



SITE RULES FOR WORKING ON UNIVERSITY PREMISES

A photograph of the University of Worcester building, a large red brick structure with arched windows and a central entrance. The building features a prominent clock tower on the right side. The entrance is marked by three large arched doorways. Above the entrance, the text "University of Worcester" is visible. The building is surrounded by greenery and a paved area.

Review Date: 30 April 2019

[illegible]

Document title		
Site Rules For Working On University Premises		
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Acknowledged By	Date of Acknowledgement	
Health, Safety and Wellbeing Committee		
Review date	Edition no	ID code
June 2019	V3	SCoP 05
EITHER For public access online (internet)? Tick as appropriate	OR For staff access only (intranet)? Tick as appropriate	
Yes ✓	Yes	
For public access on request copy to be mailed Tick as appropriate	Password protected Tick as appropriate	
Yes ✓ No	Yes ✓ No	
<p>External queries relating to this document should be referred in the first instance to Safety Services: safety@worc.ac.uk</p>		

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Introduction

It is the University of Worcester's policy to ensure a high standard of safety on campus. These rules are designed to alert contractors to hazards, special considerations and protocols that apply to all works being undertaken on University premises. It is also a reminder of some of the statutory requirements that apply on campus.

This Safety Code of Practice contains guidance and information to assist Contractors to work safely whilst on University premises. It is intended to be used as a reference document and arrangements should be in place to ensure that Contractors have their own copy whilst on site. Compliance with this Code of Practice does not discharge a Contractor of their duties and responsibilities under the [Health and Safety at Work etc. Act 1974](#) and regulations made thereunder as these duties cannot be delegated. It is the duty of the Contractor to ensure that all references in this Code of Practice are current.

Contractors shall observe their duty not to endanger University members, their own staff or others, by their activities when working on University premises. If you have any doubt about the task, work requirements or specialist instructions your staff are being asked to undertake, you must seek advice from your University Project Manager.

1.1 Competent Contractors

To be accepted onto the preferred lists of contractors, all applicants must be registered with an accreditation scheme as described in the Health and Safety Executive (HSE) Safe Procurement Guide i.e. Contractor Health and Safety (CHAS), Safe Contractor, Construction Line, Achilles, BM Trada, Exor and NHBC Accreditation Schemes, and be competent for the range of works being undertaken. It is an essential component of the competence and suitability of preferred contractors and suppliers that the rules contained in this document are adhered to at all times.

This document must be read and understood by the senior management of all contractors and suppliers. It is the responsibility of the contractor to bring the University's Site Rules to the attention of all staff, including sub-contractors, working on their behalf at the University, through work instructions or induction. It is the duty of all contractors to have knowledge of this document and all applicable legislation and to take account of it in the pricing, planning, management and execution of all work on University projects. This duty does not in any way relieve the contractor from their own legal or contractual obligations.

All contractors and consultants working on the University's premises must attend a University of Worcester Contractor/Consultant Induction before commencing work.

Where the word 'Contractor' is used this equally applies to consultants, sub-contractors and Estates and Facilities (E&F) construction related operatives, supervisors and managers.

Before any work is carried out, the contractor shall confirm, in writing using the Declaration of Compliance form at Appendix 1, to the Director of Estates and Facilities that this guide has been read and understood and will be applied to all subsequent work.

The contractor is expected to be familiar with the document: 'Absolutely Essential Health & Safety Toolkit for the Smaller Construction Contractor' ([INDG 344](#)) and Health and Safety in Construction ([HSG150](#)). The Contractor should also be familiar with the Construction (Design and Management) Regulations 2015. ([CDM](#)) and the HSE guidance Managing health and safety in construction - Construction (Design and Management) Regulations 2015 - [Guidance on Regulations](#).

1.2 Purpose of these Rules

The University has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work. This duty extends to ensuring that persons not employed by the University are, so far as is reasonably practicable, not exposed to risks to their health and safety. Contractors have identical responsibilities and there is a shared responsibility between the University and contractors to cooperate and work together to achieve a safe environment for all and compliance with the [Health and Safety at Work etc. Act 1974](#) and relevant regulations made thereunder.

These rules provide guidance on our expectations and general safety advice for working on the University's premises, and may be referred to in the contractual preliminaries. They do not amend or replace any statutory requirement or code of practice. Reference to Regulations, British Standards, Safety Codes of Practice, Guidance Notes etc. referred to within this document are those deemed generally applicable and is not exhaustive.

1.3 University Appointed Project Manager

Your contact point will generally be the designated University of Worcester Appointed Project Manager (PM). This person may be one of the University's Project Managers but could also be another member of the Estate Services staff, including but not limited to the Head of Maintenance (HOM) – for the purposes of this document the University of Worcester Appointed Project Manager will be referred to as PM. The role of the PM is to administer the running of the project and monitor its progress. Generally, communication between the University and the contractor will be via the PM. The contractor will be advised if a Clerk of Works is to be employed.

For its part, the University will assess risks of our work activities or on-site hazards that might put the Contractor at risk and communicate these residual hazards to the contractor.

The PM will alert the contractor to any hazards that may impact on the planned work.

1.4 Work Authorisation Procedure

No works shall commence until formal authorisation has been granted by University Appointed Project manager as set out in **Appendix 2**.

Contractors will be required to provide Risk Assessments and Method Statements. Key managers within UW will compare these documents against the UW RA/MS check list, see **Appendix 2** before allowing works to commence.

TOPICS IN ALPHABETICAL ORDER

Accidents, Incidents, Near Misses and FirstAid

The contractor shall record all incidents which arise out of the contract works in areas under his control as required by legislation. Whilst the University understands the need to protect information under the Data Protection Act, the University expects the contractor to include broad details of all types of accidents, incidents and near misses, and in particular, the remedial steps they have put in place to prevent reoccurrence, by sending a report to the PM and also to safety@worc.ac.uk within 24 hrs or sooner depending on the seriousness of the incident.

Any incidents deemed reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ([RIDDOR](#)) should be reported by the contractor to the appropriate enforcing authority on the appropriate Form.

The University always retains the right to investigate incidents on University property and all contractors will be required to co-operate in any investigation.

In the case of an incident requiring more than first aid, there is an Accident and Emergency Department at the Worcestershire Royal Hospital, Charles Hastings Way, Worcester WR5 1DD.

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 to alert them to the fact that an ambulance has been called. Be ready to give them details of the location of the accident. Informing Security will help in getting the emergency services to the correct location as promptly as possible.

The contractors must have current first-aid trained staff with numbers appropriate to the size of undertaking and task/work activity. It is unacceptable to rely on others to fulfil first-aid obligations.

First aid provision must be made by the contractor in accordance with the [Health and Safety \(First Aid\) Regulations 1981](#).

Any incident involving a member of the University staff, students or members of the public on University property must be reported to the University Project Manager immediately, who will inform the Head of Safety Services by the quickest possible route. The contractor must still comply with their duties under RIDDOR as appropriate with regard to recording and reporting incidents.

Alcohol and Drugs

Contractors personnel shall not bring alcohol or drugs (except with good medical reason) of any kind onto site. Any contractors staff who are, or appear to be, under the influence of alcohol or drugs may be asked by a University representative to leave site immediately and may be refused admittance at any future time.

Asbestos

Contractors should ensure that their activities in particular comply with the [Control of Asbestos Regulations 2012](#) and be familiar with HSE guidance and [Approved Code of Practice](#)

Some buildings owned or occupied by the University of Worcester were built or refurbished at a time when the use of asbestos containing materials (ACMs) in their construction was common. Management surveys (Formerly Type 2) have been carried out on all of the older properties. However, it is likely that not all of the ACMs will have been located. The remainder may be in inaccessible areas that will only be located by destructive testing such as within partitions, ducts and voids, under floorboards and as permanent shuttering to underground ducts. It is essential that a cautious approach is taken. Asbestos warning labels are used in areas of perceived high risk on a case by case basis. However labelling may not always be considered, particularly where they may cause anxiety to the building occupants. The absence of a labelling is not a confirmation that ACMs are not present and the asbestos register must be consulted in all cases.

All Contractors personnel working on University property must have received asbestos awareness training in accordance with Regulation 10 of the Control of Asbestos Regulations

A record of all ACMs is held on the Asbestos Register, which can be viewed in hard copy format either at the Estate Services Office or Reception at St John's and City Campuses. Electronic copies will be made available to authorised contractors and consultants. The register is managed by the University's Estate Services Team. For all other work in buildings constructed before 2000 the PM or the Principal Designer (PD) will provide the contractor with a copy of the asbestos register as part of the project brief. Where the work is likely to disturb known ACMs arrangements will be made to remove the ACM if reasonably practicable or alternatively the design will be changed to avoid disturbing the ACM. Only one of the University's approved asbestos contractors may undertake work with ACMs. Please note that asbestos may exist in areas yet identified (in areas previously stripped or not), so it is important to proceed with caution and to consult the PM if any doubt arises, before there is any risk of asbestos fibres being released. The contractor must not commence work where the asbestos register has not been provided.

Where intrusive refurbishment is anticipated the PM will undertake a suitable and sufficient assessment which may include taking additional samples or the commissioning of a full refurbishment and demolition survey (formerly Type 3). Survey information will be available from the health & safety file in the case of projects falling under CDM or directly from the PM. The asbestos register will be updated by Estate Services.

