

**Estate Management**

Contractors Code of Practice

**including health, safety and environmental guidelines for contractors**

**For use on all works of alterations, servicing, repairs, maintenance, new Installations and minor building works, and for any work that may affect the physical environment and integrity of the University’s safety systems.**

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# Section 1: Introduction and General Requirements

* 1. INTRODUCTION
     1. The University of Chichester, “The University”, maintains a positive attitude towards Health, Safety and the Environment. This Code of Practice has been prepared to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, visitors and contractors engaged in any activity on any University premises under the University’s direct control.
     2. This Code of Practice is designed to ensure that safe systems of work are in place, safe processes and procedures are designed, communicated and implemented and that personnel engaged in work activities that impact on the physical environment have the competence and expertise to undertake those activities.
     3. A member of Estate Management, unless otherwise stated, shall be the University’s representative and will be the official responsible for allowing any work to proceed on the University’s premises. The Estate Management representative, shall be notified of all works to be undertaken on any University premise.
     4. The “Estate Manager” shall mean any designated member of the Estate Management team who, for the duration of the works, is responsible for the management of the University premises. This shall be any Manager, Supervisor or Officer within the Estate Management department authorised by the Director of Estate Management.
     5. The Project Manager, unless otherwise stated, shall be the University’s representative responsible for ensuring that the Contractor undertakes the works in accordance with the terms of the contract or order and that the requirements set out in this Code of Practice are complied with.
     6. The “Project Manager” shall mean any designated member of the University, or a consultant contracted by the University, who has specific responsibility for the commissioning, co-ordination, or supervision of the works.
     7. All Contractors and their employees are required to comply with this Code of Practice and to adopt any additional measures as may be necessary to minimise the risks of dangerous, unhealthy or unhygienic conditions arising from the activities of their employees.
     8. The issue of this document does not relieve the Contractor of responsibility for taking all other reasonable precautions included in specification of work and general conditions of contract for building and civil engineering work.
     9. The Contractor shall give the name of his Safety Supervisor and the names of all his employees working on the University campus to the Estate Manager and the Project Manager before work commences.
     10. This Code of Practice has been prepared to ensure, so far as is reasonably practicable, that Contractors adopt safe working methods to comply with statutory

obligations. It must NOT be assumed that the contents embrace every contingency or hazard, and that observance of the Code of Practice relieves Contractors of their statutory obligations.

* 1. GENERAL REQUIREMENTS
     1. The Contractor shall provide and maintain such temporary fencing, hoarding, fans, planked footways, guard rails, gantries and the like as may be necessary for protecting the public and all other persons using the premises or site, including unauthorised persons.
     2. The Contractor shall keep the site and property clean and tidy and not allow rubbish and scrap, etc., to accumulate. He should confine to as small an area as practical any operations that will affect the site. Work locations to be defined in consultation with the Estate Manager.
     3. The Contractor shall not enter any areas other than those allocated to him except as may be necessary for the purpose of carrying out his work. In such events, express permission must be given by the Estate Manager.
     4. The Contractor shall provide the Estate Manager with a copy of his Health & Safety Policy, together with his Method Statement and Risk Assessment before commencing work. These documents shall be maintained and updated as the work proceeds.
     5. Possession of the site or property is granted solely for the purpose of proceeding regularly and diligently with the works. Access shall not be permitted to third parties especially children for any purpose other than directly related to the expeditious achievement of completion of the works without specific prior authority from the Estate Manager.
     6. The Contractor shall indemnify the University against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or in connection with or in consequence of the carrying out completion or maintenance of the work, or which may arise from a breach by the Contractor, Sub-Contractor or their servants or agents (whether or not in the course of their employment) of any of the provisions of this Code of Practice, provided nothing herein shall impose any liability upon the Contractor for negligence on the part of the University or its servants or agents.
     7. The Contractor shall be liable for loss and/or damage to the works (which shall include work executed and all material intended for, delivered to and placed on or near to the works) from any cause whatsoever.
     8. The Contractor shall insure his liabilities under clauses 2.6 and 2.7 by the provision of Public Liability (Third Party) insurance for a minimum of £5M and provide Contractors (All Risks) Insurance for the full value of the contract works and such insurance shall include an Indemnity from the Insurer to the University.
     9. In connection with clause 2.8, evidence of such insurances will be required.
     10. Permission and all necessary permits to work must be obtained by the Contractor prior to commencement of work. The University should be notified before delivery of any material commences in order that storage facilities can be arranged.
     11. The Contractor and his Sub-Contractors must take reasonable care firstly to ensure their employees are safe in and about their work, and secondly that all other persons who may be affected by the work, or the carrying out thereof, are safe. This means, for example, that they must provide safe means of access, working places and systems of working, competent workman, adequate supervision and adequate plant and appliances in good order and safe condition.
  2. LEGAL REQUIREMENTS
     1. In addition to his obligations under the Health and Safety at Work etc. Act 1974, the Contractor has duties both in civil and criminal law not to expose his own or University employees or any other person to health and safety risks and not to endanger persons who are not his employees.
     2. Nothing stated or implied in this Code of Practice will relieve the contractor from any obligation or responsibility placed upon him/her by the Conditions of Contract or conditions imposed locally or by statutory obligation.
     3. The Contractor should ensure that they are familiar with the Equality Act 2010 and the obligations that this places upon them. Contractors should be aware that the Act protects individuals on the grounds of age, disability, gender or gender reassignment, race, religion or belief, sexual orientation, pregnancy or maternity, marriage and civil partnership. Contractors also have duties under, the Counter-Terrorism and Security Act 2015 (known as the Prevent duty).
     4. The University reserves the right to request evidence of the Contractor’s compliance with the Act.
     5. It is the responsibility of the Contractor to ensure that they are operating within current Employment Regulations, and are satisfied that their workforce or their sub- contractors’ workforce are legally able to work.
  3. CONDUCT AND BEHAVIOUR
     1. The University is strongly committed to the principles of equality and diversity and it is central to the values that we hold. All individuals should be treated fairly and with respect and dignity and the University considers the contractor responsible for ensuring their workforce do not undertake any form of discrimination or harassment of a student, staff member or visitor of the University.
     2. The Contractor and their workforce are required to abide by the University’s Dignity at Work Policy and Equality and Diversity Policies that are available to view on the Equality page of the University’s website.
     3. In the event that any person or persons engaged by the Contractor or their sub-

tractors’ workforce discriminate or harass a student, staff member or visitor of the University, following a formal investigation appropriate action will be taken which might include removal of the person(s) from site, or it might be treated as a breach of contract.

* + 1. The University Safeguarding policy (Disclosure and Barring Service) must also be abided by Contractors should they require access into student accommodation.
  1. BEFORE COMMENCING WORK
     1. On arrival, the Contractor shall report to Estates reception to sign in.
     2. It is the responsibility of the Contractor to familiarise themselves with the current parking regulations and display a vehicle permit where applicable.
     3. Before commencing work on any part of the campus the Contractor shall contact the Estate Manager and inform him that he is about to start work.
     4. The Estate Manager shall advise the Contractor of any special precautions to be taken or any special local circumstances that may affect the work and, where appropriate, issue a permit-to-work.
     5. The Estate Manager or the University’s Health and Safety team shall periodically visit the site or property to monitor health and safety. The University’s representative may issue instructions to the Contractor and the instructions shall be observed.
     6. The Contractor shall make sure that the University’s Safety Guidelines are made known to and understood by his representatives and workpeople and must co- operate fully with the Guidelines. Unsafe working practices by the Contractor’s workpeople will not be tolerated.
  2. BREACHES OF RULES
     1. It is acknowledged by the Contractor that any breach of this Code of Practice, or any relevant statutory provision by their employees or their sub-Contractors or their employees shall be deemed to be a fundamental breach of contract, which entitles the University at its election to terminate the contract without prejudice to any right to the University to claim damages in respect of the breach.

