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# CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS

Name of Policy:	Code of Safe Working Practices for Contractors Employed by Staffordshire University
Purpose of the Policy:	Sets out a code of safe working practices for contractors employed by Staffordshire University to ensure that they comply with Health & Safety Legislation
Policy Applies to:	All employees, Students, Contractors and Members of the Public
Approved by:	Health & Safety Committee
Responsible for its Updating:	Head of Health & Safety
Final Approval by:	Executive
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Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This policy is available in alternative formats on request.

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## Code of Safe Working Practices for Contractors

### 1.0 The University's Obligations

- 1.1. As an employer, the University has a legal responsibility, exercised through its Board of Governors, for providing a safe and healthy working environment and will take all reasonable steps within its power to meet this responsibility. The particular objectives of the University's policy as defined in the Health & Safety at Work Act 1974 (HASAW Act) are the provision and maintenance of:
- Plant, equipment and systems of work that are safe and free from health risk.
  - Safe arrangements for the use, handling, storage and transport of articles and substances.
  - Provision of sufficient information, training and supervision to enable all employees to avoid hazards.
  - A safe place of work and safe access to and egress from it.
  - A healthy working environment and adequate welfare facilities.
- 1.2. The HASAW Act also imposes a duty on the University to ensure that its undertaking is conducted in such a way as to ensure that people not in its employment (students, visitors, contractors, etc.) are not exposed to risks to their health and safety whilst on University premises.
- 1.3. In recognition of this duty it is necessary to set out a Code of Safe Working Practices for contractors who work on University premises. The principal objectives are as follows:
- To establish high standards of 'on site' health and safety to protect all who may be affected by the University's undertaking.
  - To establish routines and procedures to be adopted in work activities.
  - To develop and enhance awareness of the various hazards that may be encountered.
  - To provide guidance on safe working practices.

### 2.0 Where the Code Applies

- 2.1. The code applies to all University buildings and grounds at both the Stoke and Stafford sites. This includes all the student residential or self catering accommodation units.

### 3.0 To Whom the Code Applies

- An employer or self employed person carrying out building construction, maintenance or other similar work on University premises.
- The University in its capacity as a 'client' requiring and authorising work to be undertaken on its premises.

All references in this document to contractors include their employees, their suppliers and sub-contractors and the employees of such suppliers and sub-contractors.

### 4.0 Insurance Liabilities – Contractors

- 4.1. The contractor shall be liable for and shall indemnify Staffordshire University against any expense, liability, loss claim or proceedings, arising under any statute or at common law in respect of personal injury or to death of any person or any injury or damage to property which may arise out of the carrying out of any work.
- 4.2. The contractor shall insure against the preceding condition, with cover to the extent of £10,000,000 for any one claim, the number of claims to be unlimited. The contractor will be required to produce evidence that this insurance has been effected before commencing any work and to provide such further evidence, as and when required, that the insurance cover has been renewed.
- 4.3. Under certain circumstances cover in excess of £10,000,000 may be required.

### 5.0 Legal Liabilities

It should be recognised that building work in occupied premises may create risks for both those engaged in the work and for staff and students. Various Regulations, Codes of Practice and Guidance materials detail how standards of health and safety can be achieved and maintained. In particular, contractors must comply with the **Management of Health and Safety at Work Regulations 1999** (MHSW Regulations) outline general principles of safety management. This includes an essential requirement to carry out 'risk assessments' for the purpose of identifying hazards present in the work activity, evaluating the extent of the risks involved and taking appropriate corrective measures as necessary. This, therefore, requires a contractor to undertake a systematic general examination of the work activity and to record the significant findings of the risk assessment.

#### 5.1. **Construction (Design & Management) (Amendment) Regulations 2007 (CDM Regulations)**

Any arrangement by the University to use a contractor will result in the creation of a network of statutory health and safety duties. The CDM Regulations bring new responsibilities to all those involved in the construction process, i.e. clients, designers, contractors, CDM Co-ordinators and any others involved in the construction chain. The Regulations build upon and clarify existing duties under the HASAW Act 1974 and outline a series of duties that make clear how all parties can contribute to improving the management

of health and safety on construction projects. The salient features of the Regulations are summarised as follows:

**5.2. Application of the Regulations**

Whilst the list of University duties (summarised below) is applicable to all construction/maintenance work on University premises, the following specific criteria (Regulation 2) requires that a project be notified to the Health & Safety Executive (HSE) in writing:

- The construction phase will be longer than 30 days.
- The construction phase will involve more than 500 person days.

