has barriers to prevent people from falling.
- Where the risk of people falling still remains, take steps to minimise the distance and consequences of such falls, for example by selecting and using suitable fall arrest equipment such as safety nets.

Contractors are to ensure that all their employees are provided with specific information on any working at height hazards and the University rules and procedures.

Contractors should take suitable and sufficient steps to prevent materials or objects falling onto any person. In situations where it is not reasonably practicable to prevent materials or objects falling, suitable and sufficient steps shall be taken to protect any person being hit by such an object (for example, where overhead work is being undertaken the area will be designated a 'Head Protection Zone' ground level areas shall be classed as safety exclusion zones and suitable barriers and warning signs posted).

#### **8.4.2 Scaffolding**

Responsibility for the provision of scaffolding will be as stated by the University and all scaffolding must comply with current regulations and codes of practice including the use of appropriate signage when the scaffold is not in use.

Where contractors provide scaffolding for the sole use of their employees, the responsibility for ensuring its safety rests with the contractor.

Any contractor who utilises a scaffold erected for common use shall, prior to use by his employees, inspect the scaffold to ensure that it is safe and suitable for a given task, and immediately report any defects to the Project Manager or Principal Contractor.

Co-ordination arrangements for the use of scaffolding will usually be under the direction of the University and contractors shall comply with the Building Management rules as they affect scaffolding and access.

Unless a scaffold is a basic configuration described in recognised guidance e.g. NASC Technical Guidance TG20 or manufacturers' guidance, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability.

All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds. Only scaffolders holding a valid and recognised Certificate of Competence or the Construction Industry Training Board (CITB) training record cards shall erect any scaffolding.

All scaffolding inspection shall be carried out by a competent person appropriate for the type of scaffold they are inspecting. Competence should have been assessed under The Construction Industry Scaffolders Registration Scheme (CISRS) or an individual may be suitably experienced in scaffolding work and have received additional training under a recognised manufacturer/ supplier scheme for the specific configuration he is inspecting.

Scaffolding shall not be overloaded and not be used to support or anchor an installation unless it has been specifically designed for this purpose.

The safety of tower scaffolds requires special consideration, particularly those made up of proprietary lightweight materials. They shall be erected and dismantled by competent operatives and used in accordance with the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) guidelines with outriggers/stabilisers used when there is more than one vertical section erected. Towers shall not be moved and have all their brakes applied whilst operatives are on the platform.

#### **8.4.3 Roof Work**

While the protection of any operative carrying out any work is important, it is essential that suitable precautions are also taken to protect others who may be in the vicinity (including students, visitors and the public) from falling materials, tools, etc. In such cases loose goods shall be stored away from the roof edges.

Where hoisting is taking place there is always a risk of goods falling and precautions such as the erection of substantial barriers or other equally effective measures should be taken into account to prevent non-authorized persons gaining access to a danger zone.

In situations where operatives have to approach within 2 metres of an open roof edge, where full body harness, life and connecting lines are considered inappropriate, guard rails (strong enough to provide support if someone falls against it) and toe boards will be required.

Openings in the work area liable to be approached should either be protected by suitable and sufficient guard rails, toe boards and gates as applicable or by substantial covers

which shall be fixed in position and suitably marked, for example “Hole Below”.

Consideration must be given to ensuring the safety of personnel and security of goods stacked, particularly on exposed areas of roofs that may be affected by environmental conditions including wind and rain. In addition, the contractor shall:

- Provide suitable and safe temporary means of access when required which must be properly secured in an approved manner.
- Provide and use crawling boards or roof ladders when working on or gaining access over fragile materials.
- Remove all materials, rubbish, etc from roof areas in a safe manner.
- Ensure their employees do not block or obstruct any roof valley, gutter, or drain, or down pipe.
- Protect and barrier fragile roof/skylights.

## **8.5 Work Equipment**

PUWER 1998 requires that employers ensure that all items of work equipment provided to their employees and self-employed working for them comply with these regulations. All work equipment shall be suitable by design, construction, or adaptation, for the purpose of which it is used or provided. Competent persons shall operate the work equipment.