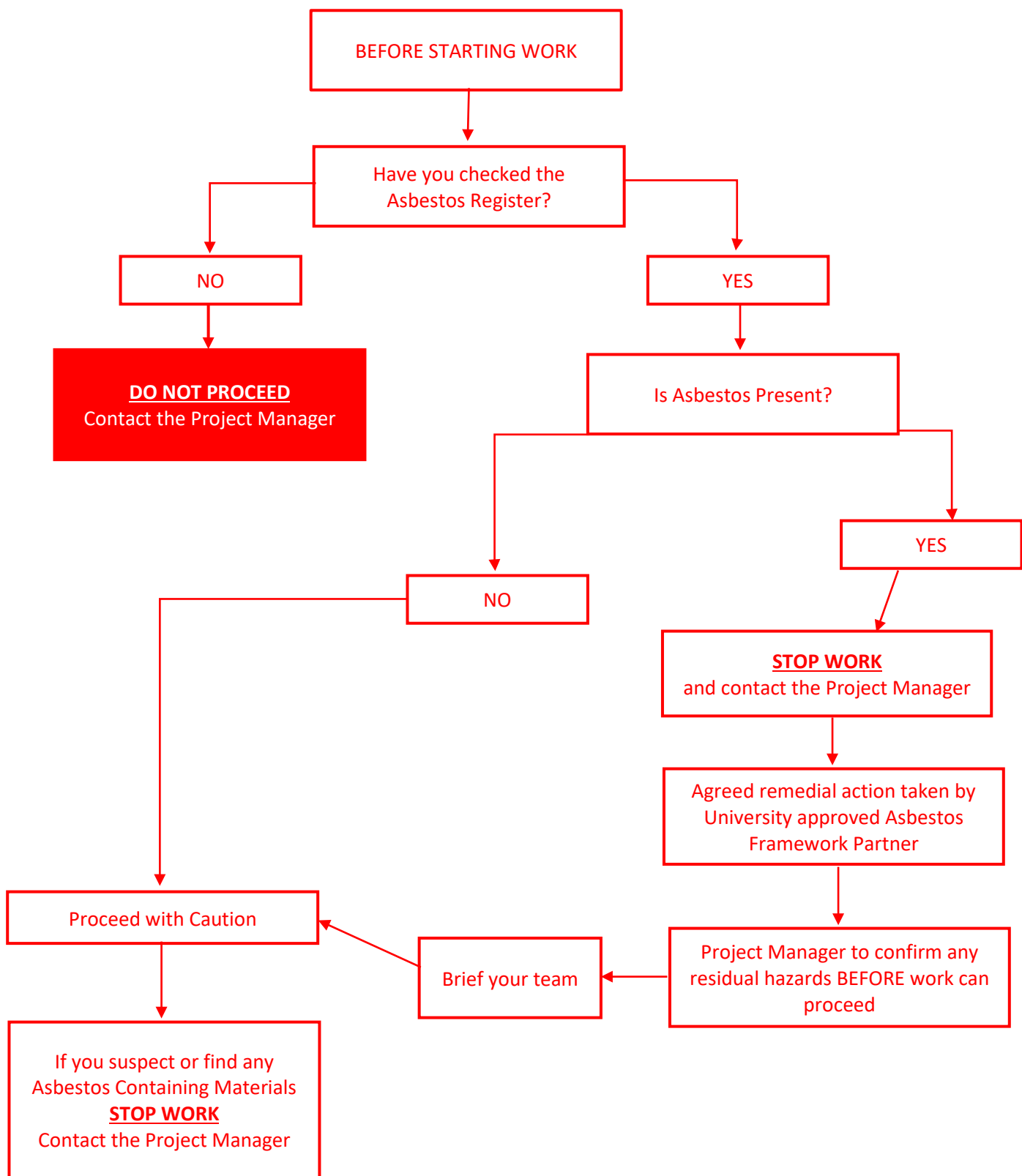
The contractor must not commence work where the asbestos information has not been provided.

Where reasonably practicable any ACMs affecting the project will be removed as enabling works either as a separate contract or part of the main contract in the case of phased works. This does not mean that all ACMs will have been removed from an area. Following any asbestos remediation work and before any project work can take place the PM will provide a statement of the work that has been undertaken and a summary of any residual hazards that remain; this statement must be received before the main works start. Estate Services will also update the asbestos register.

A statement on the known ACMs must be included in the contractor's Site Induction to all employees and subcontractors. Where considered relevant the PM can provide a briefing/tool box talk to form part of the site induction.

Any damage to known or suspected ACMs must be immediately reported to the PM or the AC and work must stop immediately to enable abatement works to be carried out. At all times the contractor must comply with the provisions of the University of Worcester’s Policy and Procedures for the Safe Management of Asbestos Containing Materials.

Asbestos Flow Chart



Behaviour

The contractor will be responsible for its employees and sub-contractors, ensuring that they are fully aware of the conduct that will be required whilst working at any of the University of Worcester sites (the University). This will include: equality and diversity responsibilities, appropriate language and behaviour, appropriate dress code, and health and safety requirements such as personal protective equipment and clothing as well as health and safety practices.

Individuals are expected to conduct themselves in an appropriate and respectful manner,

Inappropriate behaviour or inappropriate language is likely to be found offensive by people, whether they are directly or indirectly subject to it.

Forms of inappropriate language and behaviour include the following (this list is not exhaustive):

- racist, sexist or homophobic language.
- jokes based on race, gender, disability, age, religion or sexual orientation.
- language that is likely to highlight difference in terms of race, colour, national origin, gender, disability, religion, sexual orientation, age, marital status, physical or personal attributes and is likely to cause offence to the recipient or other people in the workplace.
- conversation of a sexual nature be it explicit or not; this includes sexual innuendoes.
- rude, offensive, demeaning or degrading language against any person, community, culture, religion or way of life.
- nick-names which may be or are potentially offensive on the basis of race, colour, gender, disability, sexual orientation, nationality, religion, ethnic origin, age or personal, physical or social characteristics.
- language or behaviour, which incites prejudice and discrimination on the basis of race, colour, religion, gender, disability, etc.

Contractors should also refer to Appendix 4: the University's Equality of Opportunity Policy Statement and Bullying and Harassment Policy for more information

Bio-Hazards

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



The Contractor will be informed by the Departmental Representative when the area is safe to enter. See also **LABORATORIES**.

Children

No children under the age of sixteen are permitted to be in building areas where construction work is taking place or external areas where contractors are working. This prohibition includes the children of staff, students, visitors and contractors.

Competence

It is the responsibility of the contractor to ensure the competence of everyone working for them. All contractors working on university property must be trained and competent to carry out the contracted work. They should also be aware of the dangers of working outside of their competency.

The HSE defines competency as:

A competent person is one who has the required knowledge, experience, training, maturity and authority to do the work in a safe manner. Where a training standard is mandated by legislation, this will be the minimum to be achieved.

Confined Spaces

Contractors should ensure that their activities comply with the Confined Spaces Regulations 1997 and be familiar with the HSE guidance [Confined spaces - A brief guide to working safely](#) and the [Approved Code of Practice](#).

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury and/or death can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). Otherwise, areas that are difficult to get in and out of are classed as restricted access spaces.

Contractor's employees may not enter any loft, tank, pit chamber, pipe, duct, flue, or area that has been identified as a confined space without a full risk assessment and training and a University of Worcester Permit to Work. Evidence that operatives have confined space training and the appropriate procedures are in place is required before accessing the work area. Evidence to be forwarded before works commence. This evidence should be attached to the relevant Permit to Work. Some plant rooms also have confined spaces. See **PERMITS TO WORK**

Consultation

Where employers share the same working environment, there is a legal requirement that they cooperate and work together to minimise any risks to health and safety. Consultation is an important element of this responsibility.

All construction work now falls within the scope of the [Construction \(Design and Management\) Regulations 2015 \(CDM\)](#). However, not all construction work requires notification or the appointment of a 'Principal Designer'. If during the planning stage it becomes clear that it is a notifiable project, the University will appoint a 'Principal Designer' and written notification made to the Health and Safety Executive (HSE), also a Pre-tender Health and Safety Plan will be prepared.

As part of managing health and safety you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as Risk Assessment and it is something you are required by law to carry out. All risk assessments must be specific to the task being assessed. Contractors may have generic assessments already, however these must be modified so that they reflect the work undertaken at the University. Any significant changes to the work, not forming part of the original risk assessment, must be discussed with the PM beforehand and may require a new written assessment be done. Contractors should be familiar with the HSE guidance Risk Assessment – A brief guide to controlling Risk in the workplace ([INDG 163](#)).

The contractor should discuss the following matters with the PM (or his nominated representative) before tendering and before work commences:

- The defined area of work – storage and working area and site activities;
- Signing in and out procedures – whether at the building reception or at the main site hut;
- Safe routes and methods of delivering and removing equipment and materials;
- Emergency procedures;
- Arrangements for the safe storage of chemical substances or gas bottles (e.g. acetylene or LPG) or fuel for portable compressors;
- Any specific hazards which may be present within the defined work area (e.g. presence of asbestos, or hazards arising from the particular area, i.e. laboratory, chemical store etc.
- Whether there are heat or smoke detectors in your area of work which might be affected by your operations;
- Arrangements for access outside normal working hours (only if necessary);
- Whether the University's Head of Safety Services should be involved at this stage;
- Contractor's health and safety documentation and methods of work;
- Provision of fire extinguishers locally, or where called for, depending on type of work;
- Who has the right to insist work is stopped if dangerous;
- Requirement for Permits to Work.
- What equipment, plant or services may / may not be used.
- The use of personal protective equipment.

At post-commencement co-ordination meetings, health & safety should be a standing item on the agenda.

Contractors' Visitors

No Contractor is to arrange for persons not connected with the task, to visit them on site unless prior written permission has been obtained from the PM. If the visitor arrives unannounced and has legal rights to access the site – Police Officer, HSE Inspector, Environmental Health Officer and so forth – the contractor shall inform the PM immediately who will then inform the Head of Safety.

