

REQUIREMENT FOR CONTRACTORS & SERVICE PROVIDERS

**(As At 22nd September 2014)**

**Introduction**

When York St John University appoint contractors to carry out work and services on our property or for our benefit we (the University) have an obligation to ensure that work is carried out both safely and effectively.

This guide is divided into two parts; the first gives instructions on how we expect external contractors or service provider to conduct their work whilst they are on University property, the second outlines the measures we expect the contractor to take to manage risk.

For the purposes of this document, the term “Contractor” or “Service Provider” will refer to any persons employed by the university to undertake work on site which may include but is not limited to; building works, systems maintenance, servicing equipment, providing training or maintaining facilities.

**No contractor or service provider will be permitted to commence work until this document has been read, signed and returned to the University to indicate that the requirements have been understood and will be complied with. If there are any further enquiries about something contained in this document please contact your named University Officer as soon as possible.**

**The University Officer**

* The University will assign a named Officer from the Directorate, Department or Faculty. Prior to works starting the Contractor will be asked to meet with the Officer responsible for the project or service requirement, where full details of welfare facilities, fire assembly points and other essential Health and Safety and operational information will be given. Your Lead Officer is the first point of contact for **any** queries or problems. They will also complete and maintain a Management of Contractors Checklist (provided for your reference as Appendix 1)
* The Contractor will nominate a lead individual whose role is to liaise with the University Officer; this need not necessarily be a company manager, but it must be someone who will be spending a substantial amount of their time on site throughout the contract period, and who has the authority to control and take responsibility for the works area and for the Contractor’s employees.

**General Terms**

* Every Contractor appointed will be expected to comply with all relevant legislation and underlying codes of practice. This applies both to Health and Safety laws other relevant UK legislation and also to any ‘best practice’ guidelines specific to their trade(s).
* It is a basic requirement of the University that a Contractor/Service provider will ensure that all staff employed to carry out the works shall be properly equipped and fully trained for the task they are about to undertake, and that they are fit to do so;
* In addition to legal requirements, the Contractor / Service provider will be expected to follow local arrangements for Fire, Health and Safety reporting (see below);
* All Sub-Contractors employed by the main Contractor/Service provider for the purpose of fulfilling the terms of the contract will be expected to carry out their work to the same high standards as the main party and to observe the same safety standards. The University expects the main Contractor / Service provider to monitor the work of all Sub-Contractors for safety and quality in all cases, as if it were their own work.
* In addition the University expects that the Contractor / Service provider will at all times be mindful of the environment they are working in. Any evidence of unacceptable language or behaviour towards, or in the presence of, any of our students, staff or visitors may result in the Contractor / Service provider being asked to leave site immediately;
* Likewise, the University reserves the right to halt work immediately if there is a concern that the work is not being carried out in a safe and proper manner.

**Equality and Diversity Statement**

**York St John University is dedicated to providing an environment which supports a diverse range of staff and students. We are committed to tackling all forms of unlawful and unfair treatment, discrimination and harassment for all those who study, work and engage with the institution and this extends to all third parties appointed by the University.**

Acceptance of a contract with York St John University means that the Contractor will ensure that they will;

* Comply with this Equality and Diversity Statement and ensure that their staff and that of any Sub-Contractor will also display the same high standards of behaviour when on our premises.
* Confirm that their own practices and procedures comply with legislation to prevent unlawful discrimination, and will provide any information if requested by the University to demonstrate that these values are embedded in the company.

1) **WORKING ON CAMPUS**

**Pre-Arrival**

* The University will tell you in advance who your named Officer will beand will ask you to make contact to discuss start dates and practical issues such as access arrangements, method statements, risk assessments, storage requirements and areas of work etc.;
* **Parking - Please note: Parking facilities at Lord Mayor’s Walk and at other University sites are extremely limited. As a result parking for Contractor’s vehicles will only be available if pre agreed with the Project Officer.** **Off-site parking costs should therefore be built into any tender sum submitted, although loading/unloading for agreed periods will be possible if pre-agreed with the Lead Officer.**
* The University reserves the right to put parking tickets on Contractor, or Sub-Contractor vehicles parked on site without prior agreement;
* Prior to arrival you will also be asked to submit certain documents to the University, a checklist of which is included in the second part of this guidance.