Contractors are required to provide their own equipment. Under no circumstances shall contractors use equipment provided by the University or the Directorate of Estates and Campus Services (DECS) unless authorised to do so.

The Contractor will:

- Only use machinery, plant and equipment that is suitably guarded and protected to recognised safety standards.
- Make available all statutory notices, registers, certificates, etc. that apply to any machinery, plant or equipment used.
- Use machinery, plant and equipment in compliance with manufacturer’s instructions, statutory provisions and accepted work practices.
- Maintain their plant and equipment in accordance with manufacturer’s instructions, statutory provisions.
- Ensure that exhaust gases, vapours, fumes, etc. are prevented, when practicable, from entering the working environment.
- Ensure that all machinery, plant and equipment is properly stored and secured when not in use.

Contractors who use Mobile Elevating Work Platforms (MEWP) shall ensure the equipment is suitable for the task, and is operated by individuals who hold a valid Certificate of Competence. Full body harness shall be worn on all MEWP and be clipped

to a suitable anchorage point to prevent falls.

Contractors are to inform their Project Manager and Principal Contractor of any dangerous equipment (abrasive wheels, angle grinders, mobile plant etc), that will be used or stored at the University. Contractors are also required to take any necessary steps to ensure that they comply with the requirements of the PUMER and that they ensure all work equipment is in good condition, well maintained and suitable for the task.

Contractors are reminded that they are responsible for preventing excessive noise created from the use of noisy items of equipment. Reasonable precautions must be taken by contractors to minimise noise. Should noise cause problems, contractors may be required to reschedule such works to minimise disturbance.

## **8.6 Working in Confined Spaces**

The interpretation of a “Confined Space” as laid down in the **Confined Spaces Regulations 1997** is to be strictly adhered to. Evidence of suitable and sufficient assessment of the risks and Safety Method Statements (SMS) for all work activities, for the purpose of deciding what measures are necessary for safety, is to be provided to the University prior to undertaking work.

In addition to the previous paragraph, contractors will:

- Not enter any tank, vessel, chamber, sewer or void, etc. without being in possession of a “Permit to Work”.
- Provide suitable and sufficient equipment and carry out atmospheric monitoring as specified.
- Have attended and be in possession of a valid Certificate of Competence for entering or undertaking work in Confined Spaces.
- Have attended and be in possession of a valid First Aid Certificate of Competence.
- Provide all necessary protective equipment and facilities as specified to meet the requirements of the “Permit to Work”.
- Be conversant with emergency arrangement and evacuation procedures.

## **8.7 Excavations**

Contractors will not commence any type of excavation work, break into or dig up any floor and ground without the specific authorisation of the Project Manager or Principal Contractor.

Contractors will:

- Provided their employees with information supplied by the University on the location(s) and type(s) of any underground services or utilities.
- Ensure that persons carrying out inspections are competent to do so and that they maintain and make available adequate records of such inspections.

- Provide and insert warning traces to identify services and utilities being installed underground.
- Replace any identification or warning traces disturbed during the work.
- Provide secure fencing and barriers around all excavations. The fencing and barriers shall display information including the following:
  - statutory notices and warning signs
  - name and emergency contact number of contractor, and
  - general description and expected duration of work in progress.
- Where appropriate, provide physical measures to prevent vehicles running over the edge.
- Inspect all excavations at the commencement of every shift.
- Provide and use suitable means of support to prevent the collapse of excavations more than 1 metre deep.
- Provide suitable means of access to egress from any excavation.
- Comply with all statutory provisions concerning excavations.

#### **8.8 Control of Substances Hazardous to Health (COSHH)**

The **Control of Substances Hazardous to Health (COSHH) Regulations 2002** requires that suitable and sufficient risk assessments are provided where hazardous substances or processes are brought into use. Prior to commencement of work involving hazardous substances, specialist suppliers and contractors are required to provide Project Managers and Principal Contractors with copies of their COSHH assessments and product Material Safety Data Information Sheets (MSDIS) for the measures they will undertake for the control of any substance hazardous to health, the environment and aquatic life that may be used or stored on University premises.

