


ESTATES SERVICES PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTOR MANAGEMENT	ESP 06	Rev. 5	
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	Owner: T Tomlinson		

TO BE READ IN CONJUNCTION WITH ESP 21 PERMIT TO WORK, AND ESP 23 AUTHORISING PERSONS PROCEDURES

1.0 PURPOSE

It outlines the procedure for discharging the health and safety responsibilities of the University of Lincoln and contractors to protect each other, their workforce and anyone else (e.g visitors, people living nearby and other members of the public)

2.0 GENERAL

The University and its Contractor have duties under health and safety law and this document identifies those issues that are specific to Estates Services (Estates) that both need to address.


3.0 PROCEDURE

3.1 Identify the job

- Clearly identify all aspects of the work that you want the contractor to do;
- The CDM Regulations apply to all construction work and becomes notifiable to the HSE if any of the following criteria are met, the work will last longer than 30 days or involve more than 20 people working simultaneously on site or last more than 500 person days of construction work. See ESP 07 CDM Procedures.
- Assess the health and safety implications of the job you want done and address them;
- Select a contractor suitable to do the job, taking into account the risks, and the level of management and supervision required;
- Define what information, instruction and training is required;
- Define how co-operation and co-ordination between all parties will be achieved.

3.2 Select a suitable contractor

- Use ESP 02 (Contractor Selection) to ensure that contractors are competent (i.e. they have the required skills and knowledge or experience) to do the job safely.
- Check that they are competent for the job.
- Ensure they are aware of ESP 04 (Contractor Health & Safety information Monitoring) and send their return in on the Friday afternoon of each week that they have worked for the University.
- Ensure that the contractor is aware of the site audit procedures defined in ESP 10. This is the minimum expected standard and they should strive to exceed it.
- Ensure that the contractor understand and will act in accordance with the Universities 'General Statement of Health and Safety Policy and 'Management of Contractors Policy'.
- Explain the health and safety arrangements for the work to the 'Contractor'.

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3.3 Select a suitable sub-contractor

- Copies and or records of the site induction carried out by the principle contractor must be forwarded to the University project manager within 7 days of being carried out, with a readable list of all those inducted to enable their names and companies to be added to our electronic database.
- The selection of any sub-contractor is best left to the contractor.
- Confirm that the contractor has an effective procedure for appraising the competence of a sub-contractor using ESP 02 (Contractor Selection).

3.4 Provide information and instruction check training/competence


- Supply and explain a contractors site induction pack, ensure you get a signed copy back from the contractor for our files to be filed with their risk assessment and method statements (files to be stored/recorded via the Compliance Officer).
- Define what information will be exchanged.
- This exchange of information will include details of any risks that other parties could not reasonably be expected to know about. The information will be specific to the work.
- Check that the contractor has adequate training and competence to carry out the work safely as decided by your personal assessment of the risks beforehand.

3.5 Co-operation and co-ordination

- The parties will co-operate and co-ordinate action.
- The University will set up liaison arrangements with all affected parties. This could take the form of regular meetings.

3.6 Consulting with the University

- Consultation will be through University safety representatives.
- All incidents, accidents and near misses will be detailed by the contractor in their Key Performance Indicators (KPI) returns as previously agreed during the induction process and as shown in ESP 04 – Contractor Health & Safety Information Monitoring.
- All incidents, accidents will be investigated and if required reported to the authorities under RIDDOR by the company involved. The company will provide a full investigation report to the Compliance team who will highlight any concerns if required. Details will then be forwarded to the UoL Health and Safety department for their records.

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3.7 Management and supervision

- The University may have greater management and supervisory responsibilities where they know more about the health and safety implications of the contracted work than the contractor.
- Agree what equipment should or should not be work on or used (use the ESP 21 Permit to Work as necessary).
- Agree personal protective equipment is to be used.
- Agree working procedures, including any ESP 21 Permits to Work.
- Define the reporting of accidents and safekeeping of records and plans via contractor induction pack.
- Monitor the Contractors health and safety performance (minimum twice per week if they are on site longer than a week the Compliance Officer will carry out this role).
- If health and safety performance is not acceptable, the University via the Estates Department will stop the contractor working on the job until the requirements can be met.
- Both the University and the Contractor will review the work after completion to see if performance could be improved in future (only applicable on larger or more complex/dangerous projects)

4.0 PERMIT TO WORK


Where practicable a Permit to Work will be issued to the principle contractor handing over control of an entire area to them.

This can only be done if the contractor is the sole occupier of the area, and it will not be permitted, if any members of the University of Lincoln staff or students are still working in the area.

If this is not practicable then the University of Lincoln ESP procedures will apply where applicable.

The Principle Contractor is to ensure that the area is then controlled as per a construction site with the area secured either by fencing, barriers or simply securing the doors (as agreed during the induction) and adequate signage informing anyone entering the area that it is a construction site is erected.

Records of who signed in on any particular date must be maintained and shown to the Compliance Officer when requested.

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5.0 HEALTH AND SAFETY AUDITING OF CONTRACTORS

All contractors work will be audited, and records kept on the Universities CAFM system for a minimum of 2 years.

Who should carry out the audit and how frequently depends upon the contract type and the nature of the work.

Regardless of the contract type all contractors should return their Key Performance Indicators (KPI) figures as previously agreed during the induction process and as shown in ESP 04 – Contractor Health & Safety Information Monitoring

- 5.1 Our term maintenance contractors are monitored by the Mechanical & Electrical Maintenance Engineer who audits different areas regularly; any discrepancies are highlighted to the M&E Maintenance Manager who raises the issue at the Monthly contract review meetings.
- 5.2 Our other regular maintenance contractors (such as Hubren Building Services and Selmec are monitored at irregular intervals, dependent upon the inherent risk of the work they are carrying out at the time.
- 5.3 Capital (projects) work is supervised as per ESP 10 Site audit procedures.

6.0 RELATED DOCUMENTS:

- ESP 02 (Contractor Selection)
- ESP 03 (Contractors inductions/authorisations)
- ESP 04 (Contractor Health & Safety Information Monitoring)
- ESP 05 (Contractor site induction pack)
- ESP 07 (CDM Procedures)
- ESP 21 (Permits to Work)
- ESP 23 (Authorising Persons)