**On Arrival**

* **For work on Lord Mayor’s Walk** - You must report to the Security Lodge to let us know you are on site. Security will inform the Lead Officer that you have arrived. You will also be provided with Visitor Badges and issue you with any pre-agreed parking permit (if applicable). These must be returned to Security on signing out / leaving our site
* **For work on all other University sites** – You must also report to and sign out with the Security Lodge at Lord Mayor’s Walk even if due to commence work on any other University site, so that the Lead Officer and Security are aware of where your staff will be working, Security will issue Visitor badges and any pre-arranged parking permits in the same way.

* On any site, parking in loading bays, coach turning areas, driveways or disabled bays will not be permitted under any circumstances and WILL result in a parking fine being issued;
* Your Lead Officer will advise you of where the nearest welfare facilities are, and also of outlets on campus where hot food and drinks are available.

**Whilst On Campus**

* Normal working hours will be agreed with your Lead Officer prior to works commencing and should not be varied without their consent;
* Vehicle’s which have not been issued with parking permits must be removed from site as soon as loading/unloading is complete. Access, egress and Emergency routes / exits must not be blocked under any circumstances;
* Any materials and tools must be left inoperable and secured if unattended, even for very short periods of time;
* You will be expected to comply with all safety and security protocols expressed to you by the Lead Officer or other Officers of the University;
* You will at all times be expected to ensure that your work has no negative impact on the health, safety, wellbeing and welfare of yourself and others;
* Any anticipated negative impact on the activities of the University – i.e. dust, noise, movement of staff or equipment etc – should be discussed with the Lead Officer **before** work starts, and appropriate control measures agreed. You should be prepared to cease work and make changes to control measures if the disruption is greater than anticipated and previously agreed;
* Any damage to University property must be reported to your Lead Officer at the earliest possible opportunity. You will also be responsible to the University for making good any such damage caused by your staff or that of your Sub-Contractors.
* It is expected that you will take responsibility for your own first aid provision. However, **in the case of a serious incident on site occurring please call the Security Lodge on 01904 876444 and they will arrange for additional first aiders or emergency services attendance;**
* All accidents and near misses must be reported to the Lead Officer or the University Health and Safety Officer. This also applies to incidents involving your Sub-Contractors;
* Please note that the University has a procedure for dealing with the discovery of needles and other sharp items on campus and which clearly carry a potential risk of harm and infection. The procedure is included in this document at Appendix 3, and we ask that all contractors / Service providers on site familiarise themselves with this and make it known to anyone under their supervision who is working on site, including sub-contractors.
* York St John University is a non-smoking campus. Please go beyond the campus perimeter if you wish to smoke during breaks from work, and please respect our neighbours by disposing of butts properly;
* Your staff or that of any of your Sub-Contractor will NOT be admitted to Halls of Residence unless this has been agreed in writing with the University within the contract**;**
* All waste must be safely disposed of. The disposal of any construction waste into University bins, skips or drains is strictly prohibited;
* Your employees, those of your Sub-Contractor and any visitors to your work area must be wearing the correct PPE at all times. The appropriate PPE shall be agreed as part of the risk assessment document;
* Your staff and those of any of your Sub-Contractors must wear their Visitor badges at all times.
* The University expects all Contractors / Service providers to carry out good housekeeping practices. This will include protecting or covering fixtures and fittings with appropriately; wearing shoe covers when outside the work area and leaving the area clean, tidy and safe at the end of every working day.
* Where fire alarm detectors have been covered to protect them from dust during the course of works, ALL covers must be removed when work is complete. You will need to certify that this has been done before vacating site.