#### **8.9 Personal Protective Equipment (PPE)**

The **Personal Protective Equipment (PPE) at Work Regulations 1992** requires contractors to assess the risks and the PPE they intend to use to ensure that it is suitable. Contractors are therefore required to ensure that equipment is maintained in a clean and serviceable condition, is replaced when damaged or lost and is properly stored when it is not being used. In addition, specialist suppliers and contractors are to ensure that the equipment is properly used and give training, information and instruction to their employees on how to use and look after it. Contractors will:

- Provide all suitable PPE required by their employees in order to carry out work safely.
- Ensure that all PPE provided complies with statutory requirements and appropriate British Standards including the CE mark.
- Ensure that employees use PPE provided, both to protect themselves from injury or ill health and to comply with statutory requirements and accepted working practices.

- Be required to remove from the workplace any employee who fails to wear PPE as instructed in the SMS for the work.
- Safety harnesses and associated equipment shall be to the appropriate British Standard, be maintained in a serviceable clean condition and have available appropriate test certification.
- Ensure that employees are aware of and comply with rules concerning the use of PPE in specified areas.

### **8.10 Manual Handling Operations (MHO)**

The **Manual Handling Operations Regulations 1992** apply wherever there are risks to the health of employees from Manual Handling Operations (MHO). Contractors are required to:

- Avoid the need for hazardous MHO as far as is reasonably practicable.
- Check whether an item needs to be moved at all – can any repair or maintenance work be carried out in situ.
- Consider the use of Mechanical Handling Equipment (MHE).
- Assess the risk of injury from any MHO that can't be avoided.
- Reduce the risk of injury from hazardous MHO as far as is reasonably practicable.

Following a risk assessment the main requirement may include the provision of adequate employee training. This may involve:

- How to recognise harmful MHO.
- Appropriate safe systems of work.
- Use of MHE.
- Good handling technique.

### **8.11 Lifting Operations**

**Lifting Operations and Lifting Equipment Regulations (LOLER) 1998** apply when risk from lifting operations and equipment is prevalent.

Requirements relate to both the integrity of the equipment itself, for example the requirements in certain circumstances for visibility aids, control measures to prevent unauthorised start-up, and to the management of how work equipment is used.

All lifting operations shall be undertaken under the specific control of a Competent Person.

Certificates of test, through examination, and inspection register entries shall be available for checking in connection with any lifting operations.

### **8.12 Gas Safety**

Contractors will not be permitted to undertake any work in relation to any gas fitting without the authority of the Project Manager and Principal Contractor.

Contractors will:

- Ensure operatives involved in work on any gas fitting are competent, approved and registered by the Health and Safety Executive (HSE) Gas Safe Registration Scheme.
- Ensure gas fittings are of good construction and sound material, of adequate strength and of a type appropriate for the gas with which it is to be used.
- Ensure compliance with the Gas Safety (Installation and Use) Regulations by following the Approved Code of Practice and Guidance on the safety in the installation and use of Gas Systems and Appliances.

### **8.13 Prevention of Drowning**

Work on, adjacent to, or over water presents an additional hazard which will need to be controlled. Contractors shall arrange their working sequence to minimise the risk of falls of persons into water or other liquids.

Dependent on assessment of the risk, buoyancy aids, life jackets, lifebuoys, safety boat, grab ropes and lines shall be available.

### **8.14 Accident Reporting**

**The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)** require that certain accidents, specified injuries or dangerous occurrences at work be reported to the Health and Safety Executive (HSE). Contractors are therefore required to ensure they appropriately report these accidents/occurrences and inform, immediately the University and provide a copy of the RIDDOR report at their earliest opportunity.

The University has a system of accident reporting and investigation for their own employees and insists that all contractors do likewise in order to comply with the Regulations.

