

Contractor Site Induction

University of Worcester
March 2021

Covid - 19

- In accordance with the latest advice from Public Health England, you should self-isolate at home in line with official guidance if you any symptoms of Covid-19.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

- The contents of this induction are subject to change in line with the ever-changing guidance from the Government and WHO regarding practices and procedures relating to Covid-19.
- Please observe the University's social distancing regimes and safe workplace protocols. Follow the control measures that have been put in place in relation to your particular working environment and activity. If you are unsure or have concerns, speak to your site contact.

Important Note

- The Contractors and Consultants Site Rules For Working On University Premises, which you have already received, forms part of this induction. It is an update to the previous handbook given.
- It is the responsibility of the Contractor to communicate this information to site operatives including subcontractors in site inductions and tool box talks.

Introduction

- We are a 52 Weeks / 7 days / 24 hours operation.
- Open Days
- Applicant Days
- School Visits
- Summer Residential Bookings



Work Authorisation Process

- No works shall commence until formal authorisation has been granted by the University Appointed Project Manager.
- Contractors will be required to provide Risk Assessments and Method statements so Key Managers within UW will compare these documents against the UW RA/MS check list.

Risk Assessments & Method Statements

- The University requires safe systems of work, risk assessments and method statements. These must be available for all work involving significant risks. They must be site and job specific and refer to the contract and the University within the text. They must be suitable and sufficient

Risk Assessments & Safe Systems of Work

1. Check if a risk assessment has been done, read it and if you have any doubts, or need explanations ask your supervisor or UW PM.
2. Check there is a safe system of working.
3. Follow the above carefully. Do NOT improvise. If you have any suggestions, or something is unworkable, tell your supervisor.
4. Check for any associated COSHH Assessment.
5. Check control measures are in place before starting, report defects immediately.

Permit to Work

- The University operates a number of permits to work for high risk operations.
- At least 1 day's notice must be given for a permit to work to be raised and to be accompanied with site specific risk assessments and method statements.
- All permits must be returned at the end of the working day and a new permit issued if work is to continue the following day.
- A safe system of work must be agreed in advance.

Work Involving Permits

- Hot Works
- Working in Confined Spaces
- Working at Height
- HV Electrical
- LV Electrical
- Fire Alarm Isolations
- Lifts
- Mechanical Plant
- Asbestos
- IT Infrastructure
- Excavations.

Signing-In Procedures

- Work at St Johns Campus:
 - All contractors should report to the Hines Building (Goods Inwards) and sign in at the Facilities Reception.
- Work at City Campus:
 - All contractors should report to the Charles Hastings Building and sign in at Main Reception
- Work at Riverside / Arena:
 - All contractors should report to the Hines Building (Goods Inwards) and sign in at the Facilities Reception
- Any other signing in requirements must be agreed in advance.

Identification Badges

- ALL contractors are required to carry a means of identification when entering any UW property, and shall present the identification when requested to do so.
- ALL Contractors are required to sign in at the Facilities Reception Desk, is the Hines Building, BEFORE commencing works.

Contractor Pass and Hi-Viz Vests

- A UW contractor pass will be issued along with a UW Contractor Hi-Viz which must be worn at all times on UW premises.
- Access cards and keys may also be provided at this point if required.

Vehicles

- All vehicles on site must comply with the University traffic regulations.
- Speed limit must be adhered to - campus speed limit 10 mph.
- Extreme caution should be taken when on campus due to the large numbers of students moving between buildings (particularly at the end of lectures)
- Manoeuvring, particularly reversing, must be carried out carefully with the use of a competent banksman and/or reversing sounders for large vehicles

Parking

- Parking permits are available via the University's PM. Anyone not complying with the UW parking regulations will have a warning or penalty notice affixed, which may be pursued through the civil courts.
- Any parking fines outstanding at Practical completion of a project will be deducted from the Final Account.
- Do not park on the grass.

Keys

- Keys and entry swipe cards will be arranged by the UW PM. Any passes/keys provided to the contractor must be returned at the end of each day, unless agreed with UW PM.
- If not returned as agreed, the contractor may be held responsible for any costs involved in the replacement of passes/keys including changing locks and reprogramming entry systems.

Residential Premises

- Contractors or Consultants cannot enter any residential building before 10:00am or after 6:00pm unless agreed.
- Before entering an occupied residential property, all contractors must have undertaken our induction program, as well as providing successful copies of DBS checks.

