



University College
of Osteopathy

Control of Contractors Policy



Core Documentation Cover Page

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Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Feb 2016 SMT	To outline the procedures in place to manage the Health & Safety of contractors who are working on site and ensure they comply with their own Health & Safety standards as well as those of the UCO.	Estates & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2018
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role titles.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2018

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

CONTROL OF CONTRACTORS POLICY

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1. SCOPE

- 1.1 The University College of Osteopathy (UCO) has a duty of care for anyone working or studying on the premises, including those not employed directly by them. This policy outlines the procedures in place to manage the Health & Safety of contractors who are working on site and ensure they comply with their own Health & Safety standards as well as those of the UCO.

2. INTRODUCTION

- 2.1 A contractor is defined as an individual or organisation working on the UCO's premises, but who is not employed directly by them. This includes one off contractors employed for a particular task, regular onsite maintenance and long-term contractors with continuing function.
- 2.2 For the purposes of this policy, a contractor refers to a person or organisation contracted to perform a particular service or task which requires materials or labour to complete.
- 2.3 This document outlines the procedures in place for ensuring the Health & Safety of contractors whilst on the UCO's premises, and the procedures in place to ensure the contractors comply with Health & Safety standards and have adequate liability insurance cover.
- 2.4 The UCO aims to select contractors who are competent and qualified to perform the relevant works and ensure they do not put students, staff or visitors at risk.
- 2.5 The procedures apply to both the Borough High Street and the Southwark Bridge Road sites.

3. HEALTH & SAFETY AT THE UNIVERSITY COLLEGE OF OSTEOPATHY

- 3.1 All contractors will be issued with a visitor's pass whilst on site. They should be visibly identifiable whilst on site and therefore the pass should be clearly visible unless this poses a threat to their own safety. In these cases proof of identity should be readily available and produced on request.
- 3.2 Contractors must sign in at reception when they arrive on site and sign out when they leave.
- 3.3 At the time of signing in, the contractor will be shown a notice detailing the site rules, fire precautions and basic Health & Safety procedures. The full Health & Safety Policy will be available on request.
- 3.4 The Head of Estates will discuss any specific requirements relating to Health & Safety with the contractors at the time the works are confirmed and relevant adjustments will be made wherever is reasonably practicable.
- 3.5 Any hot works require a Hot Works Permit which is available from the Head of Estates. If the work takes longer than the period of issue of the permit, an additional permit is necessary before works can continue. Completed permits are stored in the Facilities info folder on the J:Drive. The blank Hot Work Permit form is also available here.

- 3.6 Access is restricted to the areas of site necessary to complete the works and to use the welfare facilities as agreed. Access to the roof space and plant areas must be agreed in advance.
- 3.7 Any incident or accident which results in serious injury or which causes the affected worker to be incapacitated for more than seven days must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This will be carried out by HR or the Head of Estates.

4. HEALTH & SAFETY PROCEDURES OF CONTRACTORS

- 4.1 Before any contractor begins work on one of the UCO's sites, their Health & Safety procedures and current insurance documents must be obtained. Copies are kept on file and updated regularly.
- 4.2 Some works may only be carried out by contractors with the necessary competencies such as gas heating maintenance or waste collection. In these cases, evidence of the necessary licence must be obtained and kept on file.
- 4.3 A register is kept of all regular contractors to ensure the details are kept on file. This is updated regularly to include new contractors and ensure all documentation is up to date.
- 4.4 The contractor is responsible for providing the necessary personnel with the correct PPE and ensuring it is worn. The UCO has a responsibility for ensuring the contractor enforces this.
- 4.5 Works must be inspected regularly by a member of the Facilities Team and any breach of Health & Safety procedures require the works to be stopped immediately and the issue investigated. Works may not resume until the Head of Estates is confident it is safe and sensible to do so.
- 4.6 The contractor should report any accidents that occur whilst on the UCO's sites and a record made in the accident book.

5. PROJECT WORK

- 5.1 Project works are defined as a standalone contract for a specific piece of work.
- 5.2 If the project is longer than 30 days or 500 person days it becomes notifiable under the CDM Regulations 2015. This can be carried out by the contractor on the UCO's behalf but it is the UCO's responsibility to ensure it is completed.
- 5.3 Before the project begins a pre-commencement meeting is held between the main contractor and the Head of Estates to agree details such as access, working practices, site rules and H&S controls. Welfare facilities and working times are also agreed at this meeting.
- 5.4 Method statements and Risk Assessments are held on file for project works.

6. CONTRACTUAL WORK

- 6.1 Contractual work is defined as the provision of regular services for a finite period of time. The scope and standard of work to be provided is set out at the beginning of the contract along with the frequency of visits to site.
- 6.2 The credentials and Health & Safety practices of the contractor are discussed at the time of tender to ensure they meet the requirements of the UCO.
- 6.3 Whenever a new contract is implemented a pre-commencement meeting is held between the Contract Manager and the Head of Estates. At this point, final details of the access, working practices, site rules and H&S controls are agreed.
- 6.4 Agreement is made between the Contract Manager and the Head of Estates regarding the storage of equipment and materials and access to site.