Such systems involve an investigation to determine the cause of an accident and any relevant contributory factors. This would be followed up with regard to rectifying any hazards in the workplace, modifying or amending a system of work and informing employees of any lessons to be learned or development opportunities. The University therefore requires a copy of any accident investigation carried out.

Contractors are to inform their Project Manager or Principal Contractor of any accidents or near misses occurring to themselves or their employees during the course of the work. In addition to following the contractor's procedure, incidents will be recorded using the University's System for Online Accident Reporting (SOLAR). Contractors are responsible for notifying the Enforcing Authority (HSE) where appropriate.

### **8.15 First Aid**

The **Health and Safety (First Aid) Regulations 2016** require all contractors to carry out an assessment in order to determine their own individual requirements for the provision of First Aid for their employees. In most cases this will require the provision of First Aid kits and the nomination and training of a First Aider or an Emergency First Aider.

A First Aider or Emergency First Aider shall be fully qualified and certified and will be responsible for administering First Aid treatment, maintaining First Aid equipment and facilities, summoning medical assistance and maintaining records. Some contractors may employ sufficient staff to warrant the nomination and training of a First Aider; smaller companies may nominate an Emergency First Aider who will not administer First Aid but will take charge of an emergency and summon medical assistance.

Contractors are responsible for the provision of their own First Aid cover and arrangements.

### **8.16 Asbestos and Asbestos Containing Materials (ACM)**

Asbestos and ACM are present within premises at the University. **Under no circumstances** are contractors to carry out or undertake work on such materials. The University has a legal duty to supply information on the location and condition of asbestos to anyone liable to disturb it. **Under no circumstances** are contractors permitted to undertake work without being in receipt of this information.

Should any contractor come across a substance within the workplace which they suspect may contain Asbestos or ACM, they shall stop work immediately. Steps will then be taken to verify the composition of the material, contractors shall not resume work until the University has deemed it safe to do so. All contractors are reminded that it is a statutory requirement under the **Control of Asbestos at Work Regulations 2012** (Regulation 10) to have and maintain appropriate asbestos awareness training (including the use of PPE if necessary) University Policy dictates that this should be refreshed on an annual basis.

### **8.17 Housekeeping**

Contractors are to put in place appropriate measures to ensure that equipment surfaces not subject to a work activity are covered or otherwise protected from damage. Contractors will be held responsible for any damage caused to property during the course of any work.

Contractors will also be responsible for the removal of any refuse or debris produced by them during the course of their work. Contractors will place all refuse or debris in suitable bags or other receptacles and remove them from the workplace on a daily basis. On completion of the work, all material, tools and equipment shall be removed from the University.

### **8.18 Alcohol and Drugs**

The University has a strict policy of not allowing the consumption of alcohol or the taking of drugs by operatives at work either before or during working periods. The University requires contractors to implement this policy with their employees.

### **8.19 Consultation Arrangements**

The University, in accordance with the **Health and Safety (Consultation with Employees) Regulations 1996**, recognises the requirement to ensure that contractors are able to express their views on health and safety matters. Contractors are required to co-operate with the University to ensure lines of robust communication remain open.

Where appropriate, the University will recognise appointed Safety Representatives and will co-operate on all health and safety matters.

### **8.20 Welfare Arrangements**

Contractor's employees will not use any of the University's welfare facilities. Contractors are required to provide and arrange their own suitable and sufficient welfare facilities as required by law.

Contractors will ensure that all such facilities provided by them are kept in a clean and hygienic condition, and that any regulation or instruction laid down by their Project Manager or Principal Contractor is complied with.

### **8.21 Completion of Work Activities**

On completion of all works, contractors will:

- Remove all refuse and debris.
- Remove all surplus materials.
- Remove tools, ladders, access equipment and scaffolding.
- Replace all manhole or access covers in a secure state.
- Ensure that equipment is either brought back into service or made safe by disconnection and isolation as appropriate.
- Ensure all doors, gates or other accesses to restricted areas are secured.
- Return all keys to the issuer.
- Return all "Permits to Work" to the Authorised Person who issued the permit. The Authorised Person will check that the work has been properly completed, all safety precautions have been taken and that all systems are made safe or have been brought back into service.

