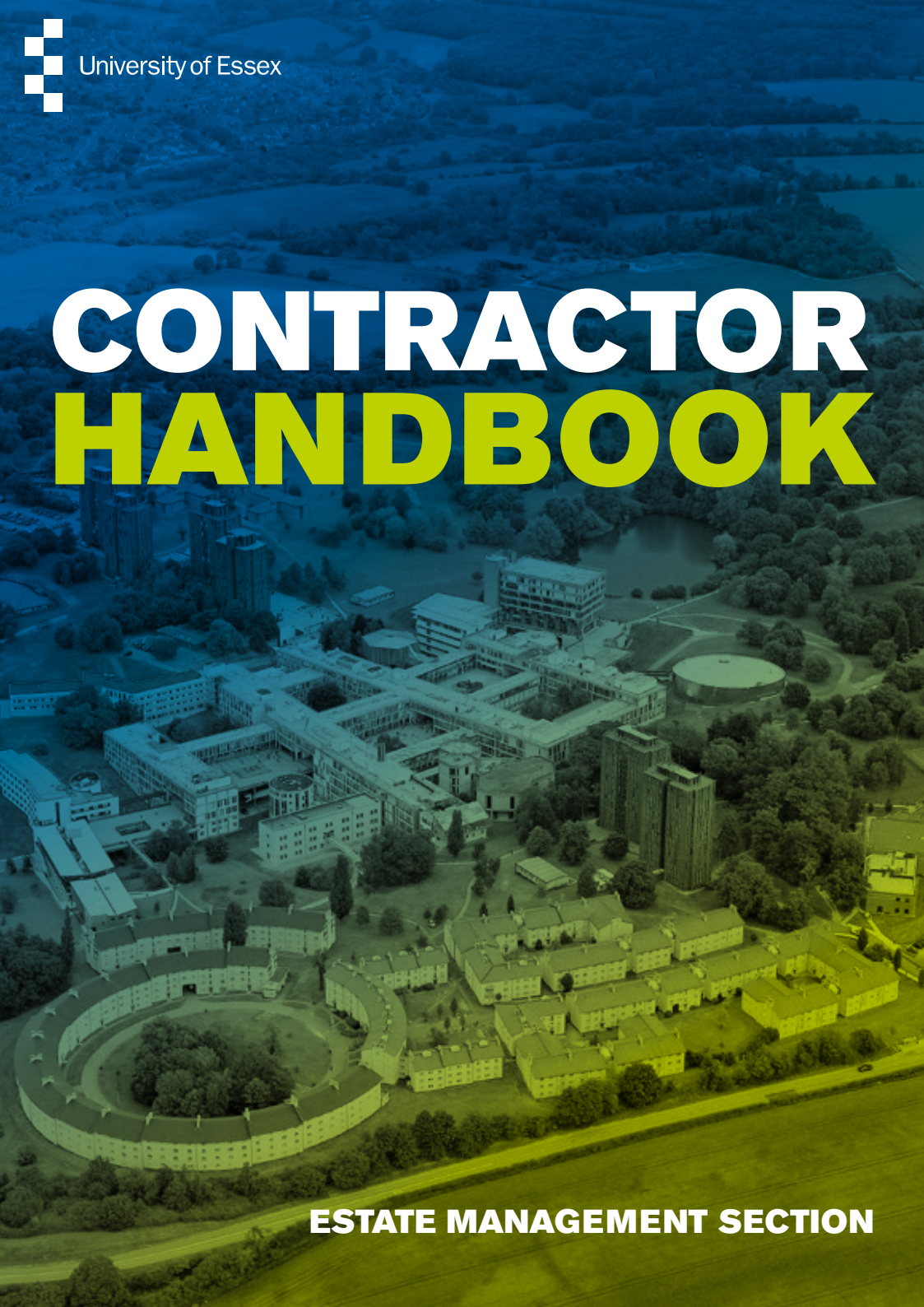
University of Essex

CONTRACTOR HANDBOOK



ESTATE MANAGEMENT SECTION

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INTRODUCTION

Welcome to the University of Essex. This booklet has been put together by the Estate Management Section and explains some of the unique challenges you may face whilst working at the University of Essex Colchester campus. Its aim is to present, simply and concisely, the main points as detailed in our Contractor Code of Practice document.

Some of our spaces and processes can present unusual and unique hazards so please observe warning notices and always speak to your Estate Management contact if you need further information or if the nature of your work changes significantly.