Danger Boards

The Contractor shall not touch any equipment if a University Danger Board or notice is attached to any electrical or mechanical equipment. If the contractor is expected to work on the equipment he must seek out the person whose name is shown on the Danger Board or notices and consult the PM before commencing work.

Where locking off arrangements are in operation the contractor should follow the procedure detailed in the University Code of Practice for Safe Working on Low Voltage Electrical Installations. See also **ELECTRICAL SAFETY**.

Deliveries

The Contractor must ensure that the vehicles delivering materials are aware of the precise job location. Failure to ensure delivery vehicles have the correct information will result in delays and may result in the vehicle being refused access. Unless specific arrangements are agreed with the PM, no materials are to be delivered to University premises unless the Contractor's representative is there to receive them. Storage areas will be agreed with the PM prior to commencement.

Documentation on Installed Equipment

Contractors installing any electronic or mechanical systems, must provide information on the operations and maintenance of the installed items in a format to be agreed with the PM.

Drainage Systems

Care should be taken when dismantling internal drainage systems as these may contain hazardous substances. In the case of laboratories a Permit to Work on the drainage will be required as these may need decontamination and written confirmation from the Departmental Representative. The disposal of liquid radioactive waste is usually via a dedicated sink and waste run direct to the foul sewer. The Senior Laboratory Technician will be able to confirm that it is safe to work on the system. If in any doubt the PM should be contacted. See **LABORATORIES**.

External drainage systems will present many of the hazards detailed above, however at this stage the concentrations should be much lower due to dilution. Risks here are more likely to be focused on confined space issues and vermin. Personal protective equipment should be worn such as disposable suits and gauntlets. Breathing apparatus may be required. Contractors' employees must wash their hands after carrying out work on drainage systems. See **CONFINED SPACES**.

Dust and Fume Control

The Contractor must ensure a dust/fume proof seal between his area of work and the remainder of the building before commencing any works that cause dust or fumes. No internal combustion or compression ignition engine is to be used within university buildings unless suitable arrangements have been made to conduct the exhaust gases to the open air or to provide adequate ventilation sufficient to prevent a dangerous concentration of gases.

Any equipment that emits fume or exhaust gases must be set up well away from any air intakes or windows for buildings.

The creation of dust or fumes which could be injurious to health, offensive or cause damage to equipment must be adequately controlled by the Contractor. All equipment to cut a chase into walls, floors etc. must be fitted with local extract ventilation connected to a dust collection system. Contractors are reminded of the effects of dust and fumes on fire detection systems and the need to isolate and protect detector heads. See **HAZARDOUS SUBSTANCES AND PERMITS TO WORK**.

Electrical Safety

Contractors should ensure that their activities in particular comply with the [Electricity at Work Regulations 1989](#) and be familiar with the [HSE guidance Electricity at Work Safe working practices](#)

The University is served by a high voltage (HV) distribution system comprising HV sub-stations at various locations on the campus and a low voltage distribution network. The HV sub-stations require a Permit to Work for entry.

Contractors must:

- Obtain in writing the consent of the PM before making any connection to the University electricity supplies.
- Ensure that cables, plugs and sockets are free from defects and that the fuse rating is suitable.
- Avoid trailing leads whenever possible and agree adequate protection if it is necessary to route the leads across corridors, footpaths or roadways.
- Provide suitable step-down isolation transformers where necessary for all work, or provide

alternative means of protection (such as residual current devices) where low voltage equipment is not available. All equipment to have a current test certificate.

Low Voltage systems are subject to the University's Code of Practice for Safe Working on Low Voltage Electrical Systems which detail the competency required and the levels of authority.

Permits will be required before any works commence. Contractors working on these systems must be authorised by the PM via a Permit to Work.

Allied trades working in sub-stations and LV switch rooms such as carpenters and decorators must have electrical safety training or be escorted by a Competent Person. See **PERMITS TO WORK**

Emergencies

The University internal telephone number for getting help in an emergency is: 01905 855495

When using mobile phones in an emergency contact **999**. Once you have called the emergency services you must call (Tel: 07977 973956) and inform Security who will escort the services to your location.

If using a University desk phone the number is **9-999** (dial the first nine for an outside line) once you have called the emergency services you should then call, **Ext. 5495**, this number connects to the Security Control Room, who will then meet the attending service and guide them to your location. The Control Centre is manned 24 hours a day throughout the year.

University buildings are equipped with fire detection systems, fire extinguishers at strategic positions in corridors and adequate signposting to alternative exits. Many fire detection systems are connected through to the Security Control Room. Working with tools and equipment that may make smoke or dust must be done under a permit system where the detection system is hooded. See **DUST AND FUME CONTROL**.

When working within a building, the contractor must make sure that their employees are made familiar with these features, and if necessary, should ask the PM to point them out. In addition the use of fire extinguishers should be reported, in writing, to the University immediately so that they can be replaced. Contractors should also make themselves familiar with emergency exit routes and keep them clear.

Energy

The University has committed itself to an ambitious carbon reduction target. To support this target, the University has developed Energy and Water Policy which sets out the University's commitment to robust and sustained energy and water management practices and to continual improvement in energy performance. A copy of the Energy and Water policy can be found on the University website [Energy Management Strategy 2013-18](#)

The commitment and support of our contractors and consultants is essential to our ability to meet these standards. Working on the University's behalf, you have the responsibility to minimise your impact on the environment and work in an energy efficient manner by adhering to the Energy and Water policy. Contractors should, at all times, minimise the consumption of energy and water. See also **ENVIRONMENTAL SUSTAINABILITY**

Environmental Sustainability

The University takes its responsibility towards sustainability seriously. To maintain high standards in environmental and energy management, we apply the (national standard) ISO14001 and ISO50001 management systems, respectively. These systems ensure the University continually improve our environmental impact and energy efficiency.

The commitment and support of our contractors and consultants is essential to our ability to meet these standards. Working on the University's behalf, you have the responsibility to minimise your impact on the environment and work in an energy efficient manner. Daily activities, including: waste management; turning off unused equipment, including lighting; and, disposing of water waste correctly should comply with the University's Environment Policy.

Equipment and Portable Tools

Contractors should ensure that their activities in particular comply with the [Provision and Use of Work Equipment Regulations 1998](#) and be familiar with the HSE PUWER [Approved Code of Practice](#)

The contractor shall ensure that all equipment is in good order, appropriate for the tasks and complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All portable tools are to be of low voltage. Step down transformers are to be provided from 240V to 110V with a centre tap or midpoint earth. All portable equipment cased in metal and any flexible metallic coverings to conductors must be earthed. Cables supplying portable electrical equipment must be of the correct number of cores and be properly connected to standard properly fused plugs and sockets. All portable electrical tools must have evidence of a satisfactory test pass in the previous 12 months. Battery operated tools are preferred.

Contractors are to ensure cables are not trailed so as to be unsafe to anybody in the vicinity. Portable electric lamp necklaces are to be of the moulded type and the lamps protected with effective guards.

Contractors should limit the open arc voltage of AC arc welders to 40V. They must also ensure they use the correct earth lead and it is properly connected at all times.

Tools that create dust (saws, sanders, routers and so forth) are to be fitted with local extract ventilation connected to a dust collection system. See **DUST AND FUME CONTROL**.

Excavations

A Permit to Work system is in operation for excavations, see **PERMITS TO WORK** on all University premises. Before starting work, obtain plans of underground services and consult the PM as to whether the contractor or the University will scan the area with detecting equipment. Use safe excavation methods as described in the [HSE Construction Information Sheet No 47](#) (rev 1). If underground warning tape or a change in soil material (such as pea shingle or sand) is noted stop any mechanical digging immediately and consult the PM. In exceptional circumstances hand digging may only proceed with a fork.

An adequate safe working area must be allowed. Many excavations are classed as confined spaces in that they have restricted access and egress along with hazards that may be increased due to the restriction of access and egress and therefore, plans and systems must be in place to aid evacuation.

Appropriate shoring and access to the base of the trench must be provided. Placement of spoil must not cause a nuisance or hazard or cause the excavation to collapse and its location is to be agreed with the Grounds Manager. If spoil is to be placed on a grassed area the grass should be protected by plywood or strong polythene. See also **NATURAL ENVIRONMENT**

Roads and footpaths must be kept clean and swept or washed to prevent slip and skid hazards for vehicles, cyclists and pedestrians.

Ensure that all excavations or areas where the surface of pathways has been disturbed are guarded with suitable signs and barriers as appropriate. If the area is not well illuminated by external lighting then flashing beacons will be needed during the hours of darkness. These must be secured to prevent theft. Carry out all reinstatement to the satisfaction of the PM which may include redressing the surface six months later when compaction is complete.

Explosives

No explosives are to be brought onto site without the written permission of the Director of Estates and Facilities.

Fire Safety

The contractor must include in his plan of work methods for fire protection and evacuation. Extra precautions will be required where **HOT WORK** is intended. 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 he must evacuate the building even if his actions triggered the detection system or alarm cables were cut. Any contractor activated alarms must be reported to the Security Control Room immediately.

Any isolation of the fire detection system must be agreed in advance with the PM under a Permit to Work. Any protection over fixed heat or smoke heads must be removed at the end of the working day and reinstated the following day if appropriate. Fire doors must not be propped open unless Contractor's employees are in attendance. Escape corridors and fire exits must not be blocked by the storage of materials or waste and trip hazards such as trailing cables should not be present. See **HOUSEKEEPING**.

Any penetration of fire compartmentation in buildings by pipes, cables and the like, must be reinstated to at least the existing fire rating (1/2 hr, 1 hr etc.) and in any event to the satisfaction of the PM.

Gambling

Gambling or betting on site is strictly prohibited. Any person found contravening this rule is liable to be required to leave campus and may not be permitted to return at any future time.

