

THE MANAGEMENT OF CONTRACTORS AND SERVICE PROVIDERS

1. INTRODUCTION

- 1.1. As an employer and controller of premises, the University of the West of Scotland has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and students and to take steps to ensure its activities do not endanger others who may work on or visit its premises, including contractors.

2. DEFINITIONS

For the purpose of this procedure,

'Supervising Officer':- is any member of UWS staff who instructs work to be carried out on behalf of UWS. **The Supervising Officer is responsible for ensuring full compliance with this procedure** and liaison with all relevant Schools/Departments/Persons across the University.

The Supervising Officer has a responsibility for all aspects of the Contractors work and behaviour during their time on site.

Contractors:- are defined as companies, agents, service providers or sole traders, employed to undertake specific tasks, activities, works projects or deliver service to the University.

3. Application of Procedure

- 3.1. This Procedure applies on all premises under the control of the University. Where the University occupies premises but is not the controller of those premises, the University expects that the controller of the premises will exercise an equivalent standard of care in the management of contractors to that provided by this Procedure.
- 3.2. This procedure applies to all contractors carrying out work undertaken on University premises including (but not limited to); construction, repair and maintenance of buildings, and installation, maintenance and servicing of all types of plant equipment and University assets
- 3.3. This procedure has been prepared for the benefit of contractors working on University premises. Its aim is to establish rules which will help to protect the health and safety of contractors' employees, University staff, students and visitors. A copy of this document will be issued to contractors employed by the University.
- 3.4. All contractors and their employees shall be conversant, with all appropriate sections of this document, along with the location or environment specific safety regulations applicable in the University department(s) or areas in which work is being undertaken. The Supervising Officer, has the responsibility for highlighting location or environment specific safety information and any School or Departmental Safety Rules as part of the site induction process. The Main

Contractor has responsibility for ensuring that all their employees and sub-contractors are familiar with the contents of this document and all departmental safety procedures.

4.0 General Rules and Conditions

4.1 Contractors' Health and Safety Arrangements

The University maintains an approved contractors database and prior to working for the University all Contractors and Consultants are required to complete a Pre-Qualification Questionnaire,(PQQ) (see appendix 2) The completed PQQ is used to assess the contractors' safety performance and competence. Contractors whose PQQ demonstrates capability and competence are added to the Universities' approved contractors database and may be employed to undertake works on University campuses. Contractors are required to provide UWS with updated information such as Insurance procedure renewal certificates, **Failure to provide such information timeously will result in the contractor being suspended from the approved contractor's database.**

4.2 Information for Contractors' Employees

Guidance has been prepared and will be issued to each contractor's individual employees when they sign in at campus control for the first time on each campus, giving basic information on safety within the University. See Appendix 3

4.3 Work Areas and Responsibilities

4.3.1 The University, as the client under CDM, has responsibility for Health and Safety on its premises for any hazards arising from the activities, and for the health and safety of its staff and students who may be affected by materials, fumes, noise, etc., emanating from the site and reserves the right to take any appropriate action it deems fit in such circumstances.

4.3.2 Contractor Controlled Sites

An area of UWS accommodation which is clearly identified as a contractors only site, where there is no interaction between contractors staff and University staff or students and does not affect the operations of the University. Contractor controlled sites are normally the responsibility of the main contractor (and appropriate consultants, if applicable), such a site shall be contained within a defined perimeter. Contractor controlled sites may range from the construction of new buildings to works within existing buildings which have been vacated.

4.3.3 Shared Sites

Where such work involves a contractor being given control of part of a building, then the above still applies. However, the University also reserves the right to require the contractor (or consultants overseeing the project) to remedy any situation that the University believes could affect the adjoining areas of the building out with the shared sites defined perimeter.

4.3.4 Work undertaken on University premises, which cannot be so defined, will be subject, in full, to the University's safety procedures.

4.3.5 **All visitors to any sites** described above, including University Supervising Officers (if designated), should first report to the UWS security, sign in, obtain a visitors badge and site instructions and only then report to the contractor's (or agent's) site office. Notices informing visitors of this requirement and any additional reporting requirements agreed with the Supervising Officer should be posted by the contractor at the entrances to the site. Visitors to the site, such as architects, consulting engineers and University staff, should also be provided with and be required to wear appropriate head protection. If any University staff need to access contractors' scaffolding they should examine the F.91 form to confirm that all statutory inspections have been carried out.

4.4 **Road Safety and Car Parking Arrangements**

Attention is drawn to the Car Parking Procedure for more details. However, the following points should be considered specifically.

The campus is equivalent to a pedestrian precinct where pedestrians have right of way. Drivers must therefore exercise due care and attention at all times.

Contractors vehicles may only park on University campus with the express permission of the facilities management team.

Inconsiderate driving or parking of contractors vehicles will result in the contractors vehicles being denied access to the campus. This may result in the contractor being removed from the approved contractors' database.

4.5 **University Building Services**

4.5.1 Contractors shall not interfere with or connect to the electricity, gas, water or other services of the University without the specific permission of the Supervising Officer. Normal use of standard sockets to connect portable electrical equipment is excluded from this requirement. However, such equipment shall conform to the testing and inspection requirements of the Electricity at Work Regulations 1989.

4.5.2 Access to sub-stations will only be granted by following the procedures detailed in 'Working With Electrical Systems'. Entry to electrical sub-stations is prohibited unless the contractor is in possession of a valid "limitation of access" document duly signed by an authorised member of the University Estates Office.

