



UNIVERSITY OF ESSEX

ESTATE MANAGEMENT SECTION

CODE OF PRACTICE & HEALTH & SAFETY INFORMATION FOR CONTRACTORS

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January 2016
Issue 05

Issue	Document Prepared			Document Checked		
	Name	Signature	Date	Name	Signature	Date
04	RLR	RLR	21/03/14			
05	BB & SS		April 2015			

Version	Date	Page No's	Details	Approved

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1.0 GENERAL REQUIREMENTS

This Code of Practice applies to all works and contractors across Colchester, Southend or Loughton campuses regardless of the size or cost of the work being undertaken. Where there is a reference to a University of Essex (UoE) contact, this could be a university project manager or a representative engaged to act as a UoE agent e.g. Facilities Management provider for Loughton or Southend Campuses. This includes any works undertaken for IT purposes.

- 1.1 Under Construction (Design and Management) Regulations 2015 (CDM), the Client, Principal Designer, Designers, Principal Contractor and Contractors all have duties; this document has been drafted to underpin the specified duties within those regulations and other relevant health and safety legislation. UoE requires that health & safety information is shared between UoE contact and contractors including existing health & safety files.

The Construction Phase Plan, which for minor works may only be the risk assessments and method statements will be required prior to the commencement of any work.

Any work or maintenance on plant, building or grounds within the UoE premises must adhere to this code of practice in addition to the method statement / risk assessments / safety procedures provided by contractors. It is the contractor's responsibility to inform their employees of the contents of this Code of Practice.

- 1.2 All contractors must report to their UoE contact before starting work on University premises. All contractors must carry official identification in the form of the Company's official pass/ID.
- 1.3 Where the Contractor requires access to locked rooms they must have written instructions (usually in the form of a Permit to Access or Permit to Work) from Estates Management Section (EMS) to confirm access has been sanctioned. They should arrange with the Information Centre or Southend/Loughton campuses for the room to be opened. Upon completion of the works or at the end of the working day, if the contractors contact is unavailable, the Information Centre shall be informed and requested to lock the room.
- 1.4 All contractors will maintain and keep on the University's premises, a record of all personnel working on or visiting the University sites.
- 1.5 The Principle Contractor's representative must report to the nominated UoE contact officer daily, unless other arrangements have been made, to discuss progress of the works and any problems encountered. They must advise the EMS Helpdesk, Loughton or Southend campus and UoE contact immediately of any issues that may prolong the duration of the work so that building users can be consulted and any inconvenience minimised.
- <http://www.essex.ac.uk/contact/>
<http://www.essex.ac.uk/estates/colchester/default.aspx>
<http://www.essex.ac.uk/estates/southend-loughton/default.aspx>

2.0 STATUTORY Requirements and industry standards

- 2.1 The contractor must observe the requirements of the Health and Safety at Work etc. Act 1974 and all subordinate legislation. It is the contractor's responsibility to ensure they keep up to date with current legal requirements, Approved Codes of Practice, building standards and appropriate industry/sector good practice guidance.

- 2.2 In the event of a breach of these regulations, the University can exercise their right to refuse to allow the offenders to remain on site, and will not be responsible for any consequential cost and may cancel the contract.

3.0 CONTACT DETAILS

- 3.1 The University of Essex helpdesk (Colchester) number is 01206 872300 or 01206 872959
- 3.2 Southend and Loughton campus contact telephone number is 01702 328214 or 07827 988085

4.0 UNIVERSITY ENVIRONMENT

- 4.1 Building use is mainly student residential, educational and related academic research. The site also includes stores, offices, laboratories, catering outlets and leisure facilities. A site plan showing all buildings and their use is available from your university contact or reception. Students, staff, contractors, visitors and the general public are present on site, including very young children attending the on-site nursery; schoolchildren may be present at any time.
- 4.2 Works to be carried out in residential areas and areas adjacent to students are to be pre-arranged and agreed with the UoE contact.
- 4.3 Entry into and works carried out in the Bioscience or Radiation Laboratories require a permit and strict entry rules apply. All contractors must be inducted before entering and working in laboratories.