# Section 2: Health, Safety and Environment

* 1. INTRODUCTION
     1. This document is issued as a Safety Guidance Note to Contractors/Sub Contractors employed on University Estate Management Contracts. It is designed to ensure a

safe environment for the Contractor, University staff, students and visitors and must be adhered to at all times. To be accepted onto the register of Approved Contractors you will have to be a member of Constructionline, Considerate Contractor Scheme and/or the Contractor Health and Safety Assessment Scheme (CHAS) or equivalent. In addition you will have to show evidence of insurance cover as required by the University and complete a Contractors H&S questionnaire. A lapse in any of the above will necessitate removal from the register of approved contractor list.

* + 1. It is the duty of all Contractors to have knowledge of this guideline document, any other relevant legislation and to take account of it in the pricing, planning and execution of all work for the University.
    2. Should you be unsure of the Legislation, Codes of Practice, Guidance Notes or of safe working methods, you have a duty to discuss this with a representative of the University responsible for the project/works (Project Manager (PM)). As a Contractor to the University Estate Management department you will be responsible for ensuring that these guidelines are brought to the attention of your employees/contractor(s) and that they are adhered to. You may be penalised for failures of your employees/contractor(s). Evidence that these guidelines have been brought to the attention of your employees and that of your contractors should be readily available for inspection.
    3. The University Estate Management Health and Safety Policy and University Environmental Policy is available for inspection within Estate Management via the University of Chichester website [www.chi.ac.uk.](http://www.chi.ac.uk/)
  1. OBJECTIVES
     1. To reduce the risk of injury or incident and to ensure that the standards for safety and health, as required by legislation, guidance and best practice, are achieved at all times and that all works are undertaken safely.
     2. To raise awareness of Contractor’s duties, to work in accordance with current legislation.
     3. Co-operate with the University on matters relating to Health & Safety and Welfare.
     4. To require Contractors to have effective ‘on’ site safety management throughout a project.
     5. Contractors’ operations will be so designed that they will be carried out in a safe manner. Should on any occasion your attention be drawn to unsafe practices, prompt and effective action must be taken to remedy the matter.
  2. COMMENCEMENT OF WORK – PROVISION OF SAFETY INFORMATION
     1. No work may commence before the Contractor/Sub-Contractor has liaised with the relevant University Estate Management PM responsible for the works.
     2. All Contractors must have a University Site Induction briefing prior to commencing any works and signed for on the Estate Management’s onsite sign in Register.
     3. All Contractors must wear and display a formal badge of identification.

The PM will supply valid parking permits where required. Contractors must not block fire exits or routes with vehicles or equipment. Parking in authorised areas only.

* + 1. The Contractor should similarly report the completion of a job. This requirement applies to each and every job.
    2. At the initial contact with the University PM, you will be advised of any special hazards in the area where you are carrying out the work and of the procedures and precautions to follow to ensure that the (potential) risks to you or your staff arising from these hazards are controlled. In such instances, the Contractor shall, before commencing any work, furnish the University PM with a detailed written task/site specific Risk Assessment on how he intends to control any hazards identified and seek their agreement.
    3. The Estate Management or Health and Safety team or PM shall be empowered to suspend the provision of the service, or part thereof, in the event of any non- compliance by the Contractor with his legal duties for health, safety and welfare matters, provided it is safe to do so. The Contractor shall not resume provision of the service until the University PM is satisfied that the non-compliance has been rectified. The Contractor shall bear all costs associated with any suspension and resumption of the service.
    4. The University’s Estate Management Health & Safety team and PM shall be empowered to access at any reasonable time any site where the Contractor is undertaking any works in pursuance of the Contract for the purpose of carrying out an inspection of health and safety standards. The Contractor shall fully co-operate with the reasonable requests of the University’s Estate Management PM or Health & Safety team and shall provide access to all areas of the works, health and safety documentation, welfare facilities, accident records, training records and certificates, equipment inspection records, statutory registers and notices, plant and equipment for the purposes of inspection. The University’s Estates Health & Safety team/PM shall be empowered to take any photographs, measurements, samples, copies of health and safety related documents etc. which he/she deems necessary to determine the Contractor’s compliance with health and safety legislation and best practice and as evidence of any non-compliance.
    5. Within departments you should seek written assurances from the University representative of that department that the work area is clear of department hazards before you allow work to commence. However, should you be concerned about any hazards either at the beginning of the work, or about any hazard that develops or becomes apparent during the course of the work; **then you should immediately get in touch with your Estate Management PM or the department H&S Coordinator.**
    6. In some cases it may be necessary to demarcate the working area e.g. using barriers in order to prevent intrusion into the working area and Caution Notices displayed. The need for such demarcation should either be addressed in the contract or discussed with the PM.
  1. TRAINING AND COMPETENCE OF EMPLOYEES AND NOTIFICATION OF HAZARDS
     1. All Contractors must ensure that its employees are adequately trained and experienced to carry out their work safely and hold a valid CSCS card or equivalent Certificate of Competence where appropriate (PASMA, IPAF). Training should be to industry recognised standards. Evidence of training will be required.

Details of available competence cards can be found at [**www.citb.org.uk**](http://www.citb.org.uk/)**.**

* + 1. To this end you must also ensure that specific hazards likely to be experienced on the project, whether notified to them or discovered by them, are notified to their workforce together with any precautions to be taken and local rules to be observed. Similarly such hazards should be notified to their Sub-Contractors and where discovered by them to the University PM.
    2. On the job training, conducted by the University may be given for certain tasks to be carried out on a short term basis.
  1. IMPROVEMENT AND PROHIBITION NOTICES – ENFORCEMENT BODY
     1. In the event of an Improvement or Prohibition Notice (in accordance with Section 21 and 22 of the Health and Safety at Work Act 1974) being served by an HSE Inspector, the Contractor must immediately notify the University PM regarding the reason for the Notice and the action the Contractor intends to take as a result. The Contractor must comply with the terms of such Notice within the appropriate time period or appeal against the notice.
  2. UNIVERSITY NON - COMPLIANCE
     1. To ensure continued adherence to health, safety and quality standards the University has in place zero tolerance to health and safety failings. If contractors are found to be in breach of health and safety requirements, the offending contractor/employee may be removed from the University register of approved contractors for a minimum period of 6 months. **It should be noted that the contractor will be held responsible for the failures of their Sub Contractors**.
  3. PLANT MATERIALS AND EQUIPMENT (GENERAL)
     1. All plant, materials and equipment used by the Contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected by a Competent Person (insurance inspector) when required.
     2. Plant

All plant used by Contractors including cranes, lifting machines and lifting gear must be safe and fully efficient in use. Guarded and equipped with safety devices wherever required and tested and examined in accordance with regulations and when required, marked as to the noise level that is likely to be generated by the plant. It is essential that plant to be used is effectively silenced.