**5.3. Client (University) Duties**

- Provide a health and safety policy/code of practice which sets out the general policy and procedures of the University towards contracting activities and health and safety.
- Distribute the University's 'Code of Practice' to all contractors working on University premises and to obtain a signed receipt to indicate that the code has been received, understood and will be complied with.
- Ensure that the appointed contractor is competent to carry out the work safely via the adoption of a vetting process.
- Ensure that staff, students and visitors are safe and without risks to their health and safety whilst on University premises when building/maintenance works are being conducted.
- Ensure that the necessary measures to protect staff, students and visitors have been included in the planning and costing of the work.
- Co-operate and co-ordinate contractual activities to ensure that statutory requirements have been complied with.
- Ensure that the contractor is provided with sufficient information in respect to any risks to their own health and safety whilst on University premises and of the required precautions to be taken by the University, e.g. contractors carrying out maintenance work in a science laboratory with a potential risk of exposure to harmful chemicals.
- Ensure that contractors are made aware of the University's emergency evacuation procedures.
- Ensure that the contractor clearly specifies the risks associated with the work activity and identifies the precautions that will be taken to control those risks, e.g. a contractor using harmful chemicals with a potential risk of exposure to staff, students or visitors.
- Monitor the work of contractors to ensure that safeguards remain effective.

#### 5.4. **Assessing Competence of Contractors**

Steps must be taken to ensure that prospective contractors are competent to carry out the work safely prior to final selection and award of contract. Vetting procedures to assess competence should take account of some or all of the following, dependent upon the nature and complexity of the proposed project. The list is not definitive:

- Obtaining a copy of the contractor's health and safety policy (if more than five people are employed S2(3) of the HASAW Act 1974 refers).
- Requesting details of the contractor's health and safety management procedures. For example, who will be responsible for site health and safety on a day-to-day basis?
- Requesting examples of construction risk assessments.
- Obtaining information about any legal proceedings taken against the contractor.
- Requesting information on accident history.
- Conducting interviews with prospective contractors.
- Liaising with other organisations that have used the contractor.
- Determining how the prospective contractor intends to manage, monitor and control health and safety during the construction phase.

If the University has not been directly involved in the appointment of a particular contractor then formal evidence should be requested from the third party that a vetting procedure has been undertaken.

#### 5.5. **CDM Co-ordinator**

The University is responsible for ensuring that a CDM Co-ordinator has been appointed to fulfil the conditions of the CDM Regulations (if applicable to the project). The Regulations require that the appointed person is competent to perform the duties. Among these duties the CDM Co-ordinator will be responsible for notifying the Health & Safety Executive of 'notifiable' projects, the development of the Pre-Construction Information Pack and the health and safety 'file'. The file will be compiled by the Principal Contractor to the satisfaction of the CDM Co-ordinator and handed to the University on completion of the project.

#### 5.6. **Designer Duties (design requirements include in-house design projects)**

The person involved in designing the project has a duty under Section 3 of the HASAW Act 1974 to consider those whose health and safety could be affected by their design. For example, the designer of a structure that collapses could have a duty to those who are erecting the structure or others affected by the collapse if the designer did not consider the safety implications of the design.



Additionally, Regulation 11 of the CDM Regulations 2007 imposes duties on designers to:

- Give adequate regard to risk control when designing.
- Ensure the client has appointed a CDM Co-ordinator for notifiable projects.
- Ensure the design includes adequate information about health and safety.
- Co-operate with the CDM Co-ordinator and any other designers involved in the project.
- Provide design information for inclusion in the Pre-Construction Information Pack and health and safety file.