5.0 SERVICES AND RECORDS

- 5.1 Contractors must not interfere with the operation of existing services such as gas, water, electricity, telephones, cables and sewers, drains, field drains and ditches without the written permission and shall give ten days' notice before any service is interrupted. Any damage to services in the course of works shall be notified immediately to the EMS Helpdesk, including Southend or Loughton <http://www.essex.ac.uk/contact/> and confirmed in writing as soon as possible thereafter. Prior to any building work commencing it is essential to contact the Building Services Engineer & Building Surveyor for advice and assistance.
- 5.2 Existing services drawings and records are available from your UoE contact. The accuracy and sufficiency of any information is not guaranteed by the UoE and the contractor must ascertain if any additional information is required to ensure the health and safety of all persons and the works.

6.0 HAZARDS AND DANGEROUS SUBSTANCES

6.1 Asbestos and asbestos containing materials

The client will provide an asbestos survey where known asbestos containing materials (ACMs) are located along with the remedial measures taken. An asbestos register is held by the University EMS Building Surveyor.

Where your activities could potentially disturb ACM's, you are to notify your university contact prior to starting - DO NOT COMMENCE WORK until you are authorised to do so. It is up to the project officer to decide if a Refurbishment/Demolition (R&D) survey is required, depending on the scope of the work

Depending on the type of asbestos, specialist contractors may be required and a 14 day notice to the HSE.

The contractor shall remain vigilant for unknown ACM'S at all times. Should suspect ACMs be identified or accidentally disturbed you are to stop work immediately and notify your University contact. Any contractor's staff likely to come across ACMs as part of their undertaking must be trained in asbestos awareness. Where applicable contractors shall state in their Construction Phase Plan what measures will be taken, should an unrecorded suspected asbestos hazard be found on site. We also require a written report from the contractor to assist with our investigation

6.2 **Health hazards**

There are certain construction materials whose use may not be reasonably avoidable in the construction and which are potentially hazardous to health. . Wherever substances present a risk; it is the contractor's responsibility to ensure these risks are mitigated in line with current HSE guidance.

7.0 **TRAFFIC SYSTEMS, VEHICLE RESTRICTIONS and PARKING**

Campus maps are readily available on the intranet and can be accessed via this link.

<http://www.essex.ac.uk/about/university/campuses.aspx>

The following information is for Colchester, the Southend or Loughton contact will provide advice for their campus

7.1 Access to the site will be by way of the existing surfaced roadways via Colchester Road (B1028), Boundary Road and Valley Road. In order to access the site, the Contractor will be permitted to pass the "No Entry" signs at the junction of Boundary Road and Park Road. Access to Valley Road from the Colchester end of Boundary Road (Tesco's roundabout) is prohibited and barrier controlled.

7.2 Contractors to note that ALL roadways and the North Towers Causeway on Campus are not to be obstructed and must be kept clear at all times to allow access for emergency and/or delivery vehicles.

7.3 Pedestrians (including disabled persons) use the under podia area and especially the access points identified on Drawing EP/B/963 (copy available from EMS).

7.4 Attention is drawn to services that run under podia at high level especially the overhead gas main along the access road. Contractors will be provided with our risk assessments if required to work there (Further information in section 9.3)

7.5 Parking is restricted and vehicles may only park within the areas agreed by all parties although these are not guaranteed by the University. You may also use the University 'Pay and Display' car park paying the appropriate daily rate. Parking regulations and rules are in force.

<http://www.essex.ac.uk/Search/SearchResults.aspx?event=sclick&add=false&sug=car%20parking&pos=3>

8.0 **ACCESS TO THE CONTRACT AREAS**

8.1 Access to Contract Areas must be via the entrances and exits agreed with the University / UoE contact.

9.0 **TENDER AND DESIGN ISSUES**

9.1 **Pre tender visit**

It is expected that before tendering, all contractors will visit the site, inspect and survey to ascertain the nature of the site, access thereto and all local existing conditions and restrictions likely to affect the execution of the works where applicable.

9.2 **Contractor / designers risk assessments and method statements (RAMS) and construction phase plan**

The contractor/principal contractor must provide a construction phase plan, which must include site and task specific risk assessments and method statement. A copy must be given to the UoE contact / Project Office prior to construction work commencing.

