THE UNIVERSITY OF SHEFFIELD

CONTROL OF CONTRACTORS POLICY AND PROCEDURES
Statement

This University Policy and associated procedures were approved by the Health and Safety Committee on 7 February 2014 on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.
Table of significant changes since last review (April 2015):

<table>
<thead>
<tr>
<th>Section</th>
<th>Significant change since last review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contents page updated and sequential re-numbering of sections</td>
</tr>
<tr>
<td></td>
<td>Throughout the document - Title change from Vice-Chancellor to President &amp; Vice-Chancellor</td>
</tr>
<tr>
<td>3.1</td>
<td>Change of responsibility from the Director of Human Resources to the Chief Operating Officer</td>
</tr>
<tr>
<td>3.2</td>
<td>Inclusion of responsibilities relating to the Provost &amp; Deputy Vice-Chancellor</td>
</tr>
<tr>
<td>3.3</td>
<td>Inclusion of responsibilities relating to Faculty Vice-Presidents/Directors of Professional Services</td>
</tr>
<tr>
<td>3.4</td>
<td>Remove section in relation to Project Managers (will be covered by EFM specific policy)</td>
</tr>
<tr>
<td>3.5</td>
<td>Remove section in relation to Permits to Work (will be covered by EFM specific policy)</td>
</tr>
<tr>
<td>3.6</td>
<td>Remove section in relation to Clerk of Works (will be covered by EFM specific policy)</td>
</tr>
<tr>
<td>4.0</td>
<td>Removal of training requirements specifically relating to EFM only.</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Roles and Responsibilities of the Principal Contractor</td>
</tr>
<tr>
<td>Glossary</td>
<td>Removal of Glossary – EFM specific</td>
</tr>
</tbody>
</table>

Date Created: January 2011 by Estates & Facilities Management
Reviewed: December 2013 by Health & Safety
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Last Reviewed: June 2017 by Health & Safety
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<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>2.0 POLICY STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>3.0 ROLES AND RESPONSIBILITIES</td>
<td>5</td>
</tr>
<tr>
<td>3.1 PRESIDENT &amp; VICE CHANCELLOR</td>
<td>5</td>
</tr>
<tr>
<td>3.2 UNIVERSITY PROVOST &amp; DEPUTY VICE-CHANCELLOR</td>
<td>5</td>
</tr>
<tr>
<td>3.3 FACULTY VICE-PRESIDENTS/DIRECTORS OF PROFESSIONAL SERVICES</td>
<td>6</td>
</tr>
<tr>
<td>3.4 HEAD OF HEALTH AND SAFETY</td>
<td>6</td>
</tr>
<tr>
<td>3.5 DIRECTORS OF FACULTY OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>3.6 HEADS OF DEPARTMENT</td>
<td>7</td>
</tr>
<tr>
<td>3.7 CONTRACTORS</td>
<td>8</td>
</tr>
<tr>
<td>3.8 PRINCIPAL CONTRACTORS</td>
<td>8</td>
</tr>
<tr>
<td>3.9 COMPETENT PERSON</td>
<td>8</td>
</tr>
<tr>
<td>4.0 TRAINING</td>
<td>9</td>
</tr>
</tbody>
</table>
1.0 INTRODUCTION

The legal duties defined in the Health & Safety at Work etc 1974 and the Management of Health & Safety at Work Regulations apply to the control of contractors on University premises and all locations under University control.

Employees of the University and contractors engaged to work on University premises, must work with the employer to safeguard their own health, safety and welfare and bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare, or that of their colleagues students or others.

All contractors commissioned to work on University premises will be managed in accordance with this Policy and Procedures.

2.0 POLICY STATEMENT

The University of Sheffield is committed to providing a working environment where intrinsic risks are identified and appropriately managed to ensure the health, safety and welfare of its employees, students, contractors and visitors. The University undertakes to select competent contractors who will adhere to the provisions of this Policy. Those persons nominated by the University that procure and manage the services of contractors on its behalf are made aware of their responsibilities.

3.0 ROLES AND RESPONSIBILITIES

3.1 PRESIDENT & VICE-CHANCELLOR

The President & Vice-Chancellor has ultimate responsibility to ensure that the University of Sheffield is compliant with all statutory health and safety requirements. This responsibility is devolved to the University Provost & Deputy Vice-Chancellor who is responsible on a delegated basis for the general oversight and development of health and safety policy and ensuring coordination of such policies and practices University wide.

3.2 UNIVERSITY PROVOST & DEPUTY VICE-CHANCELLOR

The University Provost & Deputy Vice-Chancellor is responsible to the President & Vice-Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practices across the University.

