

# Managing Contractors on Site Policy

November 2016

Also available in large print (16pt) and electronic format.

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## Version Control History

Version Number	Date of Change	Summary of Revisions Made
1	November 2016	This Policy clarifies roles and responsibilities in Managing Contractors to ensure that health, safety and welfare of person affected by contractors activities is not compromised.
1.1	December 2018	Change of role to Quality Manager and other job titles to adhere to the new structure.

UNCONTROLLED WHEN PRINTED

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**Version/Status:** Final, Version 1.1  
**Approved By/Date:** Health and Safety Committee/  
November 2016  
**Effective Publication Date:** November 2016

**Owner:** Chief Operating Officer  
**Lead Author:** Health, Safety and Wellbeing  
Advisor  
**Review Timing/Date:** 3 Years/2019/20

# Managing Contractors on Site Policy

## 1 Purpose

The College recognises its legal responsibilities to control the activities of contractors and sub-contractors on its premises, and to ensure that the health, safety and welfare of person affected by contractors activities is not compromised.

This document will outline responsibilities and how this will be managed.

## 2 Scope

2.1 This policy applies to employees, contractors, sub-contractors employees, volunteers, members of the public and students.

2.2 The policy applies to the management of contractor's activities, which include:  
installation, commissioning, inspection, service, maintenance, cleaning, repair, alteration, moving, decommissioning or removal of equipment, plant, services, building fabric or other articles at College premises.

2.3 The principles of this policy also apply to parties carrying out construction, refurbishment, alterations to buildings or the fabric of buildings, or demolition work. The Construction (Design and Management) Regulations 2015 (CDM 2015) apply to these activities and extensive other documentation and permissions are also required in such cases.

2.4 This policy does not apply to the contractual side for works, goods and services; this is covered in QUAL/095.

## 3 Definitions

### 3.1 Contractor:

Any person who is employed to undertake work, or provide a service on behalf of the College, but who is not an employee. This could include plumbers, builders, cleaners, caterers, computer engineers, lift engineers, builders, external trainers etc.

**Note:** Temporary or agency workers contracted by the college are classed as employees.

### 3.2 Subcontractor:

Is anyone who is employed by a contractor, instead of using their own employees.

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### 3.2 Method Statements/Safe System of Work:

A method of working designed to reduce risks to health and safety. It should consider: the sequence in which the work is to be carried out; competence requirements of workers, how persons affected by the works will be protected, the tools, equipment and other resources that will be used to complete the work activity, emergency arrangements and safe disposal of waste materials.

### 3.3 Risk Assessments:

A method used to identify hazards and decide on suitable control measures to reduce the level of risk to a level so far as is reasonably practicable.

### 3.4 Authorised Person:

A member of staff employed by the College with the authority to give consent to a contractor/s to undertake an activity and/or deliver a service on behalf of the College. eg Member of SMT,CMT, Head of Estates.

### 3.5 Competent Person/s:

A person who possesses sufficient technical knowledge, relevant practical skills and experience for the nature of the work to be undertaken.

### 3.6 Permit To Work:

Provides a formal documented safety control system aimed at prevention of accidents, damage to property and damage to products, when foreseeably hazardous works are undertaken eg working on electrical systems, working at height, working with asbestos, carrying out hot works etc.

### 3.7 Site Contact:

The College employee responsible for contractor liaison and monitoring. They will be the first person called when contractors have any queries or problems. Depending on the contract involved, this could be a Clerk of Works, Estates Officer, Senior Caretaker, College Manager etc.

### 3.8 Pre-Work Visit:

Discussions between the contractor and site contact to discuss extent of works required and/or familiarisation visit of site.

### 3.9 A CDM 2015 notifiable project:

Project is notifiable to the HSE if the construction work on a construction site is scheduled to:

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- a last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- b exceed 500 person days.

#### 4 Key Principles

The College will ensure:

- 4.1 That employees who have the authority to engage contractors have sufficient knowledge, skills, experience and resources to be able to manage the contractors effectively.
- 4.2 That contractors are given an appropriate induction on first arrival at College premises and at intervals of no more than 3 years thereafter, this also includes sub-contractors, and that records of inductions are kept for a suitable period.
- 4.3 There are procedures in place to ensure that Contractors method statements and/or risk assessments are in place prior to the commencement of any work activity and these are applicable to the works being carried out.
- 4.4 There are procedures in place for managing accidents/incidents on College premises involving contractors and that these are reviewed.

#### 5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties are described in detail in the Health and Safety Policy.

Specific duties relating to this policy are detailed below.

