

Health & Safety Policy

Summary – Contractors Policy



[Full Policy Document](#)

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 procedure 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 refer to the following –

<https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/Projects.aspx>

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 and safety law. Sub-contractors are individuals, companies or organisations employed to undertake works for gain or reward by the contractor. All Contractors are both contractors and sub-contractors.

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.

Further information and related links

[Full policy document](#)

Project authorisation forms and flowcharts – [click here](#)

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](#)

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