As an educational establishment we try to instil importance of health and safety in our students. We expect staff and contractors to lead by example in demonstrating high standards of health and safety. Our staff are vigilant and will report behaviour they feel is unsafe, which will be followed up by your EMS contact. EMS does monitor contractor safety standards and failure to comply with standards expected can result in being excluded from site and/or future work.

USEFUL CONTACTS

- In an emergency contact:
- Security on: 01206 872222; or ext. 2222 (for security, first aid emergencies or fire)
- Estate Management Helpdesk: 01206 872959
- Information Centre: 01206 872125
- Asbestos Manager: 01206 872951 *(contact your Estate Management contact/project officer in the first instance for asbestos queries)*

Please Complete.

Your EMS contact's name is:

.....

And their contact number is:

.....

GENERAL CAMPUS INFORMATION

- Student examinations and other student events such as degree ceremonies and open days will take precedence over work.
- The campus can be especially busy ten minutes before and ten minutes past the hour as this is when lectures typically start and finish.
- Some of our students and staff have disabilities which you may need to plan for. This includes people who are partially sighted, wheelchair users, hard of hearing or who have mobility issues.

GENERAL INFORMATION (CONSTRUCTION/ MAINTENANCE)

- Before starting work you must have watched the EMS Estate Management H&S Contractor Briefing (induction video) and complete a return-sheet, which includes a questionnaire confirming that you viewed and understood the information explained in the video. The video is available at the link below should you wish to view it at any time.
- www.essex.ac.uk/estates/campus/contractors.aspx
- Do not make any type of isolation (gas, water, electricity, fire alarms etc) without notifying and receiving authority from your EMS Contact
- Please inform your EMS Contact if you are likely to cause excessive noise, odour, dust or vibration especially in occupied areas.
- Do not be surprised to find other contractors working in close proximity – please liaise with them to identify any potential conflicts.
- Keys can usually be obtained from the Estate Management Helpdesk between 08.00-17.00 Mon to Thurs and 08.00-16.45 Friday. Outside those hours arrangements need to be made with the Information Centre

WELFARE

Toilet facilities are available by prior arrangement (although not within residential accommodation). Please respect the facilities and keep them clean and tidy at all times. You may use on-site shops. However you are not permitted to use any catering facilities wearing overalls or dirty boots and clothing.

Note: Contractors must not enter any licensed premises (premises selling alcohol) owned or managed by the University of Essex during working hours.

BEHAVIOUR

Always be respectful towards other contractors, staff, students and visitors. Do not consume alcohol or enter licensed premises on site whilst working for EMS or wearing work clothes. Keep noise and disruption to a minimum i.e no radios, no whistling whilst inside buildings etc.

FIRE SAFETY

Identify and make note of:

- Fire exit
- Fire alarm call points and then
- Read the Fire Action Notice

'Do not'

- Use lifts in the event of a fire
- Block or change escape routes
- Isolate fire alarms or detectors without first informing and getting permission from your EMS contact
- Leave detectors isolated longer than absolutely necessary
- Create dust – risk of false alarms
- Store flammable gases or liquids inside buildings
- Leave fire doors wedged open (only use wedges temporarily when moving equipment)

Note:

- The fire alarms typically have two toned siren, in some areas/zones they also have flashing beacons. Do not enter areas where the beacons are flashing or the alarms are sounding.
- Please cooperate with or Fire evacuation stewards and security staff and report to the fire assembly point on hearing the alarm.
- Store waste appropriately and remove combustible waste at the end of the working day.

FIRST AID

Before starting work identify:

- Your First Aider (if within your own team)
- The location of your First Aid Kit.

Note: The University can and does provide first aid cover in the event of an accident or in an emergency, should you not have the resource in your team.

Should an ambulance be required refer to the emergency contact numbers at the start of this Handbook.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND APPEARANCE

Whilst other specialist equipment may also be required our minimum PPE and appearance requirements are:

- Clothing bearing logos to distinguish you from staff and students
- Safety helmets (where risk of head injury)
- Bump hat and torch (for duct spaces)
- High visibility clothing (in appropriate working environment)
- Protective footwear at all times

What is **NOT** acceptable:

- Wearing shorts without prior approval; wearing "cut down", torn, tatty or short shorts
- Bare chests
- Singlets
- T-shirts with political statements, offensive or contentious messages, that could lead to misunderstanding or offence
- Hoodies with hood up when working in offices/internal public spaces
- The wearing of high visibility clothing that displays anything other than your company logo or that of the Principle Contractor you are working for.