**2) WORKING AT HALLS OF RESIDENCE**

**Part or all of your contract with the University may require working at University Halls of Residence. The same principles to working on the main campus highlighted in this document will apply however if you or your Sub-Contractors do work in our student accommodation the following rules will also apply;**

* Prior notice of any project, maintenance or service work must be given via your Lead Officer to our students before this takes place;
* Therefore, you may NOT visit or try to gain access to any Student Residence unless this has been agreed with the Lead Officer;
* Common areas, entrances, foyers and stairwells may then be entered without knocking, however; when entering any living areas, you must:-
	+ Ring the doorbell or knock loudly,
	+ Wait at least 30 seconds for a response
	+ Show your proof of identity (Contractor Badge) when requested by staff or students
* When entering any bedroom, bathroom or toilet you must also knock again and wait at least 30 seconds before entering.
* Finally, if any resident asks you to leave or if you believe that a student has been inconvenienced by your visit, you must report this immediately to the Lead Officer.

**3) MANAGEMENT OF RISKS**

Prior to works starting on site you will be invited to meet with your named Lead Officer and to submit the following documents:

* Company Health and Safety Policy
* Any required competency certificates i.e. Gas Safe, Scaffold Licence etc.
* Copy of insurance documentation which demonstrates that all insurances will be in place for the duration of the works. Renewal documents MUST be provided if renewals take place during the contract
* A Risk Assessment covering all works, (this may also include Method Statement(s) of how the work will be carried out).

Dependent on the Contract this might include the following;

* + Work at Height
	+ Working in a Public Area
	+ Hot works & fire control measures (see also 4 below)
	+ Use of chemicals
	+ Working with Electricity/gas
	+ Management of Asbestos
	+ Work in confined spaces
	+ Excavations
	+ Noise and vibration
	+ Lone Working
	+ Plant and equipment

This list is not exclusive. Additional risks and Method Statements may be recorded dependent on the nature of your contract and you will be expected to provide these to your Lead Officer. You will have the opportunity to discuss any issues you have around site management with the University at this time.

**4) Fire Safety**

Your Lead Officer will advise you of location of fire exits, extinguishers and assembly points information when you commence on site. They will also inform you of the day of any planned fire alarm testing, and any alarm outside of these times should be treated as a genuine evacuation.

**If you become aware of a fire, sound the alarm and leave the building by the nearest available exit. Do not attempt to tackle the fire unless you are trained to do so. If in evacuating you have been forced to leave equipment or hazardous materials unattended please report this to your Project Officer or Security AT ONCE.**

Hot Work Permits – To further reduce any fire risks, the University operates a system of hot work permits (see Appendix 2). Before work commences any Hot Work on University premises MUST be agreed with the Lead Officer and procedures in accordance with the Permit system must be followed at all times.

**5) Protecting the Work Area**

The University contains many areas which staff, students and members of the public are able to access 24 hours a day.

The University expects any area that a Contractor / Service provider is working in to be adequately contained and secured **at** all times.

The wording of any signage, the exact height and type of screening or fencing required must be agreed as part of the pre-site consultation, as well as the area to be restricted to prevent accidental harm to passers-by.

As Main Contractor / Service provider you will remain responsible for the contents of your compound and the safety of that work area at all times.

**CONTRACTORS’ / SERVICE PROVIDER CONFIRMATION SHEET**

**Name of Contractor / Service Provider (Please complete)**

I confirm that I have received and read the document **REQUIREMENTS FOR CONTRACTORS 2014** issued by the Facilities Directorate of York St John University.

I understand that any tenders/ contracts to carry out work on York St John University property, or to undertake any business on the University’s behalf must be carried out in accordance with the requirements detailed in this document.

I understand and accept that the requirements contained in this document form part of the terms and conditions of any order or contract placed by the University with the company named above.

I confirm my understanding that no work may proceed until a full Risk Assessment document has been seen and agreed by the University, along with all those documents listed in the REQUIREMENTS FOR CONTRACTORS 2013.

