

Ref No.

**Control of Contractors**

**Induction Form**

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| **Edinburgh Napier University Contractor 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 in your proposed work area by the Contract Administrator? | **Yes / No** |

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|  | **RISK ASSESSMENTS & METHOD STATEMENTS** | **🗸 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. |  |

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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**\*\*\*** |  |
| 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*** To be reported 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 Edinburgh Napier University Health and Safety Office, using the designated Edinburgh Napier University accident form.
* Sub-contractors must report all accidents, incidents and near-misses on Edinburgh Napier University premises to the main contractor.
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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.
* 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.
* 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.
* Suitable and sufficient PPE worn at all times.
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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, including
	+ Risk assessments
	+ Permits to work
	+ Accident/incident information
	+ Site inductions, health and safety briefings
* 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 before 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_