Periodic maintenance must be carried out in accordance with the manufacturer’s

instructions. Statutory registers, certificates and notices when appropriate are to be displayed or readily available for inspection. **Evidence of maintenance and testing should be available on site for inspection.**

Reference:

L22 – Safe use of work equipment (PUWER98) L113 – Safe use of lifting equipment (LOLER 98)

* + 1. Material

All items of equipment and materials are to be stored safely on site and under cover to prevent deterioration. The area in which items are to be stored will be designated by the University PM for the scheme. The Contractor shall be responsible for the security and loss of any materials.

All materials whether permanent or temporary used on the works are to be safe and properly used and any manufacturer’s instruction or known hazard relating to use, handling or storage, is to be made known to the University PM as well as their own and any other Sub-Contractors Workforce.

* + 1. Waste Materials

Contractors are responsible for the removal of their own waste. Any waste that is disposed of by a contractor on University property must be agreed by the Estate Manager, prior to disposal.

In the event of accidental spillage, Contractors should be aware and abide by the University’s spillage procedure.

Contractors may not deposit any waste, chemical or any other substances whatever into the drains.

Skips/all waste collection receptacles should not be stored less than 6m from:

* + - 1. a glazed face of a building
      2. a fire exit or main point of access & egress

As a rule waste materials are to be removed from site each day. Skips will be fenced off and located in an area agreed by the University PM. This may be amended by the PM to suit the required works.

Waste removed from site must comply with the Hazardous Waste Regulations 2005. You will be required to complete the environmental section of CHAS to remain on the approved contractor register

From April 2008 there is a legal duty to produce and implement a Site Waste Management Plan (SWMP). Although the requirement for the above is required for construction work exceeding £300,000 you are strongly encouraged by the University to have the procedure in place for contracts of less value.

[**www.defra.gov.uk**](http://www.defra.gov.uk/) – for guidance on SWMP

* + 1. Equipment

All equipment brought to the University must be provided in a safe to use condition and the operator properly trained and competent in its use. Similarly for sub contracted work.

Reference: L22 Provision and Use of Work Equipment Regulations 1998 (PUWER)

All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work is in progress. ’Approved type’ caution notices are to be displayed incorporating date, name and contact details.

The Contractor will be responsible for ensuring adherence by any of their electrical contractors.

Reference: HS(G) 141 ‘Electrical Safety on Construction Sites’

* 1. SAFETY EQUIPMENT AND CLOTHING
     1. Contractors not wearing appropriate PPE will be told to stop all work until properly kitted out for the activity. Repeated offenders will be excluded from the site.
     2. All safety equipment must where required, must be used as recommended by the manufacturer.
  2. PROJECT SUPERVISION
     1. Contractors must ensure that a competent employee of suitable experience is always present on the project whilst work is being conducted.
  3. PERMIT TO WORK (PTW)
     1. Hazardous work situations exist which can only be carried out under a Permit to Work System. These include:
* Hot Work Permit – University permit to be used
* Work on Pressure/Steam Systems
* Work on excavations
* Work in Confined Spaces
* Work on Medical and Industrial Gases
* Work on High & Low Voltage Systems
* Work at height/roof works
  + 1. It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted. Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Co-ordinator of that operation.
    2. Persons issuing the permits must be competent and authorised in writing by the

Deputy Director of Estate Management for Estate controlled items or the Head of Department who operates/controls the Hazardous system.

* + 1. Persons receiving the permits must be competent to accept a PTW. Persons working in confined spaces must be medically fit. Hot work permits should normally be issued on a daily basis, the Authoriser is required to undertake a site visit to issue and clear the permits.
    2. For hot work permits the following applies:

In Contractor ‘self-contained’ sites under the full ’control’ of the Contractor, not embedded in or adjoining to University occupied areas the Contractor can issue/ manage their own PTW systems

Where contractors are working within or adjoining to University occupied areas then the PTW will be issued and managed by the University PM.

* 1. ACCESS TO UNIVERSITY PROPERTY/SITE AND CONTRACTOR ASSESSMENT
     1. The University has a responsibility under the Health and Safety at Work Act to ensure that contractors working on behalf of the University are competent and work in accordance with health and safety legislation and current best practice. The contractors in turn will need to produce evidence that their sub-contractors meet the same standards. The sub-contractors assessment should include checking the HSE enforcement website for prosecutions or notices. Evidence of contractor assessment will be required by the University when necessary to ensure systems are in place.
  2. RISK ASSESSMENTS AND METHOD STATEMENTS
     1. Prior to commencing work for the University you will need to provide Risk Assessments and/or method statements to the University PM responsible for the works. The Risk Assessments will need to be task related, address all hazards associated with that task and must be adhered to. The following will be required (where applicable) as a minimum:
* Management Risk Assessments
* COSHH assessments
* Manual handling assessments
* Noise assessments
* Work at height assessments

Reference: L21 Management of Health and Safety at Work L23 Manual Handling

L5 Control of Substances Hazardous to Health L108 Reducing noise at Work

INDG127 Noise in Construction Work at Height Regulations 2005

* + 1. **Whilst working on University premises contractors will be expected to:** have assessments readily accessible for reference and inspection purposes and have a

working understanding of the hazards and controls identified in them. Evidence that staff have been made aware of the company assessments may be requested by the University.

* + 1. **Contractors who deliberately flout University procedures or not adhering to the assessment controls will:** be considered to be acting without their duty of care and in contravention of their responsibilities under the HASWA. As a consequence their names/or employees may be removed from any Approved Register’ for future work.
  1. PROTECTIVE CLOTHING
     1. The Contractor shall ensure when appropriate, that his workpeople are supplied with, appropriately trained and use correctly, adequate and suitable personal protective equipment, e.g. safety helmets, goggles, safety harnesses, etc. Suitable footwear and clothing shall be worn at all times.
  2. WORKING AT HEIGHTS (ROOFS)
     1. The Contractor’s workpeople are not permitted to go onto a roof of any University building without prior permission of the Estate Manager. All work carried out on roofs requires Permit to Work:

Reference: HSG33 Health and Safety in Roof Work Construction (Head Protection) Regulations 1989 GS25 Prevention of falls to window cleaners

INDG 401 The Work at Height Regulations 2005 guide

* + 1. When working on a roof of a brittle nature, proper crawling boards shall be used. Protective guard rails and toeboards and/or other protective measures shall always be used.
    2. Working on a roof must not commence over or in proximity to a premises work area, until precautions have been agreed with the Estate Manager to ensure the safety of all persons and property that may be affected by the work. The Contractor must position suitable notices in prominent locations to indicate that they are working overhead and must erect physical barriers to prevent access into areas where it is considered “unsafe” for persons other than his employees.
    3. The Estate Manager may agree that other means of protection for the Contractor’s workpeople working on a roof may be used such as a safety harness attached to a suitable anchorage point if the work is of short duration so as to make the provision of roof edge protection unreasonable, e.g. patching of a felt or mastic asphalt flat roof where the operative does not need to approach an open edge. If an assessment of the risk of falling off or through the roof does not exist the use of bunting or tapes can be used to indicate the “safe working area” so long as it is positioned at least two metres away from the open edge.
    4. Safe means of access to and egress from the roof working area must be provided.
    5. Any doors leading to a roof may be used by the building’s occupants as a Fire Escape

Route and therefore must not be obstructed.

* + 1. Contractors requiring access to a flat roof for their staff or contractors are required to request authorisation from the PM or Estate Management.

