

Managing Contractors on Site Policy

March 2022

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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.
1.2	April 2020	Change of footer to reflect version status, change of owner, lead author, lead editor and next review date. 3.7 Delete Senior Caretaker, insert Lead Caretaker, Caretaker on Call. Insert new paragraph (4.5) and sub-paragraphs referring to co-ordination, co-operation, communication, and control. Change reference of Change Chief Operating Officer to Head of Human Resources and Organisational Development throughout. 5.3, 5.6, 5.9 Remove reference to HSWA deliver Health and Safety Induction. 5.6 Rephrase para 4 to read – Carry out inspections of contractors working on College premises to ensure that they are working as per risk assessments/method statements as required.
1.3	March 2022	Para 1, change “person” to persons. Para 2.1, removal of word “employee”. Para 2.4, clarity on QUAL 095. Para 3.1, insert “consultants” and “surveyors”. Para 3.4, insert “Estates Officer”. Para 3.7, removal of “clerk of works”. Para 3.9, define Notifiable Works requirements to notify HSE. Para 4 remove “will” and insert “shall”. Para 5.2 responsibilities clarified as Depute Principal. Para 5.4, remove “Vice Principal of Finance and Estates SMT”, replace with “Depute Principal”. Remove “will” and insert “shall”. Reference risk assessments to be site specific and remove “will” and insert “shall”. Para 5.5 remove “will” and insert “shall”.

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		<p>Para 5.6 remove “will” and insert “shall” . Para 5.7 added in “relevant” College Employees. Para 5.9 remove “will” and insert “shall” . Remove “craftsman” and insert “tradesperson” .</p>
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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 persons 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, 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 financial and contractual side for works, goods and services; this is covered in QUAL/095, Contract Management Procedure.

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 consultants, surveyors, 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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3.3 **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, Estates Officer.

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 the Estates Officer, Lead Caretaker, Caretaker On-Call, 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 Works:**

Project is notifiable to the HSE under Regulation 6 of the CDM Regulations 2015. For notifiable works under the regulations, a Principal Designer must

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be appointed. Notifiable Works are if the construction work on a construction site is scheduled to:

- 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 shall 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.
- 4.5 The four main elements required in any visiting worker and contractor management system are: co-ordination, co-operation, communication, and control (4C's) to reduce the likelihood of harm or damage arising from the actions of the College, visiting workers and contractors working on Campus.
 - 4.5.1 Co-ordination – ensuring works are co-ordinated effectively to ensure no clashes of activities and that College employees are aware of Contractors works and activities and Visa-Versa.
 - 4.5.2 Co-operating – with all interested parties when implementing control measures.
 - 4.5.3 Communicate – to the visiting workers/contractors the known hazards and control measures that the College implemented and any known hazards within the areas of work.
 - 4.5.4 Control – Have appropriate arrangements in place to monitor and control work activities and procedures.

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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 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

5.2 Depute Principal

The Depute Principal 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 a member of the Estates Department.
- 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.

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- 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 shall 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.
- 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 site-specific. Generic risk assessments that do not address the local hazards will 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 Depute Principal 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.

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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 shall:

- 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.

5.6 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor shall:

- Advise the Estates Department and managers on suitability of contractors risk assessments, method statements and contractors competence as necessary.
- Advise Trades Union Safety Representatives of any notifiable incident or dangerous occurrence
- Investigate accidents/incidents involving contractors.
- Carry out inspections of contractors working on College premises to ensure that they are working as per risk assessments/method statements as required.
- 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 Relevant College Employees

- Familiarise themselves and comply with this policy.
- Report any accidents/incidents involving contractors as per the College's current accident reporting procedure.
- 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.

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5.8 Students

- Report any accidents/incidents involving contractors as per the College's current accident reporting procedure.
- 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 Policies/Procedures, and all appropriate health and safety legislation.

Contractors shall:

- Use only competent employees and tradespersons 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 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.

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- 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.

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

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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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