RISK ASSESSMENTS, METHOD STATEMENTS AND CONSTRUCTION PHASE PLAN

Please ensure you have relevant Risk Assessments and Method Statements on site and you understand and follow them; this would also apply to the Construction Phase Plan when appropriate. The stated controls should adequately address all relevant significant issues. If work or hazard level changes please stop work and consult your line manager / EMS Contact.

ACCESSING

CEILING VOIDS

Expect a range of hazards including live services, materials containing asbestos and waste pipes which may contain toxic substances. Be vigilant and assume all services are live until proven otherwise, including redundant- looking electrical cables. Report signs of leaks or anything which looks unsafe.

CONFINED SPACES

Do not enter a confined space or duct without express permission of the EMS. To enter a confined space you need to have a Permit to Access document from your Estate Management contact, Confined Space Awareness training, a hard hat/bump hat, a torch that works and an oxygen monitor.

ROOFS

Some roofs have limited edge protection, fragile glazing, effluent discharges and equipment with potentially damaging emissions. To go onto these you need an access authorisation via your Estate Management contact. You need access authorisation to go on any roofs

LABORATORIES & SIMILAR SPACES

You need an Access Authorisation from your EMS Contact and clearance to enter from the department before accessing or working in these areas, which will include information about any extra controls needed.

Note: Laboratories & laboratory equipment can present biological, radiological and chemical hazards – particularly residues in sinks, waste traps, under benching and waste pipes etc. Laboratory Equipment may be contaminated with harmful remnants, particularly fume cupboards, sinks, traps and laboratory benching.

LASER LABORATORIES

Do not enter Laser Laboratories if equipment is in use (as indicated by signage on or above the door). You may suffer serious eye damage.

RESIDENTIAL ACCOMMODATION

Try to pre-arrange any visit with the Residential Accommodation site office.

Report your presence and pick up keys/fobs from residential site office.

When working in areas such as on a landing or circulatory space with accommodation entry doors adjacent to the work activity, knock and alert residents to the event and display signage in prominent places.

If access is required to a residence, please:

- Knock or use doorbell/entry-phone
- Wait a reasonable length of time for a reply
- If no response, knock and wait again
- If still no response enter using key/fob provided calling out the reason for your visit, e.g. 'Heating Engineer, come to fix the boiler'.
- If you are confronted by an agitated resident, please offer your apologies, withdraw and inform the Residential site office immediately.
- Residents should be out of bed and modestly dressed before works commence. If this is not the case please report back to the Residential Site Office and your EMS contact.
- On Completion of the works leave the area tidy and secure.
- Return all keys to the residential office / EMS Helpdesk / Security as appropriate on completion of works, or by the end of the day (whichever is sooner).
- Note: Contractors working out of normal working hours and at weekends must contact Security Services to book in and out of sites.

ACCESS AUTHORISATION

A number of locations require Authorisation to Access. You must have permission from your EMS Contact prior to entering or accessing:

- Duct spaces (although these may be assessed as a confined space)
- Roofs
- Plant room, risers and similar spaces
- Ionising radiation and non- ionising radiation hazard areas, example warning signs below;

Radiation Laser Non-Ionising Radiation

- Biohazard/chemical laboratories

Biohazard

- Engineering workshops or similar
- Bring skips and containers on to site.
- Out-of-hours access before 08.00-17.00 or at any time over the weekend

Permit-to-Work (Where signage is in place – do **NOT** ignore)

A small number of locations and activities require a Permit-to-Work. You must have permission from your EMS Contact (who will issue a permit) prior to starting if your work involves:

- Excavations/ Ground Penetrations
- Working in Radiation hazard areas
- Working on Roofs
- Under Podia Cable Tray
- Working on Live Electricity
- Hot Work Outside workshop
- Work on Moving Machinery
- Asbestos Removal
- Entry into Plant Room/Service Risers
- Breaking into Pipelines/Plant
- Tree Felling
- Fire Alarms and Fire Infrastructure
- Entry into Confined Spaces
- Biological Sciences Laboratories
- Work at Height
- High Pressure Water Jetting

HAZARDS

Typical hazards you may encounter include:

- High volumes of pedestrians especially ten minutes before and on the hour.
- Working in occupied areas and buildings.
- Live services (some of which may be buried or hidden) including HV electrical ring, high pressure water and fibre optics.
- Asbestos is present in most of our buildings.
- Laboratories with biological hazards, chemical, lasers, radiological and other hazards. (Lab safety and lab access details are explained later in this document)
- Rooms and outside cages that contain compressed and flammable gas.
- Confined spaces.

