

Colleges & Student Experience Division
Contractor Induction Process
(Temporary Process until commencement of Planon System)

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Introduction

Durham University is committed to maintaining a safe working environment and ensuring that all individuals on university premises are not exposed to health and safety risks. To support this, the Colleges and Student Experience Division provides specific safety information and instructions to those requiring unescorted access or carrying out work activities under its engagement. (Contracts managed by Estates & Facilities will follow their own induction process.)

All contractors, consultants, and suppliers engaged via Colleges and Student Experience must complete a formal health and safety induction before being granted unescorted access or commencing work on site. The level of induction will depend on the nature of the work, the locations involved, and those attending the site.

For the purpose of this document, a *contractor* refers to any individual or organisation providing services to the University, whether directly or as a sub-contractor. This includes consultants, construction firms, maintenance staff, inspection teams, utility providers, cleaners, and gardeners.

Additional project-specific inductions and risk management measures may be required. If unsure liaise with your Health & Safety Business Partner.

All contractors have both a legal and moral responsibility to safeguard their own health and safety, as well as that of others. Always adhere to safe working practices, and remember: "If in doubt, STOP & ASK."

Purpose

The purpose of this operational guidance is to:

- Outline the contractor safety induction process.
- Define the responsibilities of those implementing the induction process.
- Ensure key safety information is effectively communicated to contractors.
- Identify the required documentation that must be issued.
- Establish when additional inductions, documentation, or support may be necessary.

General Outline of the Safety Induction Requirements

The safety induction process includes the following key components:

- [Contractor Induction PowerPoint](#) – A general induction that can be sent in advance to the contractor.
- [Contractor Safety Rules](#) – A summary of key safety regulations for contractors, also to be provided in advance.

General Responsibilities

University Personnel Engaging Contractors

- Ensure all contractors complete the safety induction process.
- Provide a detailed briefing on the requirement.
- Review the risk assessment and method statement. Work must not proceed until these documents are satisfactory.
- Engage relevant Estates & Facilities contacts for specialist support, such as asbestos surveys, authorisations, electrical safety, hot works, and fire detection system adjustments.
- Communicate site-specific hazards and safety procedures.
- Deliver a localised induction covering parking, emergency exits, assembly points, and welfare facilities.
- Maintain appropriate on-site oversight of contractor activities.

- Suspend work if unsafe practices are observed or if contractors breach safety protocols.

Asbestos

When requesting support from E&F due to the risk of asbestos—for example, contractors disturbing the fabric of a pre-2000 building—email byron.cooper@durham.ac.uk and sarah.e.scott@durham.ac.uk as soon as possible.

Include a completed Request for Minor Works Form  [ESMS-OP2.10.3 Request for Minor Works.docx](#) and a floor plan indicating where the works will take place.

Process Summary

Low-Risk Activities:

1. The contractor receives the Induction PowerPoint and Rules documents.
2. The contractor reviews the documents, confirms understanding and raises any concerns.
3. The contractor submits Risk Assessment and Method Statements (RAMS).
4. The University contact reviews the RAMS.
5. The University contact delivers a local induction.
6. The contractor attends site.
7. The University provides an appropriate level of supervision and oversight.

Activities Requiring Estates & Facilities (E&F) Support:

1. The contractor receives the Induction PowerPoint and Rules documents.
2. The contractor reviews the documents, confirms understanding and raises any concerns.
3. The contractor submits RAMS.
4. The University contact reviews the RAMS.
5. The University contact (often via The College Operations Manager) communicates the RAMS to the appropriate E&F contact (e.g., for Hot Works, Electrical, Fire Detection, Asbestos).
6. The E&F contact reviews, provides support as required and approves the works.
7. The University contact delivers a local induction.
8. The contractor attends site.