#### **5.7. Principal Contractor's Duties**

- Ensure that prices tendered for work take into account health and safety provisions.
- Ensure that their own employees and those of sub-contractors are competent, adequately supervised, properly co-ordinated and trained to carry out their work.
- Conduct risk assessments on proposed activities to ensure that hazards are identified and the risks evaluated and controlled. The significant findings of the risk assessment to be recorded (MHSW Regulations 1999).
- Ensure the health and safety of their employees and others such as University staff, students and visitors who may be affected by their activities.
- Provide safe means of access to working places.
- Ensure safe systems of work.
- Comply with all relevant statutory provisions including the upkeep of appropriate formal records, i.e. scaffolding inspections, accident records, etc.
- Co-ordinate their activities and co-operate with the University on matters of health and safety.
- Comply with University 'in house' safety procedures such as emergency evacuations.
- Co-ordinate the development of a health and safety 'plan' and 'file' with the CDM Co-ordinator (if required under the CDM Regulations).
- Provide adequate plant and tools which are maintained in a safe working condition.

Much of the day-to-day work, including maintenance, will not be subject to the specific requirements of the CDM Regulations. However, the University will require that all such work complies with best practice and current statutory provisions regulating particular tasks and operations, etc., such as:

- **Health & Safety At Work Act 1974**
- **Management of Health and Safety At Work Regulations 1999**

- **Control of Substances Hazardous to Health Regulations 2000**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012**
- **Electricity at Work Regulations 1989**
- **Provision of Use of Work Equipment Regulations 1998 (PUWER)**
- **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**
- **Noise at Work Regulations 2005**
- **Personal Protective Equipment At Work Regulations 1992**
- **Hazardous Waste Regulations 2005**
- **Manual Handling Operations Regulations 1992**
- **Confined Spaces Regulations 1997**
- **Control of Asbestos Regulations 2012**
- **Work at Height Regulations 2005**
- **Chemicals (Hazard Information & Packing for Supply) Regulations 2002**

In addition, the contractor must take all reasonably practicable steps to prevent danger or ill health from specific details of the work not covered by this code of practice. Some of the actions required will be solely the responsibility of the contractor, whilst others will require liaison with the University's Estates Department. The University has legal responsibilities to contribute to the safety of the contractor's own staff, so far as is reasonably practicable, by the provision of information and the taking of action properly within its control. Whilst many matters are detailed in this code it should not be regarded as totally comprehensive. Safe systems of work must be developed to cater for specific situations.

This code may be revised from time to time to take account of additional or amended legislation, codes of practice and guidance material.

Compliance with this code or more specific University 'in house' safety procedures does not relieve the contractor of his legal or contractual obligations.

## **6.0 Commencement of Work and Access to Premises**

- 6.1. The Estates Department Project Officer at either Stoke or Stafford (as applicable) **must** be informed before work commences on each project. On the day of commencement the contractor must report to the Project Officer so that he/she is aware that workmen are on site. Permission must be obtained from the Estates Department for access to University premises outside normal working hours, i.e. 8.00am to 5.00pm Monday to Friday.
- 6.2. All Contractors are required to sign in at the Campus Lodges before commencing work where they will be provided with a Contractors Pass which must be worn at all times whilst

on University Premises. They must return the pass and sign out at the Campus Lodges on completion of work. Failure to comply with this requirement may result in disciplinary procedures being instigated.

- 6.3. Contractors are to confine themselves as far as possible to their area of work. Movement outside that area should be the minimum necessary to facilitate their work.
- 6.4. Special rules apply to access and to work carried out in some departments. These must be followed by all contractors employees, and will be notified to the contractor by the University Project Officer i.e., laboratories, plant rooms, NMR facility etc.

### 7.0 Emergency Procedures: Police; Fire; Ambulance Services

All persons must obey fire alarm signals whilst on University premises. Fire instruction notices are displayed throughout the University and contractors should familiarise themselves with the detailed arrangements for the area in which they are working (**see Appendix 1**).

#### 7.1. Tackling a Fire

Only after the preceding action has been taken **and only if there is no personal risk**.

#### 7.2. Evacuation Procedure

Follow the building fire instruction notices, leave via the nearest exit and assemble well away from the building. Do not re-enter the building until authorised by the incident control officer.

#### 7.3. Fire Precautions

Smoking is prohibited in **all** University buildings and these restrictions must be adhered to at all times.

#### 7.4. Gas Leaks

If a gas main is ruptured or a gas leak is suspected call Transco on 0800 111 999.

#### 7.5. First Aid

First Aid supply points are available in all buildings and contractors should familiarise themselves with the nearest point to where they are working and act accordingly, in an emergency. If the injured person requires hospital treatment call an ambulance, key 9-999 (**see Appendix 2**).