I further understand that the requirements of this document will be equally applicable to any Sub-Contractors employed by my company to carry out work on University premises, and that the responsibility for their conduct and safe working on site will lie with the Contractor / Service Provider named above.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of Contractor / Service Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registered Address of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 1.**

**Management of Contractors / Service Provider Checklist – For Completion by University Contract Supervisor**

|  |  |
| --- | --- |
| Contractor/Service Provider |  |
| Description of Work |  |
| Location |  |
| Date of Commencement |  | Duration of works |  |
| Contact Name |  | Contact Number |  |
| University Contact Officer  |  | Contact Number |  |
|  |
| Does the work involve disturbing the fabric of buildings? | **Y/N** | Comments |
| Does the work involve connection to or modification of existing services? | **Y/N** | Comments |
| Has the Contractor’s Health & Safety Policy been seen? | **Y/N** | Initial/Date |
| Evidence of Contractor competence seen | **Y/N** | Initial/Date |
| Confirmation of Insurance seen & checking this does not end during the period of contract. | **Y/N** | Initial/Date |
| Anti-Bribery Policy Received | **Y/N** | Initial/Date |
| Risk Assessments/Method Statements from Contractor received by University, reviewed and accepted as satisfactory? | **Y/N** | Initial/Date |
| Have Hot Work Permits been completed (where applicable)? | **Y/N** | Initial/Date |
| Have parking arrangements (if any) been agreed with the Contractor? | **Y/N** | Initial/Date |
| Has the Contractor been given site plans and surveys prior to work commencing? | **Y/N** | Initial/Date |
| Site induction undertaken? | **DATE** | FIRE SAFETY | WELFARE | FOOD/DRINK | SMOKING | STAFF INITIAL |
| Has the line manager of the area been informed of nature/duration of works? |  |
| Have Security and the Health & Safety Officer been informed of the works? |  |
| FREQUENCY OF ONSITE MONITORING  | How often? | By Whom? |
| Signed for York St John University |  |

**Appendix 2**



**HOT WORK PERMIT**

**APPLIES ONLY TO AREA SPECIFIED BELOW** BUILDING........................................ FLOOR.............................................. NATURE OF THE JOB, INCLUDING EXACT LOCATION..................................

......................................................................................................................................

......................................................................................................................................

THE ABOVE LOCATION HAS BEEN EXAMINED AND THE PRECAUTIONS LISTED ON THE REVERSE SIDE HAVE BEEN TAKEN.

DATE..................................................

\*TIME OF ISSUE OF PERMIT.....................................................................................

\*TIME OF EXPIRY OF PERMIT.................................................................................. SIGNATURE OF PERSON ISSUING PERMIT......................................................... SIGNATURE OF PERSON TO WHOM PERMIT ISSUED..................................... PRINT NAME...........................................................

COMPANY NAME...................................................

It is not desirable to issue hot work permits for protracted periods; for example, fresh permits should be issued where work carries on from morning to afternoon.

TIME STARTED............................... TIME FINISHED........................................

**FINAL CHECK UP**

Work area and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls) were inspected continuously for at least one hour after the work was completed and were found fire safe.

SIGNATURE OF EMPLOYEE

CARRYING OUT FIRE WATCH.................................................Date:.............................

**HOT WORK PERMIT Page 2**

**PRECAUTIONS**

(The person carrying out this check should tick as appropriate)

Where smoke or heat detectors are installed that these have been bagged or isolated.

Cutting and welding equipment in good repair and adequately secured. Are workforce competent to undertake the task

Personal Protection Equipment (P.P.E.)

**PRECAUTIONS WITHIN 15m OF WORK**

Floors swept clean of combustible materials.

Combustible floors protected by wetting down and covering with damp sand or sheets of non-combustible material.

All wall and floor openings covered with sheets of non-combustible material. All gaps in walls and floors through which sparks could pass covered with sheets of non- combustible material.

Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.

**WORK ON WALLS OR CEILINGS**

Combustible constructions protected by non-combustible curtains or sheets.

Combustibles moved away from opposite side and clear of any metal likely to

conduct heat. (Where metal beams are being worked on, and extend through walls or partitions, precautions must be taken on the far side on such a wall).

**WORK ON ENCLOSED EQUIPMENT** (Tanks, containers, ducts, dust

collectors)

Equipment cleaned of all combustibles.

Containers free of flammable vapours.

**FIRE WATCH**

Provision for the attendance of an employee during and for one hour after completion of work. Such employee being supplied with extinguishers or small bore hose and trained in the use of such equipment and in sounding the alarm.