## Before contractors have roof access the PM authorising the work should ensure that the Contractors:

* Have suitable Risk Assessments in place, which are site specific and relevant to the type of work being undertaken. If required the assessments can be forwarded to the H&S team for comments and advice. If Contractors are requiring their contractors to gain access they should request prior authorisation, confirming that assessments and competencies are in place.
* Do not issue authorisation to go onto roofs in high winds/snow and ice conditions (see reference below).
* Are made aware of any hazards associated with the area in which they are to work, e.g. phone base station, no edge protection, fragile roofs and hazardous discharges from fume cupboards etc.
* Working outside normal working hours gain permission from the PM or Estate Management.
  + 1. Managers and Supervisors should ensure that before roofs are accessed:
* Suitable site specific Risk Assessments are in place for the work being undertaken prior to work commencing.
* Employees are suitably trained for the work activity being undertaken (evidence of training should be available if requested).
* Suitable means of communication is in place and tested from work site just prior to work starting task.
  1. PITCHED ROOFS
     1. Work on pitched roofs will require the provision of edge protection in the form of scaffolding with guardrail and toeboards. In situations where the work is of short duration, i.e. replacing a broken tile, suitable purpose build roof ladders and/or crawling boards may be used. Roof battens or other structural parts of the roof should only be used when they can provide secure hand and footholds. On many roofs these may not be used with safety.
     2. PM should ensure that before roofs are accessed:
* Weather conditions are suitable for the work being undertaken. It should be ensured that no person, work equipment (including PPE) or materials can fall or be blown to the ground or any other occupied area.
* A suitable site specific Risk Assessment and Method Statement is in place before

work commences, the Risk Assessment/Method Statement should be vetted. If required specific advice should be sought from the Estate Management H&S team.

Reference: Roofing and Cladding in Windy Conditions issued by the National Federation of Roofing Contractors Limited (NFRC) Tel No: 02074 360387 or [**www.nfrc.co.uk**](http://www.nfrc.co.uk/)

* 1. HOISTING MATERIALS
     1. If there is a need to hoist materials onto a roof there will be a need to approach an open edge. In such circumstances adequate edge protection must be provided at the lifting area and a safe system of raising and lowering used. The area around the base of a hoist must be adequately fenced.

## NOTE: Throwing of materials from a roof will not be tolerated and anyone discovered carrying out this dangerous activity will be required to cease work immediately, and may be asked to leave the site.

* 1. SCAFFOLDING
     1. All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with BS EN 12811-1-1: 2003 Temporary Works Equipment, Scaffolds – Performance and General Design. Any scaffolding which does not conform to the basic scaffold design detail **will require proving by design and calculation by a competent design engineer and built to the drawing specification.**
     2. All scaffolding shall be erected only by trained and authorised competent persons. Evidence of competency should be available for inspection
     3. Any scaffold which remains erected for more than one week should be inspected at least once per week and after bad weather which may have an effect on strength and stability. The inspection is to be carried out by a Competent Person and a register of such inspection(s) to be retained on site for inspection by the PM.

Reference: CIS10 Tower Scaffolds

CIS49 General Access Scaffolds and Ladders

INDG220 Guide to Construction (Health, Safety and Welfare) Regulations 1996

SG4:09 The use of fall arrest equipment whilst erecting, altering & dismantling Scaffolding - Guidance from National Access & Scaffolding Confederation (NASC) Tel No: 0207 6085095

* 1. DANGER/WARNING NOTICES
     1. The Contractor shall not touch any equipment if a University Danger Board or notice is attached/displayed to any Electrical/Mechanical Equipment. If the Contractor is expected to work on the equipment then he must seek out the person whose name is shown on the Danger Board or notices and contact the PM before work commences.
     2. Where 'locking off' arrangements are in operation under the Permit to Work systems these shall be in accordance with the University Code of Practice for Safe Systems of Working, which is available for inspection.
  2. WORKING ALONE/OUT OF HOURS
     1. Contractors should ensure that if working alone on University premises they have an Out of Hours Permit showing suitable controls in place for the safety of the lone worker (this includes the self- employed). Employers are responsible for their employee’s safety. If you are a sole trader you should make arrangements with the PM for what cover you require.
  3. PROTECTION OF OTHER PERSONS
     1. Precautions must be taken to prevent the possibility of loose material or tools from accidentally falling from buildings. When necessary barriers and notices should be used to exclude access to areas directly below where the Contractor is working.
     2. In addition to having suitable controls in place for the safety of your employees, Contractors must ensure the safety of all persons on University controlled premises while undertaking work activities. Controls should be in accordance with the following reference. It should be noted that cones and tape are not usually effective and therefore physical barriers should be used

Reference: HSG151 ’Protecting the Public’

* 1. LADDERS AND SCAFFOLDING
     1. Ladders used on campus must be in good general condition and free of defects. Aluminum alloy or other ladders that will conduct electricity must not be used where there is danger from overhead electrical conductors.
     2. All ladders must be secured at the upper resting place or at the bottom. If either of these methods are not possible a second person must be in attendance to “foot” the ladder.
     3. Ladders, when not in use, must be made safe against unauthorised use, i.e. by children or intruders.
     4. The University reserves the right to inspect the Contractor’s Ladder Register.
     5. The erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory provisions including those relating to periodic inspections.
     6. Scaffolding must provide not only for the safety of persons using it but also for the safety of those passing beneath it.
     7. The University reserves the right to inspect the scaffolder’s `Record Card’, as issued under the Construction Industry Scheme for Scaffolders.
  2. SMOKING RESTRICTIONS
     1. The University operates a `No Smoking’ policy which must be complied with.
  3. UNATTENDED WORK AREAS
     1. All work areas must be left in a safe condition, with secondary fencing installed when unattended and on completion of work activities each day, e.g. tools and materials properly and securely stored.
     2. Hazard warning lights shall be used when deemed necessary by the Health and Safety team.
     3. Site signage must be displayed to identify site boundaries and the signage should comply with BS 5499.
  4. ASBESTOS

## All building and maintenance personnel planning to work on University premises must have received formal ’Asbestos Awareness’ training before commencing works.

* + 1. The current recommendations and guidelines for removing asbestos or asbestos based materials can be obtained from the Premises Supervisor or the Health and Safety team.
    2. The procedures and systems to deal with asbestos and asbestos based materials are subject to continuous assessment in the light of new knowledge and experience. No works in this connection shall be commenced without first contacting the Estate Manager and his recommendations must be strictly followed. Prior to starting any work where there is likelihood that asbestos may be disturbed, the contractor should obtain written details of an asbestos survey from the PM. For all demolition and refurbishment work the appropriate asbestos survey will be undertaken. Written / electronic survey reports should remain on site. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is found on the survey – proof of absence is required. If accidental disturbance occurs or where a material suspected as being asbestos is found the work activity should cease immediately and the PM and Asbestos Responsible person informed without delay.
    3. If asbestos or asbestos based materials are identified as being present in a building or on a University controlled site, a specialist contractor from the University’s approved list of contractors shall be appointed to remove the materials. All materials shall be removed, handled and disposed of as required by the Control of Asbestos at Work Regulations 2012, the Classification, Packaging and Labelling of Dangerous Substances Regulations 2015. After the materials have been removed and the contaminated area has been cleared, a Clearance Certificate should be given to the Estate Manager.
    4. Evidence that written notice has been given to the District Health and Safety Executive Inspector at least 28 days before starting any work involving Blue Asbestos (Crocidolite), Brown Asbestos (amosite) and White Asbestos (chrysotile) or where the Contractor’s license dictates may be required.
    5. The Contractor shall notify the Estate Manager of any work involving asbestos or asbestos based materials and he will assist with advice. However, the prime responsibility for ensuring the work is carried out in a safe and proper manner rests with the Contractor nominated to remove asbestos material.
    6. A detailed statement will be obtained and approved by the Health and Safety officer before any work commences.

