

**Management of Contractors Policy**

**Health and Safety Competency Checking:  
Contractors and Consultants**

No.	Contractor Type	Checks required
1	Non-construction services Consultancy and knowledge-based services (including Guest Presenter, Lecturer, Trainer)	All relevant contractors to be asked to confirm whether or not they will be carrying out any type of practical work or demonstrations. A record of all responses should be kept. If the response is no, then no further checks required. If yes, refer to Number 2.
2	Non-construction services consultancy and knowledge-based services where some form of practical work or demonstrations will be performed as part of the contract	Department to discuss practical / demonstration works with the contractor to determine if there are any significant risks. If “No”, then no further action is required. If “Yes”, then the contractor is to be required to provide a written risk assessment setting out the significant risks associated with the practical/demonstration work and the required control measures. Assessments to be checked and approved, in writing, by a competent representative of the relevant Department (e.g. Director of Studies) before the contractor starts work. Periodic monitoring should be undertaken to ensure that practical work is being delivered as agreed.
3	Construction Consultancy – Design (e.g. architectural, Mechanical and Electrical Services, Structural Engineering, Quantity Surveying)	Appropriate checks (subject to advice from Procurement) should be included in the tender selection process/ prior to placing an order. These should include: <ul style="list-style-type: none"> <li>• checks of any relevant professional/ chartered memberships;</li> <li>• asking of appropriate Health and Safety questions relevant to the work, such as the checks set out in Publicly Available Specification (PAS) 91 Module C4, Q1-14 and C4 Q15-17 inclusive; or</li> <li>• the use of one of the <a href="#">Safety Schemes in Procurement (SSiP)</a> forum (for example, Constructionline Acclaim, CHAS or similar) as a means of confirming competency for the type of work to be carried out.</li> </ul>
4	Construction Consultancy – Principal Designer (CDM Notifiable Projects)	Appropriate checks (subject to advice from Procurement) should be included in the tender selection process/ prior to placing an order. These should include: <ul style="list-style-type: none"> <li>• checks of any relevant professional/ chartered memberships;</li> <li>• asking of appropriate Health and Safety questions relevant to the work, such as the checks set out in Publicly Available Specification (PAS) 91 Module C4, Q1-14 and C4 Q18-20 (inclusive); or</li> <li>• the use of one of the <a href="#">Safety Schemes in Procurement (SSiP)</a> forum (for example, ConstructionLine Acclaim, CHAS or similar) as a means of confirming competency for the type of work to be carried out.</li> </ul>

5	<p>Construction Consultancy – Building Surveyors (e.g. asbestos surveys, service surveys, building surveys,</p> <p>And</p> <p>Small works / minor refurbishment works</p> <p>And</p> <p>Specialist / High Risk Contractors (e.g. asbestos removal contractors, Hazardous waste</p>	<p>Appropriate checks (subject to advice from Procurement) should be included in the tender selection process/ prior to placing an order. These should include:</p> <ul style="list-style-type: none"> <li>• checks of any relevant professional/ chartered memberships;</li> <li>• confirmation that contractors hold any required licences (e.g. asbestos, waste)</li> <li>• asking of appropriate Health and Safety questions relevant to the work, such as the checks set out in Publicly Available Specification (PAS) 91 Module C4, Q1-14; or</li> <li>• the use of one of the <a href="#">Safety Schemes in Procurement (SSiP)</a> forum (for example, Constructionline Acclaim, CHAS or similar) as a means of confirming competency for the type of work to be carried out.</li> </ul> <p>Once an order is placed:</p> <ul style="list-style-type: none"> <li>• Contractors to provide risk assessments and method statements (RAMS) before they are allowed to commence any works on site. RAMS should identify any significant risks associated with the practical work that they will be carrying out.</li> <li>• Assessments to be checked and approved, in writing, by a competent representative of the University (i.e. someone who is competent to manage construction projects) before the contractor is allowed to start work.</li> <li>• If the works involve construction works on building fabric, services or infrastructure then prior approval, in writing, from the Director of Estates (or appointed Deputy) is required before the contractor is allowed to start any works on site.</li> </ul>
6	<p>Equipment Installation and commissioning contractors</p> <p>And</p> <p>Facilities / non-construction contractors (e.g. cleaning contractors, security, IT, removals etc.)</p>	<p>Appropriate checks (subject to advice from Procurement) should be included in the tender selection process/ prior to placing an order. These should include:</p> <ul style="list-style-type: none"> <li>• checks of any relevant professional/ chartered memberships;</li> <li>• asking of appropriate Health and Safety questions relevant to the work, such as the checks set out in Publicly Available Specification (PAS) 91 Module C4, Q1-14; or</li> <li>• the use of one of the <a href="#">Safety Schemes in Procurement (SSiP)</a> forum (for example, Constructionline Acclaim, CHAS or similar) as a means of confirming competency for the type of work to be carried out.</li> </ul> <p>Once an order is placed:</p> <ul style="list-style-type: none"> <li>• Contractors to provide risk assessments and method statements (RAMS) before they are allowed to commence any works on site. RAMS should identify any significant risks associated with the practical work that they will be carrying out.</li> </ul>

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7	Capital projects/ CDM Notifiable projects – Principal Contractor	<p>Appropriate checks (subject to advice from Procurement) should be included in the tender selection process/ prior to placing an order. These should include:</p> <ul style="list-style-type: none"> <li>checks of any relevant professional/ chartered memberships;</li> <li>asking of appropriate Health and Safety questions relevant to the work, such as the checks set out in Publicly Available Specification (PAS) 91 Module C4, Q1-14; or</li> <li>the use of one of the <a href="#">Safety Schemes in Procurement (SSIP)</a> forum (for example, Constructionline Acclaim, CHAS or similar) as a means of confirming competency for the type of work to be carried out.</li> </ul> <p>Once an order is placed and <b>before any works on site are allowed to commence</b>, the appointed Principal Contractor will be required to provide:</p> <ul style="list-style-type: none"> <li>A suitable risk management plan to demonstrate that they have suitable arrangements in place to manage health and safety risks associated with the project (at commencement and throughout the project); and</li> <li>Evidence that they have made adequate provision to meet welfare needs throughout the duration of the project.</li> </ul> <p>These items need to be agreed by a competent member of the University before the works can be started on site. Where works are carried out outside of the defined site (e.g. when making connections to existing services), the Principal Contractor will be required to provide:</p> <ul style="list-style-type: none"> <li>Risk assessments and method statements (RAMS) before they are allowed to commence any works on site.</li> <li>RAMS should identify any significant risks associated with the practical work that they will be carrying out.</li> </ul> <p>RAMS to be checked and approved, in writing, by a competent representative of the University. If the works involve construction works on building fabric, services or infrastructure then prior approval, in writing, from the Director of Estates (or appointed Deputy) is required before the contractor is allowed to start any works on site.</p>