

Control of On-Campus Contractors (Services) Procedure

Authorisation / Permit to Work Procedure

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Read in conjunction with:	http://www.hse.gov.uk/event-safety/ Estates and Property Services Contractors Guidance and Safety Booklet	Impact Assessed	
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Definitions

Construction Work

Any activity within the scope of 'construction work' as defined by the Construction, Design and Management Regulations 2015, including construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, de-commissioning, demolition or dismantling of a structure, and, the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Event

Any non-teaching activity involving a gathering of ten or more persons *and* involving additional or heightened hazards which are not controlled by standard building health and safety arrangements, i.e. fire procedures / first aid procedures.

Contractor (Services)

A commercial or voluntary entity providing on-campus Construction Work services to RGU or utilising RGU space for the purposes of an Event. Excluded from this definition are agency and temporary workers, 'embedded' contractors subject to pre-qualification processes and subcontractors managed by a Principal Contractor.

RGU Host

The RGU School or Department requiring the work to be undertaken, including the RGU Facilities Maintenance Contractor. Construction Work is primarily hosted by Estates & Property Services but may also be hosted by Schools or Departments requiring the servicing and maintenance of equipment. Events are hosted by RGU's Events Operations Manager.

Risk Assessments and Method Statements (RAMS)

Record(s) of risk assessment(s) as required by Management of Health and Safety at Work Regulations 1999 and description(s) of the intended task(s), indicating how the stated control measures will be utilised via safe systems of work.

Rationale

The introduction of Contractors to RGU premises is necessary to support the delivery of Construction Work as defined above and by the Construction (Design and Management) Regulations 2015 (including servicing and maintenance activities) and to provide infrastructure, equipment, or services necessary to support RGU Events.

Where a workplace is shared by more than one employer, whether temporarily or permanently, each employer has a legal duty to co-operate on health and safety matters. They must collectively 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 preventative measures taken.

It is recognised that the nature and diversity of RGU activities does not support the use of pre-qualification processes that can be applied in every instance where a Contractor is engaged. In addition, prior to arrival, Contractors may not be subject to, or aware of, RGU's risks and arrangements to manage these risks. Contractors are also frequently engaged in undertaking work which, without appropriate controls, is potentially high risk and with a high extent of risk (the numbers of persons potentially affected).

To inform RGU and the Contractor of each party's arrangements, the following information exchange is written into the procedure:

- Clear instruction from the RGU host to the contractor on the work required
- Provision of records of suitable and sufficient risk assessments and method statements from the Contractor to the RGU host and RGU health and safety department (OHES) (or vice-versa if required)
- Issue of [Estates and Property Services Contractors Guidance and Safety Booklet](#) to the Contractor where relevant to their activities
- An appropriate health and safety induction provided to the Contractor by the RGU host
- Granting of authorisation to work / permit to work by the RGU host
- Monitoring of work practices by the RGU host and OHES as necessary
- Any further communication or authorisation necessary via the RGU host

Procedure

1. Considering suitable Contractors' health and safety arrangements, competency and previous performance, award a contract for services to the chosen Contractor (written or verbally) to deliver Construction Work or an on-campus Event, ensuring clear instruction on the scope of work is provided by the RGU host to the Contractor.
2. The RGU host evaluates the intended work and considers if the work likely to involve more than one Contractor, i.e. subcontracting.
3. If not, continue to step four. If more than one Contractor is engaged, additional requirements may be required by the Construction (Design and Management) Regulations 2015 and the work should be referred to OHES at this point.
4. If only one Contractor is engaged consider the following:
 - Does the work involve activities outwith the scope of current RGU and Facilities Maintenance Contractor risk assessments?
 - Does the work entail significant risks not managed via standard building health and safety arrangements, i.e. fire safety and fire aid procedures?
 - Does the work involve maintenance or repair of plant or equipment which is likely to be outwith the manufacturer's service schedule or instructions?
 - Does the work involve potentially exposing RGU staff / students to heightened risks?
5. If any of the above circumstances apply, the Contractor should provide risk assessments and method statements (RAMS) to the host School or Department in advance of the work. A copy should be issued from the RGU host to OHES for review a minimum of 48 hours before the intended start time. In these scenarios, no further steps or work should be undertaken until an OHES response is provided.
6. Where necessary, copies of [Estates and Property Services Contractors Guidance and Safety Booklet](#) should be issued to, or brought to the attention of, the Contractor.
7. Upon arrival and signing-in at RGU premises, an induction should be provided to the Contractor by the RGU host. The induction should share all health, safety and [fire](#) information and procedures relevant to the Contractor's activity and work environment and cover emergency and [accident / incident reporting](#) arrangements. The scope, content and duration of an induction will be dependent on the potential risks involved in undertaking the work.
8. If both parties are satisfied, an authorisation / permit to work should be granted.
9. Work practices should, as far as is reasonably practicable and without introducing additional risk, be periodically monitored by the RGU host, with OHES support as required. Any instances of poor health and safety practice should be referred to OHES.
10. Work practices considered to pose uncontrolled risks or contravene RAMS should be stopped immediately and the authorisation / permit to work suspended. Any RGU or Facilities Maintenance Contractor employee has authority to suspend work considered to pose an unacceptable health and safety risk, and the assumed contravention should be referred to the RGU host and OHES without delay.