Reference: L143 Controls of Asbestos Regulations 2012

INDG188 Asbestos alert for building maintenance, repair and refurbishment workers

* 1. DESIGNATED WORK AREAS
     1. The Contractor’s workpeople shall not be permitted to enter any areas of the University’s property other than those to which the works relate, without the permission of the Estate Manager.
     2. Work areas must be clearly demarcated and construction work must be physically separated from any occupiers as agreed by the PM. Working in and around occupiers is not permitted without physical barriers being in place which prevent debris etc. passing through or over.
     3. Site signage must be displayed to identify site boundaries and the signage should comply with BS 5499.
     4. Contractor / Sub-contractors must have a company identification board displayed whilst on University property.
  2. ELECTRICAL WORK
     1. All electrical work must be in accordance with the current IEE Wiring Regulations for Electrical Installations and the Electricity at Work Regulations 1989.
     2. Loose leads must be kept as short as practicable and must be safely routed from socket to appliances and only propriety connectors for extension leads are permitted.
     3. Unless otherwise approved, low voltage portable equipment shall be used. Authorisation from the Estate Manager must be obtained before higher voltage tools can be used (240v) and can only be used with an Earth Leakage Circuit Breaker (ELCB).
     4. All portable electrical equipment must be entered onto a register and tested in accordance with the recommendations as set out as a result of the Electricity at Work Regulations 1989.
     5. Evidence of such registration may be requested by the Estate Manager.
     6. The Contractor or his employees shall not enter any sub-station, switch/plant room or similar area without permission from the University's Electrical/Mechanical Services Manager, Deputy or Authorised Person, who will specify the nature and extent of the work and issue any necessary Permit to Work.
     7. On completion of the work, any Permit to Work will need to be cancelled by the person issuing the Permit.
  3. UNDERGROUND/OVERHEAD SERVICES – METHOD STATEMENT REQUIRED
     1. Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services and complete a Permit to Excavate. Relevant precautions must then be taken to prevent injury or damage to person or property.

Reference: HSG47 Avoiding Danger from Underground Services (revised 2000) HSG185 Health and Safety in Excavations

CIS8 Safety in Excavation

GS6 Avoidance of Danger from Overhead Electric Power Lines

* 1. CARTRIDGE OPERATING FIXING TOOLS
     1. Unless written approval has been given by the Estate Manager, the use of a cartridge operating tool in or about any premises owned or occupied by the University will not be permitted. Such approval will only be granted when it can be shown that the “user” has a certificate of competency issued by the manufacturer of the appliance in use. H i g h p o w e r ( H I L T I o r s i m i l a r ) cartridge fixing tools are not be used on University premises without the prior permission of the PM.

Reference: L22 PUWER 98

PM14 Safety in the use of Cartridge Operated Fixing Tools

* 1. FIRE PRECAUTIONS FOR CONTRACTORS
     1. The Contractor is responsible for ensuring that all their employees on site are aware of the University’s fire evacuation procedure. This should be agreed with the Estate Manager before operations commence.
     2. There is an obligation on the University under various pieces of Statutory Legislation to achieve and maintain an acceptable standard of fire precautions within the premises for which they are responsible. This responsibility extends to ensuring that Contractors are made aware of their responsibilities also whilst working on-site and within the University’s buildings.
     3. General Fire Precautions
* If you discover or suspect a fire, then you should raise the alarm by operating the nearest fire alarm point and then ring Reception on extension 6363 or mobile 01243 816363. If safe and trained to do so tackle the fire with appropriate equipment.
* If you hear the alarm, or after actuating a fire alarm call point, you should evacuate the building by the nearest exit. Even if the alarm has been activated as a result of **your** activities, for example, by sparks, fumes, or accidental cutting of alarm cables, then you must still evacuate the building.
* Contractor’s staff **shall not**, following an incident, re-enter the building until told it is safe to do so.
  + 1. Before Commencing Work:
* Ensure you are familiar with the route of escape (including the alternative routes) from the area you are working in, bearing in mind you may be working in basements/roof voids and similar areas where the route is confined and plant or machinery has to be negotiated.
* Locate the nearest break glass alarm point, if this cannot be found contact the PM who will give detailed instruction of the method to be used in raising the alarm, should the need arise.
* Locate the nearest source of any firefighting equipment within buildings.
  + 1. Works carrying a high fire risk shall not be commenced without the prior written approval of the University.
    2. If work is to be carried out in areas which necessitate the temporary closure of, or restrict the use of designated exits or alarm systems, for however short a time, this should be brought to the attention of all persons working or using these areas and the University’s Estate Management department. The alternative route must be agreed and clearly marked **before** the work commences. If in doubt, seek the comments or approval of the PM/Estate Management H&S team.
    3. The correct storage, securing of and stacking of materials, plant and machinery used during the contract will be the responsibility of the Contractor.
    4. The Contractor (or any Sub-Contractors) will ensure that:

Exit routes are kept passable and all doors/staircases kept clear in the following circumstances:

1. During the working day.
2. Whilst the working area is unattended, i.e. meal breaks/temporary, suspension of the works.
3. Outside working hours.
   * 1. The following is to be strictly controlled:

The use of equipment, materials and the carrying out of processes which could:

1. Cause a fire to be started
2. Increase the severity of a fire
   * 1. All equipment utilising a naked flame is to be turned off, or disconnected after use on every occasion. Before commencing any work involving a naked flame/sparks etc., the Contractor shall ensure that the University’s **Hot Work Permit** system is in place.
     2. **Note:** All works that involve the use of welding gear, blow lamps or other plant using naked flames **shall cease not less than one hour before leaving the site** and it must be ensured that a thorough check is carried out of the area before leaving the site. There must be continued checks by the contractor for a further 2 hours.
     3. Any use of flammable or toxic chemicals and gases is to be in strict accordance with and only as per the manufacturer's instruction and conditions of use. All such materials are to be kept in the correct containers and stored securely when not in use. Smoking is forbidden in all of the University’s buildings (and areas by notices or special directions).
     4. All containers containing flammable gases shall either be stored in an area suitably designed to minimise any risk of combustion or removed from the site each day after use. No flammable or toxic chemicals and gases are to be stored on University premises outside normal working hours without informing the PM. This will also require the approval of the Health and Safety team. Acetylene is forbidden at all times to be stored outside normal working hours within any building.
     5. Whilst on site and at all times when works are being carried out, the Contractor will ensure that suitable Fire Extinguishers are available close to the area of the works. **University extinguishers shall not be removed and used for this purpose.**
     6. Where the work carries a significant fire risk (i.e. work involving the use of naked flames or electrical equipment) the Contractor will supply for the use of his staff as a minimum a 4.5 kilo Dry Powder General Purpose Fire Extinguisher and be trained in its use.
   1. FIRST AID AND ACCIDENT REPORTING / NOTIFICATION
      1. The Contractor must have an “appointed person” on site at all times whilst work activities are being carried out.
      2. The Contractor must notify the Health and Safety team of any accidents that occur. In respect of all notifiable and reportable or dangerous occurrences as defined within RIDDOR 2013, the Contractor must inform, as soon as practicable, the Health and Safety team and the HSE. A copy of the HSE Form F2508 must be forwarded to the Health and Safety team as soon as practicable for the University’s records.
      3. The Contractor shall record all accidents, which arise out of the Contract Works in areas under his control. The Contractor shall keep these records for the minimum statutory time period and shall provide copies of accident forms and accident

statistics to the PM or H&S team on request.

