



St Mary's  
University  
Twickenham  
London

# **HSPG 15a**

## **Site Contractor's Handbook**

**A guide for contractors, their employees and sub-contractors undertaking any works on St Mary's University controlled estate**

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## Introduction

This handbook is provided to Contractors working on St Mary's University's estate and buildings. It provides important information and guidance about working at our University.

In this handbook "Principal Contractor" and "Contractor" are taken to apply to anyone other than a direct employee of the University, who carries out work on any premises owned, leased or managed by the University.

At the University, we have a wide diversity of both student and workforce. As a Contractor at the University, you must reflect our core values. They are:

- Inclusiveness
- Generosity of Spirit
- Respect
- Excellence

The University strives to alleviate any stress on students and staff by providing a welcoming, pleasant and safe environment. You must therefore respect the environment in which you will be working, avoiding any unnecessary damage, noise or pollution.

The term "Contractor" applies to Principal Contractors and Sub-Contractors. Contractors must comply with the content of this handbook, contract documents and relevant health and safety legislation. Contractors must be aware of all relevant sections of this handbook and ensure compliance as required. The University reserves the right to ask personnel to leave if they are found to be or suspected of contravening the standards set out in this or other advisory or contractual documentation.

The content of this handbook does not supersede statutory requirements. Any contradictions should be notified to the University Project Manager (UPM). At the time of your appointment, a UPM will be assigned to you as your first point of contact at the University upon instruction. Depending on the type of work involved, the UPM may be a member of the Estates projects team, the Maintenance Manager, the Grounds and Gardens Manager or any other duly appointed staff member.

## TOPICS IN ALPHABETICAL ORDER

### 1. Accidents, Incidents and First Aid

All accidents that occur during the undertaking of works must be reported to the UPM. Contractors are required to co-operate with University accident investigations.

Reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be made by the contractor to the appropriate authority on [Form F2508](#).

The accident/incident will be recorded by you, the Contractor, on the University's accident/incident report form. Minor accident/incidents should also be recorded in your report to the University's Project Manager at the next

site progress meeting. It is required that the Principal Contractor holds and maintains a "Near Miss Log" for all dangerous occurrences or incidents not defined in RIDDOR. All near misses should be reported to the UPM with suitable mitigations proposed to prevent the occurrence from being repeated

There are NHS walk in facilities at:

- Teddington Memorial Hospital, TW11 0JL, and;
- West Middlesex Hospital, TW7 6AF.

If emergency services are called, informing the Security Control Room will help in getting them to the correct location as promptly as possible.

Contractors must have current first-aid trained staff with numbers appropriate to the size of undertaking and task/work activity. Provision of first aid supplies must be made by the contractor.

Any accident or incident involving a member of the University staff, students or members of the public on university property must be reported to the UPM immediately, who will inform the HSS team by the quickest possible route.

## 2. Alcohol and Drugs

Contractors shall not bring alcohol or drugs (except with good medical reason) of any kind onto site. Any contractor 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.

## 3. Asbestos

The University has a strict approach to management of Asbestos Containing Materials (ACM). No works can commence until the UPM has confirmed the presence or otherwise of ACM.

The University maintains an Asbestos Register. Please note that asbestos may exist in areas not yet identified, so it is important to proceed with caution and to consult your UPM - if in doubt, ASK. Contractors must not commence work where the asbestos register has not been provided.

A statement on known ACM must be included in the contractor's site induction to its employees and subcontractors. Where considered relevant the UPM 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 UPM and work must stop to enable abatement works to be carried out.

At all times the contractor must comply with the Control of Asbestos Regulations 2012.

## 4. Behaviour

Contractors will ensure their employees are fully clothed and suitably dressed above and below the waist for the type of work being undertaken. When accessing University facilities café, dining or toilets, they should dress and behave accordingly.

Contractors' employees and sub-contractors must respect all other users of the campus. Foul, abusive or suggestive language and whistling at any time whilst on campus will result in the employee being asked to leave campus and may result in a complaint to the Police.

Gambling or betting on site is strictly prohibited.

The University recognises the need to be a good neighbour, both to the community outside the Universities 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 University project manager.

## 5. 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 the area may be subject to a Permit to work procedure.

## 6. Confined Spaces and restricted access

Confined spaces are areas where there may be dangerous gases or lack of oxygen leading to asphyxiation or explosions. This can include open trenches, enclosed rooms or outbuildings containing machines or test equipment capable of venting gases or extracting oxygen from the air. In addition, areas that are difficult to get in and out of are classed as restricted access spaces.

