Contractors General Code of Safe Practice

for Construction, Maintenance, Installation and Repair - EHSG-001

October 2017
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Stages to follow the Estates and Campus Services Communication Procedure

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1. **Application of the Contractors General Code of Safe Practice**

1.1. This Contractors General Code of Safe Practice for Construction, Maintenance, Installation and Repair (CoP) describes the practical steps which the University requires of contractors, their employees and subcontractors to safeguard the health and safety of themselves, staff, students and visitors. It has been written to comply with the Health & Safety at Work Act and the Construction (Design and Management) Regulations 2015 requirements, it equally applies (where relevant) to contractors carrying out repairs, maintenance, installation, supply or minor works. If in doubt regarding the application of the CoP, or in any circumstances affecting safe working not covered by the CoP, advice should be sought from the Estates and Campus Services (ECS) Health, Safety and Compliance Officer.

1.2. All relevant works will be subject to this CoP either under the provisions of The Management of Health and Safety at Work Regulations 1999 (Management Regulations) or The Construction (Design and Management) Regulations 2015 (CDM Regulations) and its updates. The observance of this CoP does not in itself in any way relieve the contractor, employees or sub-contractors of their responsibilities under legislation or contract law.

1.3. ECS provides a range of advice and guidance to contractors either at tender stage or prior to works commencing. Contractors shall abide by the guidance contained in all these documents and understand that this CoP complements and is in addition to these documents and any other documents reasonably available at tender or quotation stage e.g. contract preliminaries.

2. **Purpose of Document**

2.1. This CoP sets out the standards required from contractors carrying out construction, repairs, maintenance, installation, supply or minor works for Estates and Campus Services of the University of Leicester and to comply with the legal duties and standards required by the University of Leicester through the Principal (Main) Contractor.

2.2. The standards outlined in this document have been developed by ECS to aid and clarify the University’s expectation of health management, safety performance and culture on its construction sites and other locations where contractors are working.

2.3. The contractor shall nominate the Person in Charge on site and where necessary a deputy. Should the nominated person not attend site an alternative person must be available. It is the responsibility of each Contractor to communicate the content of this document to his employees, and those of his sub-contractors and to ensure that it is strictly followed.

2.4. All references to main contractor refer to the Principal Contractor under current CDM Regulations.

2.5. Where the contractor’s requirements exceed the requirements of this document they will take precedence.

2.6. The phrase ‘Construction Work’ in this CoP means any work relating to the construction of new buildings, the modification or repair of existing buildings or the installation, repair or
servicing of building services or any other activity defined as ‘construction’ by Regulation 2 of the CDM Regulations.

3. Legal Requirements

3.1. The University has wide-ranging legal obligations under the Health & Safety at Work etc Act 1974 (HSW) and supporting Regulations.

3.2. Under Section 3 of the HSW both the University and contractors working on campus have a duty, so far as is reasonably practicable, to conduct their undertakings in such a manner as to safeguard the health and safety of persons not in their own employment.

3.3. Under Section 4 of the HSW both the University and contractors working on campus have a duty, so far as is reasonably practicable, to ensure that buildings and/or work sites under their control, or plant or equipment in those buildings or work sites, are safe and without risk to health. In particular there must be safe access to or egress from all parts of the campus.

3.4. CDM Regulations may apply to certain contracts relating to the construction, modification or repair of buildings or the installation, modification, repair or servicing of building services.

3.5. The Management Regulations impose a duty to co-ordinate arrangements for safety between the University and its contractors irrespective of whether the contract is subject to the CDM Regulations or not.

3.6. Where a contract is subject to the CDM Regulations, the Contractor or Principal Contractor will be responsible for developing and maintaining a Construction Phase Plan and for ensuring adherence to the plan by all contractors and sub-contractors, including themselves.

4. Contractual Obligations of the Contractor

4.1. The contractor, contractors’ employees, sub-contractor and their employees and any other persons associated with the supply of services and not belonging to the University are required to undertake to conform to the provisions of this CoP as a condition of acceptance of the contract.

4.2. Contractors must, therefore, take all necessary steps to ascertain the health and safety requirements which are likely to apply to their contract and to include their costs before submitting their quotations or tenders or accepting an order to work on any other terms.

4.3. It follows that once the terms of the contract have been agreed between the University and contractor; no claim will be entertained for additional expenditure incurred by contractors or their sub-contractors in complying with this CoP.

4.4. The University shall be entitled to regard a failure by the contractor or sub-contractor to observe the provisions of the CoP as a breach of contract. In any case the University reserves the right in the event of such failure, to suspend the work until conditions which are safe and without risk to health are provided. If another part of the contract is
breached by the contractor or subcontractor, it will not be a defence to show that this CoP has been complied with in full.

4.5. 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 is connected with or in consequence of the carrying out, completion or maintenance of the work which may arise from a breach of the contractor, sub-contractor or their servants or agents of any of the provisions of this CoP. Provided nothing herein shall impose any liability upon the contractor for negligence on the part of the University, its servants or agents.

5. Aims

5.1 The aim of this document is to integrate health and safety management of construction and maintenance activities in order to encourage everyone involved to work together in:

- Ensuring the safety of students, staff, visitors, operatives and members of the public
- Improving the planning and management of work from the very start
- Identifying hazards early on, so they can be eliminated or reduced – ideally at design
- Properly manage any remaining risks
- Targeting effort where it can do the most good in terms of health and safety, whilst discouraging unnecessary bureaucracy.

5.2 Time and thought invested in meeting these requirements will pay dividends not only in improving health and safety, but also in:

- Reducing in the overall cost of ownership by easier maintenance and cleaning regimes
- Reducing delays
- More reliable costings and completion dates
- Improved communication and co-operation between key parties
- Improved quality of the finished product

6. Current Version

6.1. When referring to this document, it is the responsibility of the individual to ensure that it is the most up-to-date version. Confirmation may be obtained by contacting the Health, Safety and Compliance Officer of the Division.

7. Feedback

7.1. The Estates and Campus Services welcomes feedback, comments and suggestions on how to improve this document. These should be addressed to the Health, Safety and Compliance Officer of the Division.

8. Health, Safety and Environmental Goals

8.1. The primary health, safety and environmental goals of the Estates and Campus Services are:

- To ensure that work is completed with the least possible impact to the learning and research environment whilst safeguarding staff, students, site operatives and members
of the public against injury or occupational disease

- Ensure buildings are safe and efficient to maintain, easily cleaned and provide a safe and healthy environment for our students and staff
- Ensure so far as is reasonably practicable, that the Division, consultants and contractors comply with relevant statutory requirements whilst seeking to achieve best practice.