### **8.22 Fire Safety**

Fire Action Notices are posted in the common areas of all the University's premises. Contractors are required to familiarise themselves with the local procedures and rules, instructions, comply accordingly and:

- Ensure that their employees are familiar with the Fire Safety Warning Alarms and means of activating them.
- Ensure that their employees are aware of the location of Fire Fighting Equipment (FFE) and report any use or damage of such equipment.
- Ensure safe methods of work to eliminate any anomaly that may involve danger to life or property.
- Advise their Project Manager or Principal Contractor of any Flammable Mixtures, liquefied petroleum gases or explosive substances to be used or stored by them at the University.
- Ensure that cylinders and containers are not left in unauthorised places and where oxygen, acetylene, propane etc. is used, that flashback arrestors are fitted.
- Obtain a “Hot Work Permit” prior to commencing any operations involving the use of any flame or heat producing equipment.
- Not burn rubbish or light fires on any premises.
- Ensure that their employees comply with the University’s Smoke-free Policy.
- Provide additional FFE as appropriate or as required by their Project Manager or Principal Contractor.

In addition to any instructions or precautions against fire in a building, contractors will ensure that their employees’ activities and equipment in no way prejudices:

- Means of escape in case of fire.
- Fire warning or fire fighting installations.
- Water supplies for fire fighting.
- Access to FFE.
- Access for the Emergency Services.

### **8.23 Security Arrangements**

Contractors are to adhere to the University’s security arrangements and ensure that their employees are fully conversant with the requirements.

Contractors will:

- When required to do so, permit the searching of any one of their employees, vehicles or property at any time either on entry, exiting or within immediate vicinity of any premises.
- Report any use of, damage to, or removal of equipment from any premises.
- Isolate and secure all plant, equipment and vehicles when not in use and before leaving any premises.
- Not store any explosive, flammable or noxious substances on site, even temporarily, without the Project Manager or Principal Contractor’s permission.
- Report any losses or damage of property to the Project Manager or Principal Contractor immediately it is discovered.

- Not take photographs or copy documents without the express permission of the Project Manager or Principal Contractor.

#### **8.24 Insurance Arrangements**

Contractors shall take out and maintain suitable and sufficient insurances to comply with the **Employers' Liability (Compulsory Insurance) Act 1969** and the **Employers' Liability (Compulsory Insurance) Regulations 1998** or any subsequent amendment and Public Liability Insurance being insured for a minimum of **£5 million pounds** in respect of claims arising out of any one occurrence. The contractor shall, if requested to do so by the Project Manager or Principal Contractor provide a copy of their Certificates of Insurance.

Contractors shall be liable for and shall indemnify the University against any expense, liability, loss, claim or proceedings whatsoever, arising under any statute or common law in respect of personal injury or death of any person whomsoever or any damage to property or any damage to any real or personal property arising out of or in the course of, or caused by the carrying out of works, except to the extent that the same is due to any act or neglect of the University.

#### **8.25 Confidentiality Acknowledgement**

Contractors shall accept, by signing the acknowledgement for this University Policy and Management Procedure, that no employee of, or person controlled by, their organisation may use any information which comes into their possession as a result of any University contract, directly or indirectly, for their personal gain or their employees have information gained deliberately or by accident, which could be described as "inside information" and pass it on to others, they may be committing an offence.

### **9. RETURN ACKNOWLEDGEMENT SLIP**

We acknowledge receipt of and will abide by the University's Policy and Management Procedure – Control of Contractors.

