Contractors Code of Safe Working Practice

Safety and Environmental Protection Services

4th EDITION  March 2011
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of this Code</td>
<td>3</td>
</tr>
<tr>
<td>Section</td>
<td></td>
</tr>
<tr>
<td>1. Introduction</td>
<td>4</td>
</tr>
<tr>
<td>2. Purpose of the Code</td>
<td>4</td>
</tr>
<tr>
<td>3. Starting Work</td>
<td>5</td>
</tr>
<tr>
<td>4. Accidents &amp; Dangerous Occurrences</td>
<td>6</td>
</tr>
<tr>
<td>5. Alcohol &amp; Drugs</td>
<td>6</td>
</tr>
<tr>
<td>6. Asbestos</td>
<td>6</td>
</tr>
<tr>
<td>7. Communications</td>
<td>6</td>
</tr>
<tr>
<td>8. Competence &amp; Training</td>
<td>7</td>
</tr>
<tr>
<td>9. Confined Spaces</td>
<td>7</td>
</tr>
<tr>
<td>10. Contractors’ Work Area</td>
<td>8</td>
</tr>
<tr>
<td>11. Demolition</td>
<td>8</td>
</tr>
<tr>
<td>12. Dust and Fumes</td>
<td>9</td>
</tr>
<tr>
<td>13. Electrical System</td>
<td>9</td>
</tr>
<tr>
<td>14. Emergencies</td>
<td>10</td>
</tr>
<tr>
<td>15. Enforcing Authority Visits</td>
<td>10</td>
</tr>
<tr>
<td>16. Environment</td>
<td>10</td>
</tr>
<tr>
<td>17. Excavations</td>
<td>10</td>
</tr>
<tr>
<td>18. Fire Safety &amp; Fire Alarms</td>
<td>11</td>
</tr>
<tr>
<td>19. First Aid</td>
<td>12</td>
</tr>
<tr>
<td>20. Fume Cupboards</td>
<td>12</td>
</tr>
<tr>
<td>21. Gas Safety</td>
<td>13</td>
</tr>
<tr>
<td>22. Hazardous &amp; Dangerous Substances</td>
<td>13</td>
</tr>
<tr>
<td>23. Hot Work</td>
<td>14</td>
</tr>
<tr>
<td>24. Lifts</td>
<td>14</td>
</tr>
<tr>
<td>25. Noise</td>
<td>14</td>
</tr>
<tr>
<td>26. Pedestrian Routes</td>
<td>15</td>
</tr>
<tr>
<td>27. Permits to Work</td>
<td>15</td>
</tr>
<tr>
<td>28. Personal Protective Equipment</td>
<td>15</td>
</tr>
<tr>
<td>29. Plant, Tools, Equipment Machinery etc</td>
<td>15</td>
</tr>
<tr>
<td>30. Plant Rooms</td>
<td>16</td>
</tr>
<tr>
<td>31. Risk Assessments &amp; Method Statements</td>
<td>16</td>
</tr>
<tr>
<td>32. Safety Auditing &amp; Enforcement</td>
<td>17</td>
</tr>
<tr>
<td>33. Safety Policy</td>
<td>17</td>
</tr>
<tr>
<td>34. Safety Signs</td>
<td>17</td>
</tr>
<tr>
<td>35. Security</td>
<td>18</td>
</tr>
<tr>
<td>36. Services</td>
<td>18</td>
</tr>
<tr>
<td>37. Smoking</td>
<td>18</td>
</tr>
<tr>
<td>38. Special Hazards</td>
<td>18</td>
</tr>
<tr>
<td>39. Supervision</td>
<td>18</td>
</tr>
<tr>
<td>40. Used Needles</td>
<td>19</td>
</tr>
<tr>
<td>41. Vehicles</td>
<td>19</td>
</tr>
<tr>
<td>42. Vibration</td>
<td>20</td>
</tr>
<tr>
<td>43. Waste Management &amp; Disposal</td>
<td>20</td>
</tr>
<tr>
<td>44. Welfare</td>
<td>21</td>
</tr>
<tr>
<td>45. Work at Height</td>
<td>21</td>
</tr>
</tbody>
</table>
Appendices
1. Guidance for Management Units/Service Departments Where Contractors are Operating
   24
2. Common Problems Relating to Work Carried Out by Contractors
   25
3. Common Causes of False Fire Alarm Activations
   26
4. Suggested Additional Security Measures
   27
5. Assessment of Contractors' Health & Safety Policy
   28
6. Guidance on the Production of Method Statements
   30
7. Fire Precautions and Emergency Procedures
   32
8. List of Suggested Topics to be Discussed at the Contract Pre-start Meeting
   33
9. Schedule of Permits to Work Currently in Operation
   36
10. Guidance on Contractor Selection
    37
11. Definitions
    39
12. University Publications
    41
Contractors Code of Safe Working Practice

APPLICATION OF THIS CODE

This Code of Practice is primarily aimed at contractors engaged by Estates and Buildings. (See Appendix 11 for definition of a contractor). However, those Management Units/Service Departments who routinely engage contractors (or those embarking on such an engagement) for example to maintain their own equipment/appliances, should only apply the relevant sections of this Code which are applicable to the work to be carried out. It should be noted however, that this Code does not apply to non-University employees undertaking academic work.

