

Guidance on Appointment and Control of Contractors Working on University Premises

The Code of Practice on Appointment and Control of Contractors sets out the responsibilities and general arrangements Faculties and Directorates must follow when using contractors to carry out works or provide services, whether under one-off, short-term or long-term contracts.

For contracted work on University premises, the following practical measures must be considered and form the basis of Faculty/Directorate risk assessments, local codes of practice, and day-to-day arrangements.

Beforehand

- Clearly specify the nature and extent of the job.
- Provide contractor with [Safety, Health and Environmental Requirements for Contractors](#) and make sure that acceptance is received before works commence. Draw up information for the Contractor identifying local health and safety arrangements in addition to the Safety Health and Environmental Requirements for Contractors, highlight any particular health and safety issues of the work or area, especially if the contractor could not reasonably expect these. Examples may be restricted times for the work or difficult access routes. The proforma '[Health and Safety Information Sheet for Contractors](#)' may be useful for this.
- Include brief details of any local arrangements that the Faculty/Directorate will make in preparation for the work, e.g decontamination of equipment.
- Provide information to Procurement & Business Services for inclusion in any formal tendering process.
- Inform Campus Facilities of all work that could affect University premises, integrity, facilities and services (including alarms), giving as much prior notice as possible. Include Campus Facilities in discussions with contractors as necessary, particularly if work is to be carried out outside normal working hours.
- Consult with neighbouring groups in the building or on campus so that possible effects on them and their work can be taken into account and appropriate measures introduced.
- Select suitable competent contractors (e.g recommendations, lists of approved suppliers from Procurement & Business Services, qualifications, membership of professional bodies).
- Agree and record details of the work with the contractor, including site visits if necessary

- Obtain the contractor's risk assessments and codes of practice/method statements setting out how the contractor plans to carry out the work, including their proposed precautions for any issues your Faculty/Directorate or others have highlighted. The contractor is responsible for the contracted work itself but make sure that your concerns are addressed
- Consult with the contractor to identify any other 'shared risks' and necessary measures.
- Agree and record any specific measures (e.g permits to work, no-go areas, access arrangements, allocated delivery and storage areas, routes to be kept clear, times to avoid).
- Appoint and brief a competent member of staff to meet with and supervise contractor's employees on the day. The briefing should include the date/time, location and duration of work, contractor's employees and ID expected, agreed work, methods and special requirements, liaising with Estates to ensure that any required permits are completed prior to works commencing.
- Inform Faculty/Directorate staff and students, and any other groups who may be affected by the work. This should include the date/time, location and duration of work, possible effects, company/ID of contractors, who to contact if problems are encountered.

On the first day

- Check ID (company or University) and names of contractor's employees on arrival.
- Ensure all contractors report to local Campus Facilities Office to sign in and have had an annual general site induction (this includes details of local emergency arrangements)
- Check that all contractors and subcontractors carrying out work that may affect University premises, integrity, facilities and services (including alarms) have a temporary ID card issued by the Campus Facilities Office.
- Check contractor's supervisor/employees have been adequately briefed on the agreed work, methods and any special requirements
- Liaising with Estates & Facilities to ensure that any required permits are completed prior to works commencing

During

- Check how the work is progressing periodically. Also check with neighbouring groups who may be affected.
- Report any concerns to the contractor's supervisor or contractor.
- Arrange alternative staff supervisor(s) if necessary for temporary absences e.g meetings, lunch. Ensure they are fully briefed on the agreed arrangements.
- Agree arrangements if after-hours working or a return visit is required.
- Ensure that contractors sign in and out in the local Campus Facilities office.

After

- Check the work has been completed satisfactorily.
- Check all work areas have been left clean, tidy and safe.
- Retrieve University passes (if any). Return visitor passes (if any) to Campus Facilities office.
- Check with colleagues and neighbouring groups if there were any problems with the work.
- Inform relevant colleagues (and Procurement & Business Services if necessary) if there have been problems, and particularly if the company should not be used again for any reason.
- Record any changes to arrangements that may be needed for future work.