



Health & Safety Contractors Policy for Maintenance, Services and Events

<i>Version</i>	1.0
<i>Version date</i>	May 2023
<i>Review date</i> ¹	May 2026
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¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	May 2023	

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Policy Summary

The University has a legal responsibility to safeguard contractors and their employees from any risks to their Health & Safety arising from the activities of the University. Likewise the University is obliged to ensure that staff, students and visitors to the University are not exposed to risks to their Health & Safety as a result of the contractor's activities.

This policy covers contractors carrying out maintenance within the university, providing a service or undertaking events. This policy provides details on how the Management of Contractors is carried out in the University.

Prior to engaging contractors to work on the fabric of the building, services or infrastructure please contact Property & Facilities for a discussion and authorisation.

Prior to planning events if using contractors then you are required to follow this policy.

The University presents a number of hazards that need to be controlled, communicated and managed to prevent injury and harm to anyone working in these areas. This will include contractors, staff, students and all other building users.

A **Contractor** is defined as any individual, company or organisation, other than an employee, engaged by the University to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are considered to be employees for the purposes of Health & Safety law. Sub-contractors are individuals (self employed), companies or organisations employed to undertake works for gain or reward by the contractor.

The term **Contract Administrator** (CA) means the member of staff in the School or Service of Edinburgh Napier University who initiated the contract. Individual personnel fulfilling the role of CA within the School or Service will be identified as appropriate to the contract work/services. The competent CA will be appointed by the Dean of School or Director of Service in writing and records held in the School or Service office.

Useful links:

Code of Practice for the Management of University Contractors/Works booklet – [click here](#)

Information for Contract Administrators – [click here](#)

Health & Safety Executive guidance – [click here](#)

Control of contractors flowchart – maintenance, services and events

Contractor, term contractor, services, events

Plan

- What type of contract requires to be raised?
- Approval from university procurement
- Is contractor approved or new?
- Annual checks: Insurance (liability etc.), safety performance



Do

- Induction process
- Contractor management
- Employees
- Sub-contractors
- Company management to sign university code of practice
- Permits to work required?
- Certification and competency requirements
- Keeping records of all contractors



Check

- Onsite
- Sign-in process
- ID badge requirement
- Company ID on display
- Personal Protective Equipment/hi-vis worn when required by risk assessment
- Company contact details to be given at sign-in
- Permits to work
- Employees to sign code of practice document
- Accident/incident reporting procedure
- Site setup and material delivery
- University staff check on works progress and completion before sign-off



Act

- Act on findings
- Workplace inspection by university staff
- Progress meetings
- Poor working practice and/or finish
- Record contractor's overall performance rating
- Remedial actions taken
- Under-performing contractor performance dealt with
- Review

- Sign-off when satisfactorily completed
- Pay invoice
- Record overall rating of contractor

Supplier only (deliveries)

Induction process – deliveries only
Standard operating instruction for the supplier detailing delivery hours, locations and contacts

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1. Introduction

The University has a legal responsibility to safeguard contractors and their employees from any risks to their health and safety arising from the activities of the University. Likewise, the University is obliged to ensure that staff, student and visitors to the University are not exposed to risks to their health and safety as a result of the contractor's activities.

This policy will cover the following:

- Maintenance – building, infrastructure, external building areas, systems, inspections, isolations, repairs and equipment
- Contracted services – insurance inspections, term contracts (non CDM related works only)
- Events – weddings, conferences, etc.

Prior to engaging contractors to work on the fabric of the building, services or infrastructure please contact Property & Facilities for a discussion and authorisation.

2. Definitions

A **Contractor** is defined as any individual, company or organisation, other than an employee, engaged by the University to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are considered to be employees for the purposes of health and safety law. Sub-contractors are individuals (self employed), companies or organisations employed to undertake works for gain or reward by the contractor.

The term **Contract Administrator (CA)** means the member of staff in the School or Service of Edinburgh Napier University who initiated the contract. Individual personnel fulfilling the role of CA within the School or Service will be identified as appropriate to the contract work/services. The competent CA will be appointed by the Dean of School or Director of Service in writing and records held in the School or Service office.

3. School/Service responsibilities

The Dean of School or Director of Service which engages the contractors has overall responsibility for ensuring the contractor meets the requirements of the [University's Code of Practice for the Management of University Contractors](#).

The Dean of School/Director of Service will delegate the management of the contractor to the appointed competent contract administrator.

4. Contract Administrators

The contract administrator will ensure that the contractor has received a copy of the [University's Code of Practice for the Management of University Contractors](#) and that the company employees have read, understood, and signed the document accepting the contents. They will ensure the contractor is made aware of any particular hazards, systems of work, safety or emergency procedures, etc. which are present or apply, before the contractor starts work and ensure that appropriate documentation is in place, e.g. risk assessment, training records, safe plant and equipment, first aid and emergency arrangements, along with adequate resources and supervision.

Any staff member appointed as a competent contract administrator must regularly attend Contract Administrator Training. These sessions are run by the Health & Safety Office. This will provide the members of staff with the tools to carry out successful contractor induction and control of the contractor. It will also make companies and employees aware of the safety requirements prior to working at the University. Resources are available for Contract Administrators and contractor induction on the Health & Safety [website](#).

