

Guidance on Appointment and Control of Contractors Working on University Premises

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1. Overview

Where a workplace is shared by more than one employer, whether temporarily or permanently, all those employers have a duty to co-operate on health and safety matters relevant to their employees and other people who may be affected by the work. They must co-ordinate any measures required to manage health and safety, and they must also ensure that relevant information is exchanged on any health and safety risks and the measures taken.

All parties must co-operate to ensure that health and safety is properly managed. The level of risk will depend on the nature of the contracted work; any health and safety requirements need to be proportionate to the risk. The more impact the contracted work could have on the health and safety of anyone likely to be affected by it, the greater the need for specific arrangements to be made

For contracted work on University premises, the following practical measures must be considered and form the basis of Faculty/Directorate risk assessments, local codes of practice, and day-to-day arrangements

2. Definitions

Contractors are anyone not directly employed by the University but brought in by the University, or by the University's landlords, to carry out work or provide services in relation to maintenance, repair, refurbishment and / or construction activities, as defined under the Construction (Design and Management) Regulations. This could include, for example, a promotional event, a research project, regular equipment servicing, an IT installation, office refurbishments, on-call buildings maintenance, and the University's catering outlets. The definition of contractor does not include representatives of companies who make brief visits, for example guest lecturers, sales and simple deliveries.

A **shared workplace** may arise where contractors are used to carry out work or provide services whether under one-off, short-term or long-term contracts.

3. Roles and Responsibilities

The University, contractor and sub-contractors if appointed, have shared responsibilities to protect each other, their workforce and anyone else (e.g. students, visitors, people living nearby, and other members of the public). These responsibilities cannot be passed on from one party to another by a contract.

3.1. Faculty Operating Officers and Directors of Professional Services

Senior Management have overall responsibility for ensuring the adequacy of shared arrangements for work undertaken by contractors.

They must ensure that relevant University groups who may be affected by the work are consulted at the earliest possible opportunity and are included in liaison arrangements throughout the work.

3.2. University representatives

Staff who appoint contractors will complete due diligence checks, to verify the contractor is competent to carry out the identified works

They will also ensure the contractor is registered on the SOTERWEB contractor management platform and that all relevant documentation is in place prior to any works commencing. Documentation may include:

- Induction records
- Insurance certificates
- Risk assessments and Method statements
- Permits to work
- Site access requests

3.3. Procurement Services

The University procurement team will seek information from Faculties/Directorates proposing to contract work under formal contract tendering exercises and ensure information provided by the Faculty/Directorate is included in any subsequent contract documentation. They will also take account of a contractor's record of compliance with the University's health and safety requirements when advising on and awarding future contracts.

3.4. Contractors

Contractors are expected to co-operate with the University in its responsibilities to manage health and safety, ensuring that hazards are identified, and control measures are in place to eliminate or reduce shared risks.

They are required to register on the SOTERWeb contractor management system and provide all requested documentation, prior to works commencing.

Contractors must also report all accidents and incidents to the University where these have involved or affected University staff, students or others, or University arrangements, property or facilities

Unless explicitly agreed otherwise, each morning, contractors must report to the Campus Facilities Office administrative office before commencement of work in order to be provided with a temporary identity card, relevant health and safety information and, if necessary, a Permit to Work.

4. Guidance for University Representatives

The below provides high level guidance only. More detailed information is provided in the Safety Health and Environmental Requirements for Contractors Code of Practice.

4.1. Before works commence

Clearly specify the nature and extent of the job.

Provide the contractor with [Safety, Health and Environmental Requirements for Contractors](#) and ensure acceptance is received before works commence.

Draw up information for the Contractor identifying local health and safety arrangements; highlight any particular health and safety issues of the work or area, especially if the contractor could not reasonably expect these. Examples may be restricted times for work or difficult access routes.

Consult with the contractor to identify other 'shared risks' and necessary measures

Include brief details of any local arrangements the Faculty/Directorate will make in preparation for the work, e.g., equipment decontamination.

Select suitable competent contractors (e.g., recommendations, lists of approved suppliers from Procurement & Business Services, qualifications, membership of professional bodies). If a formal tender process is required, provide the relevant information to Procurement & Business Services.

Consult with neighbouring groups in the building or on campus so that possible effects on them and their work can be taken into account and appropriate measures introduced.

Agree and record details of the work with the contractor, including site visits if necessary

Inform Campus Facilities of all work that could affect University premises, integrity, facilities and services (including alarms), giving as much prior notice as possible. This is typically done via the SOTERWeb contractor management system, which also provides a platform to:

- Obtain the contractor's risk assessments and codes of practice/method statements setting out how the contractor plans to carry out the work, including their proposed precautions for any issues your Faculty/Directorate or others have highlighted. The contractor is responsible for the contracted work itself but makes sure that your concerns are addressed
- Agree and record any specific measures (e.g. permits to work, no-go areas, access arrangements, allocated delivery and storage areas, routes to be kept clear, times to avoid).
- Ensure contractors have submitted site access requests for the days they intend to be on campus.

Inform Faculty/Directorate staff, students and any other groups who may be affected by the work. This should include the date/time, location and duration of work, possible effects, company/ID of contractors, and who to contact if problems are encountered.

4.2. On the first day

Check ID (company or University) and names of contractor's employees on arrival.

Ensure all contractors report to the local Campus Facilities Office to sign in and verify they have completed a general site induction (this includes details of local emergency arrangements)

Check that all contractors and subcontractors carrying out work that may affect University premises, integrity, facilities and services (including alarms) have a temporary ID card issued by the Campus Facilities Office.

Check contractor's supervisor/employees have been adequately briefed on the agreed work, methods and any special requirements

Liaise with Estates & Facilities to ensure that any required permits are completed prior to works commencing.

4.3. During works

Periodically check how the work is progressing. Also, check with neighbouring groups who may be affected.

Report any concerns to the contractor’s supervisor or contractor.

Arrange alternative staff supervisor(s) if necessary for temporary absences, e.g. meetings, lunch. Ensure they are fully briefed on the agreed arrangements.

Agree to arrangements if after-hours working or a return visit is required.

Ensure that contractors sign in and out in the local Campus Facilities office

4.4. After works are complete

Check the work has been completed satisfactorily.

Check all work areas have been left clean, tidy and safe.

Retrieve University passes (if any) and return them to the Campus Facilities office.

Check with colleagues and neighbouring groups if there were any problems with the work.

Inform relevant colleagues (and Procurement & Business Services if necessary) if there have been problems, mainly if the company should not be used again for any reason.

Record any changes to arrangements that may be needed for future work

5. Further information

5.1. Related University documents:

- [HS039 Contractor H&S Questionnaire](#)
- [HS040 Contractor Management Process Flow](#)
- [HS042 Safety, Health and Environmental Requirements for Contractors](#)

6. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
2018	Safety Unit	First revision
July-2022	H&S Unit	Annual review – no changes required
08-10-2024	Vikki Wood	Transferred to new document template and updated to reflect SOTERWeb implementation.

This document will be reviewed at least annually.