9. Our Commitment

9.1. To achieve the above stated goals the ECS recognises the need to:

- avoid conflict between meeting the health, safety and environmental goals and the immediate short-term needs of the University
- provide adequate resources in terms of allocating sufficient funds and time
- seek early appointment of competent and informed contractors
- ensure clarity of roles, functions and responsibilities between members of the Project Teams and Authorised persons
- encourage and facilitate good communication, co-ordination and co-operation between Project Teams, Authorised persons and our Contractors
- provide information to our Contractors to allow planning and managing their work in a timely manner
- use a number of techniques to proactively monitor the health, safety and environmental standards of construction and maintenance activities
- where poor standards are identified, positively encourage and support a change in behaviours and attitudes
- discontinue using the services of Contractors that repeatedly show a poor attitude to achieving the Estates and Campus Services stated goals.

Signed

Brita Sread
Director of Estates and Campus Services

10. Significant Hazards

10.1. Contractors should recognise the unique challenges associated with the University environment. The University provides a wide variety of facilities for a large number of students, business partners, visitors, and staff and incorporating important research programmes.

10.2. Contractors must deal with the following in order to reduce risk:

- Need for continuity of services – we require minimum impact methodologies
- Potential for encountering asbestos-containing materials (ACMs) within building that predate the year 2000
• Potential for contact with live services (including live redundant services). This includes leading to / within equipment, e.g. capacitors, buried services and the potential for spurious feeds / isolation
• Identification of current building services, the limitations, vulnerabilities and possible knock-on effects of undertaking isolations / works
• Potential for contact with biological, radiological and chemical agents – particular consideration should be given to encountering residues within sinks, waste traps, benching, finishes and waste pipes located above suspended ceilings
• Laboratory processes including Nuclear Magnetic Resonance (NMR), Radiation, Nano-Technologies, Lasers etc
• Maintenance of existing fire escapes, accessibility routes and entry points. Note: access for emergency vehicles shall be maintained at all times
• Maintenance of existing fire alarm and detection / emergency lighting / security systems / fire compartmentalisation and reducing false alarms
• Confined nature of the campus and limited space for site compounds, material storage, parking, drop off and welfare units
• Noise, odour, dust and vibration sensitive issues – sensitive areas, processes, equipment and times
• Potential for concurrent and co-located construction/maintenance activities – co-ordination
• Occupied premises - segregation of works from students, staff and members of the public
• Environmental considerations - hazardous waste including that within redundant equipment
• Work within confined spaces and at height e.g. underground service ducts, flat roof areas
• Roof level effluent discharges that are potentially toxic to health and some roofs have microwave transmitters upon them
• High volume of pedestrian traffic within specific areas on the main campus, some of whom may be partially sighted, wheelchair users, hard of hearing and/or mobility impaired
• Adjacent land uses

Note: the above list is indicative only, it is not exhaustive. Where the works are not notifiable under CDM ECS will highlight “significant” risks related to the work and the Pre-Construction Information issued by the University.

11. Design Objectives

11.1. Whilst designers are encouraged to be creative and innovative, (Regulation 9 of CDM) to meet the stated goal our appointed designers must in so far as is reasonably practicable:

• Ensure best design principles are applied by providing the University with buildings that can be built, used, cleaned, maintained, adapted, decommissioned (mothballed) and removed (at their end of their useful life) without undue risk to safety and health of individuals or a resulting significant impact to the environment
• Ensure minimal impact on the University’s functions and maintenance of business continuity as a result of design decisions taken without the prior acceptance of the Authorised person
• Provide safe access to, in and around, and egress from the buildings for both pedestrians and vehicles (including emergency vehicles) whilst avoiding the need for vehicles to manoeuvre, reverse or traverse pedestrian areas
• Allow for adequate site compound space for the construction activities
• Ensure that significant health, safety and environmental risks associated with the works are considered and reduced to the lowest practicable level. Details of those significant risks which remain should be formally recorded within ‘tender’, ‘construction’, ‘as-built’ drawings, access for maintenance strategies, included within the Health and Safety File and brought to the attention of the Authorised person and Division Health, Safety and Compliance Officer
• Formally highlight to the Authorised person any significant rise in risk as a result of value engineering exercises
• Reduce waste levels through design and good practice, aiming to maximise the reuse of materials and maximising the specification of recyclable materials, where feasible
• Seek to reduce energy consumption wherever feasible, whilst providing opportunities to monitor energy consumption
• Take measure designed to reduce the risk of Legionella
• Domestic hot water systems shall be designed to ensure the hot water flow temperature off the calorifier of 60°C and a return temperature of not less than 50°C
• Record the design decisions taken which represent either a significant increase or decrease in risk to health, safety or the environment
• Prohibit the installation of ‘man-safe’ roof systems without the written approval of a member of Safety Services or Division Health, Safety and Compliance Officer
• Produce in a timely manner the Health and Safety File
• Use procurement routes likely to encourage sound design and high standards of safety and health
• Identify specialist design requirements e.g. containment level 3, cryogenic facilities and obtain competent advice from University specialist. Facilities and equipment designed for radiation or laser work must be subject to an Engineering Substantiation Assessment prior to incorporation into the design.

12. Design Standards

12.1. Designers are in a unique position to reduce the risks that arise during construction work and maintenance in use, and have a key role in assisting the Division achieve its primary goals. At each stage, designers from all disciplines should identify and eliminate hazards, and eliminate or reduce risks.

12.2. The Division’s preferred option is for significant hazards to be highlighted to those that require the information by means of annotated pictorial symbols and notes on drawings as appropriate throughout each stage of the project development e.g. ‘tender’,
For larger/more complex projects, designers may also wish to record significant hazards within a Project Hazard and Risk Register, usually ‘owned’ and created by the Principal Contractor.

All reasonable efforts must be made to eliminate and/or reduce and/or mitigate such hazards through elimination and substitution whilst managing remaining risks.

In the event of a significant risk, this will require documented justification and shall be subject to the specific agreement of the Authorised person and/or the Division Health, Safety and Compliance Officer.

13. Construction Objectives

Contractors are required to assist the Division in achieving its Health, Safety and Environmental goals by complying with statutory requirements in so far as is reasonably practicable, and adopting recognised industry standards with the aim:

- To have zero fatalities and major injuries as prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- To strive for zero injuries and cases of ill health
- To prevent unauthorised persons, most notably students and children from gaining entry to construction sites
- To highlight buildability issues to the Authorised person and Principal Designer (where appointed) associated with the design which pose an increased risk so that alternative solutions can be identified
- To provide safe access to and egress from each place of work for both operatives and vehicles
- To reduce the risk of traffic-related incidents during construction, maintenance and use
- To provide operating conditions so that the lowest reasonably practicable levels of noise, vibration, dust and odour are generated
- To ensure that all accidents and near-miss incidents are formally reported to the Estates and Campus Services Health, Safety and Compliance Officer and are logged and investigated
- To avoid environmental damage and take immediate action to remedy any adverse environmental incidents that may occur
- Have effective methods in place for tracking and reporting waste movements from our sites
- Provide evidence of recycling rates and be able to demonstrate that Site Waste Management Plans are in place and being proactively monitored and supported.