5. Code of Practice for the Management of University Contractors/Works

The University's [code of practice](#) covers all types of work and services, including exhibitions, filming and events taking place in the University by external bodies. It gives guidance on the following topics:

- Management of Health & Safety
- Contractors' responsibilities
- Starting work – parking, other building users, visitors and other contractors
- Permit to work
- Fire/emergency procedure, first aid provision
- Accidents, dangerous occurrences and near miss reporting
- Work at height/access to roofs
- Asbestos
- Building works
- Control of substances hazardous to health (COSHH)
- Demolition
- Disposal of waste
- Risk assessments/method statements
 - Hazardous areas
 - Specialist contractors – special hazards
 - Lifting operations
 - Electrical safety
 - Provision and use of work equipment (equipment and plant)
 - Events
 - Stunts
 - Catering
 - Lone working
 - Conference and Letting contractors
 - Sub-contractors
- DSEAR

- Confined Spaces
- Traffic Management
- Personal Protective Equipment
- Manual Handling
- Supervision
- Welfare arrangements
- Buried services

6. Construction/maintenance/refurbishment and infrastructure

Construction work is legally defined as “the carrying out of any building, civil engineering or engineering construction work and includes:

- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning of a structure;
- b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure”.

Notifiable projects: are covered in the Contractors policy for CDM applicable projects.

The University aims to deliver this commitment through the Contract Administrators by:

- a) Carrying out appropriate checks of each of its contractors prior to the letting of any contract (or establishment of any framework agreement) to ensure, so far as is reasonably practicable, that it only engages suitably competent contractors to carry out works on its behalf.
- b) Providing contractors with the necessary information, induction training, supervision and instruction to undertake their work in accordance with this and all other relevant Health & Safety policy and any specific legislative requirements that might apply.
- c) Providing contractors with suitable and sufficient asbestos information, at tender stage, to enable them to plan and deliver their works without risk of exposure to, or the uncontrolled release of, asbestos fibres. Only Property & Facilities should be dealing with Asbestos related projects as they have the necessary experience and industrial contacts to carry out the necessary remedial works. Any School/Service contractors who come into contact with potential asbestos products must stop work and inform the Health & Safety Office / Property & Facilities immediately.
- d) Only allowing contractors to commence work once they have provided, and where necessary implemented, suitable and sufficient risk assessments to manage any significant risks associated with their works. In the case of notifiable projects, construction works will only be

allowed to commence when the Principal Contractor has provided a suitable and sufficient Construction Phase plan and has put in place adequate welfare arrangements.

- e) Ensuring that works are planned so that there is adequate time to deliver these safely.
- f) Overseeing and monitoring all works under the direct control of the University. Oversight will be carried out by a suitably competent person (or persons) appointed by the University.
- g) Developing and implementing suitable and sufficient risk-based procedures to gain effective control, coordination, cooperation and communication of all contractor works.
- h) Property & Facilities are responsible for all “Permit to Work” arrangements for the management of specified high risk works (electrical works, buried services, roof access, hot works, etc). This will include providing sufficient resources such that Permits to Work are only issued by suitably competent and appropriately authorised persons. Sufficient time must be given into the planning of these activities, working with Property & Facilities. Also, ensure that suitable and sufficient detailed RAMS, Safe Systems of Work with appropriate resources and supervision and suitably trained contactors are in place before work can commence.
- i) Requiring that all contractor works which involve, to any extent, works on building fabric or services or infrastructure are approved, in writing, by the Director of Property & Facilities (or their appointed agent) and the Health & Safety Office. No such works will be allowed to commence until this approval has been provided by both parties.
- j) Monitoring contractor performance at appropriate intervals and taking appropriate corrective action where Health & Safety issues are identified. This requires to be recorded and acted upon if deficiencies/poor performance found.
- k) Implementing arrangements to ensure that contractors provide any necessary information, documentation or certificates in order to ensure that the University can meet its general and specific Health & Safety responsibilities.
- l) Reviewing overall contractor performance on an ongoing basis and at the end of each contract and implementing, where practicable, any significant findings.
- m) Where any new equipment is installed or existing equipment repaired which requires inspection and testing to meet regulatory requirements, this must be carried out in line with manufacturers and regulatory requirements and recorded.

7. Procedures

Contractors must supply the university contract administrator with details of their liability insurance cover in respect of fire, damage, loss, public and employers liability. A copy of the contractor’s Health & Safety policy shall also be obtained before that contractor is engaged. The University reserves the right to exclude the contractor and contractor’s employees from the University premises for breaches of safety.

All contractors require to be inducted prior to attending site and all paperwork (code of practice) requires to be signed and held by the relevant School/Service.

All contractors are required to sign in at the security office and must wear the lanyard and pass when on university premises. They must return these passes each day to the security office.

The contractor's staff must be easily identifiable when on university premises - hi visibility clothing and company identification must be present on all employees.

Insofar as any hazardous situation or incident arises from actions of contractors the responsibility lies with the contractor. When such incidents are brought to the attention of, or observed by, University staff they should inform the member of staff responsible for engaging the contractor and/or the University Health & Safety Team.

All accidents and near misses require to be reported to the Health & Safety Team using the university [accident form](#). All relevant information will be requested by the Health & Safety Team to carry out a full and thorough investigation.

Where an accident comes under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) if contractors' staff they will be responsible for reporting it, if University staff, student or visitor, then this will fall to the University Health & Safety Team to report to the relevant authorities.

Contractor performance requires to be monitored by the School/Service and any Health & Safety breaches dealt with and reported to the Health & Safety Office with list of actions taken to remedy these breaches.