



Policy number:	BI-HAS-004
Policy Owner:	Trevor Smith, Health & Safety Manager
Date:	27 September 2021
Version:	1.1
Status:	Active
EIA number:	BI-HAS-004-

1.1 Active Removal of civil proceedings wording from Further Information (fo) (8[0.001 Tw 11.04 -0 0 1

	Date of issue	Version
All staff and associates	04 February 2021	1.0
All staff and associates	06 October 2021	1.1

Associated policies, procedures and guidance

This policy should be read in conjunction with:

- 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

Contents

1.	Definitions.....	4
2.	Commitment statement	5
3.	Purpose.....	6
4.	Scope	6
5.	Responsibilities	6
5.1.	The Institute Director & Board of Trustees.....	6
5.2.	Head of Babraham Campus Engineering (BCE), Technical Services Manager & Building Managers	7
5.3.	Supervisors of contractors	7
5.4.	Workers.....	8
5.5.	H&S Manager	8
5.6.	Contractors.....	8

1. Definitions

"Competent / Responsible Person" Someone who has sufficient qualifications, training and experience or knowledge and other qualities that allow

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

0 1 Tf11t m deriea(n)2.2 ()-11.2 Tc 0 Tw 9.88 0 5Td(.)Tj0.239 0

5.4. Workers

5.4.1. All workers engaged with or affected by contracted work must ensure that:

They take notice of all information available concerning the contractors who are working within their areas and abide by any restrictions put into place.

Report any hazards or concerns regarding the activities or conduct of contractors in their area to their line manager or the Institute H&S Manager, who can notify the appropriate person.

Ensure that their work does not endanger contractors who are working in their vicinity.

5.5. H&S Manager

5.5.1. The Institute H&S Manager is responsible for

5.7. Authorised Persons signing a PTW

5.7.1. Authorised Persons signing a PTW must ensure that the PTW:

Identifies and manages the risks associated with the work tasks.

Is issued with sufficient time to allow for clearance / decontamination / monitoring activities to

Ionising Radiation Safety Policy, BI-HAS-008 Chemical Safety Policy, BI-HAS-011 Working at Height Policy, etc.).

Waste disposal arrangements should be clarified and waste procedures confirmed prior to works commencing.

It must be ensured that any circumstances where a PTW is required (e.g., confined spaces, hot works, high voltage electrical work, excavations, working at height