### 8.0 Hot Work

Permission must be obtained from the Estates **before** any hot work such as cutting, welding, use of bitumen tar boilers, etc. is carried out. A hot work permit must be completed, approved and authorised by the Estates Project Officer (**see Appendix 3**).

## 9.0 Reporting of Accidents and Dangerous Occurrences

Attention is drawn to the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012**. Whilst contractors have responsibilities for recording and reporting injuries to their employees and dangerous occurrences arising out of their work activities, details of such incidents must also be reported to Estates and the University Accident Report Form must be completed. Forms are available from Estates office at both the Stoke and Stafford sites.

## 10.0 Security

Contractors must take reasonable care of University property including its buildings, fittings and fixtures. They shall observe all security requirements by not leaving doors open or unlocked if they are required to be kept closed and locked.

## 11.0 Unattended Works

It should be noted that the vulnerability of access to University grounds creates a haven for children at play and it is therefore particularly important that contractors leave unattended works in a 'free from hazard' condition, i.e. scaffolding access ladders to be removed together with other suitable safeguards in order to protect children.

## 12.0 Building Services

Contractors must not interfere with any fire alarms, alarm wiring, fire equipment or any other safety installation provided to protect building occupants without specific permission from Estates. Similarly, permission must be obtained prior to the connection of any equipment to the gas, electrical, water or any other service. Portable electrical equipment must conform to British Standards, the requirements of the **Electricity at Work Regulations 1989** and be operated on reduced voltages (110v). Entry to substations and switch gear rooms is prohibited unless permission has been given by Estates.

## 13.0 Computers: Interruption to Power Supplies

Interruption of electrical supplies causes considerable disruption since many hours of input information can be lost. Contractors must therefore obtain permission from Estates before any disconnections of any supplies take place in any University building.

## 14.0 Work Above Ground

- 14.1. Any work which may allow a person to fall sufficient distance to cause injury must be controlled as described in the **Working at Height Regulations 2005** and **BS8437**. When work involves the erection of scaffolding or any structure allowing access above ground level, the contractor is responsible for its inherent safety. Scaffolding must be constructed and maintained in accordance with the requirements of **schedules 2 to 6**. Particular attention must be paid to the provision of ladders, guard rails and toe boards. All relevant Health & Safety Executive Guidance Notes must be observed. Equipment and materials must be

lowered safely to the ground and not **thrown** down. Work must not be carried out over the heads of passers-by, employees, roadways, or gangways until all precautions have been taken to ensure the safety of persons and property below.

- 14.2. A Work Method Statement will be required before scaffolding or other structures are erected. Ladders must only be used for access and must be of sound construction and when in use extend to a sufficient height (a minimum of 1m) above the working platform of support. Ladders must be fixed securely near to the upper end and well supported at ground level. Means of access from the ground floor must be removed daily when work ceases.
- 14.3. The University requires compliance with all Legislation and HSE guidelines.
- 14.4. All materials and refuse must be removed from the roof as the work proceeds and must be tidied up on completion. Care should also be taken to ensure that skylights are adequately protected to avoid the dangers of work people and objects falling through.

## 15.0 Excavations

- 15.1. The permission of Estates is required before ground is broken on University premises. Excavations in open access areas must be adequately protected when not in use and trench supports installed to prevent the risk of materials falling and endangering people. In all but the shallowest trenches, support should be provided for the sides.
- 15.2. Appropriate checks should be made for possible underground services and standard precautions taken, such as reference to Estates, building plans, and consultation with local gas, water, electricity boards. Cable/pipe locating devices should also be used as necessary. Rigid barriers, warning signs and lamps must be used to make the site safe and prevent unintentional entry by pedestrians and vehicles. In most circumstances, the **Working at Height Regulations 2005** will apply to excavations.

## 16.0 Entry Into Confined Spaces

Contractors must not enter any confined space where there may be toxic or flammable fumes or a lack of oxygen unless permission has been obtained from Estates. Any such approval that is granted will necessitate compliance with **The Confined Spaces Regulations 1997 and any HSE Guidance**. A minimum of two persons must be present during such operations.