The University of Essex utilizes the Pisys 360 Permit to Work System ('PTW'), which is a web-based system for creating and managing Permits to Work and Permits to Access across all of our Campuses. Contractors should refer to the Permit to Work and Permit to Access Manual which is a guide developed for the purposes of assisting any person applying for a Permit to Work and/ or Permit to Access.

Roofs with limited edge protection, fragile materials, a potential for effluent discharges (e.g. stacks) and transmitters (e.g. base stations).

A congested site with limited parking and storage opportunities.

HIGH RISK ACTIVITIES

You must contact your EMS Contact

- Before Isolating any services
- If your work is likely to cause smoke, dust or fume vapours
- If you need to demolish part of a structure
- If you need to use or store flammable fuels, oils or other hazardous substance in greater quantities than 10 litres a approval is required
- If you intend to:
  - Bring or move materials by articulated vehicles
  - Bring cranes or mobile platforms to site
  - Erect or dismantle scaffolds
  - Manoeuvre construction site vehicles in pedestrian areas
  - Do work that may affect emergency escape from an occupied building.

ELECTRICAL SAFETY

- Unless proven otherwise consider all services to be live - this incudes redundant services until fully and correctly identified and isolated.
- Some equipment can contain capacitors which will mean the equipment may remain live even when the equipment has been electrically isolated.
- Be particularly careful of spurious feeds/ isolations to equipment and within buildings.
- Only 'Approved' typed warning notices and locking off procedures are to be used to indicate that isolations have been made. These should clearly identify the name, date and contact details of the individual making the isolation and prevent unauthorised persons from inadvertently re energising.
- Please use battery powered tools as the first option or 110 v supply where feasible. If you need to use 240v this should be protected by a RCD device.
- Block adaptors are not allowed.
- Do not work on any electrical/mechanical equipment where a 'Danger Board' or a 'Warning Notice' is displayed.
- You must select equipment that is suitable for the environment in which it is used; you should consider adverse environmental factors when working with electricity. For example, excessively damp (raining) or humid conditions will increase the risk of injury because of reduced effectiveness of insulation, which may undermine the effectiveness of devices used for isolation, or increase the severity should an electric shock occur.

PLUMBING

Speak to your EMS contact before breaking into hot or cold water supplies. Pipe runs should then be fully drained and isolated from the main system ensuring that dead legs/blind ends are not created. Do not reconnect without appropriate collaboration.

Run hot and cold main distribution pipework separately where possible. When connected and filled for the first time flush all associated outlets (if unsure speak to your EMS contact) and prepare and submit appropriate records. Specialist advice must be sought from your EMS contact before jointing vulcathene fittings.

Do not use:

- Rubber flexible connection pipes
- Oil based sealing compounds
- Hemp or similar

ASBESTOS

A number of our buildings are known to contain asbestos. Therefore do not do anything that affects the fabric of the building without contacting your EMS contact or Estate asbestos manager to obtain specific information.

Note: All contractors working for the EMS need to have had certified asbestos awareness training within the last 3 years.

An asbestos survey and management plan has been drafted and would have been passed to contractors as part of the tender/contract awarding/pre works process; however a copy is held on site and can be interrogated, should you have any concerns about the presence of asbestos. This information is available by contacting the EMS asbestos manager.

Contact: 01206 872951

DUST AND PROJECTILES

When working every effort must be made to keep the level of dust and projectiles generated to a minimum. Dust suppression must be used and mechanisms employed to protect neighbouring areas/pedestrians against projectiles. Dust not only has the potential to damage respiratory health, but as dry contaminant is the cause of many slip accident, in addition it presence makes the area look dirty and uncared for and is detrimental to the University's general appearance.

EXCAVATIONS

Do not break the ground without the express permission of your EMS contact. Many services run concealed below the surface (e.g. electrical cables (high volt & low volt) water, telecommunications, drains, sewers, and steam and fibre optics). Therefore, where permission is given you must ensure you:

- Where available, refer to plans to determine the precise location of services – Liaise with your EMS contact
- Employ safe digger techniques (e.g. cable avoidance tool locator, other scanning devices and hand digging)
- DO NOT ENTER excavations unless properly shored / battened back to prevent collapse
- Ensure the safety of all, staff, visitor, contractors, children and students at all times (e.g. back-fill, board / plate over, enclose and fence excavations when work is not in progress).