14. Before Commencing Work
14.1. Before work commences on a contract the contractor must inform the University’s ECS authorised person so that they can ensure that the appropriate arrangements for coordinating the management of health and safety have been made.

14.2. Where the employees of a contractor may be required to work in hazardous areas it is the responsibility of the contractor to acquaint his employees of such hazards and corresponding safe systems of work before commencing work.

14.3. In the case of hazardous areas, hazardous work or when contractors’ operations may need to be especially coordinated with those of the University, the work needs to be governed by means of a permit system. Appropriate permits must be issued by the ECS authorised person (e.g. Project Manager) before work commences.

14.4. In cases not covered by permit to work systems contractors’ personnel must not enter any rooms unless given express permission by the ECS authorised person.

15. Construction Phase Plan

15.1. All contractors working on site must make themselves and their employees aware of the Construction Phase Plan and all health and safety arrangements in place. Contractors are to ensure compliance with its content by their employees when on site.

15.2. Where contractors have a design input they are required to comply with the obligations under the CDM Regulations specifically in relation to Regulation 15, including any variations. Relevant Hazard Identification/Risk Assessments relating to buildability are to be issued to the Principal Contractor for inclusion in the Construction Phase Plan. Similarly any significant residual risk relating to the maintenance issues are to be identified for inclusion in the Health and Safety File along with any relevant ‘as built’ drawings etc.

16. Health and Safety File

16.1. The Health and Safety File will be compiled by the Principal Designer (if appointed). Relevant input is required from the Design Team and Contractors.

16.2. Information for the Health and Safety File must be passed to the Principal Designer during the project and not left until project completion and/or completion of any relevant work package. However, it is recognised that certain testing and commissioning certificates and as built information may not be available until completion of the works.

17. Risk Assessment / Method Statements

17.1. The Management Regulations requires employees and self-employed persons to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by their undertaking and record significant findings.

17.2. All health and safety arrangements will be reviewed by the ECS authorised person for overseeing the works, prior to commencing work on site. A period must be allowed for this process and therefore risk assessment and method statements must be submitted by a given date and agreed by the ECS authorised person. Failure to comply may result in a delayed start to the operation.
18. Competence and Audit

18.1. All Contractors management and supervisory staff employed on University sites will have a demonstrable competence in both appropriate management or supervisory skills and Health and Safety matters.

18.2. To enable ECS to confirm competence of contractors it is a requirement for contractors to be an active member of the RESET Certification Scheme (www.rcscard.co.uk). Both the contracting company and every operative attending University sites MUST be registered on the scheme. ECS staff retain the right to check on certificates and qualifications held by the scheme for contractors’ staff and any subcontractor. These requirements may be confirmed by competence on site audits.

18.3. All tradesmen and operatives employed on University sites will have demonstrable relevant skill level incorporating Health and Safety training e.g. a CSCS Card at the appropriate level for the activities to be undertaken.

18.4. Although the ongoing monitoring of Health and Safety is the Contractor’s responsibility, formal inspection and/or auditing will be carried out at intervals dependent on the nature of the work. Any deviations from agreed procedures or statutory requirements will be recorded, advised to the appropriate persons and where necessary, rectified immediately. The content of the site safety inspections/audits will also be discussed at progress meetings with contractors. The following documents should be available for inspection on the site:

- A copy of Liability Insurance
- F10 Notification (if necessary)
- A Health & Safety Policy
- Up-to-Date Construction Phase Plan
- Risk assessments
- Method Statements
- Test certificates for plant/machinery
- RESET Certification Scheme Cards detailing qualifications and/or other evidence of competence of employees
- Vehicle MOT, Insurance and relevant Driving Licenses
- Permits to work

19. Booking in and Out of Site – RESET Certification Scheme (RESET)

ECS utilises an electronic system for booking Contractors in and out of site known as Reset Certification Scheme. Each operative MUST use a RESET identity card to book on and off site. RESET is the sole means of logging on and off site. All contractors to agree the date of arrival on site in advance with the Authorised Person and to book in and off site.

20. Site Induction

20.1. Everyone working on a University site will go through a Health and Safety Induction process before they are allowed to commence work on site. This induction training will concentrate on site-specific Health and Safety factors and will be given by the Main Contractor. Contractor’s staff will be inducted onto site initially by a member of
University staff but subsequently this can be the contractor’s staff who are competent in knowing the risks and procedures to be adopted on site.

20.2. All visitors must report to the Main Contractor where they will receive the appropriate level of induction.
21. Completion of Works

21.1. The contractor shall formally hand over the works to the ECS authorised person to oversee the works, and instruct representatives of ECS and the users in the operations and maintenance of new or modified facilities.

21.2. Upon completion the contractor shall:

- Leave the site clean and clear
- Remove equipment and consumables which are the property of the contractor.
- Make good defects
- Remove from site for lawful disposal all waste and surplus materials.
- Remove barriers, hoardings etc.
- Hand over to the ECS authorised person overseeing the works, keys, passes, Health and Safety File and O&M manual.

22. Insurance Requirements

22.1. The University requires its Contractors to maintain a minimum £10m Public Liability Insurance cover. For those companies who have design liabilities the University further requires a minimum £10m Professional Indemnity Insurance cover. The limit of indemnity should apply to each and every occurrence or series of occurrences arising directly from one cause. In the event that a contractor has a lower level of cover but fully qualifies as competent in all other respects, seek the authorisation of the Director of Estates and Campus Services or Deputy who will determine if the contractor may still be considered for selection or not.

23. Excavations

23.1. Ground on University premises may not be broken without the permission of the ECS authorised person. Work must be carried out using methods and precautions outlined in the Health and Safety Executive Guidance HSG47 ‘Avoiding Danger from Underground Services’ and permit-to-dig is issued by the authorised person.

23.2. The ECS as far as reasonably practical will provide contractors with information locating existing underground services.

23.3. The contractor must carry out a CAT survey and Genny grid survey of the area(s) to be excavated prior to commencing works using trained personnel.

23.4. Designers and Contractors must be furnished with the most accurate record information available from the ECS authorised person and contractors should actively seek this information if it is not provided.

23.5. Any underground services, disturbed, altered, installed etc. must be recorded by the contractor and drawing details with reference measurements forwarded to the ECS immediately so that records can be updated.

23.6. The work site must be made and kept safe by means of chapter 8 barriers and warning notices at all times. If work cannot be completed in one day then overnight barriers must
be solid (plastic tapes are not acceptable) and warning lights fitted. Barrier height must be agreed with the ECS authorised person.