4.6 **Security of Contractors' Plant**

Contractors are required to ensure the security of plant, machinery and building materials brought onto University premises for use in connection with their works. Any loss or thefts shall be reported to Campus Security and the Supervising Officer by the Contractor.

4.7 **Fire Precautions**

The University of the West of Scotland operates a no smoking and no vaping policy on its grounds

- 4.7.1 If the work of a contractor introduces additional fire hazards into an area, e.g. Hot Works (see 5.2 below), solvents and other flammable materials, they are responsible for providing the appropriate type of fire-fighting equipment and must consult the University Fire Safety Adviser before the work starts.
- 4.7.2 All persons arriving at the work site are required to be fully familiar with the following:
- the nearest means of escape in case of fire;
 - the location, type and method of operation of fire-fighting equipment;
 - the location and method of operation of the nearest fire alarm;
 - the procedure to be followed in case of fire or on the activation of the fire alarm.

On activation of the fire alarm all persons must immediately evacuate the particular building and make their way to the nearest assembly point.

The building must not be re-entered until authorised to do so by the fire wardens.

4.8 Behaviour On University Premises

Inappropriate behaviour, horseplay, foul, abusive or inappropriate language and the playing of media such as music etc. is not permitted on University premises.

4.9 Control of Noise

All contractors should minimise the effect of construction noise.

Consideration must also be given to University business and the sensitive nature of its operations and Contractors must consider how their works may affect this business. Consideration should include; staff, students and the public who may be passing or working close by along with the sensitivities of university business e.g., exams or lectures.

4.10 First Aid

Contractors are responsible for the provision of First Aid for their staff on University premises unless otherwise agreed with the Estates Department and Resilience and Safety.

4.11 Alcohol And Drugs

The use or possession of alcohol or other recreational drugs is not permitted on University premises and will result in immediate removal from the premises.

4.12 Contractors' Equality Procedure Arrangements

Contractors who carry out work for the University may be requested to demonstrate compliance with the Equality Act.

5.0 Site Specific Rules

5.1 Construction (Design and Management) CDM 2015

The Construction Design Management Regulations relate to all aspects of construction and set out six key duty holders along with their duties and a series of principles that must be followed in key areas such as safety and welfare.

The regulations aim to shift the focus to preventing risk in all projects as opposed to just mitigating risk at site level, by planning and coordinating the work before construction work starts. They are relevant to all construction projects from small to large, albeit with a pragmatic, proportionate and realistic approach.

A full guide on the changes of CDM 2007 to 2015 along with supporting documentation such as meeting schedules and checklists used by UWS staff are included in Appendix 1.

5.1.1 The Permission to Work (PTW-1) Form and Starting Work

An online PTW system has been set up on the UWS intranet and must be completed by the UWS works contact prior to commencing any site works on any UWS campus. The PTW is a systematic check that all requirements are in place and the contractor's paperwork is sufficient. Additionally, it allows for notification of the work to both Resilience and Safety and the relevant Facilities Manager which should prevent any works clashes.

The purpose of the PTW system is to exchange information between the contractor and the University and will be originated by the Supervising Officer. It's completion will ensure both parties are fully aware of the potential hazards to University staff created by the contractor's works and also to the contractor's employees by specific University departmental hazards. Once the online system is completed a summary will be issued which will include a sign off section for issue to the contractor, **no works can commence until the first section is signed off and no works will be complete and passed for payment until the form is returned and the completion is signed.**

UWS UNIVERSITY OF THE WEST OF SCOTLAND		UWS UNIVERSITY OF THE WEST OF SCOTLAND	
Permission to Work			
Project Title	Student Hub Printing Move		
Campus	Paisley		
Commissioner	Chris Ferguson		
UWS Department	Estates Solutions		
Contractor	Eovixat		
Works Title	Asbestos Removal		
Works Building	Elles Building (East)		
Works Location	L131		
Start Date	20/04/2016 09:00:00		
End Date	22/04/2016 17:00:00		
Works Description	Removal of carpets and vinyl tiles and encapsulation of AIB high level panels		
Additional Permits			
Confined Space permit	not required		
Hot Works permit	not required		
Electrics permit	not required		
Permits to Dig permit	not required		
Contractor Acceptance of Permit		Start of Works	
I hereby declare that I, on behalf of the Contractor, accept responsibility for carrying out the work detailed on this permit and that I am competent to complete the works as detailed within the MSRA and PTW form.			
Signed _____	Print _____		
Date _____	Title _____		
UWS Contact/Permit Issuer			
Signed _____	Print _____		
Date _____	Title _____		
Contractor Completion and Return of Permit		End of Works	
I hereby declare that I, on behalf of the Contractor, have completed the works as detailed within the MSRA and the works are of a satisfactory standard with the site left clean and tidy.			
Signed _____	Print _____		
Date _____	Title _____		
Comments _____			
UWS Contact/Permit Receiver			
I have inspected the works and confirm that the above statements are true and the works are acceptable			
Signed _____	Print _____		
Date _____	Title _____		
Comments _____			

Sample form

5.2 Permits to Work

In certain circumstances, specific Permits to Work will be required, currently controlled works and permitted areas include the following:

- Entry into electrical switch rooms
- Work on electrical switch gear in switch rooms
- Confined Spaces (see 5.5)
- Digging
- Hot Works

Contractors must not carry out work in such areas without the appropriate Permit

In addition, there may be other areas where especially hazardous work is required or where contractors' operations may need to be carefully co-ordinated with those of the University to ensure safety. Such work may also need to be covered by a formal Permit to Work system. The relevance of such a system should be discussed at the planning stage and the necessity of introducing it should be noted on the PTW-1 form, before work commences.

