Contract Administrators

Edinburgh Napier
UNIVERSITY

Control of Contractors (not CDM)
Edinburgh Napier University

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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"

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Who are our contractors?

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

People carrying out work, repair, maintenance, new works

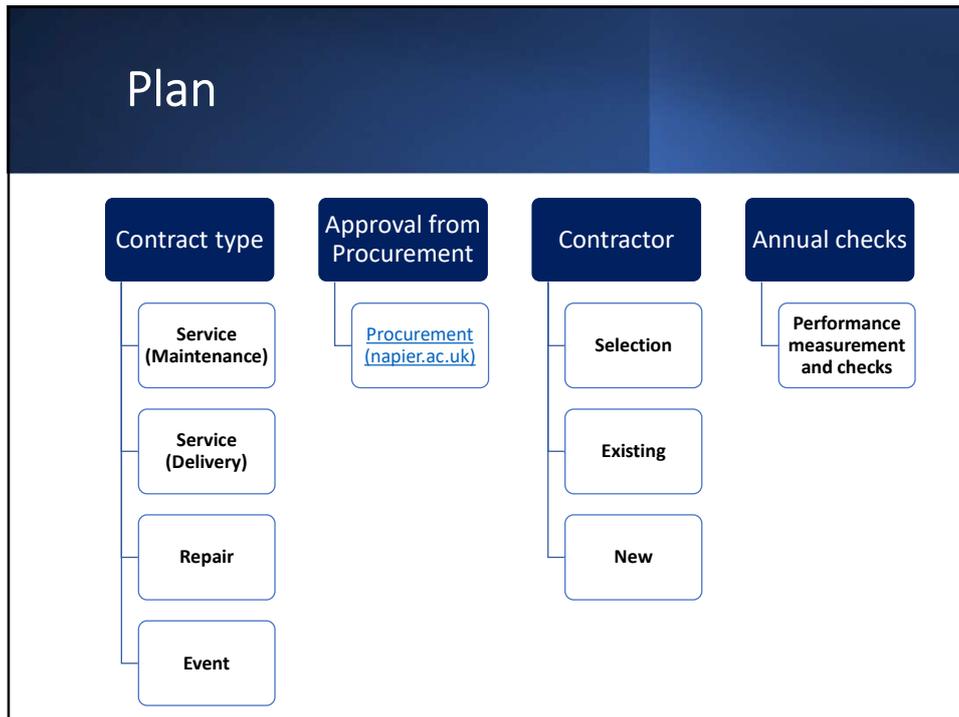Servicing / inspection, insurance, annual maintenance

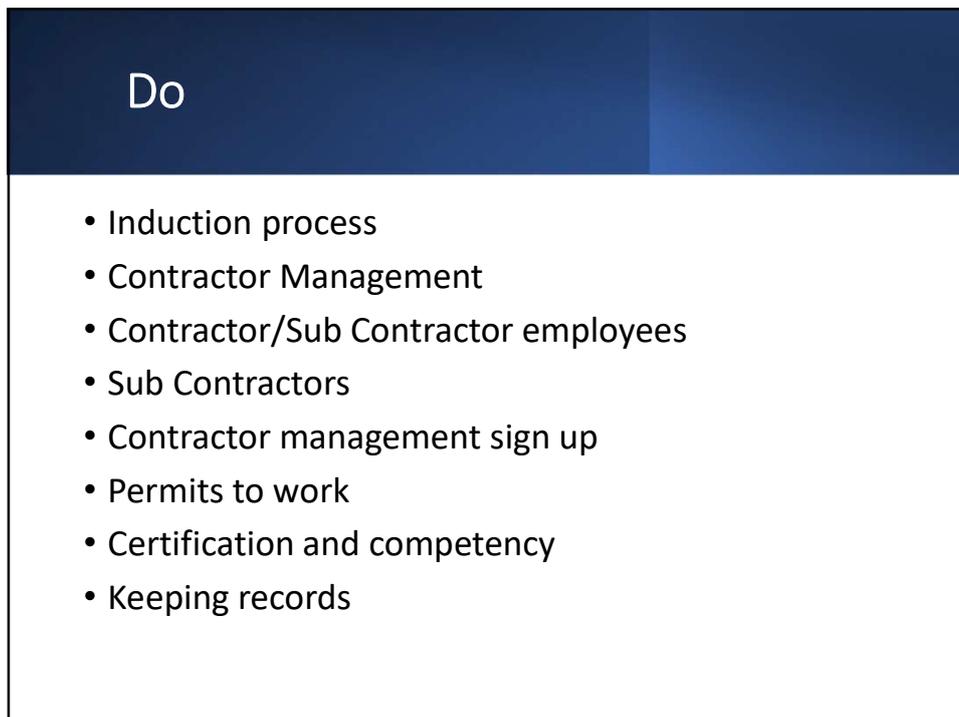Events, Conference and Letting, filming, consultants

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Why control contractors?

