

Contractors on site

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2) Scope of Policy

This policy aims to control the health and safety of contractors working on University premises, as per University Policy S6/08 Contractors working on University premises. These controls are achieved by:

- a) Potential hazards arising from the proposed work have been identified
- b) People affected by such hazards have been identified
- c) Suitable controls are in place

A contractor is anyone carrying work in the University premises who is not an employee (engineer, cleaners,...). This policy applies to West Wing Level 5 and 6, where the contractor is directly engaged by University staff or students.

3) Responsibilities

- a) Whilst on site, the contractor is under the responsibility of the person who arranged for the contractor(s) to come to the University.
- b) The contractor must be given a brief induction by a member of the Facilities team covering fire emergency actions, first aid and key contact (induction leaflet available at reception), template in appendix 1.
- c) Equipment and nearby lab bench must have been suitably decontaminated by the researchers whose area it is.
- d) When the service is carried out in a high-risk area, limiting access to lab user or lab shutdown must take place, this will be organised by the Departmental Safety Officer or its deputy.
- e) A decontamination form must be displayed, see annexe 2.

4) Contractor selection

The contractor should be chosen on their competence, track record and previous history with the Institute.

The contractor must be asked to provide their Risk Assessment and Methods Statement (RAMS) before the work can take place. This must be communicated to the Lab and Facilities Manager or its Deputy.

Contractors must comply with local rules such as PAT testing, GLP and any other relevant policy. The contractor must be made aware of such policy before the work can commence.

- a) The level of supervision of the contractor must be assessed depending on previous experience in the premises and competence level of the contractor. Apprentice(s) cannot be left unsupervised.
- b) The contractor must use their own equipment (e.g. ladders), including Personal Protective Equipment, though PPE can be sought from NDCN Facilities Team (safety spectacles and lab coats).

5) Risk Assessment

All contractor work must be assessed before the work can begin.

In areas where the contractor is not exposed to or will not introduce any significant hazard, then the contractor RAMS and induction are sufficient.

In other areas, they may need some formal level of assessment.

Contractors may be exposed to existing hazards in the premises:

- A specific risk assessment must be in place prior to work starting and the contractor must be taken through the findings and sign off the document.
- This will occur typically, in areas where hazardous substances are handled such as high risk chemicals or biological agents; but also where the work may impact on building services such as ventilation or drainage systems which may carry or be contaminated with the hazardous substances:
 - Actions prior to work starting:
 - a) **Obtain RAMS from company (Risk Assessment Method Statement)**
 - b) **Review NDCN FM RA015 Contractor risk assessment template.docx** and ensure the risk assessment is suitable and sufficient for the work to be carried out.
 - c) **Decontaminate area if necessary and ensure users are aware of the work taking place.**
 - d) **Complete Contractor approval to work on site form (held at reception):** upon completion of brief induction, the contractor must sign approval form which is countersigned by a member of NDCN Facilities team. This approval to work is valid for 12 months from the date of induction and is kept at reception.

- Contractor introduces a significant hazard into the building:

A hot work permit must be sought prior to the work commencing such as welding or brazing.

Work permit must be arranged in advance of the work.

- For work taking place in West Wing premises, RAMS must be email to Bouygues supervisors (GILLETT, Lee lee.gillett@bouygues-es.co.uk; EVATT, Stephen stephen.evatt@bouygues-es.co.uk), Bouygues will sign off the permit and isolate fire smoke detector as required.
- For work taking place in FMRIB or Wolfson, the hot work will be arranged with Facilities team directly who will be able to isolate smoke detector as necessary.

Note that contractors engaged by EMCOR or Estates will have their work permit arranged by Estates directly. Facilities team will be able to isolate smoke detectors as needed.

- a) Work proposed is likely to affect existing controls: where systems need to be isolated (disabling fire detectors, isolating water, ventilation, disabling interlock on equipment...) the affects must be assessed in advance as to the impact on the general welfare facilities of the Institute as well as the specific safety controls.
- b) Authorisation of work can only be granted by either the Lab and Facilities Manager or its Deputy.
- c) If the **contractor is likely to generate waste**, then the arrangement of disposing of the waste must have been agreed before the work starts and the final inspection must ensure the waste has been correctly removed. The disposal of waste must be in line with local rules.
- d) At the end of the period of work, it must be agreed that the work has been completed to satisfactory standards. If the work has not been fully completed and residual risk remains, then the area and equipment must be made safe before it is left unsupervised.
- e) Where applicable central records must be reviewed and updated where significant modification/alterations have been made (fire zone plans, equipment logbooks, test certificates...).