5.3 Arrangements for Hot work

The use of flame, or the application of heat (as in welding, burning, generation of sparks or use of blow lamps) is prohibited in many areas of the University for a variety of reasons. Contractors, their employees and sub-contractors must seek prior permission and obtain a written permit from the Estates Department for these activities from the Supervising Officer although it is strongly recommended that such activities are considered by the contractor at the tendering stage.

Operations involving heat or flame must cease at least 30 minutes prior to workforce going off site.

The contractor must be aware of the particular fire detection system in the area where he is working and ensure the work does not interfere with or is likely to inadvertently trigger the fire alarm system.

5.4 Entry into Confined Spaces

Contractors' employees should not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes or lack of oxygen without taking all appropriate actions to monitor the atmosphere in the confined space and confirm that it is safe to enter. It must never be taken for granted by any contractor that any confined space they have to enter has been made "safe" by University personnel. However, if an obvious hazard exists and is known to the University Supervising Officer then this will be made known to the contractor via the PTW-1 form or some other suitable method. All work in such areas shall be carried out in accordance with the Confined Spaces Regulations 1997, using the methods and precautions described in *HSE Approved Code of Practice L101*. A Permit to Work will be required for such work.

5.5 Work Involving Asbestos

UWS Estates Department maintain an asbestos management plan and hold an asbestos register for all buildings. It is the responsibility of the Asbestos and Statutory Compliance Officer (ASCO) to maintain these documents and offer assistance for any works that may require the removal of asbestos or could disturb asbestos containing materials.

Asbestos must be considered from the outset and will form part of the PTW process, however, if there is any question or if any unknown materials are discovered then the UWS ASCO must be contacted via Estates.

5.6 Routine Service Contracts

Departments (including academic) sometimes engage companies to carry out regular servicing contracts, e.g., on computer equipment, microbiological safety cabinets, laboratory equipment, office equipment, vending machines, etc. This

procedure, including the requirement for a PTW to be suitably and sufficiently completed, still applies. However, if the risks are not likely to change from visit to visit then it is acceptable for the supervising office and contractor to complete a PTW, which lasts for the duration of the contract (up to a maximum of one year).

The contractor should be aware that if any change in risk to either or both sets of employees is foreseen, then this must be reflected in the issue of an updated PTW.

6 General Contractor Rules

6.1 Reporting of Accidents and Dangerous Occurrences

- 6.1.1 The attention of contractors is drawn to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Whilst contractors are responsible for recording and, if necessary, reporting to the HSE, injuries to their own employees and dangerous occurrences arising from the contracted work, details of such incidents must also be reported to the Supervising Officer. They, in turn, will make a full report on the University's internal accident report form to the University Resilience and Safety department.

Information on emergency contacts whilst on University premises is given in
Appendix 3.

6.2 Personal Protective Equipment (PPE)

Contractors are responsible for the assessment of the requirement for and the provision and use of PPE.

6.3 Safety Signs

Contractors are responsible for the provision and display of any safety signs which may be required as a result of the work being undertaken. The specification of the signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Road Traffic Regulation Act 1984, where applicable. Their format should follow wherever possible British Standard 5378 :1980. Signing for works in roads, such as excavations, should use the standard signs and methods of the Department of Transport.

6.4 Work at Height

6.4.1 Use of Access Equipment

When work carried out by a contractor involves erection of a scaffold or any structure allowing work above ground level, the contractor is responsible for its safety. To comply with The Work at Height Regulations 2005 the contractor will need to carry out risk assessments to determine whether work at height is necessary. Where this is the case, the contractor will need to consider the provision of walkways, 'fans', guardrails, toe boards, warning signs and lights, etc, together with a safe means of access to the work, which must be removed

daily when work ceases. The contractor is fully responsible for all aspects of scaffolding including the selection of competent sub-contractors for this work and maintaining a suitable rescue plan [IT IS NOT ACCEPTABLE TO SIMPLY CITE CALLING THE EMERGENCY SERVICES AS A RESCUE PLAN].

6.5 Roof work

Any access to or work on University roofs will require a 'Roof Access Permit' authorised by the Supervising Officer or an appropriate person from Estates Department. Work on flat or sloping roofs often entails particular hazards, especially if work on or near fragile materials is involved. The contractor is reminded that they are responsible for the provision of suitable access equipment such as crawling ladders, crawling boards, edge protection, etc. Additionally, there must be a suitable rescue plan [IT IS NOT ACCEPTABLE TO SIMPLY CITE CALLING THE EMERGENCY SERVICES AS A RESCUE PLAN].

Contractors are advised that fume cupboard outlets are present on the roofs of several University buildings and that toxic or flammable fumes may be discharged. The chief technician/laboratory supervisor of the particular department will be consulted by the Supervising Officer so that any hazards can be incorporated into the PTW-1 form and any precautions to be taken can be addressed in the contractor's method statement.

6.6 Use of Lifting Equipment

6.6.1 It is the contractor's responsibility to ensure that any crane, hoist, or other item of lifting equipment, together with all associated ropes, chains and other ancillary equipment is constructed, used and maintained in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. Practical guidance on these requirements is contained in *the HSE Approved Code of Practice, L113*.

6.6.2 The University requires that every lifting operation be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

6.7 Repair And Maintenance of Lifts

Where contractual work involves the shut down and maintenance of any lift, be it passenger or goods, then work should be carried out using the methods and precautions outlined in the HSE Guidance and any other relevant statute and standards prescribed for work on lifts and hoists.