Contractors must not enter any tank, pit chamber, pipe, duct, flue, or area that has been identified as a confined space without a full risk assessment and training. Evidence that operatives have confined space training and the appropriate procedures are in place is required before accessing the work area. Some plant rooms also have confined spaces.

## 7. Consultation

The contractor should discuss the following matters with the UPM before tendering and before work commences:

- the defined area of work – storage and working area and site activities;
- signing in and out procedures;
- safe routes and methods of delivering and removing equipment and materials;
- emergency procedures;
- arrangements for the safe storage of chemical substances or gas bottles or fuel for portable compressors;
- specific hazards which may be present within the defined work area (eg presence of asbestos, or hazards arising from the particular area);

- 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 (where necessary);
- involvement of the University's Health & Safety Manager;
- Contractor's Health and Safety documentation and RAMS;
- provision of fire extinguishers locally;
- requirement for Permits to Work;
- what equipment, plant or services may/may not be used;
- use and provision of personal protective equipment.

## 8. Competence

Contractors must be trained and competent to carry out the contracted work. The University reserves the right to request evidence of competency.

## 9. 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 UPM. If the visitor arrives unannounced and has legal rights to access the site – Police Officer, HSE Enforcement Officer, Environmental Health Officer and so forth – the contractor shall inform the UPM immediately.

No children 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.

## 10. Covid 19

As of July 2022, the threat and impact of Covid has reduced compared with previous years. However, Covid remains as a considerable risk to health and welfare. Contractors should always be aware of Government guidance and ask if in doubt, ask the University about restrictions prior to commencing works. The University reserves the right to ask for a Covid risk assessment.

## 11. 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. 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 UPM prior to commencement – see Consultation.

## 12. 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.

### 13. Dust and Fume Control

Where equipment is used which is known to generate dust, provision must be made by the contractor to contain the dust, and arrangements must be made to ensure the work is properly supervised.

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

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.

Contractors are reminded of the effect of dust and fumes on fire detections systems and the need to isolate and protect detector heads.

### 14. Electrical Safety

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 a Permit to Work from the UPM prior to:

- connecting to, or interfering with any electrical or other services;
- entering any sub-station, switch room or similar area.

Working on live electrical systems is not permitted except where it is necessary due to the nature of the work, eg, testing, and an approved Safe System of Work must be in place.

Any work on electrical systems, however minor, may only be completed by a suitably trained and experienced electrician.

### 15. Environmental Sustainability

The University takes its responsibility towards sustainability seriously and expects Contractors to minimise their impact on the environment and work in an energy efficient manner. Routines such as careful waste management, turning off unused equipment and disposing of water waste correctly should be adopted.

### 16. Equipment and Portable Tools

Contractors 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.

All portable tools are to be of low voltage. Step down transformers are to be provided from 240V to 110V. 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.

## 17. Excavations

Before starting work, obtain plans of underground services and consult the UPM as to whether the contractor or the University will scan the area with detecting equipment. A Permit to Work is required.

An adequate safe working area must be allowed. Many excavations are classed as confined spaces in that they have restricted access and egress and other hazards. Plans and systems must be in place to aid evacuation.

Adequate 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 and Gardens Manager.

If spoil is to be placed on a grassed area the grass should be protected by plywood or strong polythene. 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 UPM which may include redressing the surface six months later when compaction is complete.

## 18. Explosives

No explosives are to be brought onto site without the written permission of the Head of Health and Safety Services.

## 19. Fire Safety

The contractor must include in his/her plan of work methods for fire protection and evacuation. Extra precautions will be required where hot work is intended. Contractors' employees should be familiar with the location of fire alarm call points, fire extinguishers, emergency exits and fire assembly points. If a

contractor hears the alarm he/she must evacuate the building.

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 UPM.

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.

Any penetration of fire compartmentation in buildings by pipes, cables and the like, must be reinstated as soon as reasonably practicable and to at least the existing fire rating and in any event to the satisfaction of the UPM.

## 20. Gas Safety

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.

For gas installations not subject to this legislation, such as compressed gases in the form of nitrogen, CO<sub>2</sub> or other laboratory gases, the Contractor will be a member of a recognised trade body, eg 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 provided to the UPM.

## 21. Hazardous Substances

All work must comply with COSHH Regulations.

