



Environmental Management System: Contractor Control and Management Procedure

Approval Page

Version	Governance Group	Date Approved
1.0	Sustainability Committee	7 May 2021
2.0	Sustainability Committee	1 April 2022

Contractor Control and Management Procedure

Lead:	Assistant Director Operations, Estates and Facilities
Reviewed by:	Head of Sustainability
Approved by:	Sustainability Committee
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ISO 14001:2015 Clause:	8.1

Purpose

This procedure details how contractor management and control is implemented across Queen Mary, University of London (Queen Mary) UK and Malta campuses for the purpose of:

- Addressing the risks and opportunities associated with the environmental aspects related to contractor activities
- Ensuring contractors are aware of the environmental risks associated with their activities and how to control these risks
- Minimising negative environmental impacts resulting from contractor activities
- Ensuring compliance with relevant environmental legislation.

Scope

This procedure covers all activities carried out by Contractors across Queen Mary's UK and Malta campuses.

This excludes any works undertaken using a F10 procedure (Notification of Construction Project). Construction projects require active oversight by the Capital Project Team with support by the Head of Sustainability, to ensure that the relevant procedures are suitable and sufficient.

Definitions (ISO14001:2015)

- *Risks and Opportunities*: potential adverse effects (threats) and potential beneficial effects (opportunities).
- *Procedure*: Set of interrelated or interactive activities, which transforms inputs into outputs.

Responsibilities

Role / Position	Responsibilities
Assistant Director, Engineering and Estates Management, Estates and Facilities	Overall responsibility for ensuring all activities of contractors (Estates and Facilities) are appropriately managed
Facilities and Resources Manager (Malta Campus)	Responsible for ensuring that the activities of all contractors across our Malta Campus are appropriately managed.
Sustainability and Environment Manager	Responsible for the periodic audit of this procedure and associated activities against relevant regulations and ISO 14001:2015 EMS clauses and ensure that corrective actions are put in place to address any non-conformance(s).
Capital Projects Team	Responsible for co-ordinating contractors involved in construction, refurbishment, conversion and fit-out projects
Engineering and Estates Management Team	Responsible for co-ordinating engineering and maintenance contractors.
Facilities Manager	Responsible for co-ordinating grounds maintenance and facilities contractors.
<ul style="list-style-type: none"> • Grounds Management Team • Engineering and Estates Management Team 	Responsible for issuing permits to work and supervising contractors whilst on site.
Contractors	Responsible for operating in accordance with Queen Mary's procedures and relevant legislations.

Related Documents

This procedure is linked to:

- [Queen Mary's Environmental Policy 2021](#)
- [Queen Mary's Environmental Sustainability Action Plan \(2020-23\)](#)
- [Queen Mary's Environmental Management System 2022](#)
- [Queen Mary's Environmental Aspects and Impact Register 2022](#)
- [Queen Mary's Environmental Incident Report Form 2022](#)
- [Queen Mary's EMS Emergency Preparedness and Response Procedure 2022](#)
- [Queen Mary's Permit to Work](#)
- [Queen Mary's EMAP 42](#)

Procedure (UK Campuses)

Prior to commencing work on site, relevant manager reviews the following documents on Queen Mary's Risk Management System (RMS):

- Risk Assessments and Method Statements (RAMS)
- Qualifications or training records relevant to the work to be carried out
- Details of any hazardous substances to be used on site including material safety data sheets
- Details of the contractors' relevant environmental, permits and procedures (such as spill management and control procedures)

All contractors complete site induction (carried out online within the RMS system) once approved on the RMS, contractors then apply for a permit to work, before starting work at any Queen Mary's premises. These online site inductions are valid for a period of 12 months.

Procedure (Malta Campus)

The appointed Facilities Management Services Provider is responsible for providing all major outsourced services.

This contractor is managed by the Facilities and Resources Manager in line with current services agreements.

Site Induction (All Campuses)

The site induction covers the health, safety and environmental risks associated with schedule works.

The Environmental section of these inductions include:

1. Environmental hazardous materials, substances or risks relevant to the activities scheduled to be completed within any Queen Mary's premises
2. The use and storage of chemicals on site
3. Waste disposal processes
4. Emergency procedure and plan, such as spill or leak
5. Incident reporting process
6. Queen Mary's emergency contacts

All Contractors that have previously received induction, but have not worked at the site that they are scheduled to carry out work within the last 12 months, must complete site e-induction. All induction records are stored electronically in the Risk Management System (RMS).

E-Permit

The permit to work system has been developed to ensure that health and safety of contractors whilst working on site. However, environmental considerations have been integrated into this system to ensure that contractors are aware of the risks to the environment and how to avoid the occurrence of these risks.

Relevant Manager Issues permit to work after reviewing the documentation provided by appointed contractors. Any environmental considerations or hazard associated with the work they are scheduled to carry are detailed in the RAMS.

Contractors must keep a copy of the permit with them at all time whilst on site.

Currently E-permits are not applicable to our Malta campus.

Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements the ISO 14001:2015 standard.
- Civil and / or criminal prosecution

Departure from this procedure is addressed within [Non-Conformance, Corrective and Preventive Action Section](#) of Queen Mary's Environmental Management System.

Version Control

Date	Version	Lead	Due for Review
7 May 2021	1.0	Assistant Director, Engineering and Estates Management	6 May 2022
1 April 2022	2.0	Assistant Director, Engineering and Estates Management	31 March 2023

EMS: Contractor Control and Management Procedure

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