* + 1. The Contractor shall notify the relevant health and safety enforcing authority within the statutory time periods of any injury, dangerous occurrence or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations arising from activities under his control. Copies of any such reports are to be provided immediately to the University PM or H&S team.

Ref: L73 A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

* 1. HOUSEKEEPING
     1. During the execution of all work the surrounding areas must be maintained in a state of tidiness. Loose materials of whatever kind must not be left about or allowed to obstruct corridors or working areas.
     2. Special waste materials shall be disposed of in compliance with statutory and local authority requirements.
     3. It is imperative for the safety of the Contractor’s Employees and the University's Employees, Students and Visitors that all Contractors keep materials in an orderly fashion in the place designated. Also that any debris or waste arising from the Contractors works on-site are cleared away as soon as is reasonably practicable to the designated area. Any waste not cleared which causes a hazard will be cleared by the University staff and the cost charged to the Contractor.
  2. CHEMICALS / SUBSTANCES AND PROCESSES
     1. No chemical/substance may be stored or used without agreement with the Health & Safety office. Copies of the Risk Assessments and safety data sheets required under the Control of Substances Hazardous to Health Regulations (COSHH) must be available to the Contractor’s employees and to the Estate Manager.
  3. EXCAVATIONS
     1. All excavation works will require a Method Statement. Before work commences, the Contractor shall consult with Estate Management and Project Manager. All underground services, i.e. gas, electric, water and drainage must be located before any excavation work is undertaken or any temporary or permanent supports are driven into the ground.

Reference: HSG185 Health and Safety in Excavations HSG47 Avoiding danger from underground services

* 1. NOISE AND VIBRATION
     1. The contractor must ensure that any work activity or equipment brought onto the University’s premises conforms to the requirements of the Noise at Work Regulations 1989. Where requested, the Contractor will be required to provide evidence of written noise assessments carried out as a requirement of the

Regulations.

* + 1. The Noise at Work Regulations impose limits on exposure time of employees to harmful noise. The duty is on the employer of the employee so exposed. It is essential, therefore, that when any operation of the Contractor is likely to expose any employee on-site to an average noise level of 80 db(A) or above, that assessments are carried out and findings acted upon.
    2. In addition to the foregoing, noise must be kept to a minimum at all times and must not exceed acceptable or locally specified rules and any conditions relating to noise imposed by the contract. Due regard must always be given to noise levels and permissible times for noisy work and other restrictions which may be imposed by Local Authority Environmental Health Advisors under the Control of Pollution Act 1974.
    3. Any items of particularly anticipated noisy work shall be brought to the attention of the Estate Manager and any staff working within any adjoining areas who may also be affected. This should be addressed prior to the contract/works commencing. When hand held vibratory power tools, equipment and plant are used, without suitable controls, there is a possibility of persons using these tools and equipment on a regular basis contracting “hand-arm vibration syndrome” commonly known as Vibration White Finger (VWF). When this equipment is used the Risk Assessment should detail what controls are in place to reduce the risk of injury.

References: L108 Noise at Work Regulations 2005 INDG127 Noise in Construction

INDG296 Health risks from vibration white finger – Employees Guide INDG175 Health risks from vibration white finger –Employers Guide INDG296P Hand – arm vibration syndrome – Pocket guide

BS 5228: Part 1: 1997 – Noise control on Construction and demolition sites

The normal working of classes or University activities is not to be disrupted.

* 1. HOT WORK (BITUMEN AND MASTIC ASPHALT)
     1. Roof repairs requiring the use of hot material will require a Permit to Work, issued by the Estate Manager prior to commencement of work.
  2. EXPLOSIVE OR RADIOACTIVE MATERIALS
     1. **Under no circumstances will** explosives, explosive devices or sources of ionising radiation be allowed on University Property without written consent (minimum 7 day notice) of the University. Any Contractor using such materials will be required to prove their competence in the use of such material and notify the University of their Competent Person on the project. Storage will not be allowed under any circumstance on University property. No radioactive sources must be brought onto University property without **PRIOR APPROVAL** of the University Health and Safety team.
     2. The removal of any radioactive smoke detectors shall be brought to the attention of the Estate Management Electrical Manager who shall arrange an area for temporary storage and arrange for satisfactory and safe disposal of the redundant equipment.
  3. OPERATION OF PLANT
     1. No employee of any Contractor should operate tools or plant without proper suitable training, unless he has been adequately trained, and is competent in its use (Certification as proof may be called for); no employee shall operate another Sub- Contractor’s Plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant. Where plant and equipment is hired, evidence of maintenance and testing should be obtained.
     2. The Contractors should note that some of the University’s plant and equipment is remotely and automatically controlled through a Computerised Building Management System. Accordingly, Contractors should, before commencing work, receive appropriate authorisation from the Administrator that any equipment they have been instructed to work on, has been isolated from the control system.
  4. WELFARE
     1. For short duration works e.g. routine maintenance and non-CDM projects, contractors may use the welfare facilities within the University.
     2. Provision of suitable welfare facilities should be provided by the contractor applicable to the work activity on all CDM projects.

Reference: CIS18 Provision of Welfare Facilities at Fixed Construction Sites CIS46 Provision of Welfare Facilities at Transient Construction Sites

[Legal Series 144: Managing Health and Safety in Construction - Construction](http://www.ihsti.com/ohsis5/CkCopy.aspx?AuthCode=1E2EE67&amp%3BNtk=DTI&amp%3BNtx=mode%20matchall%20rel%20simple&amp%3BNty=1&amp%3BNtt=CDM%202007&amp%3BDOCID=824818&amp%3BSOCID=22319&amp%3BID=840249&amp%3Bsuppl=15&amp%3Bpp=4&amp%3BN=14%2B15%2B16%2B17) [(Design and Management) Regulations 2007 (CDM) - Approved Code of](http://www.ihsti.com/ohsis5/CkCopy.aspx?AuthCode=1E2EE67&amp%3BNtk=DTI&amp%3BNtx=mode%20matchall%20rel%20simple&amp%3BNty=1&amp%3BNtt=CDM%202007&amp%3BDOCID=824818&amp%3BSOCID=22319&amp%3BID=840249&amp%3Bsuppl=15&amp%3Bpp=4&amp%3BN=14%2B15%2B16%2B17) [Practice](http://www.ihsti.com/ohsis5/CkCopy.aspx?AuthCode=1E2EE67&amp%3BNtk=DTI&amp%3BNtx=mode%20matchall%20rel%20simple&amp%3BNty=1&amp%3BNtt=CDM%202007&amp%3BDOCID=824818&amp%3BSOCID=22319&amp%3BID=840249&amp%3Bsuppl=15&amp%3Bpp=4&amp%3BN=14%2B15%2B16%2B17)

* 1. CONTROL OF POLLUTION
     1. Contractors may not deposit any waste, chemical or any other substances whatever into the drains or refuse disposal containers on University premises, unless express permission has been given by the PM. Any toxic substances shall be collected and stored separately whilst on site and the disposal arranged in accordance with the appropriate regulations or in agreement with the PM. A record of any such disposal, including the name and address of any disposal contractor, the date when the disposal and quantity of substances disposed of, shall be kept by the Contractor. A copy of the record shall be given to the PM for his records.
  2. FLAMMABLE MATERIALS
     1. Approval for storage must be obtained from the Estate Management or H&S team before flammable materials are stored on University sites.