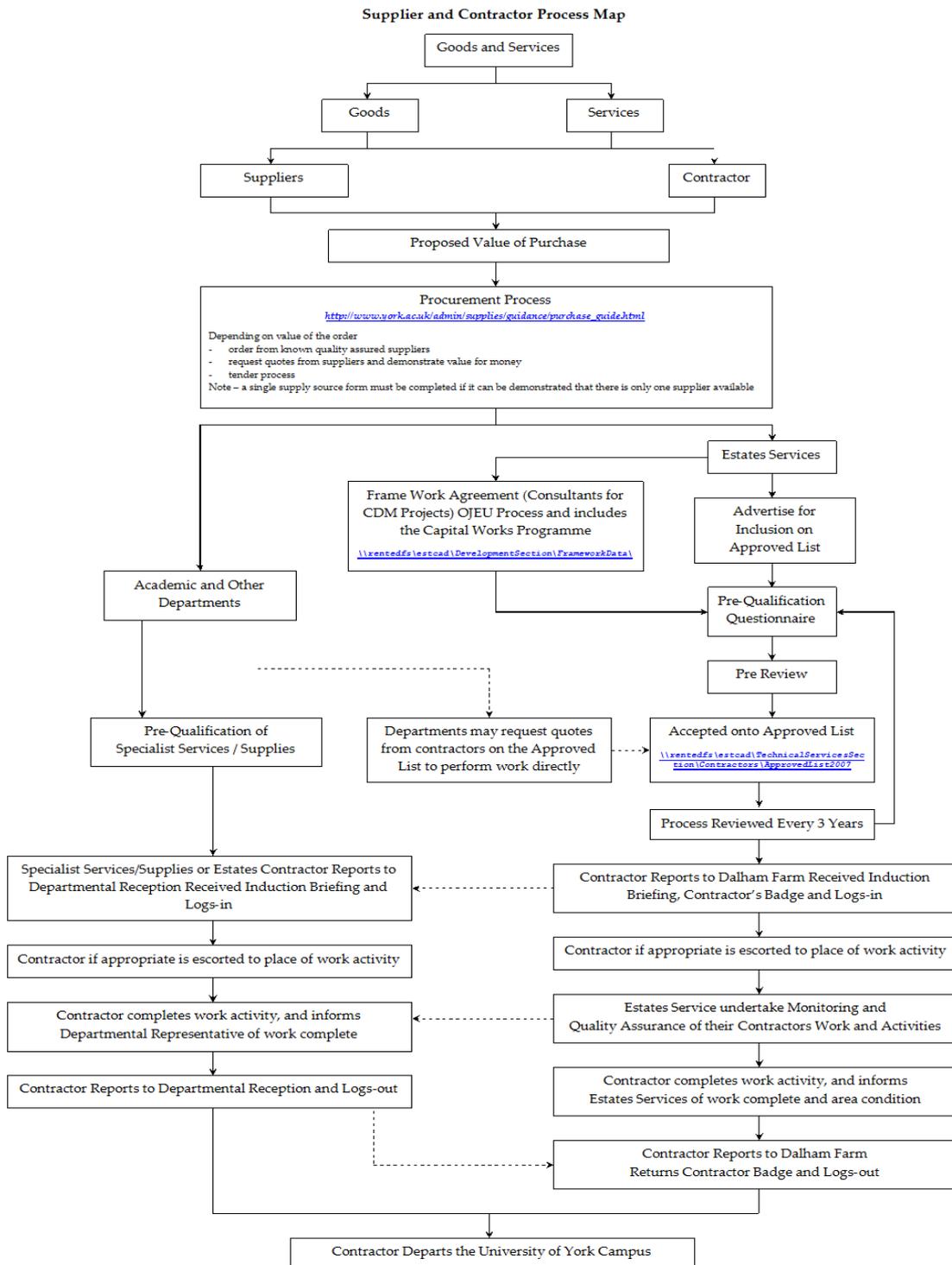
Signed  
Name & Position  
Company Name  
Address

Date

If required, further copies of this University Policy and Management Procedure can be obtained from the University.

This acknowledgement slip shall be completed by contractors prior to any work activity being undertaken and returned to the Project Manager or Principal Contractor or other addressee as may be directed.

**Appendix 1**  
**University Policy and Management Procedure**  
**Control of Contractors**  
**Supplier and Contractor Process Map**



PM - Suppliers & Contractors (VS 1.9 - Aug 08).doc