## 17.0 Plant, Tools and Equipment: Maintenance and Noise Control

- 17.1. Contractors' plant, tools and equipment used on University premises must be safe and suitable for the work in hand. Work equipment must comply with the standards outlined in the **Provision and use of Work Equipment Regulations 1998**. This includes ensuring that plant and equipment is adequately maintained and can be used without risk to the health and safety of contractors, employees, staff, students and visitors to the site. The use of pneumatic tools in and around occupied buildings must be carried out with due regard to

noise control strategies. Silencers, mufflers and acoustic screens are standard methods of reducing noise levels and must be used.

- 17.2. The requirements of **The Noise at Work Regulations 2005** must be observed and, in particular, the action to be taken at the following levels as defined in the Regulations.
- 17.3. The Regulations require contractors to take certain basic steps where exposure to noise is at or above the first action level. These, together with **additional action**, must also be taken at exposure levels at or above the second or peak action levels.
- 17.4. Ear protection is not mandatory below the second action level but must be worn when entering an ear protection zone.
- 17.5. Contractors will not be allowed to use University plant, tools or equipment unless permission has been obtained from Estates.

## 18.0 Personal Protection

The contractor is responsible for supplying his employees with any personal protection that may be required if adequate protection against the risks cannot be achieved by alternative means. The criteria which **must** be followed are contained in the **Personal Protective Equipment Regulations 1992** and the **Working at Height Regulations 2005**. In particular, this requires contractors to ensure that the PPE selected is suitable for the worker, compatible with the work and maintained in clean, good working order. Similarly, contractors must obey University rules in this respect, e.g. the wearing of eye protection in a laboratory, etc.

## 19.0 Substances Hazardous to Health

- 19.1. The contractor is required to inform Estates and provide all relevant information on any substances used or process to be carried out which might, in the circumstances of use, present a risk to the health of University employees, students and members of the public. The contractor is required to conform to **The Control of Substances Hazardous to Health Regulations 2000** and **Hazardous Waste Regulations 2005**. Essentially, this requires contractors either to prevent or, where this is not reasonably practicable, adequately to control exposure. "Substances Hazardous to Health" means:
  - Substances classified under the Chemicals (Hazard Information & Packaging For Supply) Regulations 2002 as being very toxic, toxic, harmful, corrosive or irritant.
  - Any substance for which workplace exposure limit (WEL) as shown in EH40 has been set.
  - Substantial quantities of dust.
  - Biological agents such as micro-organisms capable of causing any ill health effect.
  - Any other substance creating a comparable health risk.
  - Storage and Use of LPG and Other Flammable Liquids

- 19.2. The storage and use of flammable liquids must conform to the **Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972**. Petroleum based spirits must be stored in accordance with the **Petroleum (Consolidation) Act 1928**. When not in use, flammable liquid or LPG containers must not be stored in University buildings. Estates must be contacted for advice on suitable external storage facilities **or** the cylinders must be removed from site at the end of the day. Gas supplies must be isolated to the equipment at the end of the working day.

## 20.0 Cranes, Hoists and Lifting Equipment

All mechanical lifting operations must comply with the requirements of the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**. Estates must be notified before any mechanical lifting equipment is used, or brought onto the site.

## 21.0 Asbestos

- 21.1. **The Control of Asbestos Regulations 2012** lay down specific conditions which apply to all commercial buildings and operations. As a controller of buildings the University is required to monitor all known asbestos products in its buildings. Consequently and prior to the change in regulations in April 2012, a “Type 2” (non-intrusive) survey was carried out on all University buildings and a register maintained detailing the condition, type and location of asbestos-containing products.
- 21.2. The “Type 2” (Management Survey from April 2012) survey only identifies asbestos products which are easily accessible. Where previously un-accessible areas are opened and when major refurbishment or demolition will be taking place, the University will arrange for a “Refurbishment & Demolition” survey to be carried out, which should identify all asbestos products. The University will arrange for all asbestos-containing materials to be removed before the main contract starts.
- 21.3. Even following a “Refurbishment & Demolition” survey, there is a risk of uncovering asbestos-containing materials. Where any material which is thought to contain asbestos has been discovered, work must stop immediately and the matter reported to Estates. The University will arrange for the analysis of a bulk sample and any subsequent environmental monitoring (**see Appendix 4**).
- 21.4. Apart from some minor exceptions, work in connection with asbestos material is strictly controlled at the University and only those contractors who hold a licence from the Health and Safety Executive will be authorised to carry out any work. Such work will comply with the relevant legislation and official HSE Codes of Practice and Guidance Notes.

