

The Babraham Institute

## BI- HAS-004 CONTRACTOR POLICY

### Document reference

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### Version control

Date	Version	Status	Summary of Changes
01 December 2020	1.0	Archived	Updated in the 2020 Policy Review
27 September 2021	1.1	Active	Removal of civil proceedings wording from Further Information (all policies) & BBT

BI-HAS-001 General Health & Safety Policy  
Contractors page on The Hub  
BRC-BCE-001 Babraham Campus Engineering Policy

Supervisors should bring inherent risks in the proposed area of work to the attention of the contractors, see the Institute H&S Hub pages and the relevant policy(s) on the Policies Hub page (e.g., BI-HAS-007 Ionising Radiation Safety Policy, BI-HAS-008 Chemical Safety Policy, BI-HAS-011 Working at Height Policy, etc.)



## 1. Definitions

"Competent / Responsible Person"	Someone who has sufficient qualifications, training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help required.
"Notifiable Construction Project"	A project that falls under the <a href="#">Construction (Design &amp; Management) Regulations (CDM) 2015</a> <sup>1</sup> (CDM regulations), is notifiable if the construction work is expected to last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or exceed 500 person days. Every day on which construction work is likely to be carried out should be counted, even if the work on that day is of a short duration. This includes holidays and weekends.
"Permit to Work (PTW)"	A formal system stating exactly what work is to be carried out, when, and which parts are safe. A responsible person should assess the work and check the safety at each stage. The people doing the job should sign the PTW to show that they understand the risks and precautions necessary.
"Employee"	Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions.
"Staff"	Employees and Babraham Institute registered PhD students.
"Worker"	Staff, Research Fellows (honorary), Honorary Members of Faculty, visiting students, visiting researchers and workers (including consultants and secondees), workers provided by a third party / contractors, and Trustees.
"Others"	Non-worker visitors and those affected by the undertakings of the Institute.
"Contractor"	This is any person or company who undertakes work, or provides a service, who is not an employee of the Institute. Work must be governed by a service agreement.

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Contractor work may include projects or activities such as:

Repairing, cleaning, servicing or maintaining equipment or structures.

Installing, commissioning or decommissioning equipment and plant.

Inspecting or testing equipment or plant.

Grounds work and gardens maintenance.

Catering, cleaning and security.

Installation and maintenance of mechanical / electrical services systems.

Design consultancy, surveying and site investigations.

Construction, refurbishment, alteration to buildings and demolition / dismantling or redecoration of structures (such work may fall under CDM Regulations and additional legislative requirements and notifications may apply).

“Rules and Guidance (RaG)”

In this context, a RaG document provides general rules to be followed and guidance on how to work safely for various types of work involving various hazard groups.

“Sub-contractor”

A person who is hired by the main contractor to perform a specific task as part of the overall project.

## 2. Commitment statement

- 2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human life course.
- 2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The [Institute Values](#) set out our approach to how we operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.
- 2.3. The control of contractors can represent a significant challenge for the Institute and the failure to plan and manage work carried out by contractors can increase the likelihood of exposing people and property to unacceptable risks with potential financial and legal penalties.
- 2.4. This policy sets out how the Institute will manage contractors whilst they are working on the Babraham Research Campus (the Campus) in areas for which the Institute is responsible.

### 3. Purpose

- 3.1. The Institute owes a duty of care under the Health and Safety at Work Act 1974 to all workers and others who may be put at risk within areas for which it is responsible, including contractors undertaking work in those areas. The Institute will ensure that all works undertaken by contractors, for or on its behalf, are carried out in such a manner as to avoid, reduce, or control all foreseeable risks to health and safety to a tolerable level.
- 3.2. The Institute will work to good practice and fulfil the requirements of the [Construction \(Design & Management\) Regulations \(CDM\) 2015](#)<sup>2</sup> (CDM regulations; where they apply). This will include taking all steps, so far as is reasonably practicable, to pursue the following principles:

Only competent contractors will be selected and any risks associated with contractor undertakings will be minimised to a tolerable level.

The Institute will ensure that its contractors comply with relevant good practice0 G[( )] TJETQ EMC /P

## 5.2. Head of Babraham Campus Engineering (BCE), Technical Services Manager & Building Managers

5.2.1. The Head of BCE, Technical Services Manager and Building Managers are responsible for ensuring that:

Suitable competent contractors are identified and appointed in collaboration with the relevant procurement parties and adhere to tendering processes.







All contractors are to be provided with the necessary information and instruction to undertake their works in accordance with this policy.

BCE

## 7. Reporting

- 7.1. Institute employees responsible for contractors should have procedures that monitor contractor performance throughout the course of the work and on its completion.

Performance reviews should consider aspects such as:

Observing safe work procedures.

Observing site rules.

Wearing of personal protective equipment as required.

Accidents and incidents, quality of work, and housekeeping.

Waste management and the timely completion of tasks.

Reports should be made to the Institute Health and Safety Committee, who should regularly discuss and review the findings of all incidents involving contractors, and monitor the progress of any action plans.

All serious accidents and / or those with high-risk potential must be reported to senior management. Poor safety performance of contractors should lead to them not being eligible for future work.

## 8. Further information

- 8.1. For further information see:

<https://www.hse.gov.uk/pubns/eh76.pdf>

- 8.2. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.
- 8.3. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.
- 8.4. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.