

# **THE UNIVERSITY OF NOTTINGHAM**

## **POLICY FOR THE CONTROL OF CONTRACTORS ON SITE**

Information sheet to be sent to contractors before tendering for contract

### **Examples are contractors:**

- maintaining plant, services or equipment as part of a service agreement
- visiting the site to survey work to be carried out
- carrying out installations, maintenance and services in plantrooms, departments, teaching areas, offices and roof areas

### **On arrival at site contractors' staff will:**

- report to the Officer nominated on the official order
- sign the department's visitors book (where there is one)
- state the name of their firm
- state their own name
- state the working location
- state the time of signing in
- wear an identity badge provided by the contractor (& wear it at all time whilst on site)

### **At the end of the working day or on completion of work contractors will:**

- report to the nominated officer
- sign out, stating time
- return keys
- leave site

## **DUTIES AND RESPONSIBILITIES**

Contractors must make themselves aware of the hazards in the areas where they will be working. A University of Nottingham safety policy must be obtained by all contractors before the start of the contract. Contractors must read and agree to follow it before starting work. It must be observed at all times during the work.

## **EXCHANGE OF INFORMATION ON HAZARDS**

Where contractor's work is expected to create special hazards, for instance the application of heat or use of hazardous substances, the University staff in the department or area must be notified so they can take precautions.

## **WORK OUTSIDE NORMAL HOURS**

If work needs to be done, or continued, outside normal working hours, this may only be done by prior arrangement with the nominated officer. After stopping work any keys must be handed over to the nominated officer.