6.8 Work Involving Demolition

All demolition work must conform to Construction (Design and Management) Regulations 2015. All demolition sites must be fenced off or other steps taken to warn or prevent the approach of persons who may be endangered by the operations as well as protecting staff and students from falling items and the operations.

6.9 Arrangements for Highly Flammable Liquid and LPG

6.9.1 The storage and use of flammable liquids, including petroleum based spirits and LPG, must be carried out in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

6.9.2 Contractors carrying out painting operations should ensure that appropriate storage for flammable paints and spirits has been agreed with the Supervising Officer prior to commencing work. It is not acceptable to leave such materials unattended in rooms or corridors.

6.10 Plant, Tools and Equipment

6.10.1 All plant, tools, tackle and equipment used by contractors on University premises must be suitable for the work to be undertaken, must comply with all relevant standards and must be properly maintained. In particular, attention is drawn to the Provision and Use of Work Equipment Regulations, 1998.

6.10.2 The use of power or pneumatic tools in and around occupied buildings must be carried out with due regard to noise control. (See 4.9 on Control of Noise).

6.10.3 The attention of contractors is drawn to the provisions of the Electricity at Work Regulations 1989, especially as regards the condition and maintenance of portable power tools. Only battery operated or 110 V CTE systems shall be used to power small tools, the requirement to use any other type of power supply shall be agreed with the Supervising Officer prior to such use and shall be limited to exceptional circumstances where the use of approved power supplies is not feasible.

6.10.4 Contractors are expected to bring on site all appropriate plant, tools, tackle and equipment necessary for them to carry out the works. The Supervising Officer shall not permit the contractor to borrow University equipment.

6.11 Provision of Warnings, Barriers

All UWS sites are public buildings with many high traffic areas. All work areas must be separated and segregated in order to keep works, tools, access routes and equipment clearly separated from other building users or passers-by. Where feasible, physical barriers are the preferred means of segregation and shall be agreed and installed prior to any works commencing. Barriers shall be appropriately illuminated with sufficient signage erected to inform campus users of any hazards.

6.12 Excavations and Underground Services

6.12.1 A permit to dig must be obtained from an authorised Estates Department Officer before ground is broken on University premises.

No excavation or trench work is permitted without a safe system of work having been developed to include all services surveys, barriers, protection and temporary works to the work area. For all works involving excavations it is the

responsibility of the supervising officer to identify, prior to works commencing, who will be responsible for locating and informing the contractor of the presence and location of all underground services such as water, gas, electricity, telephones, drains, etc

6.13 Control of Substances Hazardous to Health (CoSHH)

6.13.1 Any activity on University premises that involves contractors using or generating substances hazardous to health must be assessed by the contractors to ensure compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The assessment must make clear any precautions that need to be brought to the attention of University personnel. A reference to the assessment must, therefore, be included in Part 3 of the appropriate PTW-1 form.

6.14 Use of Plant with Pressure Systems

6.14.1 It is the contractor's responsibility to ensure that the use of all items of pressure plant including steam boilers and air compressors complies with the relevant statutory provisions. In this regard, the attention of the contractor is drawn to the provisions of the Pressure Systems Safety Regulations 2000 and their associated Approved Codes of Practice and the Pressure Equipment Regulations 1999 and Approved Code of Practice L122.

6.15 Window Cleaning

6.15.1 Where it is assessed that the use of ladders for window cleaning is acceptable, it is imperative that window cleaners adhere to the guidance contained in HSE Information Sheet MISC613 entitled "Safety in Window Cleaning Using Portable Ladders" and that provided by the National Federation of Master Window and General Cleaners.

6.15.2 All window cleaning works must be considered under the PTS system and safe access must be investigated, all ladders and other equipment used by contractors must be of good condition, adequate strength, sufficient length and properly maintained.

6.16 Disposal of Waste

Contractors are responsible for the proper disposal of all waste generated during the currency of their contract. They should follow the principles of the waste hierarchy, reducing and reusing material where practicable and must supply and protect their own skips which includes separation and segregation of waste for recycling. Furthermore, all contractor skips must be lockable, and are subject to siting agreement with UWS Estates Department.

Regulatory compliance is essential and in particular, contractors must not deposit any waste materials into water courses, soil, or air on University premises. All building materials and waste must be removed from the University premises by the contractor under the correct cover i.e. WEEE, Special Waste etc. and may not be disposed of in any UWS waste streams such as bins or skips within the waste zones. Consignment notes and disposal certificates must

be supplied on completion of the works prior to contract completion and payment.

Any waste materials that are not removed at the end of the contract will be removed by the University with any costs incurred as a result recharged to the contractor.

7.0 SUSTAINABILITY

It is understood that the proper management of contractors will minimise waste caused through inefficiencies and damage to University fabric, services, plant and equipment, and that this procedure will assist in this management. Collegiate implementation of the procedure will therefore assist the University in meeting its sustainability targets.

