

Standard Operating Procedure - Physics Department

SOP code	
Title	Management of Contractors engaged by Physics Department.
Author(s)	M. Prokešová
Reviewer(s)	S. Brown-Andrews, K. Murphy
Approver	K. Murphy
Date issued	26/01/2026
Version number	v1.0
Appendices	3

1. Purpose

- 1.1 To define a procedure for management of contractors at Physics department.
- 1.2 This SOP complements the information on the Contractor Engagement Process on central H&S [Contractors](#) webpage.

2. Scope

- 2.1 All sites used by Physics department.

3. Definitions

3.1 **Requisitioner** – personnel who wishes to bring the Contractor on site to complete the works (person who submits the OPeRA orders for getting the Contractor to the site to deliver the work.)

3.2 **Contractor** – person or company engaged by client, i. e. Requisitioner, to carry out an activity that client cannot carry out by themselves or does not have resources to carry out in-house (by Estates staff). Examples of who is and who is not considered the Contractor can be found on [Contractors](#) page.

3.3 **Departmental representative** – competent personnel who can support the Requisitioner during the process of H&S validation of the Contractor.

4. Responsibility

3.1 The responsibility to check whether selected Contractor is on the list of Estates Approved Suppliers or whether the Contractor has Safety Schemes in Procurement (SSiP) membership sits with the Requisitioner. It is the Requisitioner who collects the documentation proving the H&S credentials of the Contractor.

If needed the Requisitioner contacts the Departmental representative for support in good time before the requisition is submitted.

3.2 Departmental representative reviews the collected documentation and approves the Contractor for required works before the OPeRA requisition is processed and the Purchase order is released.

5. Frequency

5.1 Every time the Contractor is engaged.

6. Procedure

Note: Staff must not directly engage the Contractor by:

- (i) Requesting attendance of the Contractor under a service agreement or warranty, nor by
- (ii) Placing the order for installation or maintenance/repair of the equipment before the Contractor's activity is confirmed as H&S validated. **The health and safety validation step is incorporated in the [UoW procurement process](#). A contractor that has not been through this will not be able to be onboarded or paid.**
- (iii) **On top of that, any occurrences such as this have to be reported on Assure as accident.**

Those who are expected to regularly engage Contractors, like Facility Managers, RTP Managers, Technical Services Managers and other UoW staff in similar roles, are encouraged to get familiar with [Contractor Engagement process](#) in advance.

Research Staff should seek advice from the Departmental representative before the requisition is submitted on OPeRA.

6.1 Requisitioner will contact Departmental representative indicating which specific Contractor they wish to use and the specific activity required.

6.2 Departmental representative checks if the Contractor is on the list of Estates Approved Suppliers or whether the selected Contractor is on the Departmental list of approved (i. e. H&S validated) contractors against the required activity = **whether the documentation confirming the H&S credentials of the Contractor for specified work is available to Departmental representative and is still valid.**

6.3 The proof of H&S validation/what documents are required depends on the category of Contractor:

6.3.1 For Estates Approved Supplier:

- Risk Assessment and Method Statement (RAMS for specific works the Requisitioner wishes to engage them
(As these are managed by Estates all H&S validation is completed by Estates Contract Supervisors. They can provide the renewed SSiP certification and insurance certificates if required by Requisitioner/Departmental representative. However, Requisitioner must ask the Contractor for RAMS directly.)

6.3.2. Contractor registered on SSiP:

- the proof of SSiP registration, i. e.
 - o either signed Code of Conduct Declaration & current copy of Safe Contractor certificate – recognised by Safety Scheme in Procurement (SSiP) – **preferable**
 - o or snapshot of SSiP portal with name of company, scope and end of SSiP registration visible
- In date Insurance certificates – Contractor Insurance limits are:

University insurance requirements

Employers' liability - At least £5m

Public/product liability - At least £10m

Professional indemnity - At least £5m (if appropriate and depending upon risk to the University)

Anything below these figures needs to be authorised by [Insurance Services](#).

- Risk assessment for the required activity
- Method statement for the required activity

6.3.3 Contractor not registered on SSiP:

- completed H&S Questionnaire **with signed and dated** Contractor Code of Conduct Declaration at the end of the questionnaire, **not older than 12 months**.
- Documents supporting the claims recorded in H&S Questionnaire
- In date Insurance certificates – for contractor Insurance limits see 6.3.2.
- Risk assessment for the required activity
- Method statement for the required activity

6.4 If selected Contractor is already H&S validated then Requisitioner can raise the Purchase order or contact the Contractor under the warranty scheme or service contract, adding comment on OPeRA for Technical team to alert them and liaise with them about the Induction for Contractor as required/if applicable.

