

Management of Health and Safety for Work and Services Contractors

Originator name:	Clive Parkinson
Section / Department:	Health and Safety / Estates and Facilities Management
Implementation date:	March 2017
Date of next review:	March 2019
Related policies:	Health and Safety Policy.
Policy history:	Old format: 2010

Version History

Version	Author	Revisions Made	Date
1	Mark E D'Rozario	First Draft (new format)	Dec 2016

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Jo McCarthy-Holland	Compliant with E&D Analysis	Mar 2017

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	10 Feb 2017
	Executive Board Committee	30 Mar 2017

1	Introduction
1.1	Purpose
1.1.1	The University has a duty to assess the risks posed to the health and safety of its employees and to anyone else who may be affected by their activities. Significant risks identified by this process have to be reduced to a tolerable level. This duty extends to managing the risks associated with works undertaken for the University by contractors. This policy sets down the framework for managing all contractor activities at the University.
1.2	Scope
1.2.1	<p>The policy applies to all persons engaging or controlling contractors whose works could:</p> <ul style="list-style-type: none"> ➤ Adversely affect the health, safety or welfare of members of the University community and others who are on University premises; ➤ Cause damage to the environment and the reputation of the University; ➤ Cause negative impacts upon the business operations of the University. ➤ Specific areas of the policy will apply solely to the management of contractors undertaking construction works on behalf of the University.
1.3	Equality Analysis
1.3.1	<p>Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
1.4	Definitions
1.4.1	<p>According to the Construction (Design and Management) Regulations 2015, “construction work” means the carrying out of any building, civil engineering or engineering construction work and includes:-</p> <p>(a) the construction, refurbishment, 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), decommissioning, demolition or dismantling of a structure;</p>

	(b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
	(c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;
	(d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
	(e) 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.
	“Construction work” does not include the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out.
1.4.5	<p>Competence, Training and Briefing</p> <p>Competence is based upon training and is equipping staff, students (and others where the University has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge and information in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.4.6	<p>Accessibility</p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
1.5	Legislative context
1.5.1	<p>Health & Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p> <p>Construction (Design and Management) Regulations 2015</p>
1.6	Health & Safety Implications
1.6.1	This forms part of the Health and Safety Policy

2	Policy
2.1	Principles
2.1.1	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> ➤ Safeguard members of the campus community and others on University grounds against death, ill-health, injury or occupational disease resulting from contractor work activities; ➤ Minimise the risks associated with contractor undertakings to a tolerable level; ➤ Protect University of Surrey’s property, environment, assets and reputation; ➤ Ensure, so far as reasonably practicable, that the University and contractors working for or on behalf of the University comply with relevant best practice standards and legislation.
2.2	Procedures
2.2.1	<p>The University of Surrey will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to an acceptable level.</p> <p>To achieve this, the University will ensure that:</p> <ul style="list-style-type: none"> ➤ It only engages suitably competent, financially viable contractors to undertake works on its behalf. Basic competence can be evidenced through registration with a Safety Schemes in Procurement (SSIP) approved body; ➤ All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy by attending a University health and safety induction session; ➤ Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres through interrogation of the asbestos register at the point of reviewing the works’ RAMS; ➤ Individual contractor employees are provided with induction training before commencing works and that this training is delivered and recorded by Estates and Facilities Management (E&FM); ➤ Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works as discussed and agreed between the contractors and the Project Manager; ➤ All contractors are visibly identifiable to other members of the campus community. They will issued with Contractor (temporary) ID passes when they sign in with E&FM; ➤ Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in to manage and deliver the works effectively with regards to health and safety, and quality of product. This will be assessed and approved following a review of the works’ RAMS;

	<ul style="list-style-type: none"> ➤ Where works are undertaken directly for the University that the contractor is supervised by a competent project manager and that this supervision is in accordance with this policy and related procedures. This will be agreed with and implemented by the University Project Manager; ➤ All work that requires intervention or fixing into or alteration of/to the built fabric or engineered systems/services including external areas will be required to be planned, managed and delivered via E&FM; ➤ Where contractors are engaged to carry out high-risk works, then those works shall be subject to a Permit-to-Work (PtW) and/or an Authority-to-Access (AtA), if access is required into or work takes place in a designated high risk area. These additional control measures will be implemented, following a discussion of the work activities with an E&FM Authorised Person and to supplement those control measures already detailed in the RAMS. The use of a PtW or a AtA should always be proportionate to the risk.; ➤ Permits-to-Work and/or an Authority-to-Access are only issued by suitably competent persons (Authorised Persons - APs), who have reviewed risk assessments and method statements and have approved a safe system of work; ➤ Contractor performance is reviewed / audited on project completion by the Project Manager and/or E&FM Authorised Person; ➤ This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands. This review will be conducted by the E&FM Health, Safety & Assurance Manager.
3	Governance Requirements
3.1	Responsibility
3.1.1	<p><u>Persons Commissioning Contractors:</u></p> <p><u>All Contractors</u> University employees commissioning works (or their appointed agent) on behalf of the University shall be responsible for ensuring that the contractors under their control are:</p> <ul style="list-style-type: none"> ➤ Registered with a Safety Schemes in Procurement (SSIP) approved body and are competent to undertake the works for which they are engaged; ➤ Provided with suitable and sufficient information and instruction regarding the local hazards that exist in the areas in which they will be working; ➤ In possession of a suitable and sufficient risk assessment (and method statement) covering the work activities in question; ➤ Have received induction training detailing the University's arrangements for managing health and safety; ➤ Easily identifiable to other members of the campus community;

