


<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  CONTRACTORS HEALTH & SAFETY INFORMATION MONITORING	ESP 04	Rev. 02	
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	Owner: T Tomlinson		

## 1.0 PURPOSE

This procedure outlines the method by which all Contractors shall assist the University of Lincoln, Estates Services with monitoring and recording contractor's health and safety during construction projects on behalf of the University.

This will enable the department to concentrate more health and safety attention on either the more complex or hazardous tasks or those contractors whose health and safety is not working as effectively as it should be.

## 2.0 GENERAL

This procedure shall apply to all work activities where a Contractor is required to carry out work for or on behalf of the University of Lincoln that are specific to Estates Services regardless of how long the project lasts and does include both our term maintenance contractors and companies such as Hubrens who carry out majority of our minor works projects.

All contractors must have carried out an ESP induction within the previous 12 months covering either the campus or the project they are working on.

Contractors will not be allowed to work on any University of Lincoln property until they have been provided with an induction as per ESP 05 evidenced by a signed and dated form (last page of ESP 05).

Any reference to Contractor shall include any organisation, consultant or person, engaged in work for the University of Lincoln Estates Services and who is not an employee of the University


### 2.1 Definitions

2.1.1 **'Contractor'** performs any work or service

2.1.2 **'Requesting Officer'** until further notice would be estates health and safety compliance officer whose email address is: - [ttomlinson@lincoln.ac.uk](mailto:ttomlinson@lincoln.ac.uk)

2.1.3 **'Construction project'** as defined in the Construction (Design and management) regulations 2007 and shown below

*"the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of a toxic substances), decommissioning, demolition or dismantling of a structure;*

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2.1.3 *The preparation of an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;*

*The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;*

*The removal of a structure or of any waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed a structure; and*

*The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunication, computer or similar services which are normally fixed within or to a structure.*

### **3.0 PROCEDURE**

#### **3.1 Data collection**

3.1.1 The form shown at annex A should be completed on a weekly basis and forwarded to either the requesting officer or the University of Lincoln project manager.

3.1.2 The Requesting Officer is responsible for the collation of all the data into the KPI data chart ready for being presented to the University Senior Management Team.

#### **Related Documents:**

ESP 05 – Contractors Site Induction Pack  
 ESP 06 – Control of Contractors  
 ESP 21 – Permits to Work System

# ESTATES SERVICE PROCEDURE



UNIVERSITY OF  
**LINCOLN**

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Project			
Company			
How many days work have been completed on site this week/Month. (number of staff signed in x number of days worked on site)			
How many different sub contractors companies have been on site this week, please list the companies on the reverse of this sheet			
Dates From:		To	

In the below section please tick all types of work that have been carried out on your site this week for any duration longer than ½ a day (4 hours)

Construction		Excavation	
Alteration		Assembly of prefabricated elements	
Conversion		Electrical Services	
Fitting Out		Hydraulic services	
Commissioning		Compressed Air services	
Renovation		Gas (Natural or LPG) services	
Repair or Maintenance		Clean water services	
Demolition		Grey water services	
Site Clearance		Road or footpath works	
Exploratory Investigation		Toolbox Talks No and Topic	

How many of the following have occurred on your site this week

Near miss incidents		
Injuries requiring first aid		
Injuries requiring medical intervention		
RIDDOR reportable injuries		
Lost time incidents		
Fatalities		
Ser	Sub contractor company name	Activity employed on
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		