##### 5.1 Chief Operating Officer

It is the responsibility of the Chief Operating Officer to review and update this policy and ensure an EIA is carried out on this policy.

##### 5.2 Chief Operating Officer

The Chief Operating Officer has overall responsibility for the safe management of contractors on College premises. The day to day management of contractors is delegated to the Head of Estates who will establish suitable and sufficient systems within their areas of responsibility to effectively manage the contractors they engage.

### 5.3 Heads of Departments, Sector Development Directors, Managers

It is the responsibility of all Heads of Departments, Sector Development Directors, and Managers (who appoint and manage contractors) to ensure:

- That their staff are aware of this Policy.
- Compliance with the policy by all affected parties.
- That this policy is brought to the attention of any contractors they engage to conduct College business including sub-contractors.
- That contractors (this includes pre-work visits) sign in/out at reception.
- That contractors and sub-contractors under their control receive a College Health and Safety Induction from either a member of the Estates Department or the Health Safety and Wellbeing Advisor.
- They seek advice from the Estates Department and/or the Health, Safety Advisor on suitability of contractors risk assessments, method statements and contractors competence as is necessary, this is to ensure competency of the contractors.
- Advice is sought from Head of Estates if the work involves any intrusive works to the fabric of a building eg removing ceiling tiles, drilling through walls, installing ICT cabling etc, this is so that contractors can be informed of any significant hazards they may face eg asbestos, services cables/pipes etc.
- They monitor contractor's work proactively, so health and safety isn't compromised, and they also report any issues to the appropriate person eg Line Manager, Estates Department, Health, Safety and Wellbeing Advisor so that the appropriate actions can be taken.
- Must inform the Estates Department so that adequate arrangements can be put in place for the supervision of contractors that will be working on College premises out with the times 0845 hours until 1645 hours Monday to Friday eg working weekends or College closure days.
- That all accidents/incidents within their area of control are reported as per current College accident/incident reporting procedures.

**Note:** The management of the Residences is outsourced to an external contractor, and so Residences Staff must meet the responsibilities within paragraph 5.3.

### 5.4 Head of Estates

Head of Estates will ensure (for works under their control):

- That this policy is brought to the attention of any contractors he/she engages to conduct College business including sub-contractors.
- That contractors and sub-contractors under their control receive a College Health and Safety Induction.

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- That any work under their control will be undertaken using qualified, competent persons, and that risk assessments, safe systems of work/method statements are in place prior to any works commencing.
- Risk assessments are as site-specific as possible. Generic risk assessments that do not address the local hazards should not be accepted.
- Contractors are informed of any significant hazards they may face while at work, eg asbestos, live electrical installations.
- That a Permit to Work is issued when deemed necessary: eg entering ceiling voids – where there is potential to disturb asbestos, entering confined spaces, hot works, access to roofs etc.
- That routine inspections of contractors working on College premises take place, this is to ensure that they are working as per risk assessments/method statements and working safely.
- That work is stopped immediately if contractors are deemed to be working unsafely, and insist that appropriate action is taken to ensure the safety of all concerned.
- They seek advice from the Health, Safety and Wellbeing Advisor on suitability of contractors risk assessments, method statements and contractors competence as necessary.
- That contractors are reminded of their legal obligations to report certain types of accidents/incidents to the HSE.
- Ensure that there are adequate arrangements in place for the supervision of contractors at all times, this includes works outside of the hours 0845 hours until 1645 hours Monday to Friday, weekends or College closure days.
- That the Vice Principal of Finance and Estates SMT is notified if a construction project falls under CDM Regulations, this is so that the Health and Safety Executive can be notified and that the relevant appointments can be made eg principal contractor, principal designer etc.  
**Note:** For projects that fall under the CDM regulations, the Head of Estates may appoint a clerk of works and delegate the supervision of the project to them, however, the Head of Estates will still retain accountability for the project.

## 5.5 Human Resources

Human resources will:

- In conjunction with the Health, Safety and Wellbeing Advisor identify and arrange staff training as is necessary.
- Advise and support managers on disciplinary and other proceedings when required.

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## 5.6 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor will:

- Advise the Estates Department and managers on suitability of contractors risk assessments, method statements and contractors competence as necessary.
- Investigate accidents/incidents involving contractors.
- Carry out contractor Health and Safety Inductions when requested.
- Carry out routine inspections of contractors working on College premises to ensure that they are working as per risk assessments/method statements.
- Stop works immediately if contractors are deemed to be working unsafely, and insist that appropriate action is taken to ensure the safety of all concerned and report any concerns to the Estates Department.