9.3 **Logistics and hazardous items to consider**

The contractor/principal contractor must consider the full range of health and safety risks to construction workers and users of the Campus(es) (as described in 4.1) and implement suitable and sufficient measures to control significant risk. The construction phase plan must include the risks identified in schedule 3 of CDM 2015. (See Appendix 3 of HSE Managing Safety in Construction (L153)

<http://www.hse.gov.uk/pubns/priced/l153.pdf> and must be provided before construction begins.

Specific UoE requirements

- Minimising disruption and ensuring the interface between contractors working under Podia and in the vicinity of Central Stores and delivery areas do not impact on University daily activity and generate additional hazards, where this may occur it is essential to liaise to ensure communication and cooperation are maintained
- Dust permeating to adjacent areas It is expected that the hierarchy of control shall be used to control or minimise dust and fume creation in order to suppress or reduce spread
- Restricted height under Podia including overhead gas mains
- Noise nuisance to neighbouring areas.
- The presence of dangerous chemicals, explosives gases and radioactive materials in adjacent biological laboratory and stores, Liquid Nitrogen Gas Cylinders All size L, Nitrogen, Pureshield Argon, Air, Carbon Dioxide, Helium Compressed, Hydrogen, oxygen or acetylene cylinders on occasion
- Cable tray working under podia (see note below).

Under Podia Cable Tray Should a contractor require access (which is near to the Electricians Workshop and opposite the Carpenters Workshop) to this area where there are significant risks of falling, traffic and psittacosis, they will be given a copy of our risk assessment which must be followed.

Risk of falling from height: The preferred method for access would be via a tower where practical to do so. Only two persons can be attached to any one length of rail at any one time and will require harnesses, double lanyards, safety footwear, safety helmets, working gloves, high visibility vests, orinasa face masks and P3 filters. All personal safety equipment and anchor points must be regularly checked and have up to date certification.

Those accessing must have had appropriate training on the use of harnesses and lanyards prior to commencement. Also, the ladder access points at road level must be protected from traffic accidents occurring.

It is essential that any person accessing the cable tray, or the "hub" exposed areas wears the Respiratory Protective Equipment as above, due to the presence of large quantities of dried bird droppings, from which spores will be released upon being disturbed, which could cause psittacosis, although this is extremely unlikely through a one off or infrequent exposure in a healthy individual. Other diseases such as salmonella are also present so good hygiene practices are paramount. Contractors must inform their staff of these risks and the reason for the controls.

The immediate area adjacent to and below the works is to be cordoned off to keep out unauthorised persons.

9.4 **Building services issues**

Risks identified from the Building Services and precautions to manage risks

10.0 SITE RULES AND PROCEDURES

10.1 **Boundaries**

For small scale works and maintenance activities the limitations of where contractors and their staff can work will be set by the UoE contact/project manager, for larger works where fenced boundaries are necessary the next paragraph shall apply.

The boundaries of the working area must be identified agreed and detailed on the Site Plan, the contractors' working space will be strictly confined to the area within these boundaries. Where work outside the boundary is required for enabling works of making connections etc. this can only be done with approval from you UoE contact. Do not use the site for any purpose other than carrying out the works.

10.2 **Protection**

The contractor shall provide and maintain all necessary protection to the University Staff, Students, young people and visitors, buildings and infrastructure, including the prevention of unauthorised access to construction sites during the period of the Works. All reasonable means shall be taken to avoid inconveniencing University users and visitors.

Where Herras fencing (or physical barriers) are necessary, no more than two panels should occur without bracing being in place to maintain stability. Signage on any single panel should be limited in size to prevent the adverse effects of wind on the fencing stability. In addition, each fence panel join must be double clamped.

10.3 **Emergency access**

Access to the works/site must be possible for the University's security staff outside normal working hours; this does not relieve the contractor of the obligation to maintain a secure and safe site. The contractor shall provide the University with the names and telephone numbers of three responsible persons who may be contacted in the event of an emergency outside site hours. At all times at least one of these persons shall be contactable.

10.4 **Security (general areas)**

The University's security arrangements are not to be regarded as in any way contributing towards the security of either the construction site, areas of work or of the works in progress. Contractors are to liaise with our security manager if they are providing their own security.

All construction areas in or near existing plant, buildings access routes or thoroughfares shall be adequately protected with barriers and warning notices and if required by the UoE, the Contractor shall post employees to prevent entry to a danger area.