Prior to bringing chemicals onto University premises, eg acids, oils, fuel, wet cement etc, Contractors must provide the UPM with associated Risk and COSHH assessments for review, and they must be displayed at the site of the works for the duration of the works.

COSHH assessments will be based on any Safety Data Sheet provided by the manufacturers and should include details of how the materials will be handled, used, stored, transported and disposed of whilst on site.

Assessments will include (but are not limited to) having a procedure for containing and clearing spillages and providing appropriate spill kits/containment measures

Apart from health hazards covered by 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 UPM 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 UPM.

The presence of asbestos in buildings is covered earlier in this handbook. See also Bio-hazards.

## 22. Hot Work

Fires can occur whilst repairs and alterations are being carried out to buildings. The most hazardous operations are those using heat or generating heat, for example, welding, drilling, soldering and brazing and using blowlamps or bitumen boilers.

Before undertaking hot work, Contractors must obtain a Permit to Work from the UPM and agree the steps that will be taken to achieve adequate fire safety standards. These will include:

- ensuring that the area is made as safe as possible 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.

Where hot works are being undertaken, it is essential that suitable firefighting equipment is provided close to the place of work. 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 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.

## 23. Housekeeping and rubbish

Housekeeping and cleanliness on sites must 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 and be removed at least daily. All steps, ladder access, gangways and corridors will be kept free from obstruction and swept, mopped and dried frequently. Materials storage must be only in an agreed identified area away from the works whether in buildings or externally.

The University's waste and recycling provision is solely for the use of staff in

the day to day operation of domestic and service operation at the University. The University's waste and recycling streams should not be used for the disposal of waste arising from works or the packaging and delivery of goods and material associated with works and/or projects. It is expected that contracted works will include the arrangement of the correct disposal of waste arising as part of any work undertaken to avoid a negative impact on the effective day to day running of the University. Waste disposal will be undertaken in a timely and tidy manner with all waste correctly disposed of through appropriate licensed waste carriers where necessary. See also Skips below.

## 24. Identification Badges

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.

The identification shall provide:

- the name of the company;
- the telephone number of the company;
- a photograph of the bearer;
- the name and title of the bearer.

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 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.

## 25. Induction

All contractors are expected to carry out a site induction with their staff. This is expected to be (a minimum of) a general induction to the area and the particular needs of the University as expressed in this document and wherever possible a specific induction to cover the hazards of the work they are undertaking.

## 26. Keys

Where required, provision of keys and entry swipe cards will be arranged by the UPM. 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 UPM. 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.

## 27. Laboratories

The University's laboratories contain equipment and containers of substances which may be dangerous if not handled correctly. Much of the equipment is also highly valuable. For this reason, contractors are not permitted to work in any laboratory without written authorisation from the departmental representative of the department responsible for the laboratory and a Permit to Work. This will be arranged by the UPM.

It is essential that laboratory equipment is not interfered with. If anything has to be moved, a technician or other laboratory person should be asked to do it for you. Experiments and experimental equipment may be dependent on mechanical and/or electrical services. These services must NOT be switched off or valved off without prior written consent of the UPM and departmental representative.

You must not eat, drink or smoke in any laboratory and you should wash your hands on leaving.

## 28. Ladder Safety

Contractors should only use ladders where work is of short duration or it is impracticable to use scaffolding or mobile elevated work platforms. Ladders should be tied at the top to a solid fixing (not rested against guttering) even for a short duration, and secured at the base or footed. Ladders should be regularly inspected and defects repaired or the ladder replaced. Nobody should work from a ladder for more than 30 minutes. Any tools and materials should be secure in a belt around the waist.

## 29. Lifts

No access is permitted to lifts, lift shafts and lift motor rooms without the express permission of the UPM.

## 30. Lone Working

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. Where lone working is unavoidable, Contractors should request (in advance) a copy of the University's lone working policy.

## 31. Maintaining Access

Proper consideration must be given to ensure that means of access and egress for staff, students and visitors are safely maintained. Within buildings, corridors must not be obstructed and fire doors must be kept closed whenever possible. Segregation/barriers may be used in agreement with the UPM.

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. The University roadways are narrow in places, and must not be obstructed by unattended vehicles, skips or building.

Contractors' external working area, parking for contractor's vehicles, the siting of skips etc., must be agreed in advance with the UPM - see Consultation.

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.

### 32. Natural environment

The University has an extensive and attractive campus, full of green space and wildlife. Contractors are asked to 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.