Gas Safety

Contractors should ensure that their activities in particular, comply fully with the [Gas Safety \(Installation and Use\) Regulations 1998](#), [Pressure Systems Safety Regulations 2000](#), Control of Substances Hazardous to Health Regulations 2002 ([COSHH](#)) and the Dangerous Substances and Explosive Atmospheres Regulations 2002 ([DSEAR](#)).

All work to gas installations is subject to a Permit to Work System.

Any Contractor's employee working on a gas installation subject to the Gas Safety (Installation and Use) Regulations 1998, must hold current Gas Safe Registration for the appropriate type of work (i.e. domestic and/or commercial). For gas installations not subject to this legislation i.e. compressed gases in the form of nitrogen, CO² or other laboratory gases we expect the contractor to be a member of a suitable trade body e.g. the Compressed Gas Association.

Proof of registration and the competence of operatives are to be provided prior to the commencement of work. On completion, a Gas Certificate, certifying the soundness of the installation, is to be issued to Estate Services.

Hazardous Substances

Contractors should ensure that their activities comply fully with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and follow any procedures required by either Estate Services or the University's Head of Safety. Contractors should also be familiar with relevant HSE guidance the Control of Substances Hazardous to Health Regulations 2002 - [Approved Code of Practice](#) and guidance and Dangerous Substances and Explosive Atmospheres Regulations 2002 - [Approved Code of Practice and guidance](#).

The University recognises that contractors will be using substances which are classed as hazardous. These may be substances which are routinely used and are not always understood to be hazardous (e.g. fuel, wet cement), or they may be substances which are infrequently used in specialist operations. Hazardous substances have the potential to cause harm to the environment or human health if they are incorrectly stored, handled or accidentally spilt.

In addition, they should ensure that good practice is applied for pollution prevention. These may include (but are not limited to): having a procedure for containing and clearing spillages; providing appropriate spill kits/containment measures; not storing chemicals close to drains or watercourses; storing chemicals in a secure area (ideally banded) to prevent unauthorised access; refuelling large plant in appropriate designated area; refuelling small plant in an appropriate manner (using funnels and drip trays/drip mat if required) and checking containers for leaks. Hazardous substances should be disposed of appropriately and it is the responsibility of the contractor to do so.

Hazardous substances in the context of the University include materials such as paints that may cause an adverse reaction. It is therefore important to consider the effects of substances on third parties, this will be particularly important in residential accommodation or other occupied areas where paints, adhesives, pesticides or timber treatments are being applied. You may be required to use water based applications instead of solvent based due to the potential for triggering an asthma attack. Special arrangements may be needed in areas where ventilation is poor, and these need to be planned in advance.

The contractor will be asked to provide the University with a copy of any written COSHH assessment and in some cases there may be a need to discuss the implications with the Head of Safety Services before work starts.

Apart from the health hazards which are covered by the COSHH regulations, it is important to ensure also that flammable and explosive gases, such as acetylene, butane and propane are used and stored safely. The University Appointed Project Manager (or their nominated representative) should be informed of any difficulty connected with the use or storage of these dangerous materials on premises.

Any proposal to bring acetylene onto campus must be notified to the PM and if necessary the University's Head of Safety must be consulted.

For its part, the University will take all reasonable steps to advise the contractor about any hazardous substances which may be present in the area of work. The presence of asbestos in buildings is covered elsewhere see **ASBESTOS**, but it should be noted that there may also be mineral fibre insulation in some suspended ceilings which should be treated with care. The special hazards of work in laboratory-based departments are also covered separately. See **BIO- HAZARDS** and **LABORATORIES**.

Contractors may not deposit any waste, chemical or any other substance whatsoever into storm or foul drains or any University premises, unless express permission in writing has been given by the PM.

Contractors will undertake to dispose of all waste to an approved site to comply with the [Control of Pollution Act' 1974 amended 1989](#) and all other current waste legislation. Each registered carrier will inform the PM of their registration number and the site of disposal.

Hot Work

Before undertaking hot work within or on buildings, contractors must obtain from the PM a Hot Work Permit and agree the steps that will be taken to achieve adequate fire safety standards.

These will include, but not be limited to:

- ensuring that the area is made as safe before work starts, by removing or protecting flammable material from the effects of flames or sparks;
- considering the risks of leaving bitumen boilers unattended;
- the danger of heat being conducted by metal from a hotspot to combustible material;
- the particular dangers of fires starting in concealed spaces behind the place of work;
- The precautions which are needed if work is being undertaken on plant or containers which contain (or have contained) flammable liquids, powders or dusts, or which may give off flammable vapours when heated.

In every case, it is essential that suitable firefighting equipment is provided by the contractor close to the place of work. In the case of work which is being done in out-of-the-way places, such as roof spaces it is especially important to ensure that suitable appliances are ready to hand. Hot work should not be carried out by a solitary person, so that assistance can be provided without delay should a fire start.

Work in areas which are not normally occupied is especially risky and it is essential that the location is inspected by the contractor at the end of every working day one hour after the hot work has ceased to ensure that smouldering fires have not started. Contractors must ensure that their work schedule allows time for this to be done. See **PERMITS TO WORK**

Housekeeping

Contractors should ensure that their activities in particular comply with the [Construction \(Design and Management\) Regulations 2015](#).

Housekeeping on sites will be to a high standard. 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; it must be removed at least daily. All steps, ladder access, gangways and corridors will be kept free from obstruction and swept, mopped and dried frequently and kept secure. Material storage must be only in an identified area away from the works whether in buildings or externally. Any waste not cleared which causes a hazard will be cleared by University staff and the cost charged to the contractor or debited to the account of the offending contractor.

Contractors should note that they are not permitted to use University waste bins on site for any of their waste and that they must make their own provisions. See **SKIPS**

Identification Badges/Hi-Viz Vests

All contractors are required to carry a means of identification when entering any University property, and shall present the identification when requested to do so. They are also required to sign in at the Facilities Reception desk, in the Hines Building, **BEFORE** commencing works. A UW Contractor pass will be issued along with a UW Contractor Hi-Viz vest which must be worn at all times when on UW premises. Access cards and keys may also be provided at this point if required.

The identification provided by the contractor shall provide:

- The name of the company
- The telephone number of the company
- The name and title of the bearer
- A photograph of the bearer

The identification requirement is for the security of the users of the building. Personnel without identification will be required to leave the premises immediately and the University will not be liable for any loss or expense of abortive time. Contractors working on specific project sites must also be able to identify who is on site on any given day, this will normally be via a daily sign in sheet held by the site foreman.

Induction

All contractors are expected to have received a University of Worcester site induction with their staff when working on UW premises and should undertake a refresh of this every 12 months. This can be arranged by contacting the PM.

Information Security

The University, in accordance with its [Information Security Policy](#), requires all contractors to have due regard to safeguarding the availability, integrity, confidentiality and authenticity of the University information (e.g. floor plans, diagrams, costings etc) that they hold or have access to. The misappropriation of University information not only has the potential to cause reputational damage, both to the University and the contractor, but may also expose both to the risk of legal sanctions. Additionally the loss or inadvertent disclosure of personal information can cause significant amount of distress to the people whose information is affected.

The loan of commercially sensitive drawings will be subject to a Drawing Loan Undertaking See **Appendix 5: Drawing Loan Agreement Form**

Keys

Keys and entry swipe cards if required will be arranged by the PM. Any security access equipment provided to the contractor must be returned on the day of the project being completed, unless this time period is explicitly extended by the PM. If such equipment is not returned promptly the contractor may be held responsible for any costs involved in the replacement of security access equipment including changing locks and reprogramming entry systems.

Contractors are also reminded that they need to ensure that any access cards or keys that they are granted access to should be held securely and all facilities accessed should be secured when vacated, even for a short period of time.

Laboratories

The University's laboratories contain equipment and containers of substances which may be dangerous if not handled correctly. Materials are held and worked on which should not be released into the environment.

For this reason, contractors are not permitted to work in any laboratory without prior authorisation from the PM and the Chief Lab Technician. All work in laboratories will be subject to job specific RAMS which must be accepted by UW representatives *before* work commences.

Some laboratories have special risks:

Highly flammable liquids are used and stored in laboratories. Rooms containing flammables containers are marked with this sign on the door:



Biohazards are identified with this sign:



Compressed gases, liquid nitrogen tanks and dewers are also held in laboratories, these rooms are marked with a compressed gases symbol on the doors. The rooms are fitted with gas release alarms. If these are sounding **Do Not Enter** and contact the Departmental Representative or Facilities.



Chemical stores have the following signage on the doors, with information about the types of materials contained within. E.g. Highly flammable, oxidizers, poisons etc..



Strictly no admittance.
Authorised personnel
only.

DO NOT enter any of these areas or start work in them until precautions have been taken and you have written confirmation (in the form of a permit) that work may start. Please talk to the PM who will contact the appropriate University Representative in case of doubt.

Ladder Safety

It is expected that Contractors are familiar with the HSE guidance Safe use of ladders and stepladders – A brief guide ([INDG455](#)).

Contractors should only use ladders where work is low risk and of short duration, or it is impracticable to use scaffolding or mobile elevated work platforms and leaning ladders should comply with either EN 131 or be a class 1 ladder. Where at all possible, ladders should be tied at the top to a solid fixing, even for short duration, and secured at the base or footed. In any event, steps should be taken to minimise the risk of injury to those using ladders or in close proximity of their use and never rested against guttering. Ladders should be regularly inspected and defects repaired or the ladder replaced. Nobody should work off a ladder for more than 30 minutes. Any tools and materials should be secure in a belt around the waist. When ascending or descending the ladder three points of contact should be maintained at all times – one hand, two feet or vice versa.

Contractors are expected to provide their own ladders and access equipment. The use of University ladders will only be sanctioned in emergency circumstances.