Reference: HSG 51 The Storage of flammable liquids in containers INDG227 Safe working with flammable liquids

CS 6 [Chemical Safety Guidance Note: The storage and use of LPG on](http://www.ihsti.com/ohsis5/CkCopy.aspx?AuthCode=1E2EE67&amp%3BNtk=DTI%7Csociety&amp%3BNtx=mode%20matchall%20rel%20simple%7Cmode%20matchall%20rel%20simple&amp%3BNty=1&amp%3BNtt=LPG%7CHSE&amp%3BDOCID=105832&amp%3BSOCID=20519&amp%3BID=111183&amp%3Bsuppl=15&amp%3Bpp=4&amp%3BN=14%2B15%2B16%2B17) [construction sites](http://www.ihsti.com/ohsis5/CkCopy.aspx?AuthCode=1E2EE67&amp%3BNtk=DTI%7Csociety&amp%3BNtx=mode%20matchall%20rel%20simple%7Cmode%20matchall%20rel%20simple&amp%3BNty=1&amp%3BNtt=LPG%7CHSE&amp%3BDOCID=105832&amp%3BSOCID=20519&amp%3BID=111183&amp%3Bsuppl=15&amp%3Bpp=4&amp%3BN=14%2B15%2B16%2B17)

* + 1. Suitable precautions need to be taken when the Contractor is working with flammable materials. The PM and/or H&S team must be consulted before works commence.
  1. COSHH
     1. Where harmful substances are used the following applies:
* COSHH assessments **must** be on site and adhered to.
* Consideration of the building occupiers should be made regarding any fumes that may extend beyond site boundaries.
* Evidence that workers are not being exposed to levels exceeding the Workplace Exposure Levels (WEL) stated on the assessment sheets should be available for inspection.
  + 1. Hazardous substances like those used for wooden floor sealing, carpet adhesives, varnish and oil based paints etc. that release fumes and vapours (VOC) into the atmosphere are likely to cause incidents that will affect persons or fire alarm systems in the area if suitable controls are not put in place and adhered to.
    2. If you are the PM or contractor responsible for work of this type undertaken in occupied buildings you must ensure:
    3. Work is undertaken outside normal working hours, or if this is not possible, clearance to work in normal working hours should be obtained from the Estate Manager and in conjunction with the building users/Manager.
    4. Consideration is given to using water based substances where there is no natural ventilation available.
    5. That if work is planned to be done outside normal working hours and there are remaining persons who may be affected by the work then you should notify the Department H&S Co-ordinator. They should be informed about the effects of the substance being used. Persons should be advised that anyone with respiratory problems be relocated whilst the work is ongoing.
    6. That contractors provide the PM with suitable control measures and COSHH assessments before work commences – remember vapours and fumes may extend beyond project site boundaries.
    7. That safer alternatives (water based substances) are used where they are found to work to a satisfactory standard.
    8. That if you are the Designer/Specifier you always seek safer alternatives.
  1. REDUNDANT MECHANICAL AND ELECTRICAL SITE SERVICES
     1. To reduce the risk of injury/incidence during refurbishment the following procedures will be adhered to as defined in the responsibilities given below, set out for each party (employer/contractor).
     2. The contractor shall, as part of the contract works, ensure that prior to any works commencing a detailed survey of the area of the building identified for refurbishment is carried out to ensure that all services have been correctly identified and marked. This will require a Risk Assessment and Method Statement being prepared by the contractor and being agreed by the PM before the survey work commences.
     3. Only suitably qualified and competent technical staff (NICEIC/Gas Safe etc) working on behalf of the Contractor shall carry out the identification of the services. Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the PM who shall instruct the Contractor on how to proceed.
     4. The University shall, on receipt of information from the Contractor of redundant services being present within a scheme either, instruct the Contractor tasked with carrying out the scheme to undertake the removal of the redundant services or, alternatively, appoint and brief another Contractor/DLO to carry out this work.
  2. HEALTH AND SAFETY FILE INFORMATION
     1. Principal Designers (PD) are to ensure that the Health & Safety File with O & M manuals are compiled and handed over to the PM. 1x electronic copy and 1x hard copy file is required.
     2. Contractors are to ensure that the file information is developed throughout the contract and promptly handed directly to the PD in accordance with the pre- tender requirements.
     3. It is recognised, that in the case of some small projects there may be very little information that is appropriate for either the Health & Safety File or Maintenance File and the ‘Files’ may consist of only 2 or 3 pages.
     4. Providing essential key information is the main aim.
     5. NON – CDM WORK: For Non - CDM Projects the PM is to ensure that information is supplied where appropriate.
  3. ASSET INFORMATION
     1. Consultants and Contractors are to ensure that any new/replaced/removed assets are recorded and handed to the PM.
  4. SITE SAFETY MANAGEMENT - CONTRACTORS
     1. Contractors are to ensure that suitable site safety management systems are in place throughout the construction phase.
     2. Site inductions – The induction must include reference to these guidelines. Anyone working on site must be made aware of the relevant areas affecting their work activities. At least one daily, recorded site walk round by the Site Manager checking health, safety and fire aspects.
     3. Absolutely no work is to be undertaken (this includes erecting scaffolding or removing furniture etc.) until written clearance from the PD regarding site set up adequacy is provided to the PM (on non-CDM reportable projects the PM should give authority for the works to commence).
     4. Regular recorded health and safety inspections undertaken by a competent professional safety practitioner at no longer than 4 weekly intervals – the first inspection should be carried out within the first 2 days of contract start. Reports should be available on site for inspection.
     5. A competent Site Manager/Foreman is in place at all times – evidence of competency will be required at the tender stage, e.g. Site Managers Safety course (CITB) CSCS cards etc.
     6. Suitable Risk Assessments/Method Statements being on site and adhered to.
     7. Availability of evidence of competency for persons working on site e.g. (CSCS) construction trade skills, Demolition operatives (CCDO) Scaffolder’s card (CISRS) and plant operators card (CPCS). Card details can be found on [**www.citb.org.uk**](http://www.citb.org.uk/)
     8. Adequate site compound space. This should be agreed with the University Architect/Contractor Administrator or PM. Consideration should be given to safe vehicle movement, storage and welfare cabins and the impact on the immediate surroundings. Compounds are not to be used for the parking of contractor vehicles

Reference: HSG224 – Managing Health and Safety in Construction CDM 2015 Regulations

Free leaflets and guidance from hse.gov.uk

Citb-constructionskills.co.uk. Details of training schemes and cards

* 1. ABRASIVE WHEELS – HAND HELD / FIXED SAWS / ANGLE GRINDERS
     1. Contractors must ensure that persons responsible for selecting and changing Abrasive Wheels have received suitable instruction and training and have been appointed in writing.
     2. Contractors must ensure that persons using the equipment have received instruction and training.
     3. Contractors are responsible for ensuring that dust control systems are in place – Using wet/dry methods.
     4. Contractors must ensure that safeguards are in place to protect persons who may be affected by the operations.
     5. It is the Contractor’s responsibility to ensure that the machines are pr oper l y maintained.
     6. Evidence of the above requirements should be available for inspection.