For larger works, the Contractor shall provide and erect an adequate temporary fence including lockable gates at the site entrance to enclose and define the area for the protection of the public and persons entering the vicinity of the Works. For all work sites the minimum specification for the fence shall be a 2.00 m high HERAS type metal fence (anti climb) or painted plywood hoarding.

10.5 **Temporary site accommodation**

Positioning of temporary accommodation to be agreed with UoE contact

10.6 **Unloading, lay-down and storage area**

Where lay-down areas are required by the contractor they must be adequately secured and fenced. It is unlikely any separate area will be available away from the works site.

10.7 **Traffic and pedestrian routes**

Contractor must identify in their RAMS and construction phase plan the site management proposals for ensuring safe methods of traffic and pedestrians movement within the site and maintain access for vehicles along Valley Road and adjacent services roads. It should also identify provision for manoeuvring vehicles in or out of the site; including the use of Banks-man or Signaller must be included.

10.8 **Working hours**

Working hours shall be by agreement at contract stage. There are generally no restrictions for working between 07.00 hours and 19.00 hours Monday – Friday unless in or adjacent to accommodation areas or during exam times. Working outside these hours will only be permitted by prior arrangement with the UoE contact/project manager or in the event of an emergency.

No works whatsoever shall be permitted during the **Degree Congregation dates (held during July each year)**. Exact dates shall be confirmed by the EMS project officer. The site shall be left clean and tidy during this period. No construction workers will be permitted on campus during this time.

All works shall be carried out without undue inconvenience, nuisance and danger to occupants and users.

10.9 **Impact upon property and occupants of buildings**

The Campus buildings are likely to be in use at any time, day or night 24/7, contractors and their staff must bear this in mind. Contractors shall be rigidly confined to the areas in which the work is taking place and take reasonable precaution to prevent damage to adjoining property, obtain permission to erect scaffolding and pay all charges, clear away, make good and bear the cost of any necessary repairs.

- 10.10 Where necessary or when agreed UoE contact is to notify all service authorities and/or adjacent owners of the proposed works in adequate time prior to commencing site operations. Before starting check and park positions of existing mains/services. Where positions are not shown on the drawings obtain the relevant details from service authorities or other owners. Observe service authority's recommendations for work adjacent to existing services.

If any damage to services results from the execution of the works, immediately make safe and notify EMS and the appropriate service authority. Subsequently make arrangements for the work to be made good to the satisfaction of the service authority or owner as appropriate. Any measures taken by the University to deal with an emergency will not affect the extent of the contractor's liability.

Replace marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

10.11 **Roads, footpaths and grounds**

Roads, footpaths and grounds within and adjacent to the site must be adequately maintained and clear of mud and debris.

If damage occurs outside UoE campus, damage must be made good at the contractor's expense.

10.12 Existing structures

Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. Provide and maintain all initial shoring, strutting, needling and other supports as necessary to preserve their stability while works are ongoing. Support existing structure during cutting of new openings or replacement of structural parts. Monitor and immediately report excessive movements and do not remove supports until new work is strong enough.

10.13 Facilities/temporary works/services

Agree with the EMS the intended siting of all spoil heaps, temporary works and services. Maintain, alter, adapt and move temporary works, services and facilities as necessary and remove and make good when no longer required.

10.14 Accommodation/land not included within the construction site domain

The University may allow the use of certain facilities on the campus for the duration of the contract without charge (no guarantee can be offered that such facilities can be provided), provided that:

- It is used solely for the purposes of carrying out the works.
- The use to which it is put must not involve undue risk of damage.
- Any temporary adaptations must be approved by EMS before being carried out.
- It must be vacated on completion of the works or determination of the contract person/project manager.
- When vacated, its condition must be at least equivalent to its condition at the start of the contract.

10.15 Works meetings

The contractor shall attend regular meeting the with EMS representatives to discuss safety issues.