Procedure Author – Resilience and Safety	Procedure Owner – Resilience and Safety
Parent Policy Statement - Health, Safety and Wellbeing Policy	Public Access or Staff Only Access - Staff
Version 2 – December 2018 (Interim update with full review scheduled for 2019)	Changes and Reason for Changes – Policy Review

Appendix 1

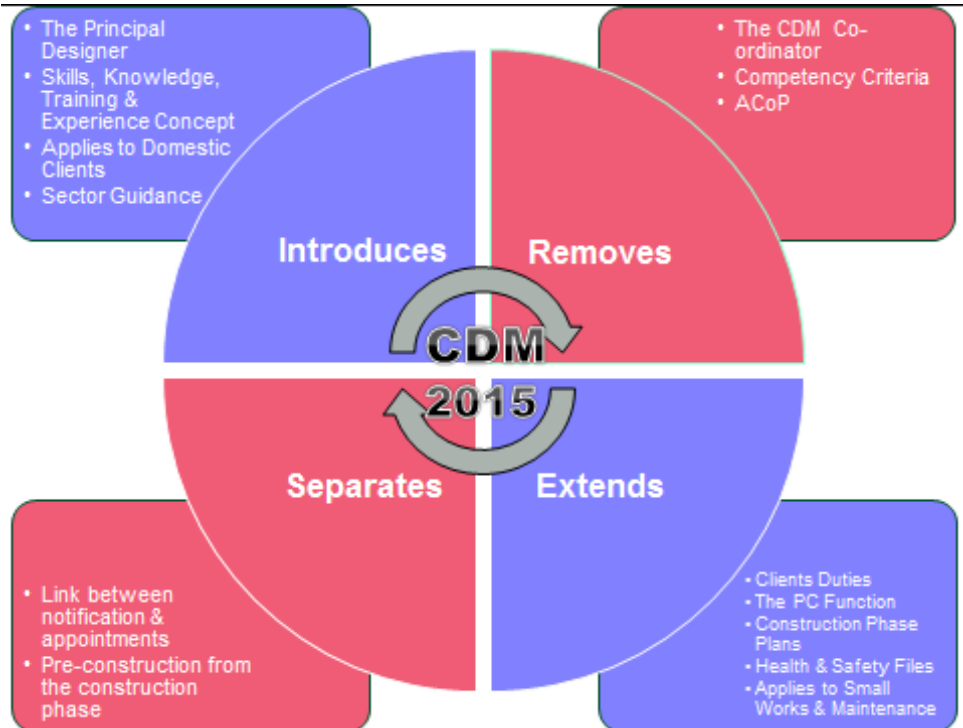
Construction Design Management Regulations

Introduction

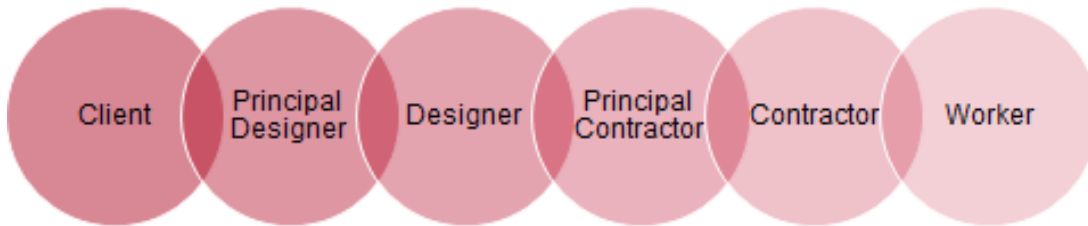
The CDM Regulations 2007 were changed during 2013/14 and the CDM Regulations 2015 came into force on 6th April 2015. The main reasons given for the changes are as follows:

1. To align the regulations with the EU Mobile Construction Directive (there were substantial impending fines for non-compliance)
2. An attempt to motivate those who create risk to actively manage it
3. Embed a coordination function within the project team from the outset
4. Put a spotlight on smaller more problematic projects whilst supporting a Government move to reduce red tape
5. Focus on the significant, the unusual and not the trivial
6. Address a perceived over interpretation of CDM2007 and to tackle a growth in bureaucracy and non-value activity.

The regulations have been changed in line with above, however, this has not been a wholesale change and the content of the regulations largely remains the same. It is not a change of what is delivered and simply how it is delivered with the client placed at the heart of project safety. A summary of the changes is shown below:

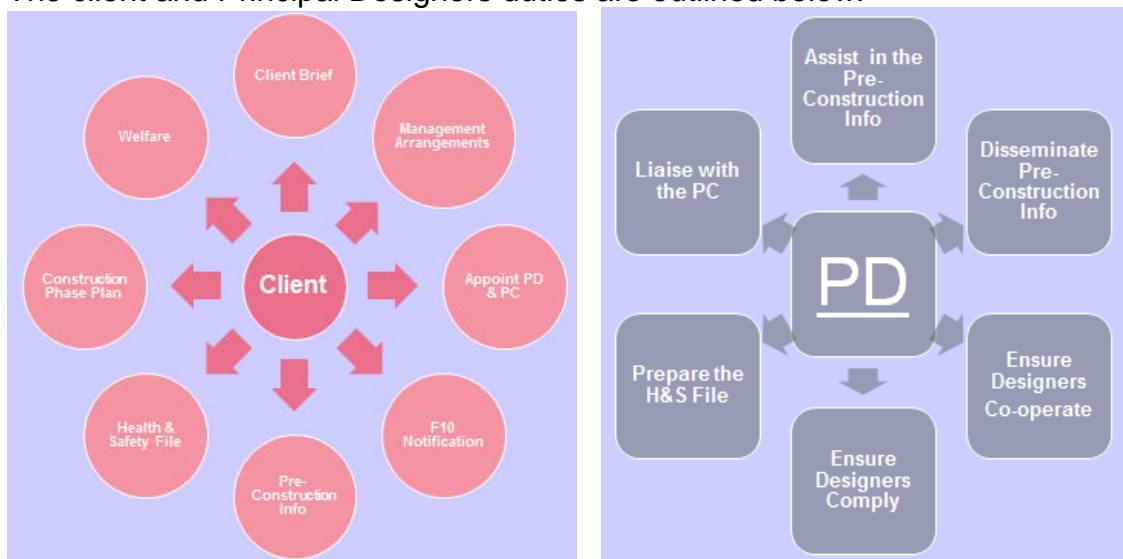


CDM 2015 has six duty holders, namely:



As detailed above there are no changes to the duties of the Designer, Principal Contractor or Contractors and the main changes come from the removal of the CDM Coordinator (CDMC) and the introduction of the Principal Designer. Note that the Principal Designer is not a replacement of the CDMC, rather these duties are passed to the Client.