WORKING AT HEIGHT

When working at height, whether using, ladders, stepladders, mobile elevated working platforms, scaffolds or towers the area around the work activity should be cordoned off to prevent passers-by inadvertently coming into contact with the working equipment or having items fall upon them. All equipment used should be appropriately tagged and operators be able to present evidence of their competency on demand.

MOBILE ELEVATED WORKING PLATFORMS

You must be trained and hold a valid operator's licence (IPAF) for the category of machine to be used. Ensure statutory inspection certificates and maintenance records are in date and available for inspection. Be aware of buildings, trees and overhead services and mindful of crushing and trapping hazards. Use a harness and restraint lanyard. Do not use if the wind is gusting in excess of 23mph. Familiarise yourself with the machine's emergency rescue procedures.

MOBILE TOWERS

Towers must not be used in winds gusting in excess of 17mph. (the leaves on the trees will rustle). Do not erect or alter the tower in any way unless suitably qualified (e.g. PASMA). Ensure outriggers and guardrails are in place before use. When mobile platforms and towers are not in use please ensure they are secured to prevent unauthorised access.

SCAFFOLDS

To strike or erect scaffold you must be a holder of an appropriate CISRS (Construction Industry Scaffolds Record Scheme) card. Please ensure you work in accordance with NASC TG 20:13.

Note:

- Consider sheeted fan guards when erecting over access routes, brick guards, debris netting, access trapdoors on working platforms etc.
- Scaffolds left overnight must be protected by physical barriers to the first lift to deter unauthorised access.
- Pull tests should be undertaken on 5% of all anchors with a minimum of five undertaken using a calibrated device.
- Board retainer ties to be used on all scaffolds above one lift.
- Where feasible please look to install stairs instead of ladders.
- In addition to periodic seven day inspections, scaffolds should be re-inspected after adverse weather events or if you have reason to suspect the integrity of the scaffold.

TRAFFIC & ROAD SAFETY

As this is a public area with a high level of people movement, you must:

- Give priority to pedestrians, wheelchair users, cyclists and other non-motorised vehicles.
- Avoid deliveries during peak time, typically between 'ten to' and 'ten past' the hour, between 08:00 and 18:00.
- Use a banksman when reversing in pedestrian areas – do not simply rely on reversing alarms and flashing lights.
- Observe speed limits as indicated. Should it be necessary to drive in pedestrianized areas then the speed limit is 5mph (walking pace).
- Park only in designated parking bays;

