

## Contractor Management Policy

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 place duties on any organisation to ensure the safety of activities carried out by contractors on their behalf. Subsequent case law has clarified the key requirements for organisations to assess the health and safety credentials of contractors prior to appointment and to also to take reasonable steps to ensure that contractor activities are managed so as to minimise harm to individuals.

This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation properties. This Policy is supported by arrangements, instructions, and guidance on the management of Contractors, which are available on the University's Health and Safety web pages.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

### Core Principles

1. A contractor is an organisation or individual engaged to carry construction or demolition work, building maintenance or repairs, cleaning or decorating activities, and/or who is involved in the moving, dismantling, assembly, inspection, testing or servicing of plant or equipment.
2. For the purposes of this policy contractors do not include delivery companies, suppliers of goods, equipment or services, or consultants, unless they are engaged in any activities in 1. above.
3. All contractor organisations must be subjected to pre-appointment assessment of their health and safety competences, either by the use of a nationally recognised service (such as SSiP, Safety Standards in Procurement) or by the completion of a pre-engagement health and safety questionnaire provided by the University.
4. Wherever possible existing contractors (i.e. those who have already been approved from a health and safety perspective) should be used in preference to assessing and setting up new contractors.
5. Once appointed, contractors must agree to work within the requirements of the University's Code of Conduct for Contractors, and must provide risk assessments and method statements relevant to the task they are due to carry out well in advance of the commencement of any such work: failure to comply with the Code of Conduct or method statements might result in work being stopped and contractors being removed from Campus.
6. The appointing department must carry out/arrange for local inductions for contractors, particularly where access to higher hazard spaces (such as laboratories and workshops) is required, and must ensure that suitable arrangements are in place to monitor progress being made by contractors

7. Efforts must be made to encourage contractor organisations to share with those employees likely to come onto campus, or to work on behalf of the University, the University's Contractor Health and Safety Induction Video, which is available via Insite.
8. Those Departments engaging contractors must check the University's requirements in relation to the Construction (Design and Management) Regulations 2015, particularly where work is extensive or complex, or involves more than one contractor, and seek advice from the Estates Department or the Health and Safety Department accordingly.
9. The appointing department must ensure that, where contractors are engaged in activities where a Permit to Work (PTW) is required, the Permit Office is contacted well in advance of the work and arrangements made for the relevant PTWs to be issued in line with the relevant policy and procedures.

### **Responsibilities**

Heads of Departments are responsible for the implementation of this Policy within their respective departments and for ensuring that the related financial and procurement procedures are complied with.

The Director of Estates is responsible for the implementation of this Policy within the Estates Department, and for ensuring that the Contractor Code of Conduct and the Contractor Health and Safety Induction Video are maintained and kept up to date.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

### **Review**

This policy is dated March 2019. The policy will be reviewed at least annually.

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