

This is to be completed for jobs been undertaken by contractors on University of Bradford premises.

Contractor(s)		TDIE	
Description of work			
Location			
Date work to commence		Duration	
Contractor contact (Person responsible for managing the work)		Contact number	
University contact (Person responsible for work)		Contact number	
1. Works involve work to fabric of the building or connection/modification to services?	Y / N		Signature of University Contact
1a. If yes to Q1 has ICT been informed and approval gained?	Y / N	Date	Signature of University Contact
2. Has the contractor got a Health & Safety Policy?	Y / N	Date	Signature of University Contact
3. Has evidence of contractors' competency been obtained? Check HSE for Notices, Operatives Qualifications, CHAS registration, etc	Y / N	What was the evidence?	
4. Confirmation of insurance?	Y / N	Policy No.	
		Expiry Date	
5. Has the contractor received a copy of our code of practice and relevant surveys (asbestos etc) before work commences?	Y / N	Date	Signature of University Contact
6. Are risk assessments from contractor relevant to works being undertaken received, reviewed and accepted? *	Y / N	Date	Signature of University Contact
7. Is the safe system of work/method statement from contractor relevant to works being undertaken and appropriate to the level of risk received, reviewed and accepted? *	Y / N	Date	Signature of University Contact
8. Site induction carried out? This should include ensuring on site personnel (contractor) have seen and understood risk assessment, method statements and our site rules.	Y / N	Date	Contractors Signature
9. Authorise works to commence	Y / N	Date	Signature of University Contact
10. Frequency of on-site monitoring? ** Before any work commences a visit to the site needs to be carried out.	How often?	Who will do the monitoring?	
10a. Any issues identified?			Issue resolved?
11. Performance of contractor over duration of contract reviewed?			
12. Works complete and are satisfactory.	Date	Contractors Signature	Signature of University Contact

Copy of completed form retained in works documentation and copy sent to Health & Safety Officer.

* If in doubt send copies of risk assessments/method statements to Health & Safety Officer for review.

** On monitoring visit establish that the contractors are following their method statement/safe system of work. Check work equipment being used, if in doubt contact Health & Safety Officer. If relevant complete a Site Inspection Checklist and send copy to Estates & Facilities Health & Safety Officer.