The client and Principal Designers duties are outlined below:



Now all construction contracts that employ more than one contractor (even if works are sub contracted) will require the specific roles to be defined and the issue of a Construction Phase Health and Safety Plan

UWS Compliance

For Estates Department there are several options for compliance with these regulations. the route selected shall depend upon various factors which must be investigated and approved as well as being checked with our insurers regarding professional indemnity cover.

As previously stated the Client and Principal Contractor roles remain largely unchanged. A pre start meeting agenda has been drafted (attached) which will help guide the UWS Project Manager through the steps required also outlining a simplified route to appoint the various duty holders as required. Checklists for the Construction Phase Plan and Health and Safety File have been drafted to guide staff through these stages.

For Estates Department works the main considerations are obtaining competent Health and Safety Advice and appointing the Principal Designer (PD).

Principal Designer (PD) Appointment options

For this there are two options depending on project size and complexity and these are:

- Option 1** • The University undertakes the PD role in-house as part of project delivery.
- Option 2** • The University appoints an external organisation as PD.

Option one is appropriate for smaller projects such as accommodation refurbishments, minor decorations and maintenance works that fall within the scope of the regulations etc., additionally projects where the Estates Department project team have sufficient skills, knowledge and experience to effectively specify, coordinate and control the works may also fall within option 1. For managers who do not have qualifications or detailed experience of the rigors of health and safety management it may be prudent to offer additional Health and Safety training to these staff. The five day CITB SMSTS course or IOSH Managing Safely course(available internally) are viable options.

Option two is more suited to larger project works requiring dedicated and continuous principal designer input with multiple consulting specialisms, more complex design inputs, resources and contractor specialisms. It is again noted that the Principal Designer role is not the CDMC of old and the appointed individual or organisation has specific duties and roles which have previously been undertaken, in addition to the CDMC, by an engineer, architect or designer.

Appointment template

A form of words which may be used for the appointment of a Principal Designer which clarifies the specifics of the role outlined below:

The key function of the Principal Designer is to ensure the Fire, Health and Safety (FHS) implications of the project are given due consideration, foreseeable risks are identified, reduced where possible and communicated to allow the project to be completed, used, operated, maintained (including cleaned) without undue risks. Specifically the PD shall;

- plan, manage and monitor the co-ordination of the pre-construction phase, in association with UWS as client
- identify, obtain and collate pre-construction information providing this to other designers, the principal contractor (PC) and contractors
- ensure other designers comply with their duties and co-operate with each other
- liaise with the PC
- prepare a health and safety file.

Health and Safety Assistance

With regard to the void left through the elimination of CDMC role, these duties and responsibilities are shared by the Client, Principal Contractor and the Principal Designer and therefore, for larger and more complex jobs or if required due to workload

a Health and Safety Advisor (NOT CDMC) may be appointed to assist the UWS Project Team and fulfil the duties detailed below:-

- Issue F10
- Assist, issue and update Pre Construction Information
- Consider O&M & Fire
- Produce H&S File
- Review CPP
- Attend Prestart Meeting
- Complete the prestart set-up
- Site monitoring

These duties with the exception of site monitoring are technical and administrative which the appointment should take into account.

Design & Build

For design and build contracts the Principal Contractor will take on the Principal Designer Role.

Appendix 2

Sample Pre-Qualification Questionnaire for Contractors

Contractor Competency Questionnaire

We are required under the Construction (Design & Management) Regulations 2015 to check the knowledge, ability and resources of the contractor to carry out the duties set out in the regulations. To this end the following questionnaire has been prepared.

Company Details:			
1	Registered Company Name: Address:		
2	Telephone Number (s) Facsimile Numbers (s)		
	Co Reg No: VAT Reg No:		
	E-mail address: Web address:		
3	Contact(s) title and direct line number(s) in the event of any query regarding questionnaire information.		
	Name	Title	Telephone Numbers
4	Give details of the number of people you employ including the regional and head office split:		
	Office Staff Numbers:	Site Staff Numbers:	
5	Describe the nature of your business and the services it provides.		