## 22.0 Demolition Work

- 22.1. Demolition and dismantling work must conform to the requirements of the **Construction (Design & Management) Regulations 2007 – Regulation 29**. It must be planned and executed in a manner which minimises the risk of injury and carried out under the supervision of a competent person. The work must be fenced off or other steps taken to

## Code of Safe Working Practices for Contractors

protect persons who may be endangered by the work activity. The contractor must also take measures to minimise the effect of noise and dust.

- 22.2. Before carrying out demolition work the contractor must ascertain that the area is asbestos free.
- 22.3. In addition, all personnel must be aware that the CDM Regulations will apply to all but very minor demolition work.

### 23.0 Fume Cupboards and Drains in Science Laboratories

Repairs, removal or any other work in connection with the above may present particular hazards arising out of the chemicals in use. The contractor must consult with the relevant area supervisor prior to carrying out any work in these areas.

### 24.0 Disposal of Waste: Duty of Care

- 24.1. Under no circumstances may polluted liquids be discharged into surface drains. Building materials and waste must be removed from University premises at regular intervals during the course of the contract. The requirements of the **Control of Pollution (Amendment) Act 1989** and **The Special Waste Regulations 2005** must be complied with.
- 24.2. Rubbish or other materials must not be burnt on University premises without prior permission.
- 24.3. Any open skips must be removed before the end of each day. Locked skips may be left overnight. To reduce the risk of fire, no skips must be located within 6m of any building.
- 24.4. The regulations impose a duty of care on persons concerned with controlled waste. The duty applies to any person who produces, imports, carries, keeps, treats or disposes of waste.
- 24.5. The contractor, as a producer of construction and demolition waste, is therefore responsible for ensuring its safe and authorised disposal in accordance with the regulations. This responsibility includes the care and containment of waste whilst on site.
- 24.6. Further guidance on this 'Duty of Care' has been published as a Code of Practice by the Department of Environment and this should be consulted.

### 25.0 Traffic Control and Parking

- 25.1. All roadways on University premises are also emergency access routes. Consequently, parking is prohibited except in designated areas unless it is for the purpose of loading/unloading. Regulations regarding the flow of traffic around one way systems must be observed and where speed limits have been imposed these must not be exceeded. Where such limits have not been stated a speed of 10 mph must not be exceeded.
- 25.2. Parking on pavement or other pedestrian areas is strictly prohibited and entrances/exits must not be blocked.



## **Code of Safe Working Practices for Contractors**

- 25.3. Contractors must be particularly vigilant when reversing and must ensure that sufficient warning is given. Competent banksman must be used for all vehicle manoeuvring.
- 25.4. Care must be taken to ensure that ignition keys are removed from vehicles, plant and equipment when left unattended.

### **26.0 Provision of Warning Notices**

Contractors are responsible for the provision and display of any safety signs that may be required as a result of the work being undertaken. Signs must comply with the **Health and Safety (Safety Signs & Signals) Regulations 1996**.

### **27.0 General Organisation and Site Cleanliness**

- 27.1. The contractor must ensure that work activities are conducted, and all plant and materials are placed and used in such a manner as to prevent injury to persons or loss of access to essential building services or thoroughfares. Plant and materials should not be left unattended in corridors, hallways, staircases or in other common areas without permission from Estates. If such permission is granted then adequate precautions to protect staff, students and visitors must be taken.
- 27.2. Contractors are also responsible for ensuring that waste, dust, dirt and other debris arising from the work operation is removed on a regular basis. Throwing and tipping of materials from upper stories is prohibited unless an enclosed chute is used.

### **28.0 Disciplinary Procedures**

Contractors found to be in breach of conditions of this Code of Practice or relevant health and safety legislation will be liable to have their contract formally terminated.

### **29.0 Harassment**

The University is committed to providing a working and learning environment in which everyone is treated with consideration and respect. It will not tolerate treatment of any of its members, students or staff, which denies them their right to live and work without harassment.