Ladders should have a current ladder inspection tag affixed to them ready for formal inspection. See **EQUIPMENT & TOOLS**.

Lifts

No access is permitted to work on lifts, lift shafts and lift motor rooms without a Permit to Work and proof of competence.

Lone Working

HSE defines a lone worker as someone who works by themselves without close or direct supervision.

Contractors, especially the self-employed, should ensure that if working alone on University premises they have suitable controls in place for the safety of the lone worker such as mobile phones, calling-in procedures, or two-way radio. Employers are responsible for their employees' safety. See [INDG73](#) (rev3) 'Working alone in safety'. It should be noted that mobile phone signals can sometimes be poor in parts of the Campus.

Maintaining Access

University buildings are in use at most times of the day (Parts of the Peirson Centre are open 24 hours a day). Proper consideration must be given to ensure that means of access and egress for staff, students and visitors are safely maintained. Some people may be blind/partially sighted/deaf. Some may be wheelchair users. It is essential that their special needs are taken into account.

Within buildings, corridors must not be obstructed since they form part of the fire escape routes. Fire doors must be kept closed.

Outside of buildings, the campus is open for public access at all times, so it is important to provide adequate barriers or guards around areas of work. Bear in mind that the possible presence of children may require more secure guarding.

Building materials must be stacked safely and neatly within defined and agreed areas to occupy minimum space and rubbish must be cleared regularly. Rubbish/refuse must be placed outside the building in skips or in specified collection areas. It **MUST NOT** be dumped in foyers or directly outside exit doors. All egress areas from exit doors are to be kept clear.

Natural environment

The University has beautiful campuses rich in wildlife and ecology. Contractors must consider how their activities will impact upon wildlife, biodiversity and open spaces. Some areas may require special protection measures due to the type of habitat or species of wildlife found there and some may be protected by law.

Contractors should apply best practice which may include (but is not limited to) limiting disturbance to natural habitats and wildlife where possible, comply with relevant legislation (including that for protected species), not undertaking clearance of vegetation during ecologically sensitive times of the year, complying with Tree Protection Orders, avoiding disturbance of tree roots (unless necessary to do so) and ensuring that invasive species are managed appropriately.

Any concerns or issues should be reported to the Grounds Manager.

Noise, air quality and nuisances

The University recognises the need to be a good neighbour, both to the community outside the University's campuses and properties, as well as to staff and students at the University itself. Contractors should be mindful of what effect that their works may have on these communities, and aim to minimise disruption and disturbances where possible. If you receive any complaints regarding any of these issues, please remain polite and notify the PM.

The University also has set quiet periods where noisy works are not permitted. These are during the University exam periods, your University PM will inform you of any such periods that may fall during your works and dictate the action needed.

Construction/maintenance works are often noisy and can cause disturbance. Please consider what actions can be taken to reduce noise disturbance. This may be to limit works to certain times of day, to provide acoustic screening or to switch off plant when not in use. Due regard must be given to noise levels which can be enforced by Local Authority Environmental Health Officers.

Avoid impacting air quality. Dust, emissions and odours result in air pollution, potentially causing a nuisance, damaging important wildlife areas or causing an unpleasant environment to work, study or live in. Please ensure that you follow best practice. Depending on your activities, this may include (but will not be limited to) using dust suppression, lids on containers which might emit dust or litter, communicate as appropriate with the PM if you identify any activities which might require special action. Please do not bring mud on to the roads (either University or public roads) – rinse wheels of vehicles if necessary before leaving your working area.

Out of Hours Working

If you require access to a particular building or secure area outside agreed or normal hours (normal working hours are deemed to be Monday to Friday, 8am to 6pm), the PM (or nominated representative) should advise the Security Control Room on extension 5495 and to arrange entry in accordance with your requirements. Emergency situations should always be referred to the Security Control Room on extension 5495 (01905 855495)

Parking

Parking Permits are available via the University's PM. Anyone not complying with the University's 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 projects will be deducted from the Final Account.

Parking on grassed areas is not permitted unless agreed in advance by the PM who will, where appropriate, consult with the Grounds Manager.

The University roadways are narrow in places, and must not be obstructed by unattended vehicles, skips or building materials in a manner that could delay access by the emergency services. Contractors' external working area, parking for contractor's vehicles, the siting of skips etc., must be agreed in advance with the PM, liaising as necessary with the Grounds Manager. See **CONSULTATION**.

Persistent breaches of parking regulations may result in the offending vehicle and or driver being prohibited from entry to campus.

Personal Protective Equipment

Contractors will be responsible for ensuring that their own employees are provided with and use appropriate protective equipment as well as for any authorised visitors to the site.

Permits to Work

The purpose of a Permit to Work is to ensure a safe working environment in what is normally a high risk. The permit confirms to the contractor that the hazard has been removed or controlled and allows the holder to work for a set period of time, usually not more than a day in a particular area.

The permit must be returned at the end of the working day and a new permit issued if work is to continue the following day. The University operates a number of permits to work for high risk operations. These are:

- Hot Work
- Working in confined spaces
- Working at height (inc. on Roofs)
- HV Electrical (entry to substations)
- LV Electrical
- Fire Alarm isolations
- Lifts, lift shafts, lift motor rooms
- Mechanical Plant (Gas systems)
- Asbestos
- IT Infrastructure
- Excavations

For any work associated with these risks the Contractor must agree a safe system of work in advance with the PM. Permits to work are issued by the Estate Services team in the Hines Building.

Plant

Contractors must note that some of the University's plant and equipment is remotely and automatically controlled through a Building Management System. Accordingly contractors should, before commencing work, receive appropriate authorisation from the PM that any equipment they have been instructed to work on has been isolated from the control system.

No employee of any contractor may operate plant or use tools without adequate suitable training and being competent in its use; certification may be required by the PM. No contractor's employee shall operate another contractor's plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant. Hired equipment must come with evidence of maintenance and testing. See **EQUIPMENT & TOOLS**.

Radios

Only two-way radios for crane and other similar control tasks are permitted for safety communication on site. The use of mobile phones for this use is not permitted, as they are not reliable enough.

Residential Premises

Many contractors will be working in or around University buildings that are not used as academic or administrative buildings. Such premises may be occupied by residential and commercial tenants. Contractors or associates cannot enter any residential building before 10am or after 6pm. Before entering a building, all contractors must have undertaken our induction program, as well as providing successful copies of DBS checks.

See **APPENDIX 3: PROCEDURE FOR ACCESSING RESIDENTIAL PROPERTY**

Road Safety

Contractors are required to follow directional and speed limit signs posted round campus. Drivers must take special care due to the large numbers of pedestrians and cyclists on the campus and that they should never exceed the speed limits. Over the majority of the UW sites this is 10MPH

Roof Working

Contractors should ensure that their activities in particular, comply fully with the [Work at Height Regulations 2005](#). Contractors should also be familiar with HSE guidance Working at height – A brief guide [INDG401](#) (Rev2).

When the need arises to work on roofs the contractor must have completed site specific risk assessments and method statements. Differing hazards occur on different roofs such as lack of edge protection, fume cupboard flues and guy ropes, fragile roofs, roof lights and glazed areas, telecommunications masts and so forth. All Contractors must be suitably trained for working at height and all working at height should be properly planned in advance. Where possible Contractors should avoid all working at height, but where this is not possible there is a hierarchy of control measures that should be followed. A permit to work system operates for roof work and this must be discussed in advance with the PM. See **PERMITS TO WORK**

Scaffolding

Prior to the erection of any scaffolding by the contractor, access and logistics will be agreed by the PM. Also, the proposed maintenance programme will be communicated to the PM. Any scaffolding erected or dismantled on the contractors' behalf shall be done so in a safe manner; throwing or dropping of scaffold components is not permitted under any circumstances.

The use of SCAFTAGS is compulsory.

Erection, alteration or dismantling of scaffolds must only be undertaken by operatives with a Scaffold Training Record Card. The responsibility for statutory inspections and maintaining the scaffold register rests with the contractor:

- Weekly inspections should be undertaken
- Additional inspections will be required in the case of inclement weather.
- Ensure that the statutory scaffolding register is maintained by a competent person.
- Ensure security measures are observed by the removal and stowing away of ladders when scaffolding is unattended.
- The Security Control Room is to be made aware of scaffolding erection on any building.

Prior to any scaffold being erected over a glazed area including roof lights or a fragile roof the area will be protected with crash mats or guarding as appropriate and will remain in place until the scaffold has been removed.

All scaffolds erected on University premises which overlook roads, footpaths or thoroughfares and when over or adjacent to fragile roofs will be fitted with micromesh netting to the full height of the scaffold.

Whilst erecting scaffolds and placing feet, consider the plants and grass below. Plants could be removed if required, upon consultation with the Grounds Manager.

The security of the scaffold must be maintained at all times when it is unsupervised by scaffold board fans, lighting, removal or rendering un-climbable of ladders as appropriate.

All pavement licenses, pavement closure applications etc. will be the responsibility of the contractor who will meet any fees or costs in meeting the terms of the license. As soon as practicable a gantry will be erected between the scaffold, the vehicle and the scaffold for moving scaffold materials across the footpath.

All scaffolding is to be erected in accordance with BS5973 and NASC guidance.

All hoists are to be fitted with close mesh rigid fencing to a height of 2 meters; the remainder of the hoist tower to be enclosed in securely fixed micromesh netting.

Upon removal of the scaffold, the contractor should ensure that all materials, clips etc. are removed from site. The cost of damage to University plant or equipment resulting from the failure to remove all scaffold materials/clips will be recharged to the contractor.

Security

It will be the responsibility of the Contractor to ensure the safety and security of their working environment at all times, particularly when the site is unoccupied e.g. overnight. Measures must be taken to prevent any unauthorised access by any person on site, whether they are there lawfully or unlawfully.

