

Health & Safety Bulletin

June 2016

WARWICK
THE UNIVERSITY OF WARWICK

Engaging Contractors

There has recently been an incident where a contractor suffered life threatening injuries as a result of an activity which was at the University's request. As a result of this incident, the University is being investigated by the Health and Safety Executive for its practices with regard to contractor engagement and control.

This bulletin is to remind those who engage or could engage contractors to carry out work at or on behalf of the University on the correct procedure that must be followed. Where in this bulletin it refers to 'contract manager', this could include a Project Manager, Project Coordinator or other person with responsibility for engaging a contractor on behalf of the University.

- No department can engage a contractor until the relevant 'contract manager' has been able to establish that the contractor meets the requirements of the University contractor approval process:
 - This can be demonstrated by the contracting company already being on a 'Framework';
 - The company being a member of a scheme that meets the requirements of a Safety Schemes in Procurement (SSIP); or
 - Where the contracting company does not have the above they need to be assessed following the completion of the contractor take-on questionnaire. This completed questionnaire must be checked for adequacy by the 'contract manager' (advice and guidance is available via the [Health and Safety Department](#) and the Health and Safety webpages)
- The contract manager must ensure that the contractor can demonstrate competence to carry out the task for which they are being engaged, even when they have SSIP scheme membership. They must
 - be able to provide suitable risk assessments – relevant to the task
 - have and follow safe systems of work / method statements
 - know who to contact when circumstances have changed and the risk assessments/methods of work are no longer suitable.
- The contract manager must then:
 - ensure that the contractor is appropriately inducted to the University
 - ensure that the contractor is appropriately monitored
 - where the contract is on-going, they must carry out an annual review of the SSIP and competence memberships, insurance cover, risk assessments and methods of work to ensure they remain valid.

Supporting guidance on the above can be found from the University Health and Safety webpages:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/contractors/selectionandmonitoring/>

BT have recently been fined £500,000 for failings that related to a lack of planning, supervision, and checking the work was being carried out safely: <http://press.hse.gov.uk/2016/bt-fined-500000-after-engineer-breaks-his-back->

Useful links:

[Report all incidents and near misses](#)

[Health & Safety webpages](#)

[Need advice on health & safety](#)