23.7. When work is complete, the site must be made good and all protective covers and warning notices removed. All trenches and excavations, particularly those adjacent to roads or existing buildings, must be adequately shored.

23.8. Excavations should be boarded over when work is not actually proceeding.

24. Confined Spaces

24.1. Contractors’ employees may not enter any confined space without permission of ECS. The Contractor must ensure that the work is carried out in accordance with The Confined Spaces Regulations 1997 and related Personal Protection legislation.

24.2. Confined spaces within the University premises must not be entered without firstly obtaining a Permit to Work via the ECS authorised persons. This applies not only when works are to be carried out but also when areas are to be inspected.

25. Connection to University Services

25.1. Contractors must not connect to or interfere with the water, compressed air, electrical, gas heating or other services of the University without the express permission of the ECS.

25.2. Contractors are responsible for providing the correct connectors to services and for checking that the services available are adequate for their purposes.

25.3. The contractor or his employees must not enter any sub-station, switch room or similar area until the Estates authorised person has obtained the express permission of the Electrical Asset Manager via suitable permit.

26. Electrical Safety

Danger / Warning Notices

26.1. Contractors shall ensure that operatives / subcontractors do not work on any electrical / mechanical equipment if a ‘Danger Board’ or ‘Warning Notice’ is attached / displayed. If operatives are expected to work on this equipment, the Contractor shall notify the authorised person and the person whose name is shown on the Danger Board or notices, prior to undertaking any works.

26.2. Where ‘locking-off’ arrangements are in operation under a Permit to Work system, these shall be in accordance with the University Procedures.

26.3. 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 and warning notices are to be displayed, incorporating the date, name and contact details of the individual who has carried out the isolation.
26.4. The Department shall, on receipt of information from the Contractor of redundant services being present within a scheme either, instruct the Contractor to undertake the removal of the redundant services or alternatively, appoint another Contractor to carry out this work.

Isolating Services

26.5. Due to the potential disruption and costs arising from unplanned service disruptions, Contractors MUST NOT effect service isolations without the written permission of the authorised person. Other than in emergencies, permission will only be given once the authorised person is satisfied that it has identified what areas will be affected by an interruption to services, ensure that relevant stakeholders have been consulted and have developed suitable plans to manage the impact of disruption.

Mechanical and Electrical Services

26.6. The Contractor must be in possession of co-ordinated services drawings provided via the authorised person. To reduce the risk of injury / incidence during refurbishment works the Contractor shall ensure that prior to any works commencing a detailed survey of the area of the building is carried out to identify building services. This activity will require a Risk Assessment and Method Statement to be submitted for approval by the authorised person prior to the survey work commencing.

26.7. Services which cannot be clearly identified and their source of supply confirmed must be brought to the attention of the authorised person who shall instruct the Contractor on how to proceed.

Note: Live working on electrical services is not permitted under any circumstances.

Note: In the event that the Contractor encounters any redundant services not detailed within the contract, the authorised person must be notified with a view to removal.

Redundant Mechanical and Electrical Services

26.8. To reduce the risk of injury/incidence during refurbishment the following procedures will be adhered to as defined in the responsibilities set out for each party (employer/Contractor).

26.9. Only suitably qualified and competent technical staff (NICEIC/GasSafe 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 authorised person who shall instruct the Contractor on how to proceed.

Substation / Switch Rooms
26.10. The Contractor or his operatives shall not enter any substation, switch room or similar area without permission from the University's Electrical Asset Manager or Authorised Person, who will issue any necessary Limitation of Access or Permit to Work. Request for access shall be made a minimum of 48 hours in advance and be accompanied with the relevant form signed by the authorised person, together with method statements and risk assessments for the task being undertaken.

26.11. On completion of the work, any Limitation of Access / Permit to Work will need to be cancelled by the person issuing the Permit.

**Underground / Overhead Services**

26.12. Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions must then be taken to prevent injury or damage to person or property.

Ref:
- HSG47 Avoiding Danger from Underground Services
- HSG185 Health and Safety in Excavations
- CIS8 Safety in Excavation
- GS6 Avoidance of Danger from Overhead Electric Power Lines.

27. Tools and Equipment

27.1. All plant, tools, tackle and equipment used by contractors on University premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards.

27.2. Portable electrical tools must be efficiently earthed or double insulated and have been PAT tested in accordance with the HSG 107 ‘Maintaining Portable Electrical Equipment’.

27.3. Contractors may not use University plant, tools, tackle or equipment.

28. Lifting Operations and Lifting Equipment. (Cranes, Excavations, Hoists and MEWPs)

28.1. It is the responsibility of the contractor to ensure that all lifting equipment and accessories brought on to the University site are in compliance with The Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and updates.

28.2. All lifting operations must be fully assessed and planned by a competent person who has adequate practical and theoretical knowledge and carried out in compliance with BS7121 ‘Safe Use of Cranes’.

28.3. All lifting equipment including excavators, hoists and MEWPs must be accompanied with all current examination inspection and test certificates and reports.

29. Guards, Fences, Barriers and Segregation
29.1. Guards or fences must not be removed from any machinery or plant without the express permission of the ECS authorised person. Guards and fences must be replaced and secured as soon as work is completed and before machinery or plant is restarted or energized.

29.2. All contractors’ machinery or plant brought onto University premises must, where appropriate, be securely guarded or fenced and comply with the regulations relating to the type of equipment.

29.3. Where a contractor is carrying out work such as welding, the breaking or dressing of stone or concrete, grinding of metals etc., and he is not operating in an enclosed compound, he is responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect all staff, students or visitors who may be in the vicinity.

29.4. Consideration must also be given to the effect of fumes or dust on nearby heat or smoke detectors (see paragraph 25.2).

29.5. Work areas must be clearly demarcated and physically separated from students and staff. Estates and Campus Services dictates that cones and hazard warning tape are not deemed an effective form of barrier to segregate/protect staff, students and members of the public from contractor’s activities. A physical barrier of a type proportionate to the nature of the activities being undertaken (e.g. heras fencing, solid hoarding or ‘Chapter 8’ type barrier) must be erected at all times. Warning notices, conforming to British Standards should be displayed in prominent positions.

29.6. Where heras fencing is selected a number of design features are required:

- Debris netting to be considered where necessary
- Feet should be designed, positioned and/or conspicuously coloured to prevent trips
- Panels should be secured with two couplers
- Gates in the panels should be padlocked when the site is unsupervised
- Infill panels should be fitted to prevent snagging of clothing
- Wind loading calculations undertaken on such fencing by competent person

29.7. The contractor should ensure that an out-of-hours emergency contact list is displayed adjacent to the site entrance. The list should provide contact details for the site management team, University Authorised Person.

30. Access Equipment

30.1. All access equipment must be assessed for suitability by the contractor. Ladders (step and pole) may only be used for access where there is no suitable alternative and a risk assessment justifies their use.

