

# Scope of Contractors work

## Principles

The purpose of a work permit is to ensure that contractors are sufficiently informed, instructed, trained and supervised to carry out their activities to satisfy the health and safety requirements of Kingston University (Employment of Contractors and Sub-contractors Agreement) This includes avoiding disruption to the normal activities within the university, maintaining safe access and egress and protecting other building users.

Any person(s) that KUSCO or Kingston University engages to undertake work who is not an employee of KUSCO or the university is a contractor.

Work undertaken by a contractor may include such projects and activities as:

- Repair, clean, service, maintain or replace, equipment, or structures
- Commission or de-commission equipment or plant
- Install, inspect, or test equipment , services or plant
- Construction, alteration or redecoration of structures
- Dismantling or demolition of structures
- Erecting and dismantling scaffolding
- Connecting, and disconnecting services
- Upgrading existing supply and monitoring of existing services
- Road works, civil engineering, excavating
- Gardens and grounds maintenance.
- Cleaning
- Removal and disposal of waste products
- Installation and maintenance of mechanical/electrical services systems
- Installation of building fixtures and fittings
- Intrusive surveying / site investigations
- Sampling
- Access to restricted areas

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## Situations where contractors do not require permits:

- Project managers / Consultants employed by the university or KUSCO to **undertake work alongside their employees**, eg. IT Consultants.
- Designers / Architects who are undertaking **non intrusive work** within low risk areas (based on a risk assessment).
- Surveying / Investigations (non-intrusive).**
- Surveying / investigations (intrusive) do not need to obtain a permit if they are accompanied by the responsible person and **all intrusive work is carried out by KUSCO.**
- Engineers who are **working on their own equipment within the University**, supervised by Information Services, as long as that work does not involve accessing controlled areas, or accessing any areas where the presence of asbestos has been identified.

The responsible person must review the risk assessment for the work involved for all the above activities and provide the engineer with any relevant health and safety information such as emergency procedures, before the work is carried out.

In all of the above situations a permit will be required if it is necessary for Security or caretakers to facilitate access – i.e. involving providing special access to an area.

### Non-Intrusive work

- Does not involve work equipment other than cameras, hand held measuring devices, stationary and IT equipment such as mobile phones, laptops and PDA's.
- Does not involve work processes other than observing and recording information
- Does not involve physical interaction with any equipment or structure.

### Students and Staff:

Students and staff are not contractors and their work should be covered by safe systems of work, risk assessments and training.