Be attentive to building sites and other work areas that are especially vulnerable to opportunist thieves. Tools and materials should be securely locked away or adequately protected. Site huts are attractive to burglars, motivated by curiosity as much as anything else. Stored equipment and materials will attract more ambitious thieves.

Please note that contractors are responsible for their own equipment and site security arrangements.

If you see anything suspicious, telephone Security **01905 855495 / 07977 973956** immediately. This is available 24 hours a day, 7 days a week.

Skips

Skips must not be placed near buildings where the contents may be combustible and cause building elements including windows, doors and eaves to come into contact with potential skip flames.

Skips must be sited as agreed with the PM within the contractors area see **CONSULTATION**. In any event skips should be located at least 8 metres from a glazed face of a building, flammable or gas cylinder store. All skips should be covered and ideally locked. (Opens skips are not permitted without prior approval from the PM). Skips must be emptied as soon as full. Any damage to surfaces caused by the dropping or removal of the skip is to be made good by the Contractor to the satisfaction of the PM.

Smoking

No smoking is permitted in University buildings or in any substantially enclosed space. Smoking is only permitted in designated Smoking Areas which will be identified during the contractor induction. This includes the use of electronic smoking devices. After smoking all smoking materials are to be extinguished and disposed of in appropriate bins.

Special Precautions

As well as laboratories, special precautions must be followed for work in the following areas. These will be communicated by the PM prior to work commencement.

- On the roofs of buildings, i.e. particularly where there are fume cupboard extracts and risk of electromagnetic radiation from aerials;
- In electrical sub-stations;
- In sewers and underground inspection chambers;
- In other confined spaces;
- Above any suspended ceilings or roof space directly above a suspended ceiling;
- Some plant rooms.

Supervision

Supervision of contracting staff should be proportional to the complexity, technical considerations and health and safety requirements. Every task on University premises employing 2 or more staff must have one of them nominated as on site supervisor who is competent and briefed on the requirements of the University for safe and effective control. The qualification for supervisors should be:

- CCNSG one day supervisors course or holds a CSCS card for Advanced Craft/Supervisor;
- Holds a suitable qualification from a trade body i.e. NVQ Level 3 Advanced Scaffolding;
- For electrical works, qualified to 17th edition IEE;
- For other types of engineering works, they should be qualified to a suitable level commensurate with supervisory responsibilities;
- Holds a letter of appointment from the company stating that they consider the holder competent to supervise.

Vehicle Movements

It is expected that Contractors are familiar with the HSE guidance Workplace transport safety A brief guide ([INDG199](#)) (rev2)

Contractors should be aware that there is heavy pedestrian and cycle traffic on University sites. In addition there are pedestrians who are partially sighted or hard of hearing. Vehicles operating on site must follow the following control measures:

- Where possible Contractors should always aim to avoid reversing manoeuvres or keep them to a minimum,
- Where reversing is required on a regular basis during a project exclude pedestrians from the reversing area by physical barriers as agreed with the PM,
- Ensure that vehicles are fitted with serviceable reversing alarms, reversing lights and hazard warning lights,
- Wherever possible ensure reversing manoeuvres are supervised and consider using a trained signaller (banksman),
- Refrain from driving on grass or planted borders. If this is unavoidable, consultation with the Grounds Manager is required and protective boards should be utilised and any compaction caused should be rectified,
- Do not leave any vehicle or plant unattended with the keys in the ignition
- Heavy plant should not be moved in public areas without the use of a banksman,
- Transport of heavy plant should take into account drain and manhole covers,
- The contractor will provide segregation between walkway and plant movement where necessary.

Water

The University is committed to using water responsibly by minimising use where practicable and managing effluent. Certain effluents can cause significant environmental damage when released in to the environment.

Contractors should ensure that their activities which affect water comply with any relevant legislation (including abstraction and discharge consents) and follow environmental best practice. This may include (but is not limited to) preventing water contaminated with chemicals, oil, concrete washings, wheel washings or sediment from entering drainage systems. Contractors should also not discharge other effluents of any type to the drainage system without consent from the appropriate authority, ensuring suitable spill kits/containment measures are in place and ensuring that equipment using water is fit for purpose and does not leak.

Welfare

Contractors should ensure that their activities in particular comply with the Construction (Design and Management) Regulations 2015.

The contractor must not commence work until he is satisfied that there is suitable local provision of toilets; clean water, washbasin, soap and a towel or similar; and a first aid box. For wet weather work there should be suitable waterproof clothing provided and somewhere to dry wet clothes. In some circumstances, with prior agreement with the PM, the Contractor will be allowed to use University toilets and refreshment areas

– see **BEHAVIOUR**.

Working at Height

Contractors should ensure that their activities in particular, comply fully with the [Work at Height Regulations 2005](#). Contractors should also be familiar with HSE guidance Working at height – A brief guide [INDG401](#) (Rev2)

Consult with the PM on the proposed system of work and methods of access. Suitable precautions must be taken to protect persons below from falling objects. This is especially important when work is to be carried out above footpaths or entrances to buildings. In the latter case, it may sometimes be possible to arrange a temporary closure of the entrance, but this will have to be agreed well in advance and the University's Head of Safety Services be consulted if it is designated as an emergency exit.

Display 'Warning' signs around the work area. These must conform to the [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#). In many cases, it will also be necessary to cordon off the work area with cones, tapes or temporary fences. Agree with the PM the most appropriate method. In any case, the methods used to keep persons outside the danger zone should seldom rely only on warning signs – some kind of physical barrier will be needed.

Mobile elevating working platforms must only be operated by suitably qualified individuals. See **VEHICLE MOVEMENTS**.

If your work is to be on the roofs of buildings, where there are laboratory fume extracts, mobile phone aerials or satellite dishes, a permit to work will be needed. The PM should be consulted. See **ROOF WORKING, PERMITS TO WORK**.

Appendices

Appendix 1:	Declaration of Compliance
Appendix 2:	Contractor Works Authorisation Procedure
Appendix 3:	Procedure for Accessing Residential Rooms
Appendix 4:	Behaviour at the University
Appendix 5:	Drawing Loan Agreement Form

Appendix 1: Declaration of Compliance

Site Rules for Working on University Premises

Name of Contractor:	
Address:	
Telephone Number:	
Designated Senior Manager:	

I hereby confirm that this guide has been brought to the attention of, read and understood by all staff, including sub-contractors, working on behalf of our company on University premises and will be adhered to.

I also confirm that the specific procedures with regard to Work Authorisation and the Policy and Procedures for Management of Asbestos Containing Materials will be adhered to.

Signed on behalf of the Contractor:

Position

.....

.....

Print Name:

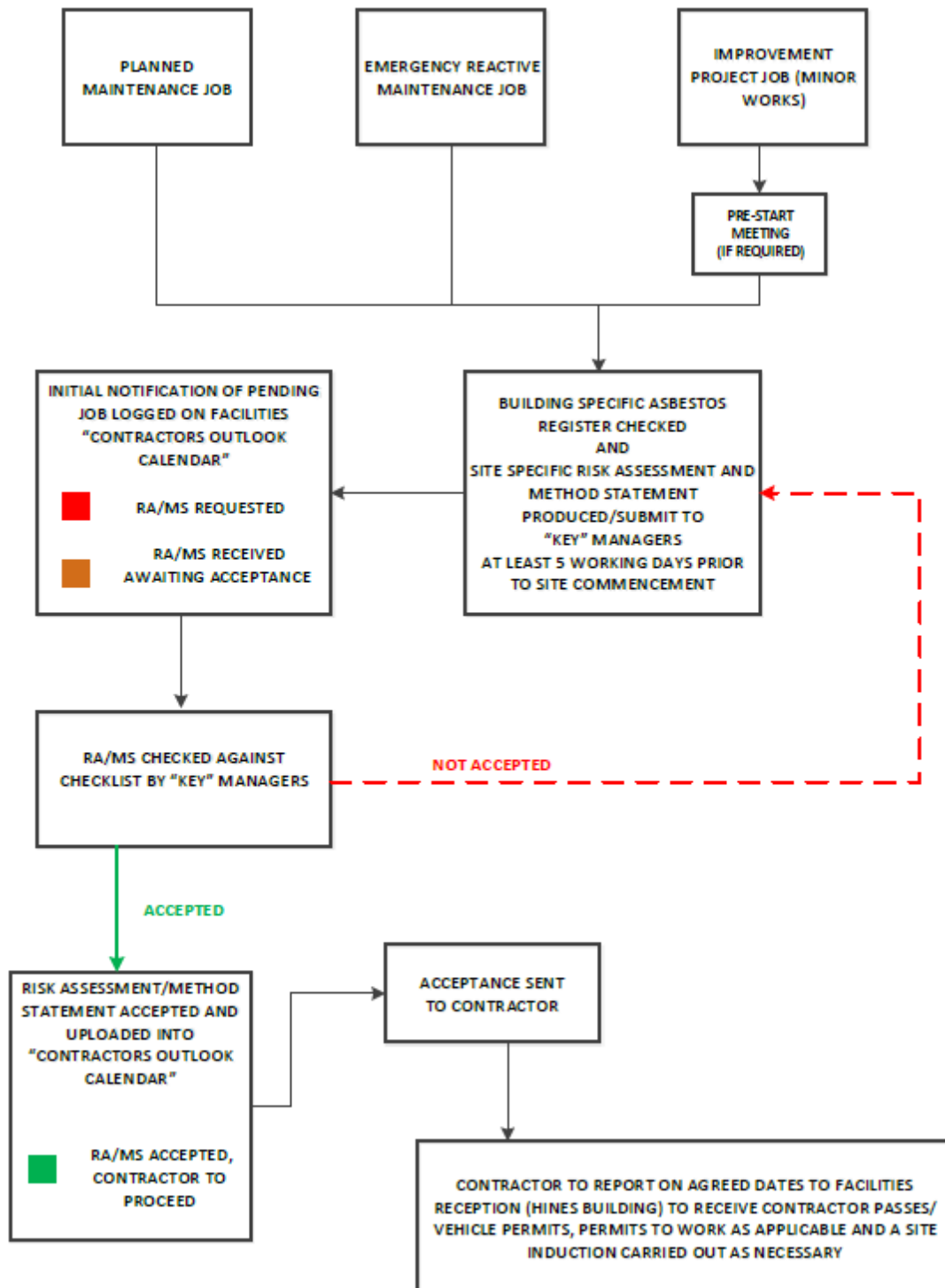
Dated:

.....