31. Scaffolding

31.1. The employer of those persons using scaffolding is responsible for ensuring its safety. The Contractor shall extend this duty to any sub-contractor or others who may share use of a structure. Training includes safety awareness or specific training such as CISRS or NASC
training of scaffolders, working at height, asbestos awareness or on industry best practice such as SG4-10 and TG20 is necessary for all working on scaffolding.

31.2. The Contractor shall ensure that all persons for whom they are responsible (employees, subcontractors etc) who engage in scaffolding assembly and dismantling provide evidence of training to a recognized standard. For example:

- PASMA qualification for alloy towers or
- CISRS card for conventional tube and fitting scaffolds.

31.3. Basic tube and fitting scaffolding equipment shall be erected in line with:

- National Access & Scaffolding Confederation (NASC) technical handbook and guidance notes. NASC SG4-10 and TG20
- Best practice outlined in the relevant HSE guidance notes.

31.4. Erection and dismantling shall be done by competent operatives wearing suitably anchored safety harnesses.

31.5. Access systems (scaffolds) shall be constructed so as to deter unauthorised entry when not attended. This will usually mean provision of ‘boarding up’ up to a minimum height of 2.4 meters.

31.6. To comply with the CDM Regulations and HSE Construction Information Sheet No 47 (Rev 1) the Contractor shall have and use a system to indicate and monitor correct supervision of the structure. This may be achieved by the use of the ScaffTag™ system or any equal system agreed with the ECS person authorised to oversee the works. A competent person shall inspect any scaffold structure at least every 7 days.

31.7. Where a scaffold is to be in place for a prolonged period and it could provide access to a building containing valuable equipment the University requires the contractor to arrange with the University's Security Services provision of suitable security measures, the cost of which must be allowed for at tender or quotation stage.

31.8. All materials stored on scaffold must be secure at all times.

32. Roof Access

32.1. Contractor’s employees must not access any roof without permission from the ECS. Access will be governed by means of a permit system. Appropriate permits must be issued by the ECS authorised person before work commences.

32.2. All work on roofs must have written health and safety arrangements.

33. Departmental and Local Rules

33.1. Special rules could apply to access to or work carried out in some Departments, for example access to high risk laboratories, access to sensitive areas etc. these must be followed by all the contractor’s employees. Details must be obtained from the ECS Authorised person or the Building Contact.
34. Control of Noise and Vibration

34.1. The contractor must ensure that staff, students or visitors are not subjected to excessive noise. The contractor must endeavour to keep noise levels as low as practicable. Where noise is unavoidable the contractor should inform the ECS authorised person so that the contract can be scheduled to avoid disruption of lectures or examinations being held in the vicinity.

34.2. The use of ‘Stop Records’ may be required to indicate the times and dates that work is required to cease because of noise or vibration via the ECS authorised person. Payments or agreement to delay projects will not be possible without such evidence.

34.3. Use of radios (other than safety radios) by contract staff is prohibited in any part of the University.

34.4. Contractors must abide by the Control of Noise at Work Regulations 2005 requirements which include:

- Reduction of the risk of hearing damage to be reduced to the lowest practical level.
- The provision of noise assessments.
- The provision of various measures to reduce noise at the employees ears including personal protective equipment (hearing protection).
- The provision of information and training to employees.

34.5. Contractors must abide by the Control of Vibration at Work Regulations 2005 which sets a limit value for exposure to vibration and requires an assessment of the risks to staff of both Hand Arm Vibration and Whole Body Vibration to be carried out and appropriate control measures be set in place. Control measures can include:

- Elimination of the vibration.
- Substitution (using different (non-vibrating) equipment).
- Limiting daily exposure.
- Maintenance procedures to minimise vibration.
- Information and training of employees.
- Health surveillance.

35. Personal Protection / Dress Code

35.1. The Personal Protective Equipment at Work Regulations 1992 (as amended) require every employer to provide their employees with suitable PPE to be used at work when they may be exposed to a hazard that cannot be controlled by any other means.

35.2. The contractor will ensure compliance with the dress code as stipulated by site requirements. As a minimum all workers and visitors must wear:

- Head protection.
- High visibility vest/jackets.
- Appropriate footwear with mid sole protection.
- Hand protection may be a requirement.
- Company branded clothing to be worn.
35.3. The University will retain the right to ask contractors and their staff to dress appropriately whilst on University property; this may include the banning of clothing with offensive words or logos; to cover up the upper torso; to wear headdress for religious or food hygiene reasons; to wear protective laboratory clothing.

36. Asbestos

36.1. The use of asbestos-containing materials (ACM’s) was not banned in the UK until 1999. This means any building built or refurbished before that year 2000 could contain asbestos. Therefore prior to starting any work on any University building predating the year 2000 (where there is a likelihood of disturbing the fabric of the building) the Contractor should obtain details of an asbestos survey. The ECS Asbestos Management Policy and Procedures are to be followed at all times. Where appropriate the Asbestos Register must be consulted prior to work commencing. See web page:

http://www2.le.ac.uk/offices/estates/information-for-estates-staff/policies

36.2. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is present – proof of the absence of ACMs is still required.

36.3. This information must be readily available on the site and communicated to site operatives. Prior to commencing intrusive activities within any area(s) not covered by the asbestos survey, the Contractor must contact the Estates and Campus Services Asbestos Officer for further advice.

36.4. In the event that suspected asbestos-containing materials (ACMs) are uncovered / inadvertently disturbed, works must cease immediately in the area, ensuring unauthorised access into the area is prevented and the Asbestos Officer is informed immediately. The Asbestos Officer will organise any further sampling or removal works as necessary.

36.5. All building and maintenance personnel planning to work on University premises MUST have received formal ‘Asbestos Awareness’ training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012. Training should be given by a recognised trainer/training provider covering the topics as laid out in L143 the Control of Asbestos Regulations 2012 (paragraph 126) at intervals not exceeding 3 years. This should be supported by refresher training (paragraph 147) provided on an annual basis, although this may be included as part of other health and safety updates and undertaken by in house competent persons.

36.6. Note: Asbestos removal works will only be carried out under the close liaison of the Asbestos Officer, who will organise specialist ECS Approved Contractors.

37. Control of Legionella

37.1. If works require alteration works to the domestic hot or cold water services. Due consideration must be afforded to the immediate and future risks associated to Legionella. Where appropriate the area being worked on shall be drained and isolated from the main system ensuring that no dead legs / blind ends are created by this isolation.
procedure.

37.2. If it is not possible to isolate the required working area from the operational side of the property then weekly flushing shall be undertaken to all outlets throughout the duration of the contract. This flushing shall involve each and every outlets being run for a period of no less than 2 minutes and shall ensure that hot water to every outlet/temperature mixer valve is above 50°C in the first minute and that cold water is maintained below 20°C. Records of these activities shall be maintained by the Contractor and shall form part of the handover documentation at the end of the contract works and be recorded within the Health and Safety Files.