10.16 Permits-to-Work and Permits-to-Access

UoE permit to work procedures will operate for all work carried out in the following areas (controlled by the EMS):

- Services Risers and plant rooms
- Roofs
- Live Services
- Hot Work outside of the site area.
- Excavations outside the site area.
- Breaking onto pipe lines / plant
- The under podia high level services tray
- Electrical switch/transformer rooms
- Working on live electricity outside the site
- Work on high voltage electricity
- Breaking into existing pipes/plant
- Connections to, interruptions of and isolation of UoE services including Gas Water, Electrical, Security, Fire alarm, central data /and telephony services etc.
- Entry into Biological Sciences Laboratories
- Arboriculture work
- Work affecting any means of escape or the fire resistance of any partition

10.17 Emergency procedures

Colchester campus - Emergency procedure plans will include the immediate actions, alarms, signals, escape routes, communications and checks in case of an emergency on site. Senior persons shall be nominated to make decisions and ensure that all persons take the appropriate actions.

The contractor will ensure that all work people on site are:

- Taken through our induction process for contractors.
- Aware of the procedure to be followed on the discovery of a fire
- Inducted regarding the evacuation of site personnel

Notify the University Information Centre immediately regarding any emergency. All emergency services are to be contacted via the University Information Centre on Square 3.

Emergency Telephone No: (internal) Extension 2222
Emergency Telephone No: (external) 01206 872222

Information for Southend and Loughton can be found on:
<http://www.essex.ac.uk/estates/emergencies/default.aspx>

All University security staff are trained first aiders however on larger notifiable sites, contractors should make their own arrangements for first aid. Contractors working on the Colchester Campus are reminded that should emergency services be required, this should be done using the telephone number above. This will ensure that the campus security staff can direct emergency vehicles to the appropriate area.

10.18 **Fire precautions and prevention**

The contractor shall ensure that all adequate precautions are taken to prevent personal injury, death, damage to the works or other property from fire including the provision of suitable firefighting equipment where a designated site is under their control or as identified in any relevant permit to work. The University's representative(s) may visit and inspect the equipment and site areas. Use of any firefighting equipment must be reported immediately. Specific precautions are required for flammable liquids and gas cylinders.

Contractors must check that areas under their control have sufficient people who have been trained in extinguisher use and are designated this function.

When a fire alarm is sounded, all contractors must evacuate in an orderly manner, having ensured any equipment is left in safe condition, and proceed immediately to the nearest campus assembly point. The lead contractor must ensure the area under their control is fully evacuated. The contractors' representative will check that everyone is present and will report to the assembly point co-ordinator including those unaccounted for. Remain at the assembly point until instructed otherwise by the University Security Staff.

It is a requirement that the fire alarms are tested weekly. Timing is at the discretion of the contractor following consultation with the building users. Any fire alarms in excess of 25 seconds must be treated as a real alarm and evacuation must be immediate. If the building alarm is isolated within the site area an additional system for alarm notification and evacuation must be in place. The University operates a permit to work system for the isolation of fire detection and alarm sounding equipment.

10.19 **Engineering services**

Works on mechanical engineering services require at least one person with appropriate knowledge and experience to ensure compatibility between services in relation to the works generally. Documented evidence of this must be available on request.

10.20 **Person-in-charge**

Maximum possible notice must be given to your UoE contact before changing the person-in-charge.

10.21 **Defects in existing construction**

Existing defects uncovered by work activity must be reported to your UoE contact without delay. Obtain direction from your UoE contact before proceeding with work which may cover up or otherwise hinder access to the defective construction, or otherwise affect the remedial work. The UoE contact will need to assess whether a condition survey of the areas needs to be carried out prior to starting/restarting work and proposals for repairing, replacing component, making good, needs to be considered by the University. Contractors are not to make unilateral decisions on any remedial actions.

10.22 UoE representative site visits

The contractor will facilitate visits from UoE representative to monitor health and safety performance and the standard of work being undertaken. The contractor will need to inform the UoE contact in advance of the site health and safety requirements for which the UoE representatives will need to comply when visiting the site.

10.23 Noise

The contractor shall comply generally with BS 5228: Code of practice for noise and vibration control on construction and open sites. Part1.

Noise levels from the works are to be kept below 80dB if working close to occupied areas and extra controls will be needed e.g. carrying out work outside of office hours) when measured from the site boundary Fit all compressors, percussion tools and vehicles and mechanical plant with effective silencers of a type recommended by manufacturers or sound reducing baffles. Do not use noisy appliances during peak times without consent of EMS.