The University frequently uses the term “supplier” when referring to the supply of goods or services etc instead of “contractor”. This Code does not refer to the term “supplier” but to the term “contractor”.

All concerned parties are reminded of Section 5.11 of the University’s Financial Regulations which state: “The Estates and Buildings Office has responsibility for the management of the University’s estates. All repairs and renewals of University property should be carried out by, or under the supervision of Estates and Buildings. All building contracts are therefore the responsibility of Estates and Buildings”. Work that involves disturbance to the fabric or services of a building must not be carried out without prior discussion/authorisation with/by Estates and Buildings.

In any case of doubt regarding the application of the Code or in any circumstances affecting safe working not covered by the Code, advice should be sought from the Responsible Person or from SEPS. (See Appendix 11 for definition of Responsible Person and SEPS).

The University of Glasgow disclaims responsibility for any matter or subject omitted from this Code.
1. INTRODUCTION
1.1 As a controller of premises, the University of Glasgow has a statutory duty to ensure, so far as is reasonably practicable, the health and safety at work of its employees, its students and that its activities do not endanger others who may work on or visit its premises. The University is also committed to continual improvement in standards of health and safety at work.

1.2 Equally, contractors have legal duties and are reminded that they must carry out work in compliance with all relevant health and safety legislative requirements and in particular The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999. Contractors carrying out construction work (see Appendix 11 for definition of construction work) will have additional duties under The Construction (Design and Management) Regulations 2007. Failure to do so may be considered as grounds for termination of a contract. (See Appendix 11 for definition of a contractor).

1.3 It is expected that competent contractors will be familiar with all relevant legislative requirements, Approved Codes of Practice, HSE Guidance and industry standards etc. applicable to their work and as such, they are not listed within this Code.

1.4 Contractors must conduct their activities in such a way that the safety of their own staff, University staff, students and members of the public and the environment are protected at all times within the requirements of the law, the contract and any arrangements in place.

1.5 The University is committed to a working environment which is free from any harassment and in which all individuals are treated equally with dignity and respect. Allegations of harassment will be taken seriously by the University and contractors are reminded that certain types of harassment may constitute a criminal offence.

1.6 The University will co-operate with contractors to enable them to comply with these duties.

2. PURPOSE OF THE CODE
2.1 Contractors carrying out work on University premises (particularly construction work) may create additional risks for staff and students and those visiting University premises as well those engaged in the work. It is therefore, appropriate to set out a Code of Practice for the benefit of contractors (and their employees) and for the guidance of Heads of Management Units/Service Departments who invite contractors into their area of responsibility.

2.2 This Code provides general information to all contractors on the minimum required standards of health and safety which the University of Glasgow expects. The aim of this code is to help contractors and their employees to work safely and help prevent accidents and ill-health to themselves, University staff and students and those visiting the University.

2.3 This Code of Practice identifies many of the safe working practices necessary for contractors to discharge their statutory duties to everyday users of University premises in respect of the risks caused by their work.

2.4 The University does not expect to have to manage contractors’ works for them. It is the contractor’s responsibility to ensure that all of their employees, and those of their
sub-contractors, who will be working within University premises (or any premises occupied by the University) are made aware of the contents of this Code.

2.5 All contractors working on University premises (or any premises occupied by the University) must conform to the provisions of this Code. Observance of this code, however, does not in any way relieve the contractor of their legal or contractual obligations. Failing to comply with the provisions of this Code or failing to adequately train employees in safe working practices, could prejudice contractors from being awarded future contracts.

3. STARTING WORK

3.1 A Responsible Person and a Contractor’s Nominated Representative must be appointed for each contract or project. (See Appendix 11 for definition of Responsible Person and Contractor’s Nominated Representative).

3.2 A contract pre-start meeting should be held between all affected parties to review all safety aspects of the contract. (See Appendix 8 for further guidance).

3.3 Communication paths should also be established at this stage to pass on all relevant safety information to both those carrying out the work and those likely to be affected to ensure co-ordination and co-operation between all parties. It is imperative that effective liaison exists between the University and the contractor so each can be made aware of the others health and safety needs. (See Section 7 for further guidance).

3.4 The Responsible Person must be informed before work commences on each contract or project.

3.5 Contact telephone numbers for all contractors and sub-contractors must be lodged with the Responsible Person and the head of the Management Unit/Service Department (if different) before work starts, so that in an emergency the contractor’s Nominated Representative can be contacted quickly.