6) Electrical and data cable work

As per University and Trust policy only authorized blue book electricians may carry out electrical work or install data cable.

Work must be arranged through Bouygues or Estates and have a suitable permit of work in place.

7) Accident reporting

All accidents and incidents involving a contractor in University premises must be promptly reported by completing an accident form and which will be communicated to the Departmental Safety Officer (DSO).

8) COVID related measures

Contractors will be asked if they have experienced any symptoms before coming to site

Contractors will be given an overview of COVID-secure measures on site:

- Wearing of face masks on OUH site
- Good hygiene – use of sanitizer upon arrival, frequent hand washing (for at least 20sec) throughout their stay
- Enhance cleaning – if the contractor touches items that are shared equipment/frequently touched items – they must clean the item with provided cleaning products.
- 2m social distancing must be followed up at all time, if this is not possible, back to back, side to side and face masks must be considered.
- Contractors RAMS will be expected to highlight their method of working.
- Contractors must report to their site liaison person if they experience any symptoms after having attending site.

9) References

[University policy statement S6/08Contractors working on University premises](#)

10) Document Control

Date policy created	February 2020
Date policy reviewed	
Date policy modified	
Version number	1.0

Author	Tiphaine Bouriez-Jones, Lab and Facilities Manager
Consultation with:	Facilities Team
Approved by DSAC	19 th March 2020
Signature of Head of Department Prof Kevin Talbot	

Contractor approval to work on site

Overview			
Company/organisation:		Telephone no:	
Date of work:		Location of work:	
Description of work:			
Building induction leaflet	<ul style="list-style-type: none"> • Fire emergency procedures/ Fire Exits/ Fire Assembly Point • First aid procedure & Accident book • CL2 laboratories requirements <ul style="list-style-type: none"> ○ No food no drinks ○ Risk of exposure within the labs ○ PPE check (if required): gloves, safety glasses and lab coat ○ Decontamination of equipment – if required • COVID secure measures <ul style="list-style-type: none"> ○ Must not come to site if experience any COVID symptoms ○ Face mask on OUH ○ 2m Social distancing at all time ○ Hygiene measures – use of santiser/handwashing ○ Enhance cleaning – provision of cleaning material ○ Must report if become ill after having visited the site 		
Acceptance – by contractor(s)			
Name:			
Signature:			
Date/time:			
Name:			
Signature:			
Date/time:			
Acceptance – by Department			

NDCN Safety Policy 0016: **Contractors on site**
University Policy Statement: S6/08

Name of person authorising the contracted work to take place	
Signature:	
Date/time:	

This form is to be held at West Wing Level 6 reception and is valid for a period of 12 months from the first induction. Retraining is necessary thereafter.

Appendix 2

Certificate of Decontamination

Item	
Make	
Model	
Serial number	
Room number	

Table 1 – Exposure history and decontamination procedure

<i>This equipment has been in contact with blood, other body fluids, respired gases, pathological samples or radioactive material.</i> If 'YES' to above please continue through tables 2 and/or 3. If 'NO' please sign at the bottom	YES / NO
<i>Has it been cleaned in preparation for inspection, servicing, repair or transportation?</i> Please provide information regarding decontamination procedure including chemicals/cleaners used and method:	YES / NO

Table 2 – Exposure record. This equipment been exposed to:

Blood, body fluids, respired gases, pathological samples	YES / NO
Other biohazards – please provide details	
Chemicals or substances hazardous to health	YES / NO
Radioactive materials	YES / NO
Other hazards – please provide details	
Has the equipment been suitably prepared to ensure safe handling/transportation?	YES / NO

I declare that I have taken all reasonable steps to ensure the accuracy of the above information.

Signature	
Name (print)	
Position	
Date	

Countersignature by Departmental Safety officer

Signature	
Name (print)	
Position	
Date	