37.3. Information that needs to be captured includes:

- Person undertaking activity and signature
- Date activity was carried out
- Details of areas / outlets flushed
- A competent Risk Assessment of the completed installations as necessary.

37.4. It should be recognised that this activity is a key requirement in managing the risks identified above and as such should be undertaken by a competent person, without the generation of an aerosol.

Chlorination of Water Services

37.5. Any alterations to the domestic water services will necessitate the need for chlorination and under no circumstances should any area be reconnected to the site services without such work being completed. Chlorination works will be carried out in accordance with BS6700 Design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages.

Legionella Risk Assessments

37.6. Any alterations to the site services may necessitate the need for the existing Legionella Risk Assessment to be reviewed. It is therefore a requirement that the Contractor should liaise with the Authorised person to ensure that all appropriate amendments are recorded in the site’s Risk Assessment. All costs associated with these works are to be borne by the Contractor.

37.7. In order to reduce the possibility of Legionnaires Disease, cold water pipework shall be insulated where it is felt that heat from adjacent services could be transmitted to the cold water main. Hot and cold main distribution pipework should be run separately wherever possible.

37.8. For new installations, as soon as a hot or cold water system is filled, all outlets must be flushed weekly. This flushing must also be recorded and the record included in the hand-
over documentation. On all hot and cold water services, the following must not be used; rubber flexible connection pipes; oil based sealing compounds; hemp or similar.

37.9. All hot and cold water services shall be drained, flushed out and chlorinated on completion of the works and a certificate provided to the Authorised person as evidence. On completion of new projects the Contractor shall provide Legionella Risk Assessments and Schematics in accordance with the HSE Approved Code of Practice and Guidance L8 - The Control of Legionella Bacteria in Water Systems, associated guidance and British Standard BS8580:2010. Modifications to existing water services will require the existing Risk assessments and Schematics amending.

**Hot Water Supply**

37.10. Domestic hot water systems shall be designed to ensure the hot water flow temperature off the calorifier of 60°C and a return temperature of not less than 50°C. The water temperature at any outlet shall not be less than 50°C within one minute of running the water. To provide information and assistance in monitoring / combating Legionella contamination of water supplies, a flow and return temperature gauge shall be fitted adjacent to the calorifier and where possible, a temperature sensor connected to the Building Management System. Storage calorifiers shall be piped to reduce stratification taking place and a shunt pump fitted and controlled as per the HSE L8 Code of Practice and associated Guidance recommendations.

**Drinking Water**

37.11. New cold water facilities in kitchens or similar spaces are to be taken off the rising main. Pipework runs should be kept to a minimum and insulated where it is felt that heat from adjacent services could be transmitted to the cold water main.

**Header Tanks**

37.12. All water storage tanks shall be fitted with a removable lid and be insulated to reduce the risks of a rise in temperature and Legionella bacteria growth and incorporate a screened overflow and air vent. Onsite installation shall ensure there is always a flow of water across storage tanks. Storage capacity should be kept to a minimum and shall not exceed 24 hours storage.

**38. Control of Substances Hazardous to Health (COSHH)**

38.1. Contractor must ensure where ‘harmful substances’ are to be used that:

- COSHH assessments MUST be in place, on site and adhered to
- Consideration of the building/adjacent occupiers should be made in respect of any fumes which may extend beyond site boundaries
• Evidence that operatives are not been exposed to levels exceeding the Workplace Exposure Levels (WELs) stated on the assessment sheets should be available on the site for inspection

38.2. Individuals should be reminded that they should always:

• Follow instructions given by line management/supervisor
• Read the labels on the item concerns and follow the basic requirements
• Follow my detailed instructions in the COSHH assessment
• Wear any necessary personal protective equipment.

39. Good Order - House Keeping

39.1. Areas where contractors are undertaking work will be kept in a reasonable state of cleanliness to prevent tripping and fire hazards.

39.2. Waste, debris and off-cuts of materials are to be cleared off site on a regular basis to ensure other users of the site are not put in danger and that floor areas or structures are not overloaded. A good order strategy should be in place to manage this requirement. Ensure all areas are adequately lit.

40. Environmental Impact

40.1. Contractor must ensure least environmental impacts with particular reference to:

• Flora / fauna / archaeology / properties especially those protected by statute are protected
• Listed and building / structures protected by English Heritage
• Dust, odour, smoke and noise should not be cause a nuisance
• Preventing contamination or pollution to ground waters, drains and land
• Work activities do not result in roads becoming unduly muddy and should be kept free from debris
• Waste is disposed of in accordance with the “Waste Management Duty of Care”
• Chemical, flammable and combustible materials held on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage which may occur.

40.2. Where a Contractor’s impending work or services may have a significant impact on the environment, the effects of those activities shall be identified, evaluated (risk assessment) and discussed with the Authorised person prior to the work or services commencing so that appropriate action may be taken, including the obtaining consents.

40.3. Activities that may impact significantly on the environment would be deemed to include, but not be restricted to:

• Air emissions
• Discharge to Drains (liable to reach controlled waters)
• Storage of fuel, oil and hazardous substances
• Significant volumes of deliveries or removal of material involving large volumes of vehicles
• Activities presenting a significant noise, dust or noxious smells.

40.4. The Contractor should prepare to mitigate the risks including seeking to eliminate the hazard or if not feasible seek to reduce the impact on the environment to the lowest possible level. Practical examples include; providing appropriate spillage (drip-trays shall be provided for all static plant items for example compressors and pumps), trained operatives and planned preventative maintenance regimes.

40.5. All static fuel tanks and drums regardless of size shall be stored in a suitably bunded area away from drainage systems/surface waters and on sealed ground. The volume of the bund should be 110% of the volume of a single tank/drum, or in the case of multiple tanks or drums being stored, 110% of the largest or 25% of the total volume whichever is the greater.

40.6. At fuel storage points all valves, including fuel delivery trigger valves shall be locked off when not in use with the keys kept by a nominated person responsible for the storage facility. Mobile bowsers shall be parked in a suitably bunded area when not in use.

41. Waste Disposal

41.1. The Contractors will dispose of any controlled wastes in a correct manner and that all legal requirements are complied with. It is not permissible for the contractor to use University waste receptacles for disposal of any waste. The contractor must provide evidence to confirm that all wastes resulting from works have been disposed of correctly in accordance with relevant Legislation and University Waste Policies.

41.2. The Contractor is responsible for the collection and management of recyclable waste streams, which should be segregated to ensure non-contamination prior to removal from site. It is the Contractor’s responsibility to ensure all waste transfer notes are kept for a minimum of two years and made available for inspection at any time by the University.

