Management of Contractors Policy

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Reference	Title	Created	Owner	Next Review
HSW-O1-	Management of Contractors Policy	11.01.2012	Health, Safety and Wellbeing Office HSWO/MR	
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Contents

Introduction

Scope

Policy Statement and Objectives

Definition of Terms

Responsibilities

Operational Arrangements

Training

Reporting

Monitoring

References and Supporting Documents

Appendices – Guidance and Templates

Introduction

The core legal duties defined in the Health & Safety at Work etc. Act 1974 and Management of Health & Safety at Work Regulations 1999 apply to the control of contractors on University premises or locations under University control. Specifically, contractors owe a Duty of Care to their own staff and to University staff. The University equally owes a Duty of Care to contractor staff and to its own staff. The Duty of Care means that employees and third parties such as contractors should not be exposed to unacceptable risks to their health and safety. The University's duty is to have a system in place to manage the risks associated with the work of contractors and this system is set out in the Management of Contractors policy ("the policy").

Scope

2.1 The policy applies to all persons engaging or controlling contractors whose works could;

a. adversely affect the health, safety or welfare of members of the University community, including its immediate neighbours; or
b. cause damage to the local environment; or
c. cause negative impacts upon the business operations of the University.

a. They are competent to identify and manage the risks associated with the work tasks requiring a permit-to-work

b. All Permits-to-Work are issued, managed and monitored in accordance with University procedures;

c. Adequate notice periods (at least 72 hours unless critical to life safety. Projects require 5 days) are in place for Permits relating to work in laboratory environments, to allow time for decontamination and monitoring activities to take place. In some circumstances more time may be required to allow research activities to adapt to the change environments created by project works. In such cases early engagement with Heads of Schools or their delegated representative and initiated by the Project Manager is essential.

5.4 Project Managers

All Project Managers overseeing / managing projects on behalf of the University must be competent to do so. These 'competent representatives of the University' shall be responsible for ensuring that contractors under their control;

a. Have submitted method statements at least 5 days ahead of commencement (14 days for residential buildings) of how they intend to carry out the work in good time before the work commences;

b. Have developed satisfactory risk assessment and risk management plans to enable them to undertake their works without unacceptable risk to the contractor, members of the campus community or any other persons that might be affected;

c. Have made adequate arrangements to provide welfare facilities for all of their staff throughout the duration of the contract;

d. Are provided with relevant information on existing hazards present at the University. This will include the provision of asbestos information at the tender stage of all construction or building fabric or in-built systems contracts (plumbing, HVAC or ITS cabling for instance). It will also include information on biological, chemical, radioactive and specialised equipment risks in contractors work areas;

e.

6.12 Contractor performance is reviewed / audited throughout the project by the authorised Person and any non-compliancy towards safety or unacceptable behaviour can see works stopped at any time and contractors asked to leave site until a formal meeting is undertaken before works re-3d(s)20.7 68 (ev)-2u-1.5e6 (/

Occurrences Regulations within certain timescales. It is an offence if these incidents are not reported in time. The Safety Team submit reports of RIDDOR reportable incidents to the HSE on behalf of the University, equally SEF are responsible for reporting notifiable injuries to their own staff and for ensuring that their contractors have suitable arrangements covering their staff working on University sites, and so they must be informed of any unplanned incident promptly. The Safety Team can advise on reporting requirements. In addition to reporting serious incidents on the electronic reporting system, a verbal report should be made immediately to the Safety Team by phone.

8.6 The site of a serious incident may be treated as a crime scene by the police or the HSE and so should not be disturbed (although Campus users must be protected from situations of imminent danger). General access to the scene should be prevented until it can be photographed, investigated and permission is given to access and clear the site.

Inspection

9.1 Where the work undertaken by a contractor could result in the health and safety of staff, students and/or visitors to the Campus being compromised, then the work and work site should be inspected by a member of EFM and SEF, both throughout the course of the work and on its completion. Where unsafe conditions are found contractors should be advised by the person contracting their work that leaving the workplace in an unsafe condition is not acceptable and may lead to them not being eligible for future work;

9.2 When a building is handed back to the University after a major refurbishment or is ready to be commissioned after construction then a member of the Safety Team should undertake a H&S and general compliance inspection with EFM and the project team to ensure that the building is safe for occupation. This inspection should take place before the building is occupied.

Monitoring

This policy is monitored by means of analysis of reported accidents and near misses and by inspection of contractors work and work sites. It is reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands. The policy will be reviewed and revised every three years, or sooner if monitoring activities indicate it is necessary or if there are significant changes to legislative and/or University requirements.

10. References and Supporting Documents

The Construction (Design and Management) Regulations 2015 (CDM)

Health and Safety Executive Website: http://www.hse.gov.uk/construction/index.htm

Appendix 1 – The Construction (Design and Management) Regulations 2015 (CDM)

Official HSE Guidance on the management of contracted activities falling under CDM are contained in the attached Adobe file below.

https://www.hse.gov.uk/pubns/books/l153.htm

Permit To Work

Retain this top copy in file, give bottom copy to contractor

Section 1 Contractor details and summary of work

Reference Number		Date:	dd/mm/yy	Issue time	hh:mm	Expiry time:	hh:mm
Planned Work (summary)						Mobile:	
Company						Accredited contractor?	Y / N

Section 2 Risks

If not approved contractor then contact EFM Health & Safety Coordinator

	Details & control measures (see checklists overleaf)
5	

3.2

Safety requirements

Permit To Work overleaf must be completed in all cases

Complete relevant checklists below: Check box or write N/A

Procedure:

The Authorised Person (AP) reviews the contractors risk assessments and method statements. Once these are accepted:

1. The AP obtains the Permit Number from the EFM Helpdesk (ext. 7777)

2. The AP, together with the Contractor / DSU Supervisor checks the required precautions listed below and, when satisfied that suitable and sufficient risk controls are in place, completes Sections 1 and 2 and Section 3.1A.