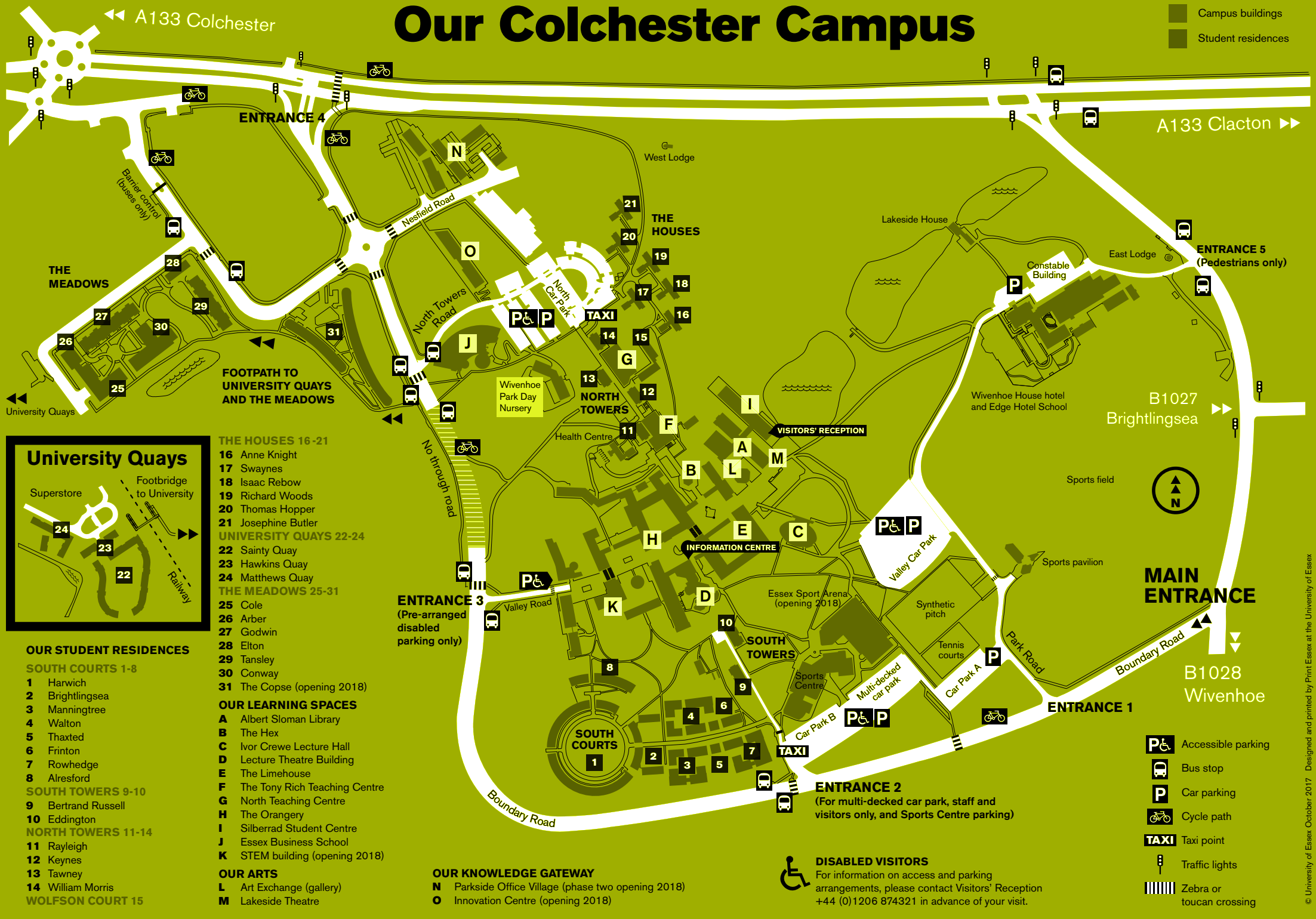
When parking on site, **Do Not:**

- Park in bays marked for people with disabilities
- Park on a double yellow lines or yellow hatched areas
- Park on pavements or in delivery areas (unless actually unloading/loading)
- Block exit routes or emergency service vehicles access routes.
- Park on grassed areas.

Note:

- Construction plant should be fitted with audible (and ideally visual) reversing alarms and cameras.
- The university now enforces its parking rules by way of issuing parking enforcement notices resulting parking charges of £50 reduced to £25 if it's paid within 14 days *(parking charge value at the time of this document being drafted, May 2015).*

Our Colchester Campus



University Quays

Superstore
Footbridge to University
Railway

OUR STUDENT RESIDENCES

SOUTH COURTS 1-8
1 Harwich
2 Brightlingsea
3 Manningtree
4 Walton
5 Thaxted
6 Frinton
7 Rowhedge
8 Alresford

SOUTH TOWERS 9-10
9 Bertrand Russell
10 Eddington

NORTH TOWERS 11-14
11 Rayleigh
12 Keynes
13 Tawney
14 William Morris

WOLFSON COURT 15

THE HOUSES 16-21
16 Anne Knight
17 Swaynes
18 Isaac Rebow
19 Richard Woods
20 Thomas Hopper
21 Josephine Butler

UNIVERSITY QUAYS 22-24
22 Sainty Quay
23 Hawkins Quay
24 Matthews Quay

THE MEADOWS 25-31
25 Cole
26 Arber
27 Godwin
28 Elton
29 Tansley
30 Conway
31 The Copse (opening 2018)

OUR LEARNING SPACES

A Albert Sloman Library
B The Hex
C Ivor Crewe Lecture Hall
D Lecture Theatre Building
E The Limehouse
F The Tony Rich Teaching Centre
G North Teaching Centre
H The Orangery
I Silberrad Student Centre
J Essex Business School
K STEM building (opening 2018)

OUR ARTS

L Art Exchange (gallery)
M Lakeside Theatre

OUR KNOWLEDGE GATEWAY

N Parkside Office Village (phase two opening 2018)
O Innovation Centre (opening 2018)

DISABLED VISITORS

For information on access and parking arrangements, please contact Visitors' Reception +44 (0)1206 874321 in advance of your visit.