

Estates Department Procedure for the Management of Contractors

Approving Body	<i>Health, Safety and Environment Operational Group</i>
Date of Approval	<i>July 2017</i>
Policy / Guidance Owner	<i>Compliance Manager</i>
Policy / Guidance Contact	<i>Estates Department eddstaff@aber.ac.uk or 01970 62(2076)</i>
Policy / Guidance Status	<i>New</i>
Reference	<i>P003</i>
Version	<i>V1.0</i>
Review Date	<i>Every 2 Years</i>



1. Introduction

The University has a legal duty of care for the safety of all Contractors undertaking work on its behalf, in addition to others who may be affected by any associated activities. Specifically, Section 3 of the Health and Safety at Work etc. Act 1974 notes that:

It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

This procedure is intended to provide a framework by which the Estates, Facilities and Residences Department can seek to control the management and conduct of Contractors operating on its behalf.

2. Scope

This procedure will apply to all Contractors engaged by members of the Estates, Facilities and Residences Department to operate on behalf of Aberystwyth University, and should be read and implemented alongside the requirements of the Estates, Facilities and Residences Department's Code of Conduct for Contractors. The requirements of other applicable legislation, such as the Construction (Design and Management) Regulations 2015, must also be considered and adhered to in the implementation of this procedure.

3. Documentation

Before any contractor presence is permitted onsite, Risk Assessments and Method Statements (RAMS) must be provided for the activities and works to be undertaken. This includes RAMS for any activities to be undertaken by any Sub-Contractors associated with the works. The RAMS will be considered and reviewed by the Responsible Person to ensure that the methods of working and control measures identified are both suitable and sufficient. Advice can be sought by the Responsible Person from members of the Health, Safety and Environment Team during the review process. In instances where the RAMS are considered inadequate, feedback should be provided to the relevant contractors on the nature of amendments required to improve the adequacy of RAMS.

Works should only be allowed to proceed following the determination by the Responsible Person that the RAMS provided for the works are both suitable and sufficient for the works to be undertaken. Following such approval, arrangements will be made to ensure that all other considerations have been addressed in preparation for the project start date.

4. Induction

All contractors must complete a local induction, prior to the commencement of all projects. Contractor Induction Sessions will be provided to all contractors on the first day of each project, and will be conducted by members of the Health, Safety and Environment Team. The sessions will include information on emergency actions, hazards encountered onsite and the expectations of the University in relation to Contractor conduct. The Induction must be attended and completed by all workers operating onsite on behalf of the Contractor.



All Contractors, regardless of whether they have previously attended an induction session during the undertaking of other works or projects on behalf of the University, must attend at the start of all new projects or works.

Contractors will not be required to complete an Induction Session in instances where the Contractors are to be supervised for the full duration of the works. This will only be acceptable for works where the Contractor will only be required to be onsite for a limited period of time.

5. Sign-In

All Contractors will be required to, prior to the entering of site, sign-in at the Campus Reception. This will be done through completion of a 'Contractors authorisation to work and fire register' entry. This will need to be undertaken each time the contractor enters the site (including at the beginning of each working day). The information to be collated during sign-in will include but will not be limited to:

- Name
- Name of Company
- Telephone Number
- Vehicle Registration
- Type of work(s) to be undertaken
- Time and signature upon arrival
- Time and signature upon departure

The signing of the register confirms that the Contractor has read and understood the health and safety requirements noted in the accompanying guidance, and agrees to adhere to the University's associated policies and procedures.

Upon sign-in, each Contractor will be issued with an Authorisation to Work Pass, which they will be expected to display at all times while onsite using the lanyards provided. The unique identifier on the Authorisation to Work Pass will correspond with the identifier associated with the 'Contractors authorisation to work and fire register' entry.

6. Other Permits

The issuing of the Authorisation to Work does not, in itself, allow Contractors full freedom to work across the University Estate. As such this procedure should be considered alongside the requirements and expectations of other types of permits to work. This will include but will not be limited to activities which involve:

- Excavations
- Working at Height
- Confined Spaces
- Hot Works



In such instances, an Authorisation to Work must be issued to the Contractor alongside the applicable permits to work on the days that such works are due to take place. The issuing of any additional Permits to Work will be done in accordance with the Estates, Facilities and Residences Department's Permits to Work Procedure.

7. Sign-Out

All Contractors are required to sign-out when leaving the site. This should take place at the Campus Reception, with the exception of out of hours occurrences (see section 8).

This will involve completing the 'Contractors authorisation to work and fire register' entry started during the sign-in process by providing a signature and time of departure. Contractors will also be expected to return the Authorisation to Work Pass and Lanyards provided at this time.

8. Out of Hours

Outside normal working hours, Contractors will continue to be required to report to the Campus Reception. All Contractors requiring access to or leaving site outside their hours must report to Campus Reception in order to complete the relevant entries of the register.

9. Monitoring

The Responsible Person will be responsible for ensuring that this procedure is adhered to by Contractors under their instruction. This will involve raising instances with Site Managers where incomplete entries have been recorded on the 'Contractors authorisation to work and fire register', or where the sign-in procedure is not being observed. Monitoring will also involve ensuring that Authorisation to Work Passes are worn by all contractors during regular site visits conducted by the Responsible Person.

At the end of each working day, the individual in possession of the 'Contractors authorisation to work and fire register' will contact Contractors who haven't sign-out from site for confirmation of their expected departure time. This information will be relayed to the colleagues taking possession of the register during out of hours periods.

10. Review

This procedure will be reviewed on an annual basis, and following any incidents or issues reported in respect of its effectiveness in the management of onsite Contractors.



Appendix A: Simplified Contractor Process Chart

