

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## CONTROL OF CONTRACTORS POLICY

The College of Integrated Chinese Medicine (CICM) has a duty of care for anyone working or studying on the premises, including those not employed directly by them.

### **Introduction**

A contractor is defined as an individual or organisation working on the premises, but who is not employed directly by CICM. This includes one off contractors employed for a particular task, regular onsite maintenance and long-term contractors with continuing function.

For the purposes of this policy, a contractor refers to a person or organisation contracted to perform a particular service or task which requires materials or labour to complete.

This document outlines the procedures in place for ensuring the Health & Safety of contractors whilst on CICM's premises, and the procedures in place to ensure the contractors comply with Health & Safety standards and have adequate liability insurance cover.

CICM aims to select contractors who are competent and qualified to perform the relevant works and ensure they do not put students, staff or visitors at risk.

### **Health and Safety**

All contractors are required to sign in when they enter the site and sign out when they leave. The Porter shall be with them whenever possible. The Facilities Manager/Office Manager or Operations Director will discuss any specific requirements relating to Health & Safety with the contractors before the work is agreed ahead of commencement day wherever is reasonably practicable.

Any hot works require a Hot Works Permit. Access is restricted to the areas of site necessary to complete the works and to use the welfare facilities as agreed.

Any incident or accident which results in serious injury or which causes the affected worker to be incapacitated for more than seven days must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

This will be carried out by the Operations Director.

### **Health and Safety Procedures of Contractors**

Before any contractor begins work on one of the CICM/UCO's sites, their Health & Safety procedures and current insurance documents must be obtained. Copies are kept on file and updated regularly.

Some works may only be carried out by contractors with the necessary competencies such as gas heating maintenance or waste collection. In these cases, evidence of the necessary licence must be obtained and kept on file.

A register is kept of all regular contractors to ensure the details are kept on file. This is updated regularly to include new contractors and ensure all documentation is up to date.

The contractor is responsible for providing the necessary personnel with the correct PPE and ensuring it is worn. CICM has a responsibility for ensuring the contractor enforces this.

Works must be inspected regularly by the Facilities Manager/Office Manager/Operations Director and any breach of Health & Safety procedures require the works to be stopped immediately and the issue investigated. Works may not resume until the Operations Director reasonably believes it is safe and sensible to do so. The contractor should report any accidents that occur whilst on the CICM's sites and a record made in the accident book.

**Review Date: 2023**