3.3 FACULTY VICE-PRESIDENTS/DIRECTORS OF PROFESSIONAL SERVICES
Faculty Vice-Presidents/Directors of Professional Services have oversight of resources devolved from the President & Vice-Chancellor. As such, they have a duty not only for the application of these resources, but also its safe application. Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by Faculty activities resides with the Faculty Vice-President. Faculty Vice-Presidents should satisfy themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

3.4 **HEAD OF HEALTH & SAFETY**

The Head of Health & Safety is responsible for developing, and reviewing University procedures and guidance for the control and management of contractors across the University and shall:

- Ensure the effectiveness of this Policy through a systematic auditing procedure.
- Report any significant findings of any monitoring or review exercise to the University’s Health and Safety Committee.
- Be the main point for contact and communication with the Health and Safety Executive (HSE), Enforcing Authorities and Local Authorities for all matters of health, safety and welfare.
- Ensure all accidents and incidents defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are formally reported and investigated.
- Submitting as necessary a report of all accidents, incidents, investigation findings and remedial actions to the University’s Health and Safety Committee.

3.5 **DIRECTORS OF FACULTY OPERATIONS**

Directors of Faculty Operations will ensure that all staff under their control are working in compliance with the provisions set out in this Policy. Directors of Faculty Operations shall also ensure:

- Any works that require breaking into the fabric of the building are directed through Estates and Facilities Management.
- Health & Safety are notified and given details of any projects or maintenance programmes of work which could have health and safety or fire safety implications for staff, students or visitors to the University. Health & Safety staff must be involved at the design and planning phase, and kept informed of the progress and development of such works. Health & Safety should also be
invited to verify that buildings are safe for use before occupation after commissioning and major refurbishment.

- Before any work commences that suitable and sufficient risk assessments and method statements are received from contractors; and that they are duly assessed by competent staff to ensure that the task can be carried out safely.

In addition all contractors appointed must be:

- Informed of any hazards and risks known to the University that may affect their undertaking.
- Made aware of other University health and safety policies and procedures that may affect their work.
- Have in place appropriate insurance covers.
- In receipt of appropriate contractor induction training to include health and safety.

3.6 HEADS OF DEPARTMENT

Heads of Department shall be responsible for compliance with this Policy and ensuring that:

- Staff under their managerial control comply with the provisions set out in this Policy.
- Sufficient resources are made available to manage contractors directly appointed by the department.
- A competent person (see section 3.9) is nominated for the purpose of managing contractors’ activities within the department.
- No work is undertaken that involves breaking into the fabric of the building, construction or a change to the designated use of the space (this type of work can only be arranged by Estates and Facilities Management).
- Report immediately, any significant events or serious deficiencies in health and safety performance to the Head of Health & Safety.
- Before any work commences that suitable and sufficient risk assessments and method statements are received from contractors; and that they are duly assessed by the department’s competent person to ensure that the task can be carried out safely.
- All contractors appointed by the department are informed of hazards known to the Department that may affect their work.
• All contractors are made aware of other University health and safety policies and procedures that may affect their work.

• Any contractor engaged by the department has in place appropriate insurance covers.

• All contractors appointed by departments are visibly identifiable whilst working on University premises.

3.7 CONTRACTORS

Contractors may be appointed by the Principal Contractor (in the case of notifiable projects), or by the University (where projects are not notifiable). Contractors must:

• Be competent to carry out the work they are employed to do.

• Plan, manage and monitor their work to ensure that it is carried out without risks to health and safety.

• Provide suitable information and training for their workers.

• Submit before any work commences suitable and sufficient risk assessments and method statements to ensure that the task can be carried out safely.

• Ensure that where any work is sub contracted out that the prior approval is received from the University.

• Cooperate with other contractors and where applicable Principal Contractor so as to coordinate work activities.

3.8 PRINCIPAL CONTRACTORS

Principal Contractors shall only be appointed by Estates and Facilities Management.

3.9 COMPETENT PERSON

• Hold the relevant skills, knowledge, experience and training to fulfil each aspect of the role.

• Ensure the contractors appointed are competent to fulfil the requirements of the contract.

• Obtain, check and approve appropriate risk assessments and method statements.

• Establish if any Permits to Work are necessary or if holistically the work may qualify under the CDM Regulations and if so arrange the work through Estates and Facilities Management.
• Establish if any hazards exist in the existing estate that may pose a risk to the contractor (ie asbestos, excessive temperatures, biological, chemical etc).

• Monitor and manage contractor performance whilst on site.

• Ensure contractor compliance with all relevant legislation and University policies and procedures.

• Do not manage any project unless you have been accredited as competent for the particular activity.

• Ensure that Estates and Facilities Management are notified before work commences if more than one contractor is to be engaged to work at the same time and location. Estates and Facilities Management will advise if holistically the work will qualify for notification etc, under CDM Regulations.

4.0 TRAINING

All persons managing contractors should be aware of the contents and requirements of this Policy and should hold the relevant skills, knowledge, experience and training to discharge their contractual duties without endangering their own health and safety or that of others.