.....

This form is to be completed and forwarded to the Project Manager, before any work is carried out as part of the preferred contractors' list application.

Appendix 2: Contractor Works Authorisation Procedure



Company Name			Project Title/Works			
Location on Campus						
Method Statement Title						
Date Issued to Site Management (i.e. email received)						
If no pre-start meeting required please state why eg repeat works/ existing contractor						
Proposed date of work to start on site						
PM/HOM/COM MAN	1st review date	Status*	Name	2nd review date	Status*	Name
(Method statement content is to be reviewed in accordance with the prompt list overleaf)						
Comments/observations (if appropriate)						
<p>*Status user notes</p> <p>Complete 1st review using prompt list overleaf. Once complete, make an assessment on status (see below). If status is A then no further action is required. If B or C, return the method statement with the prompt list and comments/observation. Re-assess amended method statement (2nd review) following the same process until status A is achieved.</p> <p>Status:</p> <p style="margin-left: 40px;">A - Work can proceed as described</p> <p style="margin-left: 40px;">B - Work can proceed when queries are resolved in writing</p> <p style="margin-left: 40px;">C - Re-submit and review before work can proceed</p>						
Signed off by activity supervisor						
Name				Position		
Signature				Date		
<p>Note: clearance to proceed with this method statement does not relieve the sub-contractor of their contractual obligations, including safety, structural integrity or any implications to permanent works arising from these proposals.</p>						

Method statement – prompt list

1. Description	Yes	No	N/A
Fully describes work, tasks, sequence, method and process for change?			
Programme of works and working hours identified?			
2. Resources	Yes	No	N/A
Names and titles of key personnel/supervisors responsible?			
Details of resources required (such as equipment, plant, workers and materials)?			
Details of who is providing?			
Certificates of competence or qualification of named operatives provided?			
Certificates for plant/equipment inspection/examination provided?			
Crane/lifting equipment - certificates/checklist/lifting plan in place?			
Sub-contracted work element/personnel.			
3. Hazard identification	Yes	No	N/A
Site specific and activity specific risk assessment and method statement submitted?			
Are there arrangements in place for reviewing control measures due to changing circumstances?			
Access/scaffolding (including ancillary arrangements, such as anchor points) fully detailed and described and assessed by a competent, named person/organisation?			
COSHH, noise and manual handling issues dealt with?			
Workplace environment, design, layout, limitations identified and human factors taken into consideration (such as experience, fatigue, and so on)?			
4. Risk Assessment	Yes	No	N/A
Date?			
Page number?			
Correct location on campus?			
High risks are identified and resolved prior to works?			
Signed by supervisor or contractors competent person?			
Signed by operatives?			
5. Control Measures	Yes	No	N/A
Supervision, do RAMS require contractor's supervisor to be on site?			
High risk or safety critical work identified and controls specified?			
Permit requirements identified?			
Monitoring (checks and inspections) identified?			
Environmental controls/waste disposal identified?			
Personal protective equipment specified?			
6. Emergency arrangement	Yes	No	N/A
Rescue – how and by who? If UOW, named Head of Safety to approve?			
First aid requirements?			
Spillage containment?			

7. Temporary works	Yes	No	N/A
Details of temporary works schemes identified (including all documents)?			
Temporary protection/support identified (such as fire, traffic and services)?			
8. Interfaces	Yes	No	N/A
Interfaces/security of the client/public/other contractors identified?			
Any builder's work in connection identified/adequate notice given?			
Security?			
Traffic routes, emergency arrangements, services identified and current is not affected by university events			
9. Training and information	Yes	No	N/A
Confirmation of briefing of method statement and risk assessment to operatives?			
Special training (confined space, tower erection, use of plant, and so on)?			
10. Environmental issues	Yes	No	N/A
Environmental risks?			
Statutory permit and licence conditions identified and present?			
Pollution prevention?			
11. Monitoring and compliance	Yes	No	N/A
Monitoring - by whom?			
Enforcement - how - by whom - equipment sampling?			
Testing and commissioning?			
Checking, review and update?			
Circumstances that affect review date ?			
Confirmation of operatives' briefing?			
Asbestos register (location specific signed)?			
Comments			
Name		Position	
Signature		Date	

Appendix 3: Procedure for Accessing Residential Rooms



Residential Accommodation Access Policy and Procedure

Purpose of Policy

To ensure that staff members, contractors, and/or any other authorised personnel accessing University owned or managed residential accommodation does so in a manner which respects the privacy of those that live there. This policy defines those individuals who are permitted access, for what purposes, and details the procedure to be followed for entry.

Nothing in this policy limits the powers of the police to enter accommodation under existing legislation.

Permitted Access

Whilst the University endeavors to respect the privacy of its residents, it reserves the right for staff, contractors, and/or other authorised personnel to access the accommodation for the following purposes:

- a) to inspect its condition;
- b) to carry out repairs;
- c) to undertake planned maintenance;
- d) to serve Notice;
- e) to conduct Open & Visit Day visits;
- f) to undertake routine housekeeping;
- g) to investigate student complaints;
- h) for any other appropriate purpose which in the reasonable opinion of the University requires access to the accommodation.

Notice

For the purposes of planned maintenance, scheduled inspections, Open & Visit Day visits, and any other 'planned' event, residents will be given at least 7 days prior notice. The Accommodation Office will notify residents of this, normally via email.

Following the reporting of any maintenance issues, reactive or emergency, prior notice will not be given.

Access will not be permitted before 10:00am

Procedure for Accessing Communal Space or Study Bedrooms

Staff, contractors, and/or other authorised personnel must knock and/or ring the doorbell before entering the accommodation, giving residents sufficient time to answer. If there is no answer within a reasonable timeframe, then it is permissible to enter, however visitors must announce their presence loudly.

When visiting any area of the residential accommodation, communal or otherwise, permitted persons will:

- a) be easily identifiable. Appropriate identification will be carried at all times, and branded clothing worn where appropriate;
- b) introduce themselves and explain the reason for their visit;
- c) work in pairs. It is permissible for permitted persons to work unaccompanied in communal spaces, provided that a valid DBS check is held.
- d) treat residents and their guests with respect and consideration at all times. If any resident and/or visitor is found to be in an 'inappropriate state of undress' on arrival, they should be afforded the opportunity to remedy this.
- e) leave a business card to evidence their visit. This is only necessary if no one is home.
- f) leave the accommodation secure on departure.

Additional Procedures for Study Bedrooms

When accessing study bedrooms, contractors, and/or any other authorised personnel, must knock loudly before entering the accommodation, giving residents sufficient time to answer. If there is no answer after the initial knock, a further knock will be given, and the visitor will announce who they are, and the purpose of their visit. If there is no answer within a reasonable timeframe, it is then permissible to enter.

When entering study bedrooms, visitors should be mindful that residents may still be in, even if they did not respond to a door knock or announcement, therefore doors should be opened carefully with this in mind.

Permitted persons must ensure that they are not alone in study bedrooms at any time, irrespective of whether or not the resident is present. Please ensure that the door is always left open and closed only when leaving. This is for the safety of all concerned.

Appendix 4: Behaviour at the University

The contractor will be responsible for its employees and sub-contractors, ensuring that they are fully aware of the conduct that will be required whilst working at any of the University of Worcester sites (the University). This will include: equality and diversity responsibilities, appropriate language and behaviour, appropriate dress code, and health and safety requirements such as personal protective equipment and clothing as well as health and safety practices.

Equality and Diversity

University of Worcester (the University) is committed to equality of opportunity for everyone. We are opposed to all forms of discriminatory practices and attitudes.

The University recognises and values diversity and works towards the elimination of unfair discrimination on the grounds of gender, race, disability, colour, age, nationality, ethnic or national origins, family or other care responsibility, socio-economic background, trade union activity, political or religious or other belief, gender reassignment, pregnancy and maternity, sexual orientation and marriage and civil partnership.

The University acknowledges not only its legal obligations but its moral responsibilities and strongly believes that every employee is entitled to a working environment that promotes dignity and respect to all. The University is an organisation:-

- Where intimidation, bullying, harassment or victimisation is not tolerated,
- Where employees are treated with respect, dignity, and shown common courtesy,
- Where unacceptable behaviour is courteously challenged,
- Where all staff, students, contractors (including their employees and sub-contractors) and visitors take personal responsibility to maintain high standards of behaviour, promote good practice.

Behaviour and Language

Individuals are expected to conduct themselves in an appropriate and respectful manner,

Inappropriate behaviour or inappropriate language is likely to be found offensive by people, whether they are directly or indirectly subject to it.