6.5 Proof of H&S validation of engaged Contractor must be attached to OPeRA requisition either by Requisitioner or by Departmental representative. List of documentation is also listed below by Contractor's category:

Estates Approved Supplier	Safe Contractor (SSiP – member)	Non-SSiP member
*	Proof of SSiP registration – in date**	H&S Questionnaire not older than 12 months, dated, signed
*		Supporting documents for H&S Questionnaire
*	In date Insurance certificates with insurance limits in line with UoW insurance requirements	In date Insurance certificates with insurance limits in line with UoW insurance requirements
RAMS	RAMS	RAMS

* The respective Estates Contract Manager/Supervisor are responsible for obtaining these documents. Therefore, as long as the Contractor is included on the [Approved Suppliers](#) list and the contract is within expiry date, the Requisitioner has to obtain only RAMS. The need for local induction still stays.

** The Safe Contractor certificate still valid or the snapshot of Safe Contractor registration on SSiP portal with company name, scope of their activities and registration expiry date visible.

6.6 If the Contractor is not H&S validated, the Departmental representative informs the Requisitioner, that the Contractor is not approved and will direct the Requisitioner to [Contractors](#) webpage on central H&S website.

6.7 The Requisitioner will then contact Contractor to enable their H&S validation. They would inform Contractor what documentation they have to send to them back based on the category of Contractor.

6.8 The SSiP membership must be renewed after 12 months. Contractor whose SSiP membership expired must be revalidated as non-SSiP Contractor.

6.9 For orders under the contracts in place (e. g. equipment installation, maintenance, or service), the Top-tier Approver should check with the Departmental Representative (if not the same personnel) whether the selected Contractor is H&S validated for the required activity and the requisition held pending the confirmed H&S validation. Documents proving the H&S validation are to be attached to requisition on OPeRA.

6.10 When contacting Contractor for H&S documentation the Requisitioner sends to Contractor the link to [Contractor H&S Induction Material](#) page where they can access the link to Induction video and also the Code of Conduct document.

6.11 It is the Contractors Operatives who come to work at Warwick site who need to watch the video and read the Code of Conduct. This has to be confirmed in writing, i. e. via email with names of operatives listed.

7. Contractor Induction

7.1 The Contracted staff must receive local induction on top of agreeing with *Code of Conduct*. Local induction is arranged by the Requisitioner. The induction can be delivered by Space Owner, if different to the Requisitioner, Facility Manager, Technical Services Manager or their Deputy, or by RTP Manager. For shared spaces it has to be decided before the Contractor comes to site who will deliver the local induction (applicable for all shared spaces = spaces shared between research groups, between host department and RTP...etc.)

7.2 The Contractor must be provided with information what to do in case of emergency – depending on the location and hazards present.

7.3 The Induction must be recorded.

7.4 Where Contractor has not attended within a year, the induction should be repeated and records kept.

7.5 The Requisitioner/Contractor supervisor at UoW must ensure the permissions to access the space are in place before the work starts, if applicable for the ordered work. This includes the permits for access to high hazard spaces, roof access, hot works, confined spaces, work at height, isolation of fire/other alarm systems, excavation/digging, flying the drones and live electrical works. For information on required notice see [Permit Office](#) page.

8. Supervision of Contractor

8.1 Contractor's activities must be monitored by regularly checking and ensuring they are following their own RAMS and any other safe Systems of Work that were brought to their attention. In case of any concern, the work must be stopped and advice sought depending on the issue:

- from the local personnel (e. g. technical support team)
- from the H&S Services

8.2 Requisitioner/Contractor supervisor must maintain communication with the contractor operatives during the entire project.

8.3 Requisitioner/Contractor supervisor should check the work is completed and the site is left in clean order before the contractor operatives leave the site.

8.4 Any near misses or accidents caused or sustained by contractor operatives must be reported on [Warwick University H&S Portal](#).

9. History, or change control

Version Number	Created/ Reviewed by	Date	Comments
v1.0	M. Prokešová, K. Murphy	03/10/2025	First issue

Appendix A: Resources

Safe Contractor (SSiP – member)	Non-SSiP member
Contractor Code of Conduct Declaration (Under Guidance documents)	H&S Questionnaire (Under Guidance documents)
Before coming to site	Before coming to site
Contractor H&S Induction Material	Contractor H&S Induction Material

Appendix B: Departmental Representatives

Name	Email address	Mobile
Kevin Murphy	kevin.murphy@warwick.ac.uk	07824 541 152

Appendix C: Personnel who is trained to raise Permit to work at Physics department

Name	Email address	Mobile
Keith Jewkes	k.jewkes@warwick.ac.uk	07720 719 413
Kevin Murphy	Kevin.murphy@warwick.ac.uk	07824 541152