	<ul style="list-style-type: none"> ➤ Aware of, and comply with, the University’s management of contractors procedures.
<p>3.1.2</p>	<p><u>Construction Contractors:</u></p> <p>In addition to the above, University employees (or their appointed agent) commissioning Construction contractors shall be responsible for ensuring that:</p> <ul style="list-style-type: none"> ➤ All construction works are approved in writing by the Director of Estates and Facilities Management before works are commenced; ➤ All the contractors they engage are provided with suitable and sufficient information regarding the University’s Management of Contractors policy and procedures; ➤ Sufficient time is allocated to the contractors under their control to plan and undertake works safely and in accordance with best practice standards; ➤ All works on building fabric and services are co-ordinated by a suitably competent person in accordance with this policy and any related procedures; ➤ Where they or their Faculty or Departments do not have sufficient competency to manage contractors, they engage a suitably competent person to manage these works on their behalf.
<p>3.1.3</p>	<p><u>Authorised Director – Deputy Director (Planning and Development) E&FM</u></p> <p>The above shall be responsible for ensuring that:</p> <ul style="list-style-type: none"> ➤ All applications to undertake construction works are considered by a suitably competent person. The above duty holder will be responsible for approving the appropriate SSIP body. This duty holder will also set out the competency requirements for those suitably qualified competent persons; ➤ Arrangements are established to ensure that all applications to undertake construction works at the University are considered in a timely manner; ➤ All approved construction works are designed by competent persons; ➤ Where approved construction works are notifiable to the Health and Safety Executive (hereafter called notifiable projects) that relevant appointments have been made and that those appointed are competent to undertake their duties; ➤ Approved construction and/or engineering works are managed by suitably competent people in E&FM in accordance with relevant policies and procedures; ➤ Arrangements are available to ensure that all contractors are visibly identifiable when working on University premises;

	<ul style="list-style-type: none"> ➤ Sufficient competent persons, including Authorised Persons (see below), are appointed to ensure that construction works can be properly managed on behalf of the University; ➤ Where any duties relevant to notifiable projects cannot be met, for whatever reason, that these are reported to the Director of Estates and Facilities Management (E&FM).
<p>3.1.4</p>	<p><u>Authorised Persons (Permits-to-Work) / Authority to Access</u></p> <ul style="list-style-type: none"> ➤ Authorised Persons (Permit-to-Work) shall be responsible for ensuring that: ➤ All Permits-to-Work and Authority to Access documents are issued, managed and monitored in accordance with University procedures.
<p>3.1.5</p>	<p><u>University Representatives Managing Construction Works: Clerk of Works (E&FM):</u></p> <p>All persons overseeing / managing construction works on behalf of the University must be competent to do so. These “competent representatives of the University” shall be responsible for ensuring that construction contractors under their control:</p> <ul style="list-style-type: none"> ➤ Have developed satisfactory risk management plans to enable them to undertake their works without unacceptable risk to the contractor, members of the campus community or any other persons that might be affected; ➤ Have made adequate arrangements to provide, or gain access to, welfare facilities throughout their contract; ➤ Are provided with relevant information on existing hazards present at the University. This will include the provision of asbestos information at the tender stage of all construction contracts; ➤ Are issued with written authorisation to commence works before they start on site; ➤ Are inducted before commencing work on behalf of the University; ➤ Are monitored at intervals proportionate to the risks posed by the works they are undertaking; ➤ Co-operate with the university to meet the requirements of this policy. Any failure to co-operate is to be reported either to the Deputy Director (Planning and Development) Estates and Facilities or directly to the Director of Estates and Facilities. <p><u>Note:</u> Certain large construction projects may require oversight / management by a team of project managers; in these instances it will be acceptable for the overall competency requirements to be met by the team rather than by each individual. Clear accountabilities should be established within the team to ensure that each of the above duties is assigned to a team member competent to undertake that element of management.</p>

3.2	Implementation / Communication Plan
3.2.1	Available through University of Surrey Policies website and from Estates & Facilities Management
3.3	Exceptions to this Policy
3.3.1	N/A
3.4	Supporting documentation
3.4.1	Health and Safety Policy