**CONTROL OF ASBESTOS AT WORK**

Is there any Asbestos Containing Materials in the work area Y N

*If the answer is yes an additional permit is required – if you do not know then you* ***Must*** *ask for the asbestos survey to determine this)*

SIGNATURE OF PERSON CARRYING OUT THE ABOVE CHECK................................

**Appendix 3**

**Health, Safety & Wellbeing Procedure for**

**the Safe Disposal of Sharps**

**Procedure when finding hypodermic needles/syringes etc. on University premises.**

**1.** [**Summary**](http://community.ucreative.ac.uk/index.cfm?articleid=8458#one) **2.** [**Procedure**](http://community.ucreative.ac.uk/index.cfm?articleid=8458#two) **on discovery
3.** [**Removal**](http://community.ucreative.ac.uk/index.cfm?articleid=8458#three) **4.** [**Infection control**](http://community.ucreative.ac.uk/index.cfm?articleid=8458#four) **5.** [**Needle**](http://community.ucreative.ac.uk/index.cfm?articleid=8458#five) **stick Injury procedure**

**1. Summary**

Needles, syringes and other drug related items are being increasingly discarded in the environment and unfortunately this can include University premises both at Lord Mayor’s Walk and our other sites.

There are a number of potentially significant health hazards associated with any handling of these items and if discovered they must be safely and appropriately removed and disposed of.

**This document covers the procedure which MUST be followed for staff, students and contractors when hypodermic syringes, needles and other drug related items are found on University premises.**

**2. Procedure on Discovery**

If any drug related items such as hypodermic needle/syringe or razor blades etc. are found

**DO NOT under any circumstances touch or attempt to remove items from where they are found.**

**9-5 Monday to Friday**

* Contact the Facilities Helpline on Ext 6666 and inform them of the item(s) found, and their specific location. They will instruct Domestic Services management (or the Grounds Team if outside our buildings) to attend for safe removal.

**Weekends and Evenings**

* If out of hours, contact Security on 6444 and an Officer will attend for safe removal.

**If possible keep other people away from the hazard until staff arrive and the item(s) have been safely removed**

**3. Safe Removal**

Staff who are responsible for collection and safe disposal of drugs related and other 'sharp' instruments will be provided with the following personal protective clothing:-

* Grab tongs to be used where possible.
* A pair of gloves that are impervious to needles etc.
* A sharps bin for disposal of needles etc.

They will also complete a security Report or an Accident and Incident form (as applicable) in order to ensure that all instances are recorded, followed up and patterns of occurrence monitored.

**4. Infection control**

It is important to consider any such drug related items which have come into contact with human blood and body fluids as being potentially dangerous, the greatest risk being from puncture or ‘needle stick’ injuries.

The above procedures, use of protective equipment and removal of items only by trained staff significantly reduces any potential risk of harm.

**Domestic and Security staff who deal with such items must ensure that:**

* They always wear the appropriate gloves and use grab devices where possible,
* That they already adopt safe skin hygiene by covering existing wounds, cuts and abrasions.
* They wear disposable gloves and use paper towels to mop up blood or body fluids (if any) that may be found in association with the drug equipment.
* They eradicate surface contamination by blood or body fluids (if any) by washing the area where spills have occurred with the solution as agreed by the Domestic Services Manager.
* They dispose of any sharps in the Sharps bin
* They dispose of any used and any other soiled items safely.
* They apply good basic hygiene procedures including hand-washing immediately after dealing with any drug related items or body fluids.

**5. In the unlikely event of anyone being harmed by a needle or syringe;**

* Do not panic the risk of infection and disease is very low.
* Do not place the affected area in your mouth or attempt to suck the wound.
* If possible encourage the injury to bleed.
* Wash the injured area with running tap water and soap.
* Try to stop the bleeding by applying light pressure and apply a clean dressing.
* Seek medical advice from a doctor or hospital emergency department as soon as possible.

**Any such occurrence must also be reported to University management and an Accident & Incident form completed**

**For further information phone the NHS DIRECT 24 hour health helpline on 0845 46 47.**