3. The Contractor / DSU Supervisor signs Section 3.1.B to acknowledge acceptance of the permit and safety information.

4. The top copy of the Permit is retained by the AP and the bottom copy is issued to the Contractor for display on site

5. The bottom copy remains posted on-site on site until the work is complete.

6. On expiry of the Permit or completion of the works the DSU / Contractor's supervisor ensures that work ceases and returns his copy of the permit to the AP, indicating whether the work is complete or not at S.3.2B

7. The AP inspects work site and cancels permit by signing S.3.3A

8. The AP sends the cancelled Permit to the EFM Helpdesk for filing

Permit Precautions for Hot Work:

Necessary Precautions	Necessary Precautions
… Post warning signs. … Isolate smoke/heat detectors in work area at control panel. … Cover smoke detectors with dust covers. … Arrange to observe & monitor the work and surrounding areas for dangerous sparks and fire. … Area is adequately ventilated … Cutting / welding equipment is in good repair …Clear area of all loose combustible material. … Cover wooden flooring with sand or other non-combustible material. … Ensure all flammable or combustible materials, plant, etc has been relocated to a safe distance from the operation or is protected by flame/heat proof covers. … Consider if confined space permit is required … Fire extinguishers are available and operatives have been trained in their use … Screen welding, cutting or grinding work with noncombustible material. … Explosive atmosphere is work area has been eliminated	… Remove combustible material from other side of wall/partition (danger from conducted heat) … Ensure any floor or wall opening or open mesh flooring in close proximity to the cutting and welding operation has been covered tightly. … Do not leave worksite unattended during tea breaks, etc … Turn off fixed gas supply or protect piping … Gas cylinders have flash back arrestors and regulators fitted … Secure gas cylinder in upright position … Smoke/fire detectors must be uncovered immediately after work is completed and be reactivated at the control panel. … The work area should be inspected to check that there is no increased risk of fire one hour after the work has stopped. … Other precautions (specify) **Roof Work:** … Site boiler gas cylinders at least 3 metres from burners … Non-combustible, insulating base for tar boiler (essential for use on roof)

Precautions for Electrical Service Work:

Necessary Precautions

Live Working Checks – each of the following must be true

… Gas Safe Registration details … Details for personnel to be used and their training / experience … Steps required to safely purge any gas from the gas fittings identified … Steps to be taken to avoid the risk of explosion	… Identification of all gas testing required … All personal safety equipment is available … Segregation of work area … Warning notices posted … Actions to be taken in emergency situations …Other:

Excavations:

Necessary Precautions	Necessary Precautions
… Shoring method identified … Details of access / egress … Fencing … University supplied information regarding underground services where available	…e

Safety Information for Contractors
(to be issued with permit)

Procedure:

Fire / evacuation

Familiarise yourself with the fire escape routes. To activate the alarm in the event of a fire press the call point and then dial 3333 from any internal phone or 01273 873333 from a mobile, which is the University's emergency number, to give details of the emergency once you are in a place of safety. The alarm is a loud siren. Exit the building by nearest safe exit, indicated by green fire exit signs. Do not stop to collect belongings. Do not use lifts. Assemble at nearest assembly point. Obey instructions given by fire wardens and fire marshals. Do not leave the assembly area nor reenter buildings until the fire and rescue service or person-in-charge announces that you may do so.

Smoking

Smoking (including e-cigarettes) is absolutely prohibited within University buildings.

First Aid

There are a number of qualified first aiders. Their attention is required for all injuries, no matter how minor. Ask a member of staff to summon a first-aider, but always dial the emergency number 3333 as above.

Accident and Near Miss Reporting

All accidents and incidents, must be reported to the University within 2 hours or 8 hours for near-misses. You should report the accident/incident to Estates, either through helpdesk (ext. 7777) or the project manager/supervisor, or to the local health and safety coordinator.

Queries / Problems / Complaints

Any queries, problems or complaints in relation to health & safety must be reported to the local H&S coordinator and to EFM. The phone number for EFM is 7777. This excludes SEF direct contractors who must liaise via SEF Management.

Appendix 3.

Decontamination/Laboratory Authorisation Certificate

Retain a copy of this Certificate

This certificate should be completed by the local safety coordinator (if they have experience of relevant technical issues), the safety officer or person in charge of the laboratory area. The certificate is only valid at the date and time of issue, unless the item or area is taken out of use.

Name:

Position:

Describe work to be carried out by contractor:

Date work is to be carried out:

State the area or item of equipment to be accessed by/worked on by the contractors. A separate form should be completed for each area or item of equipment:

Describe the Area:	Be precise and give boundaries

Identify the