Reference: CIS 54 Dust control on Cutting Saws in the Construction Industry (from HSE)

PUWER 98

COSHH Regulations 2002

HSG 17 Safety in the use of Abrasive Wheels

* 1. LIFTING EQUIPMENT
     1. Lifting equipment used on university premises must comply with; L113 - Safe Use of Lifting Equipment

PM 16 - Eyebolts

PM 24 - Rack and Pinion Hoists

INDG 290 – Simple guide to Lifting Operations and Lifting Equipment Regulations (LOLER)

* 1. PRINCIPAL DESIGNERS
     1. Principal Designers are to ensure that duties are carried out in accordance with the Construction (Design and Management) Regulations 2015.
     2. Principal Designers must ensure that Health & Safety Files/O & M Manuals are handed over to Estate Management, as per the University’s building identification number and description.
     3. Principal Designers must check that Health & Safety Files/O & M Manuals must have a completed University checklist (minimum requirements) in the front of the manual(s) when handed to the University.
     4. Principal Designers are to ensure that the handover of the completed Health & Safety File/O & M manuals to Estate Management is recorded - 1x electronic copy and 1x hard copy.
     5. A project site visit is made prior to commenting on design and construction phase plan issues.
     6. Attendance is made to Pre-start meetings.
     7. Designer Risk Assessments (DRA) to include provision for maintenance access and safe working area.
     8. Written confirmation is provided to the Principal Contractor and University Architect/Contractor Administrator or PM confirming that the construction phase plan is sufficiently developed to allow the project to start.
  2. DESIGNERS
     1. Designers are to ensure that potential hazards created during installation/erection and for future maintenance of a structure or plant are designed out.
     2. Designers must ensure that where hazards cannot be designed out then suitable controls are required in the Designer Risk Assessments (DRA) which will be required by the PD/PM for incorporation into the Information Pack.
     3. Designers are to ensure that particular attention is drawn to ensuring safe access, safe workplace and sufficient working space for maintenance activities.
     4. It is the responsibility of the designers to ensure safer alternatives are considered and specified for hazardous substances e.g. paints and adhesives etc.

Reference: Work Sector guidance for Designers (CIRIA 604) 0207549 3300 Superseded CIRIA Report 166

HSEDesignerWebsite:[**http://www.hse.gov.uk/construction/cdm/2015/designer.htm**](http://www.hse.gov.uk/construction/cdm/2015/designer.htm)

Free Technical design guides can be found on: [**www.safetyindesign.org**](http://www.safetyindesign.org/)

Managing Health and Safety in Construction (HSG 224)

* 1. DEMOLITION WORK
     1. For any demolition work it should be ensured that as a minimum BS 6187:2011 “Code of Practice for Demolition” is complied with as a minimum.
     2. Evidence of competence to undertake demolition works will be required to be available on site. For example the CCDO ‘Certificate of Competence of Demolition Operatives’ and/or A Certificate of Competence from the National Federation of Demolition Contractors (NFDC).
  2. VEHICLES
     1. Where construction/delivery vehicles are used, the Contractor should ensure that there is a suitable transport management system (Method Statements/Risk Assessments) in place to reduce the risk of vehicle/pedestrian collision. Where reversing cannot be avoided, a ’competent’ banksman should be in place. Suitable systems should be in place to ensure that Contractor vehicles/plant cannot be used by unauthorised persons (key control). Plant vehicles should only be used by competent persons. Evidence of competence will be required. Consider planning vehicle movements outside peak operating times.
     2. Vehicle warning lights and alarms should be fitted and in good working order. When considering your controls, it should be noted that there is a high volume of pedestrian traffic.

Reference**:** HSG144 - Safe use of Vehicles on construction sites INDG148 Reversing Vehicles

* 1. SITE ORDER
     1. Contractors should consider how they will manage the site to ensure that it is kept in good order.
     2. Traffic routes should be segregated from pedestrian routes.
     3. The procurement of materials should be managed to ensure that only the minimum amount of materials are stored on site at any time.
     4. Everyone working on the site should be aware of the arr ang em ents for managing the movement and storage of materials around the site, and the removal of waste from work areas. Everyone on site needs to play their part.
     5. Walkways and stairs should be kept clear and free from obstructions.
     6. Footpaths should be firm and level, stoned up if necessary, gritted if icy.
     7. Work areas should be kept as clear as possible of unnecessary materials and waste.
     8. Materials should be stored safely, whether in the site compound or around the site.
     9. Workers should comply with the site arrangements for the removal of waste.
     10. Good order problems should be reported to site management – ***See it, sort it.***

**Note:** The above is an extract from HSE’s website

* 1. GAS
     1. Anyone undertaking work or design duties on gas systems or building works that may affect gas ventilation systems must be competent to do so. Those working on gas systems must be approved by the HSE. This currently means that they must be members of Gas Safe.
  2. UNIVERSITY DEPARTMENT HAZARDS
     1. Contractors and Consultants, this includes Surveyors, are to ensure that, before entry to a department or laboratory they have received written clearance for access or are escorted. In a laboratory this clearance should be in writing. Clearance details should be obtained from your University PM.
     2. In addition, for the removal of Laboratory Fume cupboards, sinks, traps and Lab benching the following information should be obtained from the department by the PM.
  3. WORKING IN PLANTROOMS
     1. Before any work is carried out or access is gained to a plant room Contractors requiring access for their staff or contractors are required to request authorisation from Estate Management or the PM.

# Section 3: On-site facilities

* 1. TOILET FACILITIES
     1. The campus toilet facilities may be made available for the Contractor’s employees by arrangement with the Estates Manager. The Contractor is reminded of the obligation given to him by addition of this privilege. In all other instances, the Contractor must provide suitable welfare facilities where there is a statutory requirement to do so.
  2. DELIVERY OF MATERIALS AND GOODS
     1. Materials, goods or equipment brought onto site or delivered within the University’s premises must not be deposited or placed so as to restrict or make unsafe general work areas, corridors or fire exit routes.
  3. PLANT, TOOLS AND EQUIPMENT
     1. The Contractor will not be permitted the use of any University plant, tools or equipment. This is because it is expected that equipment such as ladders and tools necessary to complete a job are part of a competent Contractor’s own tools.

# Section 4: Contractor Acknowledgements

4.1 UNDERTAKING

I/We acknowledge that I/We have read and are aware of the foregoing Code of Practice and undertake and agree that I/We and my/our employees and my/our Sub-Contractors and their employees shall at all times observe and confirm with each and every provision of the said Code of Practice, and agree to do everything possible to protect myself and others from danger when working at the University. I/We acknowledge that the said Code of Practice is incorporated into and forms part of the contract between the University and the Contractor. If any of the terms of this Code of Practice are inconsistent with the said Contract, the terms of this Code of Practice shall prevail.

**Contractors must ensure that all of their staff, and Sub Contractors are made aware of the content of these guidelines during their recorded induction to site when working on the University of Chichester premises.**

COMPANY:

ADDRESS:

TELEPHONE No:

POSITION: NAME: SIGNATURE: DATE:

Please return to

Estate Management University of Chichester College Lane Chichester

West Sussex PO19 6PE