Examinations will be held during the month of May and early June each year and re-sit examinations during September of each year (dates to be confirmed). External noise must be kept to the absolute minimum during this period by planning of such likely work earlier in the contract period (e.g. heavy external works).

The Contractor should give a minimum of 1 weeks' notice to the UoE when noisy work is likely to occur. Any continuous noisy works will be completed outside normal UoE working hours unless prior approval is given from EMS.

10.24 Environment

The University operates an environment management system. Contractors shall be aware of these arrangements and not contravene them and ensure that prevention of pollution (including streams and waterways) is paramount in all activities. All environmental accidents shall be reported to their UoE contact.

Burning materials arising from the work will not be permitted on site or anywhere within the University campus

10.25 Waste Management

The contractor is responsible for the management and regular removal of waste materials (unless prior agreement is reached) licensed waste haulage companies must be used where appropriate. The University's recycling facilities shall not be used without prior permission. Site drains must not be used for the disposal of waste under any circumstances.

10.26 Personal protective equipment (PPE)

Where designated PPE areas exist on Campus signage will be displayed on the entrance doors or articulated in any permits issued.

Contractors must ensure that all necessary safety equipment and PPE has been identified within their risk assessments and method statements and that it is provided and worn.

10.27 **Working at height, ladders and scaffolds**

Contractors are responsible for providing suitable, safe equipment for working at height in accordance with the Working at Height Regulations.

Standard tube fitting scaffolds must comply with TG20:13 (or subsequent revisions). Where a non-standard scaffold is required, the scaffold must be designed and calculated by a competent engineer.

Scaffolding for use by the contractor must not be used until it has been inspected, passed and tagged by a recognised competent person appointed by the Contractor. Inspections and re-inspections are to be carried out to comply with HSE Information Sheet No. 47 (CIS47) Rev. Table 1. (or subsequent amendments)

Note: When scaffolding is used by the employees of two or more employers, each employer is responsible for ensuring that it complies with the requirements at the time of use, even though it may have been erected by another employer.

10.28 **Lifting operations**

The University's cranes, lifting gear, hoists or vehicles must not be used by contractor's employees unless written permission has been given. All lifting tackle, hoists and slings provided by and used by the contractor are to comply with the relevant statutory requirements. Risk assessments, Method Statements and Test certificates must be made available for inspection.

Cranes, hoists, lifting equipment etc.

All users must be Construction Skills Certification Scheme competency trained in the use of equipment.

All lifting appliances hoists and lifting gear must be tested and inspected in strict conformity with Lifting Operations and Lifting Equipment Regulations. Records must be available for inspection at any time.

It is the contractor's responsibility to assess risks and determine controls.

- HIRE CRANES AND MEWPS - The contractor is responsible to see that hired cranes and MEWP's comply with the relevant regulations and that current certificates are available for inspection.

HOISTS - Hoists must only be erected by trained and qualified persons and the hoist way guarded at all levels.

10.29 **Confined spaces**

Confined spaces are subject to Permits to Work. Contractors must not enter any confined space without first testing the atmosphere and/or taking other such precautions as are laid down in the Confined Space Regulations 1997. Personnel supervising the operation must be trained in the hazards and safe working in confined spaces.

10.30 **Miscellaneous requirements**

The use of mobile phones in the library and computer suites is strictly forbidden. This includes the taking of photographs with mobile phones or photographic equipment which is not permitted without written consent. Radios shall not be played at any time.

Smoking will not be permitted within any buildings or within 5m of entrances.

<http://www.essex.ac.uk/hr/policies/docs/no-smoking.pdf> Ensure that tobacco smoke does not enter the building via the doorway or windows. Any contractor or visitor who refuses to comply with the requirements of this policy will be required to leave the University premises

Alcohol and non-prescription drugs must not be brought onto site. Persons under the influence of alcohol or drugs will be refused access.

10.31 **Excavation**

No excavation may start until a permit to excavate has been issued, including indication, by plan or sketches whenever possible, of the location of known underground services in the working area. The Contractor will be responsible for carrying out any necessary surveying for underground services.

Before work commences, excavations must be effectively railed off and/or completely boarded over when the site is vacated and warning lamps must be displayed during hours of darkness. (Lamps must be provided by the contractor and should be of an approved flameproof design for use in flameproof or flame-restricted areas). Road traffic Plan, traffic lights and road closure notices may be required for excavations to roadways (depending on the nature and location of the works).

