



Requirements on Contract Administrators

Control of Contractors
Edinburgh Napier University



- Read and understand the policy
- Sourcing and raising orders on contractors (Procurement)
- Contractor checks
- Once contract is signed off – what do I do?
- Do I need a Risk Assessment / Method Statements for my contractor?
- Safety performance of contractor
- Health and Safety Notices

Duties placed on you



What is a contractor?

A **Contractor** is defined as:

“a company or person who has a contractual agreement with the University to carry out work or provide a service on the University’s property”

Who are our contractors?



Suppliers / deliveries / waste - chemicals, food, equipment, materials, recycling, etc.



People carrying out work, repair, maintenance, new works



Servicing / inspection, insurance, annual maintenance



Events, Conference and Letting, filming, consultants

Reasoning for controlling contractors

- Safeguard the university, its staff, students, visitors and other contractors
- Required by law
- Accident, Near Miss and Dangerous Occurrence reporting requirements
- Insurance

Code of Practice

- University [document](#)
- Informs contractors what is required of them and what they need to comply with whilst on our property
- Sign off
 - Management
 - Contractor
 - Records held



Specialist contractors - projects

Construction Design and Management Regulations

- Client
- Designers
- Principal Designer
- Principal Contractor
- Contractors
- Workers
- F10

[A short guide for clients on CDM \(hse.gov.uk\)](https://www.hse.gov.uk/CDM/)

[Managing health and safety in construction \(hse.gov.uk\)](https://www.hse.gov.uk/healthand-safety-in-construction/)

Detailed risk assessments and method statements

Fee for intervention

Dealing with contractors

Induction

- Have they read and signed the COP?
- Do they have the RA and Method Statements?
- Do they require a permit to work (contact P&F)?

Inspection

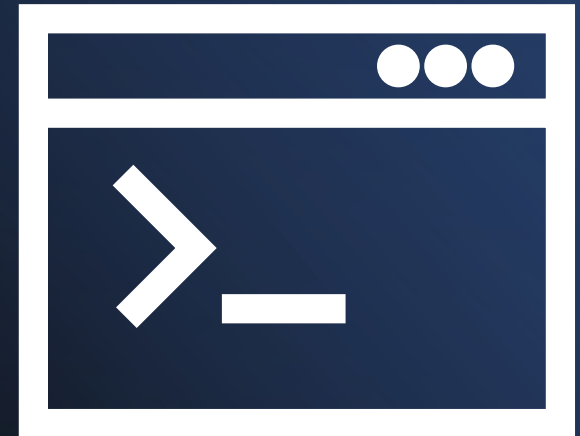
- Carry out the necessary inspections at agreed department timescales
- Any issues

Completion of works sign off

- Is the site safe?
- Waste been removed?

- Essential Skillz – Risk Assessment course to be completed by Contract Administrators
- School/Service to hold all records for contractors' signatures

Courses/records



Risk Assessments and Method Statements



Risk Assessments require to be completed by the contractor when carrying out work on Campus and Accommodation



They must be suitable and sufficient



Require to be available when requested



Contractor responsible to update as and when required



University required to provide all necessary information

Questions