41.3. All skips must be lockable, covered and positions away from University buildings.

42. Manual Handling

42.1. Contractors are to assess the risk and avoid manual handling where reasonably practicable by the use of mechanical aids. Where mechanical aids are not used a detailed assessment of the residual risks is to be carried out and a safe system of work used to ensure the health and safety of the employee. Where appropriate suitable PPE should be issued e.g. gloves.

43. Smoking
43.1. All University buildings are no smoking zones. Contractors working within buildings are required to comply with the no smoking rule. Smoking is not permitted in grounds owned by the University.

- Where specific restrictions are in force (e.g. in the proximity of highly flammable liquids and gases);
- Near to the entrances to buildings;
- Where smoke can enter an enclosed workplace or enclosed public place e.g. through open windows or air intakes.

44. Fire Precautions

44.1. Temporary accommodation units should not be installed inside buildings under construction or undergoing refurbishments. Cabins should be sited at least 6 meters from other buildings unless consent has been given by the University Fire Officer for them to be sited closer.

44.2. Operations involving the use of naked flames, abrasive cutting, electric arc welding, hot soldering or any other similar processes involving the application or production of heat must be carried out under the Estates ‘Permit to Work’ procedures. Before each such operation begins Contractors and their employees must complete a method statement and submit it, to the ECS authorised person. Permission will only be granted once that authorised person is satisfied that the method(s) to be employed is a) necessary and b) safe. Where both criteria are satisfied the authorised person will issue or approve a ‘Hot Work’ permit in writing.

44.3. The Contractor must ensure that the practices set down in the Method Statement and the conditions of the hot work permit are adhered to and that their activities do not activate the fire alarm systems. If there is a perceived risk that the fire detection system may be triggered unnecessarily, whether this is expected to be by the production of heat, smoke or dust, arrangements must be made the Universities authorised person for the isolation of the local detectors or in the case of short duration tasks to protect the detector with a heat/dust/smoke proof cover.

**Note:** A Contractor’s record of causing unwanted fire alarms will be taken into account before placing further work with that contractor.

44.4. Where demolition or reconstruction work is taking place within an occupied building the Contractor should be aware of any Fire Strategy document put in place by the University Fire Officer and Authorised Person. Those escape routes which serve the remaining occupants of the building shall be maintained available at all times and kept free from obstruction. Flammable materials should be removed from any area which cannot be regulated by the Contractor as soon as practicable and certainly never left longer than absolutely necessary in area to which the public have access.

44.5. Suitable means of giving warning within the site shall be provided. Suitable firefighting equipment shall be supplied by the Contractor and key site operatives should be trained in its use.

44.6. All Contractors shall familiarize their agents, employees, sub-contractors and visitors to the site, with the following safety matters:
• How to identify the sound of the fire alarm and the correct procedures to be followed.
• The means of escape in case of fire, a) from the site and b) from the building.
• The location of the nearest fire point within the site.
• The location of the nearest building fire alarm call point to the area of the site in which they are engaged.
• The location, type and method of operation of the nearest fire fighting equipment.
• The nominated fire assembly point for the building or site.

44.7. Contractors must obey all fire alarms whilst on University premises and coordinate their own fire alarm/ drill.

44.8. Accidental damage to University fire safety equipment or services must be reported immediately to the ECS authorised person for overseeing the works.

44.9. Where dust caps or smoke proof seals have been fitted temporarily to detectors they must be removed once the operation posing the risk of false alarm has passed. They must not be left on overnight or for long periods when the site is unattended.

45. Emergency Calls for Fire and / or Ambulance

45.1. The 24 hour emergency communications network for all University buildings is controlled by the University Security Section from their Control Room in the Security Lodge at Gate 1. All emergencies must be reported to the Control Room on internal telephone number (888) or external 0116 252 2888. The Control Room Operator will summon the appropriate emergency service(s).

45.2. All internal Main Campus telephones can access the emergency services direct using (9)999 but the Security Control Room should also be advised – dial 888 in order that they can open barriers, direct the emergency services and coordinate the response.

46. Accident Reporting

46.1. All accidents, incidents, near misses, injuries, dangerous occurrences and fires, however trivial, must be reported to the ECS authorised person immediately. ECS will report all incidents to the Director of Safety Services, Safety Services Office. Where an injury has been treated by Occupational Health staff the University’s reporting procedures will apply.

46.2. The Contractor must inform the Health & Safety Executive and submit an online report to the HSE in the event of a reportable incident as defined in RIDDOR 2013. A report on the incident must be forwarded to the ECS.

46.3. The Contractor must record details of all injuries to their employees in their Accident Book. The University reserves the right to request a copy of each entry in the Contractor’s Accident Book relating to that project.

46.4. Contractors are also required to keep the ECS informed of the subsequent developments of the long term injuries, diseases and dangerous occurrences.

47. Enforcement Body
47.1. In the event of a visit by an HSE Inspector, regardless of the outcome the Contractor must immediately notify the Authorised person.

47.2. Should enforcement action be taken for example, an Improvement or Prohibition Notice issued (in accordance with S21 and 22 of the Health and Safety at Work etc Act 1974) the Contractor must immediately notify the authorised person, stating the reason/s 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 and attend any meetings called by the Division.

48. Security

48.1. To assist Security staff all contractors must carry some form of identification with them at all times. The contractor’s employees may be subject to challenge.

48.2. If a contractor sees anyone acting suspiciously they are requested to telephone Security on extension 2023 or 0116 252 2023.

48.3. All the contractor’s tools and equipment left on site are left at the contractor’s own risk.

48.4. Contractors must arrange for any necessary out of hours access /working through the ECS person authorised to oversee the works. Any Contractor working out of hours shall make contact with University Security at the start and finish of their work.

49. Traffic Flow and Parking of Vehicles

49.1. Where planned works will affect traffic flow or parking arrangements then agreement is to be sought through the University’s Authorised Person and suitable and sufficient signs should be used to indicate divisions and restrictions.

49.2. Contractors are to abide by the University speed limits and traffic signs as indicated. Except for loading or unloading contractors must not park vehicles in restricted areas which are marked by double yellow or red lines. These areas must be left clear for emergency services and the University reserves the right to remove any illegally parked vehicles.

49.3. All Contractors official vehicles, trucks, vans etc., used for daily deliveries and offloading of plant, tools and equipment are given free access at any time but must have a contractors Parking Permit issued by the Car Parking Office or through the ECS Authorised Person.

49.4. All Contractor’s workmen (including management and subcontractors) arriving by car etc. must either:

- Have an issued Contractors Parking Permit (limited in number and only issued to work vehicles (not private cars)).
- Or pay the daily rate at the University’s Welford Road Car Park.
- Or find alternative parking off the University Campus.
49.5. However, the contractor will be allowed to park within the constraints of the Contractors compound area if applicable as agreed. The Contractor should note that this will be limited to one/two vehicles and any abuse of this privilege will result in the Contractor having to find alternative parking arrangements at no extra cost to the contract.