### **30.0 Advice and Guidance**

**Should any further advice, guidance or explanation be required on any matters contained in this code the University Head of Health & Safety should be contacted in L127, Flaxman Building, Stoke Site. Tel: (01782) 292726.**



## FIRE ORDERS

### SPECIMEN

IN CASE OF FIRE, HOWEVER SMALL, OR SUSPECTED FIRE

- 1 SOUND FIRE ALARM
- 2 KEY 9 – 999 DIRECT
- 3 KEY \*44 OR 4444 TO GIVE DETAILS OF FIRE
- 4 CLOSE DOORS AND WINDOWS BEHIND YOU IF THERE IS NO IMMEDIATE DANGER
- 5 DO NOT USE LIFTS
- 6 LEAVE BUILDING BY THE NEAREST SAFE EXIT AND ASSEMBLE IN DESIGNATED FIRE ASSEMBLY AREAS
- 7 DO NOT RE-ENTER THE BUILDING UNTIL OFFICIALLY AUTHORISED TO DO SO



EMERGENCY NUMBERS

POLICE : FIRE : AMBULANCE : KEY 9 – 999 DIRECT

CAMPUS LODGE, STOKE                      \*44 / 4444

CAMPUS LODGE, STAFFORD              3388

GAS LEAK : TRANSCO                      0800 111 999

**HOT WORK PERMIT**

**PERMIT NO:**

**ESTATES DEPARTMENT**

**A Proposal** (To be completed by the person responsible for carrying out the work)

Building: \_\_\_\_\_

Exact Location of proposed work: \_\_\_\_\_

Nature of Hot work to be undertaken: \_\_\_\_\_

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

Signed: \_\_\_\_\_ Name (Block Capitals): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Contractor (where applicable): \_\_\_\_\_

**B Agreement** (To be completed by the University Project Officer)

This hot work permit is issued subject to the following conditions:

Time of issue of permit: \_\_\_\_\_ Time of expiry of permit\*: \_\_\_\_\_

A final fire check of the work area shall be made, not before: \_\_\_\_\_

Additional conditions required: \_\_\_\_\_

Signed: \_\_\_\_\_ Name (Block Capitals): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

**NB: Hot work is not to commence until this agreement has been signed by the University Project Officer.**

**C Firewatch** (To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of work.

Time inspection completed: \_\_\_\_\_ (This must be at least one hour after work was completed)

Signed: \_\_\_\_\_ Name (Block Capitals): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Contractor (where applicable): \_\_\_\_\_

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued where work extends from morning to afternoon.

NB: Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out and should be satisfied that the area is free of fire when work is completed.

**Can this job be avoided? Is there a safer way?**

<b>Fire Protection</b>	
1	Where sprinklers are installed, they are operative. <input type="checkbox"/>
2	A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread. <input type="checkbox"/>
3	At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use. <input type="checkbox"/>
4	Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade. <input type="checkbox"/>
<b>Precautions within 10 metres (minimum) of the work</b>	
5	Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose-made blankets, drapes or screens. <input type="checkbox"/>
6	Flammable liquids have been removed from the area. <input type="checkbox"/>
7	Floors have been swept clean. <input type="checkbox"/>
8	Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered. <input type="checkbox"/>
9	Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for: <ul style="list-style-type: none"> <li>• Walls, partitions and ceilings of combustible construction or surface finish. <input type="checkbox"/></li> <li>• All holes and other openings in the walls, partitions and ceilings through which sparks could pass. <input type="checkbox"/></li> </ul>
10	Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal. <input type="checkbox"/>
11	Enclosed equipment (tanks, containers, dust collectors) has been emptied and tested, or it is known to be conducted, especially where these incorporate metal. <input type="checkbox"/>
<b>Equipment</b>	
12	Equipment for hot work has been checked and found in good repair. <input type="checkbox"/>
13	Gas cylinders have been properly secured. <input type="checkbox"/>

**The person carrying out this check should tick the appropriate boxes**



## ASBESTOS

### CONTRACTORS INFORMATION

In accordance with Health and Safety Legislation you are asked to note:

- a) That some University premises **may contain** asbestos.
- b) That if asbestos-containing material is suspected, **work must cease immediately**.
- c) Report the circumstances **immediately** to either:
  - The originator of the work instructions.
  - The Director of Estates (01782 294432)
  - The University Head of Health & Safety (01782 292726)
- d) Lock door to affected area (if possible) to prevent unauthorised access.
- e) Do not recommence work until you have been authorised to do so.

You are reminded that the Health and Safety Executive view contravention of the legislation governing safe working practices with asbestos very seriously and will prosecute breaches of this legislation.

