

Ref No.

**Control of Contractors**

**Induction Form**

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| **Edinburgh Napier University Contract Administrator:**  |  |
| **Position in School/Service:** |  |
| **Contracted company name:** |  |
| **Contact number for company:** |  |
| **Emergency contact number for company:** |  |
| **Email address for company:** |  |

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|  | **General** | **Delete as appropriate** |
| 1 | Have you read the Edinburgh Napier University “Code of Practice for the Management of University Contractors/Works”?  | **Yes / No** |
| 2 | Have you signed the contractor employees’ section of the Code of Practice? | **Yes / No** |
| 3 | Are you fully aware that you **must** follow the Code of Practice at all times?  | **Yes / No** |
| 4 | Are you involved in the risk assessment process? | **Yes / No** |
| 5 | Do you have a copy of the risk assessment/method statement for the works you are about to carry out?  | **Yes / No** |
| 6 | Have you been made aware of significant risks and control measures put into place to protect you and others in your proposed work area by the Contract Administrator? | **Yes / No** |

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|  | **Risk Assessments & Method Statements (including COSHH assessments where applicable)** | **🗸 as appropriate** |
| 1 | All works carried out on University Premises must be risk assessed in compliance with the Management of Health and Safety Regulations. |  |
| 2 | A suitable and sufficient written assessment of significant risks to comply with the Management of Health and Safety at Work Regulations must be in place prior to works commencing. |  |
| 3 | All contractors’ and sub-contractors’ employees must have all the relevant risk assessments and method statements made available to them before work commences. |  |
| 4 | Fully understand the emergency arrangements that are in place for your works that you are carrying out. |  |

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|  | **Permits to Work****\*\*\*Note: – Contract Administrator to contact Property & Facilities if any permits are required. Please request any permits in plenty of time and ensure permits are in place before commencing work**The following Permits to Work are in force at this University and **must** be followed: | **🗸 all that are applicable** |
| 1 | Electrical work (High Voltage / Low Voltage) **\*\*\*** |  |
| 2 | Hot work(including welding and cutting) **\*\*\*** |  |
| 3 | Roof access**\*\*\*** |  |
| 4 | Gas**\*\*\*** |  |
| 5 | Special areas – laboratories, fume cupboards etc. (lab technician) |  |
| 6 | Asbestos (Note: Asbestos Register in place at iPoint or Security Office) **\*\*\***  |  |
| 7 | Fire alarm isolation**\*\*\*** |  |

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|  | **Guidance Section** **\*\*Manager/Supervisor: Please read and sign the declaration at the end declaring that you have read and understand this guidance\*\*** |
| 1 | **Reporting of hazards*** Stop work, make the area safe and report them to your line manager/supervisor immediately.
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| 2 | **Accident/incident reporting*** Contractor must report all accidents, incidents, dangerous occurrences and near-misses on Edinburgh Napier University premises to the ENU Contract Administrator who will notify the Health and Safety Office using the designated Edinburgh Napier University accident/dangerous occurrence form.
* Sub-contractors must report all accidents, incidents and near-misses on Edinburgh Napier University premises to the main contractor.
* Any contractor/subcontractor employees who initiate work related violence or are suspected to be under the influence of drugs or alcohol will be escorted off site. The contractor/subcontractor may be banned from future University contract work. The incident will be reported to the Health & Safety Team and to the employing Contractor via Property & Facilities.
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| 3 | **Fire and emergency*** Be aware of your surroundings at all times - if the fire alarm sounds get out of the building, using the nearest available exit.
* Before starting work make yourself familiar with the nearest assembly point and potential fire escape routes to be used in the event of an emergency.
* Go to the nearest assembly point and wait for further instructions.
* If you discover a fire, raise the alarm and make your way out of the building, report to a member of Edinburgh Napier University staff, who will contact a fire warden so that the details regarding the fire can be passed on.
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| 4 | **Waste disposal*** You are responsible for removing all rubbish created by your company at the end of every shift/day.
* Exit and emergency escape routes kept clear at all times.
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| 5 | **Use of work equipment*** The use of Edinburgh Napier University owned access/work equipment is **forbidden**.
* Contractors are responsible to provide their own access and work equipment for the works. All access and work equipment must be compliant with relevant legislation and suitable for the task.
* Contractors must be fully trained to use the access and work equipment they are to use.
* Suitable and sufficient PPE worn at all times relevant to the works being carried out.
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| 6 | **Sub-Contractors*** All necessary information that needs to be passed to the sub-contractors must be done through the main contractor - this list is not exhaustive, but should include the arrangements for:
	+ Risk assessments (including COSHH assessments)
	+ Permits to work (e.g. confined spaces, hot works, etc)
	+ Accident/incident information
	+ Site inductions, health and safety briefings
	+ Co-ordination of other works
	+ Service drawings
	+ Surveys
	+ Safe storage of materials
	+ Welfare arrangements
	+ Parking on campus
	+ Any special fire risks/precautions to be adhered to
	+ Health hazards
	+ Waste management
* Sub-contractors are required to complete and comply with the Edinburgh Napier University Code of Practice for the Management of University Contractors/Works.
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| 7 | **Signing in procedures*** You must sign in/out at the campus reception/security office on a daily basis.
* The Asbestos Register must be checked prior to carrying out works on the fabric of the building (located at iPoint or Security Office at each campus).
* All contractors and sub-contractors must have a visible ID badge displayed at all times when on University premises.
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| 8 | **Contract sign-off** * At completion of works the Contract Administrator must inspect the completed job for quality purposes but also for any remaining health and safety risks that could still be remaining before the invoice can be submitted by contractor.
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**Declaration:**

*I declare that I have read and understood the above guidance*

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Contractor/Manager/Supervisor***

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_