## 5.7 All College Employees

- Shall familiarise themselves and comply with this policy.
- Shall report any accidents/incidents involving contractors as per the College's current accident reporting procedure.
- Shall report to their line manager and/or the Health, Safety and Wellbeing Advisor/Estates Department any person they consider to be working unsafely ie compromising the safety of themselves and/or others.
- Have due regard to their own health and safety and that of others including students and the contractor/s carrying out the work activity ie Not enter any area that has been fenced off, heed warning signs eg do not enter etc.

## 5.8 Students

- Shall report any accidents/incidents involving contractors as per the College's current accident reporting procedure.
- Shall report to their PAT, lecturer, technician and/or the Health, Safety and Wellbeing Advisor/Estates Department any person they consider to be working unsafely ie compromising the safety of themselves and/or others.
- Have due regard to their own health and safety and that of others including visitors to the college and the contractor/s carrying out the work activity ie Not enter any area that has been fenced off, heed warning signs eg do not enter etc.

## 5.9 Contractors and their Staff

Contractors' and their staff must operate in accordance with College Health and Safety Polices/Procedures, and all appropriate health and safety legislation.

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Contractors must:

- Use only competent employees and craftsmen who have received adequate training, this includes any sub-contractors they use.
- Ensure adequate supervision of employees.
- Ensure that sub-contractors under their control have adequate health and safety arrangements in place ie risk assessments, method statements, qualifications, insurance, safe plant, tools, equipment.
- Bring this policy to the attention of any sub-contractors under their control.
- Ensure that safe plant, correct tools and safe equipment is available for use and suitable for the environment in which it is to be used, as identified in the method statements and/or risk assessments.
- Not commence a work activity unless they have received a Health and Safety Induction from a member of the Estates Department or the College's Health, Safety and Wellbeing Advisor and signed the Health and Safety Induction Form HS085.
- Instruct any sub-contractors they use to report to the Estates Department prior to the sub-contractor commencing any work activity.
- Not commence a work activity unless they have submitted the appropriate method statements and/or risk assessments to the Estates Department or the member of staff that has engaged them to carry out the work activity on behalf of the College, and that these have been approved by that person/s.
- Not commence work until the extent/nature of the works has been agreed.
- Stop work immediately if the method/nature of work changes eg having to disturb the fabric of the building, and notify a member of the Estates Team and/or the person who they are carrying out the work on behalf of, so that advice can be given on location of services/asbestos etc.
- Control exposure to dusts, fumes, noise etc to both themselves and College employees, students and others as appropriate.
- Use the controls measurements identified by the risk assessments ie Respiratory Protective Equipment, Personal Protective Equipment, dust suppression methods etc.
- Dispose of waste materials as per current legislative requirements.
- Ensure that the correct Permit to Work is in place for Hot Works, Gas Works, Isolation of Electrical Systems etc. Ref HS038/a, HS095.
- Sign in and out at reception on arrival and departure from campus respectively. For works being undertaken in the Residences, the Residences staff must ensure that contractors sign in and out at the Residences reception.
- Report all accidents including near misses to the Estates Department in the first instance.
- Report any fatality, specified Injury, dangerous occurrence to the Health and Safety Executive in accordance with the requirements of RIDDOR.
- Ensure areas are left clean and tidy.
- Failure to comply with this policy will mean immediate suspension of work activities until such time appropriate controls are in place.

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## 5.10 Quality Manager

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the website.

## 6 Linked Policies/Related Documents

Asbestos Policy  
CoSHH Policy  
Electrical Safety Policy  
Fire and Emergency Evacuation Procedure  
Health and Safety Policy  
Lone Working Policy  
Smoking Policy  
Working at Height Policy  
Contractors Induction Form HS085  
Permit to Work – General HS038  
Permit to Work Guidance HS095  
HSE HSG159 (Second edition, published 2011) Managing Contractors  
HSE INDG368 – Using Contractors, a brief guide  
Contract Management Procedure  
Procurement Policy  
Procurement Strategy  
Selection of Suppliers Procedure  
Safeguarding Policy and Procedure

## 7 Relevant Legislation

Health and Safety at Work etc Act 1974  
Confined Space Regulations 1997  
Construction and Design Management (CDM) Regulations 2015  
Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health Regulations 2002  
Control of Vibration at Work Regulations 2005  
Electricity at Work Regulations 1989  
Fire (Scotland) Act 2005  
The Fire Safety (Scotland) Regulations 2006  
Gas Safety (Installation and Use) Regulations 1998  
Lifting Operations Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Workplace (Health, Safety and Welfare) Regulations 1992  
Work at Height Regulations 2005

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