Code of conduct

- Behaviour on Campus
- University Policies for:
 - Dealing with Harassment and Bullying
 - Safeguarding Children and Vulnerable Adults
 - Health and Safety
- Dress code
- Alcohol and Drugs

Emergencies

- Serious Injuries should be dealt with by calling an ambulance if necessary. **Dial 999**, then University Security **MUST** be notified on 01905 855495 / 07977 973956.
- Security can then escort all emergency vehicles onto site and to the location of the incident.
- Contractors must have current first aid trained staff with numbers appropriate to the size of undertaking and task/work activity.

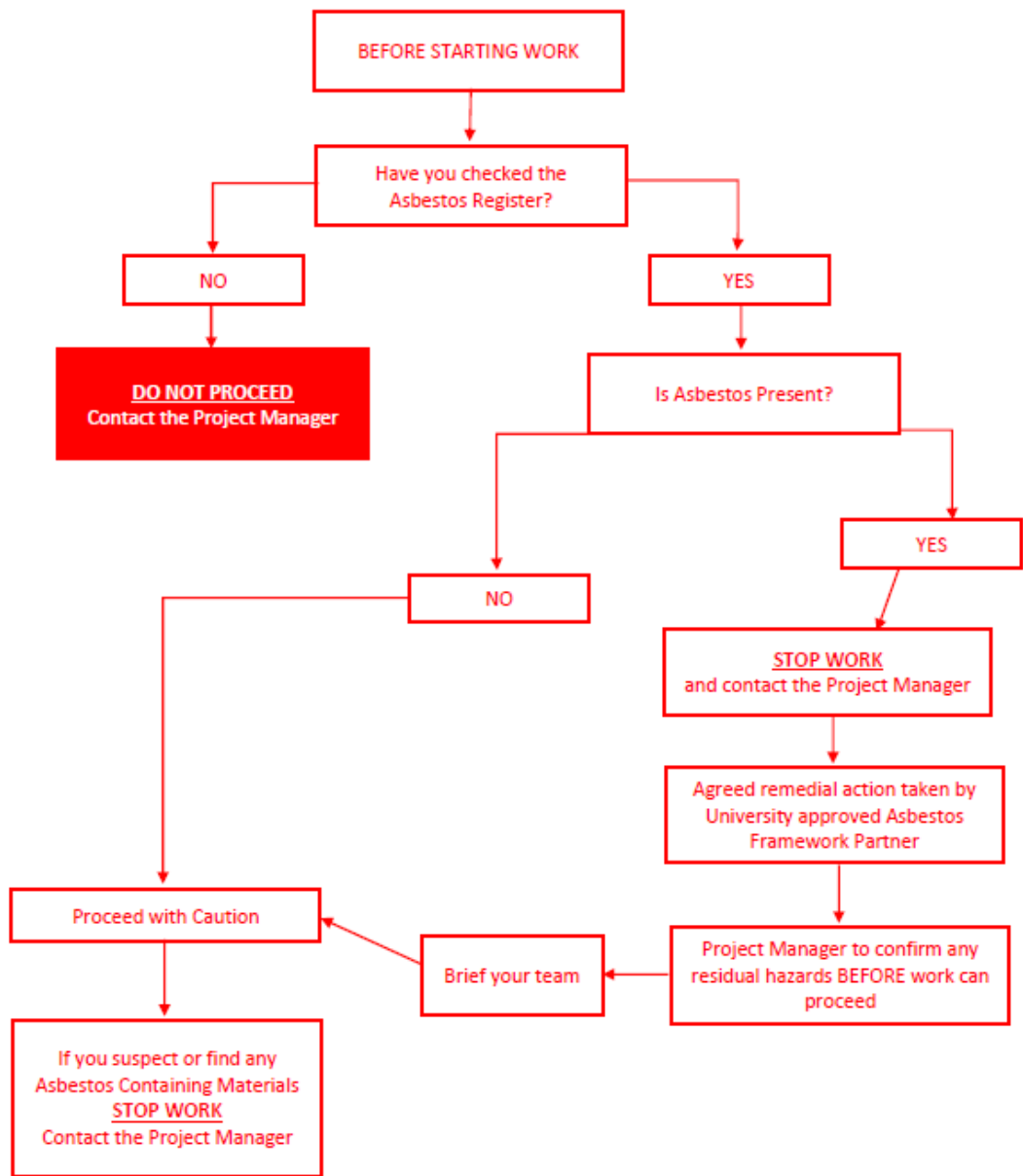
Accidents, Incidents, Near Misses and First aid.

