

UHI | SHETLAND Contractor Arrangements

Appendix I

Contractor Arrangements

Provision of ARCHITECT, ENGINEERING AND PROFESSIONAL SERVICES FOR UHI SHETLAND CAMPUS REDEVELOPMENT PROJECT PORT ARTHUR HOUSE

Shetland UHI uses two types of contractor:

- Training contractors
- Non-training contractors

Procedures to be followed in engaging contractors are outlined below.

Training Contractors

Before a training contractor can be engaged they must complete form **QF113: Training Contractors Details and Safety Agreement** (available on SharePoint – forms section) and sign the **Shetland UHI Health & Safety Training Contractor's Handbook**. The purpose of this is to inform contractors of specific requirements for insurance as well as information on Health and Safety procedures and requirements.

An approved contractor is one who meets the requirements outlined on form QF113, with regards to qualifications, experience, insurance, and health and safety.

Staff wishing to hire training contractors are to ensure approval has been obtained **before** any further arrangements are made.

The Payroll Manager & Finance Administrator maintains a list of training contractors approved to deliver training on behalf of the Trust.

Where a training contractor is not already on the approved list, QF113 must be completed by the prospective contractor. When completed the form should be forwarded to the Payroll Manager & Finance Administrator.

Only then may a purchase order be completed to hire the services of the contractor. All purchase orders must specify the exact nature of the service requirements and to which standard, e.g. *Deliver Powerboat Level II training on 3-4 April 2022, to standard specified by RYA.*

Non-training Contractors

To ensure that all contractors and sub-contractors are aware of their responsibilities and statutory duties the contractor must sign and return a

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completed undertaking acknowledgement found on the back page of our ***'Health & Safety Contractors Handbook'***

The purpose of this handbook is to inform contractors of specific requirements for insurance as well as information on Health and Safety procedures and requirements at our campuses.

A list of contractors already approved by the College is held in the Contractors folder in the Health, Safety and Welfare area of SharePoint.

Staff intending to purchase services from a contractor should check whether approval already exists, if not they should liaise with the Compliance and Projects Coordinator as to any additional Health & Safety requirements.

The completed form along with the signed back page of the Health & Safety Contractor's Handbook, copies of the contractor's public and employer's liability insurance are to be handed to the Compliance and Projects Coordinator.

Only then, can a purchase order be completed. All purchase orders must specify the exact nature of the service being requested and should meet the requirements laid out in the Maintenance Responsibilities section of the Staff Handbook.