49.6. Any vehicles parked without a suitable permit or in the wrong location may be liable to receive a Parking Charge Notice. The University will not accept any claims for additional costs incurred due to the inability of the Contractor to park on the University premises.

50. Non-English Speaking Operatives

50.1. Where non-English speaking operatives are employed, the Contractor shall ensure that at all times a translator or suitable number of translators are available to the site (typically one translator for every five operatives) that are capable of instructing non-English speaking personnel in safety and other operational matters. The translator(s) shall remain on site at all times whilst the non-English speaking personnel are present.

50.2. The Contractor shall maintain written records countersigned by the translator confirming that he/she has checked that the understanding and instructions, given by him/her to non-English speaking personnel, have been clearly understood by each of them. Such records shall include, but not be limited to, instructions for safety induction and assessment, emergency procedures, Method Statements and Safety Awareness Talks.

51. Harassment

51.1. This is to be read in conjunction with the University’s Equality Opportunities Policy.

[link]

51.2. Sexual, racial and other forms of harassment or discrimination can seriously harm working and social conditions for staff and students of the University. The University is therefore committed to a working and learning environment that is free of any harassment or unlawful discrimination and members of the University are required to conduct themselves in a manner consistent with these aims. The University also requires all other persons visiting or working in its premises to conduct themselves in a similar manner.

51.3. Contractors and sub-contractors should take steps to make their employees aware of the University’s views on harassment and discrimination and must ensure that the conduct of their employees does not cause offence or misunderstanding. Any incidents involving harassment or discrimination by contractors’ employees will be regarded very seriously.

52. Children and Young Persons

52.1. No child shall attend a University workplace in connection with the undertakings of the Contractor. No child shall attend, in a paid or un-paid capacity, or in any passive or participatory manner.
52.2. No young persons (under 18) shall be allowed on site in connection with the undertakings of the Contractor without prior and comprehensive risk assessments being conducted. The ECS authorised person under whose responsibility specific work occurs shall require names and ages of all such people (see Regulation 19 of the Management of Health and Safety at Work Regulations 1999).

53. Welfare

53.1. The contractor is to make his own arrangements for suitable welfare facilities with the University’s authorised person overseeing works. Cognizance should be taken of the requirements of the CDM Regulations and the Workplace (Health, Safety and Welfare Regulations 1992.

53.2. During the construction of new buildings the contractor is to make his own arrangements for providing toilet facilities. When working within existing buildings, the contractor may be allowed to use the existing toilets but the contractor must ensure that these are kept in a clean and tidy condition. On completion these toilets should be thoroughly cleaned to the satisfaction of ECS.

54. Health Surveillance

54.1. The contractor will be expected to maintain a programme of health surveillance in accordance with Regulation 6 of the Management of Health and Safety at Work Regulations, where a risk assessment has shown it is needed;

- Following identification of health hazards, which are known to damage health in some way,
- Following identification of those who might be at risk,
- Where detection of the disease or condition is possible,
- Where the employee is likely to benefit.

55. Disciplinary Procedure

55.1. The University may seek to invoke a Company’s disciplinary procedures if evidence suggests that a member of contractors’ staff have contravened these procedures. Repeat infringements or serious offences may result in individuals being removed from site.

56. Summary

- ALL CONTRACTORS WORKING ON UNIVERSITY OF LEICESTER SITES MUST COMPLY WITH THIS CODE OF PRACTICE. FAILURE TO DO SO MAY RESULT IN REMOVAL FROM THE UNIVERSITY’S PREFERRED LIST OF SUPPLIERS.

- REPAIR, MAINTENANCE, INSTALLATION OR MINOR WORK CONTRACTORS ARE REQUIRED TO READ THIS CoP WHEN FIRST SELECTED TO CARRY OUT WORKS AND ENSURE THEIR STAFF WORKING ON SITE ARE FULLY AWARE OF AND ABIDE BY THE REQUIREMENTS.

- MAIN CONTRACTORS ARE REQUIRED TO HAVE A COPY OF THE CoP AVAILABLE ON SITE AT ALL TIMES.
• ALL MAIN CONTRACTORS WORKING ON UNIVERSITY SITES ARE REQUIRED TO SIGN A COPY OF THE DECLARATION AT THE BACK OF THIS CoP (SIGNED BY THE COMPANY DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY) AND RETURNED TO THE HEALTH, SAFETY AND COMPLIANCE OFFICER.

• MAIN CONTRACTORS ARE REQUIRED TO OBTAIN SIGNED COPIES OF THE DECLARATION FOR EACH PROJECT BY THE RESPECTIVE SUB-CONTRACTORS WORKING ON THEIR SITE. THE MAIN CONTRACTOR SHALL KEEP A SPECIFIC FILE CONTAINING THESE DECLARATIONS FOR THE DURATION OF THE PROJECT.

• ESTATES AND CAMPUS SERVICES AUTHORISED PERSONS MAY INSPECT THE FILE AT THE SITE MEETINGS THEN RECORD THE PROGRESS IN RESPECT OF COMPLETING THE DECLARATIONS.

• IN THE EVENT OF A SITE INSPECTION BY THE ECS AUTHORISED PERSON OR HIS REPRESENTATIVE, FAILURE TO PRODUCE A FILE MAY RESULT IN A CORRECTIVE ACTION NOTICE.

• FAILURE TO KEEP A COPY OF THE CoP ON SITE AND/OR INCLUDE REFERENCE WITHIN THE CONTRACTORS INDUCTION WILL RESULT IN AN AUTOMATIC FAILURE OF A SITE INSPECTION.

• IT IS ESSENTIAL THAT ALL STAFF ARE MADE AWARE OF THIS CoP AND ITS CONTENT DURING THE SITE INDUCTION.
CONTRACTORS DECLARATION OF UNDERSTANDING AND COMPLIANCE

Signing of this document is a pre-requisite to any contractor appointment made by the University of Leicester and will be subject to regular reviews and appraisal.

PLEASE COMPLETE THIS DECLARATION AND KEEP IT WITH THE DOCUMENT FOR YOUR FILES.

I confirm:

- That I have read and have understood the University’s General Code of Safe Practice for Construction, Maintenance, Installation and Repair (CoP).
- That my Company will comply with all the requirements of the CoP.

Signed: Name:
The Director(s) responsible for Safety:

Company Date:

Health and Safety Advisor Name
Contact Telephone Number

Once completed, copies of this declaration must be sent to: Estates & Facilities Management Division, Mallard House, Brookfield, University of Leicester, University Road, Leicester LE1 7RH