Forms of inappropriate language and behaviour include the following (this list is not exhaustive):

- racist, sexist or homophobic language.
- jokes based on race, gender, disability, age, religion or sexual orientation.
- language that is likely to highlight difference in terms of race, colour, national origin, gender, disability, religion, sexual orientation, age, marital status, physical or personal attributes and is likely to cause offence to the recipient or other people in the workplace.
- conversation of a sexual nature be it explicit or not; this includes sexual innuendoes.
- rude, offensive, demeaning or degrading language against any person, community, culture, religion or way of life.
- nick-names which may be or are potentially offensive on the basis of race, colour, gender, disability, sexual orientation, nationality, religion, ethnic origin, age or personal, physical or social characteristics.
- language or behaviour, which incites prejudice and discrimination on the basis of race, colour, religion, gender, disability, etc.

It is worth bearing in mind that what might be appropriate at home or outside of work may not necessarily be appropriate at work. At your workplace, inappropriate language and behaviour is always unacceptable regardless of whose company you may be in.

Appendix 4 continued

Harassment

Any form of harassment is viewed as unacceptable by the University. Harassment takes many forms, occurs on a variety of grounds and may be directed at one person or people.

In general terms it can be described as unwanted and unwelcome comments, looks, actions, materials, suggestions or physical contact which a person finds objectionable, intimidating, upsetting, embarrassing, humiliating or offensive and which a reasonable person would find unacceptable. It could be targeted at the recipient's race, gender, disability, age, religion, sexual orientation, colour, nationality, ethnicity or marital status.

It is essential to remember that it is not the intentions of the perpetrator that is key in deciding whether harassment has occurred but whether the behavior is unacceptable by normal standards and is disadvantageous to the victim.

Frequency of occurrence may also be a factor, but harassment can be judged to have occurred following a single act or action (such as unacceptable physical contact).

Harassment may include:

- physical contact.
- jokes, offensive language, gossip, slander, sectarian songs, letters and e-mails.
- posters, graffiti, obscene gestures, flags, bunting and emblems.
- isolation or non co-operation and exclusion from social activities.
- coercion for sexual favours or pressure to participate in political/religious groups.
- intrusion by pestering, spying or stalking.
- racist, sexist or homophobic remarks, literature etc.

Bullying

Bullying, like harassment is also unacceptable. Bullying is any persistent behaviour, directed against an individual, which is intimidating, offensive or malicious and which undermines the confidence and self-esteem of the recipient. Bullying is largely identified not so much by what has actually been done but rather by the effect that it has on its target. Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying. An occasional raised voice or argument is not bullying.

Bullying may include:

- verbal or physical threats and intimidation.
- persistent negative comments, humiliating someone in front of others.
- unjustified, persistent criticism, offensive or abusive personal remarks.
- setting unattainable targets or constantly changing targets in order to cause someone to fail.
- reducing someone's effectiveness by withholding information.
- ostracism e.g. excluding people from activities.
- picking on one person for criticism when there is a common problem.
- not giving credit for someone's work.
- belittling someone's opinion.
- making false allegations.

Contractors should refer to the University's Equality of Opportunity Policy Statement and Bullying and Harassment Policy for more information:

[Diversity & Equality](#)

Appendix 5: Drawing Loan Agreement Form



JANUARY 2018

DRAWING LOAN UNDERTAKING

Ref External Loans

This agreement is made on {Date}

BETWEEN:

(1) UNIVERSITY OF WORCESTER of Henwick Grove, Worcester WR2 6AJ ("the University"); and

(2) {NAMEXX} (registered in England under company number {NumberXX}) whose registered office is situate at {AddressXX} ("the Recipient")

Dear Sirs

Confidentiality Undertaking

Project Description:

Loan Expiry Date:

The University is particularly sensitive with regard to providing access to its buildings and estates plans and drawings, and as such, great care needs to be taken with access to and use of this resource. It is incumbent on you to ensure that all your consultants, contractors and employees who need to have access to the documents for the purposes of the Project understand the sensitive nature of these documents and the need to ensure that they are kept confidential in accordance with your undertakings below.

For the purposes of this Agreement and in the consideration of the sum of one pound (£1.00) payable by the University to the Recipient:

"Confidential Information" shall consist of any and all drawings including CAD drawings, plans or specifications and all data and information contained therein, whether in electronic or any other form, and whether disclosed before, on or after the date of this Agreement, owned or controlled by, or relating to the business dealings, transactions, services or affairs of, the University or its Representatives;

"Project" means the project described above;

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"Permitted Purpose" means evaluation and use for the purposes of the Project;

"Representative" means a director, officer, employee, agent, advisor, consultant or sub-contractor.

We, the University are willing to provide you, the company or person named as the addressee, with the following item(s) containing Confidential Information in consideration of the undertakings to be given by you and set out below:

Description of form of media and identifying reference(s):

- a)
- b)
- c)

(Collectively the "Materials")

By signing this letter and/or accepting any item containing Confidential Information, you agree, covenant and undertake with and to the University as follows:

1. Limits on Use and Disclosure of Confidential Information.

- a) The Confidential Information will be used only for the Permitted Purpose.
- b) Specifically, the Confidential Information shall not be used by you or your Representatives to the detriment of the University.
- c) You will take all reasonable steps to safeguard and protect the Confidential Information from any theft, loss, unauthorized access, unauthorized use or disclosure and accord it at least the same degree of confidential and proprietary treatment as it gives its own confidential and proprietary information.
- d) Unless otherwise required by law or with the prior written consent of the University, you will disclose Confidential Information only to those of your Representatives on a need-to-know basis and will notify such Representatives who are provided any Confidential Information, or who may otherwise have occasion to view, handle, or obtain any Confidential Information, of the terms of this letter and their obligation to comply with your obligations of confidentiality in this letter.
- e) You will not disclose or make available the Confidential Information in whole or in part to any third party, except as expressly permitted by the terms of this letter.
- f) You will not copy, reduce to writing or otherwise record the Confidential Information except as strictly necessary for the Permitted Purpose (and any such copies, reductions to writing and records shall be the property of the University).

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2. Return of Confidential Information.

- a) At any time upon written request and in any event immediately following the Loan Expiry Date, you shall promptly return the Materials to the University or, at the University's option, destroy as directed by the University, all Confidential Information, including all copies of the Confidential Information in your possession or in the possession of any of your Representatives; and
- b) Upon the request of the University, you will certify in writing to the University the return or destruction of the Confidential Information as required by this letter. Information which is held in electronic form shall be deemed destroyed when deleted from local hard drives so long as no attempt is made to recover such information from backup tapes, servers, or other sources.

3. Responsibility for Representatives.

You will be solely responsible for any breach of your obligations in this letter by your Representatives, including without limitation, any improper use or disclosure by your Representatives of the Confidential Information.

4. Disclosure under Legal Process.

In the event that you or any of your Representatives is requested or required pursuant to legal process to disclose any Confidential Information, it is agreed that you will provide the University with prompt written notice of such request or requirement so that the University may, at its option and its own expense, seek an appropriate protective order, written waiver in respect of compliance with this letter, or other remedy to assure that the Confidential Information will be accorded confidential treatment.

5. Ownership of Confidential Information.

- a) The University remains the sole owner of the Materials and subject as provided in this letter no rights in the Confidentiality Information are granted to you by this letter.
- b) Insofar as the University is entitled to grant such right, until the Loan Expiry Date you are permitted to hold an electronic copy of and to print or make copies of any item of Confidential Information for the Permitted Purpose and for the purposes for which it was prepared by the University only.

6. No Representations.

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- a) The University accepts no responsibility for the correctness and completeness of the Confidential Information and you accept that you are responsible for independently verifying such information and data and in particular (but without limiting the foregoing) any measurements taken from information which are not dimensioned on the electronic copy are at the risk of the recipient.
- b) The University accepts no liability or responsibility whatsoever for any loss or damage suffered by you or your Representatives arising out of or in connection with the use or misuse of the Confidentiality Information.
- c) Whilst all reasonable means have been used to ensure that the Materials are free of computer viruses and other corruption, use of the Materials is at your sole risk and the University cannot be held responsible for any loss or damage that might result directly or indirectly from the presence of such viruses or other corruption.
- d) Updates will not be issued in electronic (editable) CAD form, unless previously agreed.

7. Expiration of Obligations.

- a) Neither any purported termination of your obligations or the passing of the Loan Expiry Date or conclusion of the Project will affect any rights or remedies which have accrued or which are continuing to which the University is entitled.
- b) All obligations of confidentiality and all restrictions on the use of Confidential Information shall remain in effect for as long as such information remains confidential and capable of protection.

8. Expenses.

We and you, will each bear our own costs and expenses (and those of your Representatives) associated with the furnishing, evaluation and return of Confidential Information.

9. Equitable Relief and Indemnity

- a) It is agreed that damages would not be a sufficient remedy for any breach of the terms of this letter by you or by your Representatives. Accordingly, without thereby limiting the remedies available to it, the University will be entitled to seek specific performance, injunctive relief, or any other forms of equitable relief as a remedy for any breach of this Agreement by you or your Representatives.
- b) You shall indemnify and keep fully indemnified the University at all times against all liabilities, costs (including legal costs on an indemnity basis), expenses, damages and losses including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest,

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penalties and other reasonable costs and expenses suffered or incurred by the University arising from any breach of this Agreement by you and from the actions or omissions of any of your Representatives.

10. Miscellaneous.

- a) Successors and assigns. Your obligations and liabilities in this letter shall be binding upon your successors and assigns.
- b) Variations. No variation of the terms of this letter shall be effective unless it is in writing and signed by the University.
- c) The titles and headings. Titles and headings used in this Agreement are for convenience only and shall not be used to limit, expand or interpret the language used thereunder.
- d) Third party rights. No person other than you and the University shall have any rights under or in connection with this letter.
- e) Governing law and jurisdiction. The terms of this letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with English law.

Yours faithfully

For and on behalf of the University of Worcester

We agree the above

.....
Signature

.....
Name

.....
For and on behalf of the Recipient

.....
Signature

.....
Name

University of Worcester
Estates Office

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