6	<p>Do you have the following insurance cover?</p> <p>Contractors All Risk Insurance Yes / No</p> <p>Employers Liability Insurance Yes / No</p> <p>Public Liability Insurance Yes / No</p> <p>Professional Indemnity Insurance – design duties Yes / No <small>(Note if you sub-contract any design issues then evidence of PI will be required)</small></p> <p>(If YES, please provide confirmation from insurers/brokers detailing verification of the scope of all covers).</p>
Health, Safety & Environmental:	
7	<p>Is your company registered for:</p> <p>Quality Management Systems ISO 9001 Yes / No</p> <p>Environmental Management Systems ISO 14001 Yes / No</p> <p>Health & Safety Management Systems OHSAS 18001 Yes / No</p> <p>If Yes, provide copies of certification</p>
8	<p>Do you have a written Health and Safety Policy and arrangements as required by the Health & Safety at Work etc. Act 1974 Yes / No</p> <p>If Yes, please provide a copy of each.</p>
9	<p>Do you have a written Environmental Policy Yes / No</p> <p>If Yes, please provide a copy.</p>
10	<p>Who within your company is responsible for providing advice about Health & Safety matters?</p> <p>Please state their name(s), title, and to whom they report to</p> <p>CV enclosed Yes / No</p>
11	<p>Do you use the services of Health & Safety consultants? Yes / No</p> <p>If Yes, please provide details of the company and list the services provided by them.</p>
12	<p>Who in your company responsible for providing advice about Environmental matters?</p> <p>Please state their name(s), title, position and to whom they report to</p> <p>CV enclosed Yes / No</p>
13	<p>Do you use the services of Environmental consultants? Yes / No</p>

	If Yes, please provide details of the company and list the services provided by them.
14	<p>Has your Company been prosecuted, or served with improvement or prohibition notices by the Health and Safety Executive, or other enforcing authorities, e.g. Environmental Agency, Fire or Local Authorities, within the last 5 years?</p> <p style="text-align: right;">Yes / No</p> <p>If Yes, please give details (use a separate sheet if necessary)</p>
Health, Safety & Environmental:	
15	<p>Do you employ young persons? Yes / No</p> <p>If Yes, supply examples of risk assessments prepared to identify risk & management control</p>
16	<p>Please provide 2 site specific examples of previous Method Statements for contracts recently undertaken by your Company. Yes / No</p>
17	<p>Please provide 2 site specific examples of previous Risk Assessments for contracts recently undertaken by your Company. Yes / No</p>
18	<p>Please supply 2 examples of COSHH assessments prepared for contracts undertaken by your Company</p> <p>Yes / No</p>
19	<p>Do you have a system for monitoring your procedures and auditing them at periodic intervals as well as reviewing them on an ongoing basis. Yes / No</p> <p>If Yes, please supply examples of recent audit reports and procedures</p>
20	<p>Do you have and implement, an established means of consulting with your workforce on Health and Safety matters? Yes / No</p> <p>If Yes, please provide details and evidence of this consultation.</p>
21	<p>If you currently carry waste as a result of your activities, you must be registered with SEPA</p> <p>If applicable please provide a copy of your Waste Carriers Licence Yes / No</p> <p>If not, please state what control measures do you have in place to remove your waste:</p>
22	<p>Is your Company a member of a safety group or organisation Yes / No</p>

	If Yes, please give details		
23	Have any of your employees, been involved in any accidents or incidents during the last 3 years which have been reported to the HSE as required by RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)		Yes / No
	<u>If Yes, please attach details</u>		
24	Does your Company maintain Accident / Incident records		Yes / No
		2012	2011
			2010
	Average Employed		
	Fatal Injuries		
	Reportable Injuries		
	Non-Reportable Injuries		
Failure to provide this information will result in the rejection of your company			

Resources:	
25	Please indicate how your company ensures that adequate resources (Labour, Plant, Machinery, Technical Facilities, etc.) are allocated to each project.
Personnel:	
26	Are you actively involved in Health and Safety training within your company Yes / No

<p>If Yes, please complete the number of persons certificated within your company in the appropriate box provided</p> <p><i>If No, please confirm how you fulfil your legal requirements under the Health and Safety at Work etc Act 1974 section 2 to provide such information, instruction and training as is necessary to ensure the Health and Safety at Work of your employees.</i></p>			
		Number	Number
	Abrasive Wheels		Confined Spaces
	Fork Lift Truck – Industrial **		Fire Marshal
	Fork Lift Truck – Telescopic **		First Aid – Full
	Fork Lift Truck – Rough Terrain **		First Aid – Emergency
	Dumper **		Ladder Safety
	Powered Access Platforms ** (MEWPS – i.e. IPAF)		Manual Handling
	Excavator – 180 **		Risk Assessment
	Excavator – 360 **		COSHH
	Road and Streetworks		Health and Safety Awareness
	Demolition and Dismantling		Electrical Safety (NICEIC) **
	Security **		Electricians **
	Hoists – Goods		17 th Edition
	Cartridge tools		Gas Safe **
	Hoists – Other		Plumbers **
	P402		Asbestos Awareness
	Banksman / Slinger / Signaller		CSCS **
	Crane Driver		IOSH – Working Safely
	SMSTS – 2 Day		IOSH – Managing Safely
	SMSTS – 5 Day		IOSH – Directing Safely
	Trainee Scaffolder I **		NEBOSH – General Certificate
	Scaffolder Part II **		NEBOSH – Construction Certificate
	Advanced Scaffolder **		NEBOSH – Other
	Tower Scaffold – eg. PAMSA **		
	Face Fit Testing		Royal Society of Health – Construction Diploma
	Other Plant: -		
	Other:		
<p>** Provide sample competence cards for those identified **</p> <p>Failure to provide the above information will result in the rejection of your company</p>			
27	<p>How do you ensure information, instructions and directions from relevant sections from the Health & Safety Plan, your risk assessments, COSHH assessments, method statements, PPE etc. are communicated to your operatives?</p>		

Contractors:

28	Does your company employ Sub -contractors	Yes / No
	Does your company assess the competence of sub-contractors	Yes / No
	If Yes, please indicate your assessment methods. If No, what process do you undertake to check the competence?	