- The Contractor shall record all incidents which arise under their control as required by legislation.
- A report must be send to the UW PM and to safety@worc.ac.uk within 24hrs. The contractors is to include details of all types of accidents, incidents and near misses, and in particular, the remedial steps they have put in place to prevent occurrence.

Asbestos

- The University has a comprehensive Asbestos register with detailed plans and descriptions, it **cannot however be considered infallible.**
- A permit to work system utilising specialist contractors is in place for the monitoring and removal of asbestos.
- Procedures and guidance can be obtained through the project manager.

If you suspect asbestos is present, stop work immediately and follow the University procedures and guidelines.



Bio-Hazards, Hazardous Substances and Laboratories

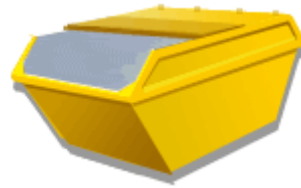
- Biological hazards are present in some UW buildings, particularly laboratories. Where the hazard is present the door to the laboratory will be marked with a sign and unauthorised access is prohibited.



- Hazardous Substances should be stored and disposed of appropriately and is the responsibility of the contractor to do so.

House Keeping

- Dust and rubbish must not be allowed to accumulate. Rubbish should be removed from the working area as soon as possible and kept in covered skips. All skips must be at least 5 meters from a building.



- All steps, ladder access, gangways and corridors will be kept free from obstruction and swept, mopped and dried frequently and kept secure.

Waste Management

- Any company producing, storing, treating, processing, transporting, recycling or disposing of commercial or industrial waste **MUST** comply with **Waste Transfer** regulations.
- The University subscribes to the WRAP Halving Waste to Landfill Initiative and as such Contractors will be assessed on their successful recycling abilities.

Dust and Fume Control

- Dust must be controlled and consideration given to potential fire alarm activations.

Control of Noise and Vibration

- The contractor must ensure that staff, students or visitors are not subjected to excessive noise or vibration.
- Noise Levels should be kept as low as possible. If unavoidable then the UW PM should be advised so that works can be scheduled to avoid disruption, particularly with regard to lecturers and examinations being held in the vicinity.
- Use of radios, MP3 plays etc by contractors is prohibited in any part of the University.




Fire Safety

- Contractors employees should be familiarised with the location of fire alarm call points, fire extinguishers, emergency exits and fire assembly points.



- If a contractor hears the alarm they must evacuate the building, even if their actions triggered the alarm.

Protective Clothing

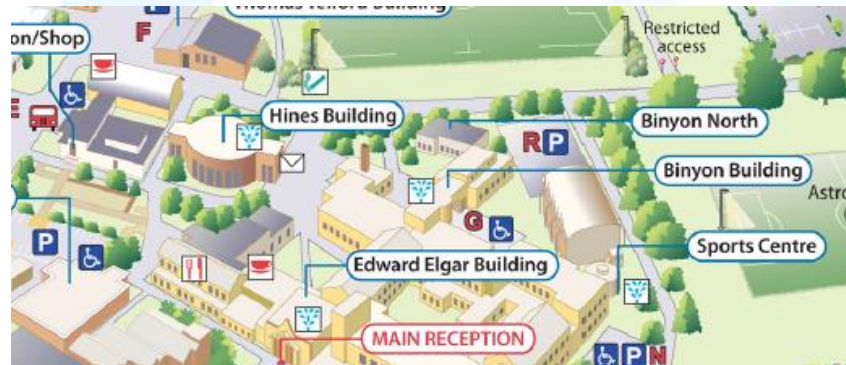
- You will be responsible for ensuring that all site operatives, employees and management are provided with, and use, appropriate protective equipment in accordance with current regulations.
- Hard Hats must be made available to visitors in hard hat areas. 
- Operatives must use protective equipment at all times where necessary, regardless of their own views on risk .

Smoking

- Smoking is only permitted in designated Smoking Areas which will be identified during the contractor induction. This includes the use of electronic smoking devices.



NO SMOKING
INCLUDING
ELECTRONIC CIGARETTES



Welfare Facilities

- Suitable welfare facilities should be arranged with the UW PM.
- When working in existing buildings “public” toilets may be used but the contractor must ensure they are kept in a clean and tidy condition.
- Contractors are **NOT PERMITTED** to use the toilets within occupied residential premises.
- There are several places on campus for the purchase of food and drink.

THE END

**If you have any questions, please
contact contractors@worc.ac.uk**