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

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Plan

Contract type	Approval from Procurement	Contractor	Annual checks
Service (Maintenance)	Procurement (napier.ac.uk)	Selection	Performance measurement and checks
Service (Delivery)		Existing	
Repair		New	
Event			

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Do

- Induction process
- Contractor Management
- Contractor/Sub Contractor employees
- Sub Contractors
- Contractor management sign up
- Permits to work
- Certification and competency
- Keeping records

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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

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Check

- Onsite
- Sign in process
- ID badge requirements
- Company ID
- Appropriate Personal Protective Equipment/Hi-Vis where identified in the risk assessment
- Company contact details on sign in
- Permits to work
- Employee signature
- Accident/incident reporting
- Site set up/materials/skips
- Progress/completion checks/sign off – quality/H&S

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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? • Works completed to the specification

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Security and sign-in process

- Approval to work
  - The contract administrator is responsible for this
- Contractors must sign in
  - With security on the campus they are attending
  - Must wear lanyard and badge
  - Must return it on completion of works
  - Wear company identification
- Sign-in process for
  - Normal working hours
  - Emergency works – repairs
  - Out of hours attendance

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Control of Work Activities

All works must:

- Have a Risk Assessment (including COSHH assessments)/Method Statement in place and approved
- The risk assessment - must be suitable and sufficient, and available when requested, and updated as and when required
- Be planned with controls in place
- Supervised and monitored by a competent person

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Control of Work Activities

Ensure that:
- A pre-briefing/tool box talk of the works is carried out
- Competent/trained personnel in place to carry out the works
- Plant and equipment accompanied by current certification, inspection/maintenance or Through Examination records
- Wearing of appropriate PPE for the task
- Adequate First Aid arrangements and provisions are provided and maintained/emergency arrangements must be in place
- Suitable controls are in place to ensure all personnel (including 3rd parties) are protected from risks of the work being carried out
- At all times, all University and Contractor procedures are followed

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Act

- Findings
- Inspections
- Progress meeting
- Poor work/finish
- Recording contractor's overall performance rating

- Remedial actions
- Under-performance dealt with
- Review
- Sign off
- Pay invoice
- Record completed rating

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Courses/records

- School/Service to hold all records for contractors' signatures
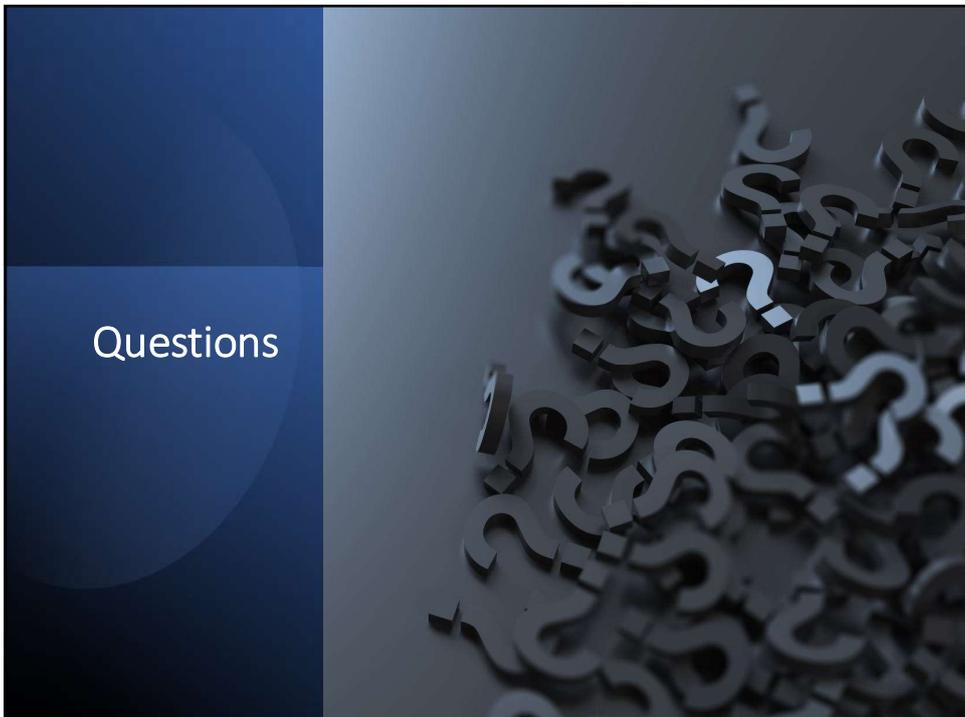
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Audit and annual checks required

Audit

- Carry out audit of all records held for contractors
  - Check code of practice signatures
  - Check the performance of the contractor
  - Insurance in place
  - Matters resolved on poor performance
- Feedback required on the School/Service report

Annual Checks

- Insurance
- Completed

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Questions

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