Experience and Competence:	
29	Please provide details of 3 referees for work within the last two years that is the same or similar to that under this requirement. Note that contact may be made to these referees without further reference to yourselves.
	<p>a. Referee Organisation Contact Name Title Address</p> <p>Period of Contract Approximate Value Service Provided</p>
	<p>b. Referee Organisation Contact Name Title Address</p> <p>Period of Contract Approximate Value Service Provided</p>
	<p>c. Referee Organisation Contact Name Title Address</p> <p>Period of Contract Approximate Value Service Provided</p>

Designers Duties:

30	<p>Does your company undertake designer duties as defined in Regulation 11 of the Construction (Design and Management) Regulations 2015</p> <p style="text-align: right;">Yes / No</p> <p>If Yes, please enclose 2 copies of your companies design risk assessments</p>
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31	<p>Has your company received the UWS Contractors' Rules Policy and Procedure</p> <p style="text-align: right;">Yes / No</p> <p>If Yes, do you agree to abide totally with the content, spirit and intent of the document and do you testify that all staff working on UWS property will fully comply with, have read and understood the document?</p> <p style="text-align: right;">Yes / No</p> <p>Signed.....</p> <p>Name.....</p> <p>Date.....</p>
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Appendix 3

Contractor Staff Site Rules Booklet

Parking/ Access/ Security and Waste

Parking

- The parking of contractors' and suppliers' vehicles on Paisley Campus during Monday – Friday (9am-5pm) is prohibited and approval for the use of a car parking bay for such a vehicle will only be provided in exceptional circumstances.
- Those engaging contractors and suppliers should ensure that any requirement to bring vehicles onto site for the delivery of tools, equipment and materials which requires the use of a car parking space is undertaken out with the core hours of 9am-5pm Monday – Friday.
- Should there be an essential requirement for a contractor/supplier car parking permit during these core business hours, then this must be requested via the UWS representative.

Access

- Keys for any buildings or specific areas must be requested and signed out from security by the UWS host.
- If further keys are required during the work then these should be requested via the UWS host.

Security

- The University's buildings are public buildings and therefore, security awareness is paramount due to the volume of people on site at any time.
- When an area is taken over for works the contents of the room falls under the control of the contractor, UWS have many areas where expensive equipment is housed and this must be protected from the works and from theft.
- Do not leave any tools or materials lying unattended anywhere on the campus.
- Ensure when leaving rooms i.e. to fetch tools or for breaks, they are locked.

Paisley Campus

Contractors Site Information and Instructions

- All contractors must sign in at the Security Office and will be provided with a Visiting Contractor badge, all sections of this must be signed thus entering a contract with UWS for site behaviour. This badge must be returned and signed out to allow payment for completion of the works.
- Prior to any works the Contractors site supervisor must report to the UWS host instructing their work to sign in and receive a site safety briefing.
- No work can commence on the campus unless compliant method statements/ risk assessments have been submitted and a PTW1 form along with all required permits has been issued.
- Smoking is not permitted anywhere on the campus
- This is a live Campus with 24/7 operations in many areas and contractors must be aware of this and the presence of staff and students at all times and take action to protect them from their works.
- Any Accidents or Incidents must be reported to security on 2222 or **01418483505**

Breaches of any part of this document may result in the removal of offenders from UWS premises

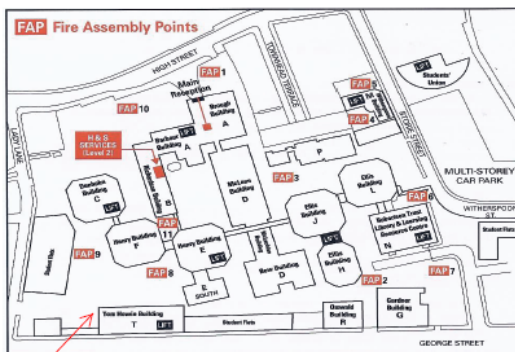
Fire/ Dangerous Occurrences

Action in the event of discovering a fire

- Shout "FIRE, FIRE, FIRE" to alert anyone in the vicinity
- Operate the nearest break glass point to evacuate the building
- Dial 2222 or 01418483505 and report the location of the fire
- Evacuate the building/ area and report to the dedicated fire assembly point as detailed below
- DO NOT re-enter the building unless authorised to do so by H&SS or E&B personnel.

Action on Hearing the Fire Alarm

- Stop what you are doing
- Evacuate the building quickly – No Running
- Report to the dedicated muster point as detailed below
- DO NOT re-enter the building unless authorised to do so by H&SS or E&B personnel



Security Office

Mess/ Welfare and First Aid

Toilets

- Toilets are available throughout the campus, however, these are for the use of staff and students. Contractors may share these but must ensure they are left clean and tidy.
- The UWS host will advise which toilets may be used for your works.
- For larger works or for washing/ cleaning (i.e. dirty works) a separate toilet facility may be required, this must be arranged with the UWS host.

Welfare

- Canteens and cafeterias are situated throughout the campus and may be used but contractors must remove dirty boots/ overalls prior to the use of these facilities and be considerate of other users.
- For larger jobs a separate welfare facility may be required, this must be arranged in advance with the UWS representative.

First Aid

- Contractors must have a first aider in attendance.
- Any incidents regarding first aid must be reported to the UWS host and to H&SS.
- In the event of further assistance being required UWS have first aiders sited throughout the campus on a rota system.
- If first aid or ambulance services are required call 2222 or 01418483505, clearly stating the incident, issue and location for attendance or ambulance.