The vast majority of the University's trees are subject to Tree Preservation orders and care should be taken not to damage them in anyway.

### 33. Parking

The University operates a pay for parking system. Contractors can park only in spaces marked "D" (day parking) or "V" (visitor parking). These spaces should be paid for using the JustPark app. Where a D space is used the contractor should register their vehicle at reception once only. Where a V space is used the vehicle should be registered at reception on each occasion.

### 34. 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.

### 35. Permits to Work

The purpose of a Permit to Work is to ensure a safe working environment in what is normally a high risk activity. 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 laboratory areas
- Working on roofs
- HV Electrical (entry to substations)
- LV Electrical
- Excavations

For any work associated with these risks the Contractor must agree a safe system of work in advance with the UPM.

### 36. 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.

### 37. 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 pedestrian and cyclists on the campus and that they should never exceed the advertised speed limits.

### 38. Roof Working

When the need arises to work on roofs the contractor must have completed site specific Risk Assessments and Method Statements and these must be agreed in advance by the UPM.

Differing hazards occur on different roofs such as edge protection, fume cupboard flues and guy ropes, fragile roofs, roof lights and glazed areas, telecommunications masts. Contractors must be suitably trained for working at height. A permit to work system operates for roof work and this must be discussed in advance with the UPM.

### 39. Safeguarding and DBS

All contractors entering student residential accommodation must provide, where requested, to the UPM or Maintenance Manager a valid DBS certificate for each member of their staff (including their sub-contractors) at least 48 hours prior to enter the premises.

### 40. Scaffolding

Prior to the erection of any scaffolding by the contractor the means and method for the erection of and maintenance of the scaffold must be agreed with the UPM. Any scaffolding erected or dismantled on the contractor's behalf shall be done so in a safe manner. Throwing or dropping of scaffold components is not permitted under any circumstances.

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. Additional inspections will be required in the case of inclement weather.

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.

The security of the scaffold must be maintained at all times when it is unsupervised by scaffold board fans, lighting, removal or rendering unclimbable 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.

#### 41. Security

The Security team can be contacted on 020 8240 4335 or at [security@stmarys.ac.uk](mailto:security@stmarys.ac.uk). If you wish to speak to Security staff in person please go the Security Lodge, located next to the entrance to Main Reception.

This is staffed 24 hours a day and a member of the team will be pleased to help you.

In an emergency where there is an imminent and serious danger to people or property call our **Emergency Line on 020 8240 4060**. Our team will call 999 on your behalf and co-ordinate with the Emergency Services.

Contractors should 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.

Please note that contractors are responsible for their own equipment and site security arrangements. If you see anything suspicious, contact the Security Control Room. This is manned 24 hours a day, 7 days a week.

#### 42. 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 UPM within the contractors' designated area - see Consultation. In any event skips should be located at least 10 metres from a glazed face of a building, flammable or gas cylinder store. All skips should be covered and may need to be lockable. 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 UPM.

#### 43. Smoking

Smoking is permitted in designated areas only and not within 10 metres of any University building. This also applies to e-cigarettes. All smoking materials are to be extinguished and disposed of in appropriate bins.



#### 44. Student residences

Contractors should not enter student bedrooms (save in the case of an emergency) without the prior agreement of the UPM.

#### 45. 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 the on-site supervisor. That person must be competent and briefed on the University's requirements for safe and effective control of works.

#### 46. Vehicle Movements

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 safe manoeuvring systems including:

- avoiding reversing manoeuvres or keep 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;
- ensuring that vehicles are fitted with serviceable reversing alarms, reversing lights and hazard warning lights;
- wherever possible ensure reversing manoeuvres are supervised;
- not leaving any vehicle of plant unattended with the keys in the ignition in areas accessible by students, staff and members of the public.

#### 47. 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 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.

#### 48. Welfare

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 most circumstances the Contractor will be allowed to use University toilets and refreshment areas – see Behaviour.

#### 49. Working at Height

Consult with the UPM 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. It may sometimes be possible to arrange a temporary closure of entrances or paths but this will have to be agreed in advance with the UPM.

Warning signs should be displayed around the work area conforming 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. Contractors should agree the most appropriate method with the UPM.

Mobile elevating working platforms must only be operated by suitably qualified individuals.

See also Roof Working and Permits to Work.

#### 50. Working Hours

Working hours vary depending on the nature and location of the premises being worked on. Contractors should always agree permitted hours with the UPM prior to commencing works.