During the execution of any work the area must be maintained in a tidy condition and loose materials should not be allowed to create hazardous conditions. Debris, which cannot be removed immediately, or work in progress materials, must be stacked in such a way as to leave adequate passageway and, during darkness, must be identified with red warning lamps.

Excavations must be adequately shored up unless there is no danger of collapse. Where excavations have to be shored up they must be inspected daily by a competent person. Records must be kept of inspections and be available on request by University Representative/s.

10.32 **Gas safety**

All works related to gas installations and appliances shall be in accordance with the relevant Gas Safety (Installation and USE) Regulations.

All works shall be executed by competent, certified persons. Each person shall be registered with Gas Safe for the specific work being executed.

GAS INSTALLATION CERTIFICATION

Hand over to the UoE before practical completion complying with:

- The address of the premises.
- A brief description of the new installation and/or work carried out to an existing installation.
- Any special recommendations or instructions for the safe use and operation of gas appliances and flues.
- The contractor's name and address.
- A statement that the installation complies with the Gas Safety (Installation and Use) Regulations.
- The name and signature of the Gas Safe registered individual responsible for checking compliance.
- The date on which the installation was checked.

10.33 **Hot work**

All welding operations may only be carried out with the permission of the UoE contact and are subject to a permit to work. Adequate precautions will be taken to prevent exposure to glare and any reflective arcing.

Adequate precautions regarding fire prevention must be in place. Naked flames must not be used within one hour (minimum) prior to the contractor leaving site.

10.34 **Accident and dangerous occurrences**

All accidents and dangerous occurrences must be reported immediately UoE contact and where requested, an appropriate investigation report must be provided.

Contractors are to report direct to the Enforcing Authority any notifiable accident or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Any event involving the self-employed will be reported by University (or principal contractor where they have control over the work site).

10.35 Catering & sanitary facilities/land not included in the site

Use of the catering and sanitary facilities within the central campus for the duration of the contract may be assumed by the contractor. The contractor must respect at all times that individuals with muddy/dirty clothing/footwear will not be permitted access.

10.36 Name boards/advertisements

Contractor's/subcontractors' name boards will be permitted in approved position(s) and form; provided they have first been approved by your UofE contact. Advertisements will not be permitted.

10.37 Electrical safety

All equipment used by the contractor must be in a safe condition and fit for purpose. Whenever possible, battery operated or 110v portable electrical equipment shall be used where appropriate. Any equipment considered unsafe by the UoE contactor they will not be allowed to be used on University premises.

All electrical works (including temporary installations) shall be executed by competent persons certified in accordance with the current edition of BS7671.

11.0 COMPLETION DOCUMENTATION

11.1 Health & Safety file

Contractors must provide information to the principal designer to enable them to meet their CDM responsibilities to complete the Health & Safety file including an electronic version. The completed content shall be confirmed 'as built' before hand-over where practical and within 3 months where not. Manuals may consist of links to IT documents rather than copy and pasted information. Any paper information may be scanned in and treated the same way. If the principle designer is no longer involved, responsibility will be with the principle contractor. EMS should also provide health & safety file information for existing builds to principal designer to enable them to prepare a pre-construction plan

The principal designer will require the information listed in appendix 4 of HSE: Managing Health and Safety in Construction (L153)

11.2 Operation and maintenance manual

The Principal Designer shall gather all relevant information required for the Operation and Maintenance Manual for larger projects, but the University may require the contractor to undertake this activity for smaller projects, however this will be established prior to the commencement of any works.

The Operation and Maintenance Manual is to contain information needed to repair or replace, maintain and operate all items provided by the contractor or sub-contractors.

- Product information related to the building fabric (materials, fixtures and fittings installed).
- Product information related to electrical infrastructure, fixtures and fittings installed.
- Product information related to mechanical infrastructure, fixtures and fittings installed.
- Operation manuals for electrical, mechanical and IT/data systems and equipment.

- Maintenance procedure information related to the building fabric.
- Maintenance procedure information related to mechanical plant and machinery.
- Maintenance procedures for electrical services and equipment.
- List of Spares (Specific items requested by the client).
- Waste management plan (provided by the client)

Document End