3.6 Contractors’ employees entering University premises must report their presence before starting work each day. Maintenance contractors should report to the Estates and Buildings Help Desk each working day where they will be required to sign in/out and issued with a Contractors’ Pass. Contractors working on projects should follow the site rules in force by the Main Contractor. All other contractors who report directly to a University building should report their presence to Reception, the Building Superintendent, Chief Technician, Secretary, Hall Manager etc or other responsible staff member as appropriate.

3.7 It is the contractor’s responsibility to ensure that someone in authority knows that they are on the premises, what they are doing there and how long they are likely to be there. Contractors should arrange to report back when they leave the premises.

3.8 Prior permission must be obtained from the Responsible Person for access to University premises outwith normal working hours. Contractors’ employees entering or remaining on University premises outwith normal working hours must report their presence to Security personnel.
4. **ACCIDENTS & DANGEROUS OCCURRENCES**
   4.1 Current legislation (RIDDOR) states that contractors are responsible for the recording and, where necessary, the reporting of injuries to their own employees and any dangerous occurrences arising from the contracted work to the HSE.

   4.2 However, details of such incidents must also be reported to the Responsible Person as soon as practicable after the event who in turn will make a full report on the University’s Internal Accident Report form to SEPS in accordance with standing instructions.

   4.3 Accidents/incidents that cause, or had the potential to cause, harm to the environment should also be reported to the Responsible Person who in turn will notify SEPS.

5. **ALCOHOL & DRUGS**
   5.1 Contractors are reminded that working under the influence of alcohol and/or drugs could seriously impair judgement and impact on the safe operating capability of those affected. All contractors’ staff must report for work free from the effects of alcohol, drugs or substances and the consumption of alcohol or the misuse of drugs (or substances) is forbidden during working hours on University premises.

   5.2 However, subject to certain conditions, the consumption of alcohol during work-related social events is permitted e.g. presentations. The approval of the Responsible Person must be sought prior to such events. (See University Policy “Alcohol, Drug and Substance Misuse Policy and Procedures” for further details).

6. **ASBESTOS**
   6.1 Many of the University’s buildings date from an era when the use of asbestos containing materials (ACMs) was common. ACMs may also be present in older laboratory equipment and appliances. The University has produced separate guidance relating to asbestos and contractors must refer to the University’s “Asbestos Guidance for Contractors Working on University Premises” booklet for further information. It is the contractors’ responsibility to ensure that the contents of this booklet are both adhered to and brought to the attention of all their employees and sub-contractors.

   6.2 It is University policy that only specialist contractors who are licensed by the Health and Safety Executive (HSE) may carry out work on ACMs on University premises.

   6.3 Contractors are reminded that should they unexpectedly encounter material they suspect of containing asbestos, **work must stop immediately, the area should be secured and the Responsible Person informed. Under no circumstances should any attempt be made to clear up any debris.**

   6.4 All contractors are further reminded that it is a legal requirement to provide appropriate Asbestos Awareness Training to all their employees whose normal work activities may bring them into contact with asbestos (including those who supervise them). Such training should be carried out by competent training provider and proof of this should be provided to the Responsible Person upon request.

7. **COMMUNICATIONS**
   7.1 Formal communications paths between the Contractor and the University (i.e. Estates and Buildings, the Management Unit/Service Department concerned, other
building users and any other affected party) should be established at the pre-contract commencement meeting. This is of prime importance both to ensure that the work proceeds smoothly and that any safety issues can be quickly resolved. This chain of communication must also include all sub-contractors. (See appendix 8 for further guidance).

7.2 It is essential that all affected parties communicate with each other on a regular basis to exchange information about the risks arising from their respective operations. This should be seen as an on-going feature of the client/contractor relationship in the planning and co-ordination of the works and to ensure co-operation between all parties.

7.3 This is particularly important where there are proposed changes or variations to the work or work area, or where there are multiple contractors and sub-contractors operating.

7.4 This communication will normally be channelled through the University Responsible Person and the Contractor’s Nominated Representative (or their authorised representatives).

8. **COMPETENCE & TRAINING**

8.1 All contractors’ employees are expected to be competent to carry out the work for which they have been engaged having received all the relevant information, training and instruction necessary to carry out the job safely (this would also include asbestos awareness training where relevant). Any employees undergoing training must be properly supervised at all times whilst on University premises.

8.2 Those acting in a supervisory role should have received relevant health, safety and supervisory training and those carrying out specialist or more complex tasks should receive additional health and safety training appropriate to their duties. This may include formal qualification where appropriate. Evidence of competence and training must be produced when requested.

9. **CONFINED SPACES**

9.1 Contractors’ employees may not enter any confined or restricted space where a specified risk is likely to be present or arise without the express permission of the Responsible Person. (See Appendix 11 for definition of a Confined Space and Specified Risk).

9.2 Guidance entitled “Working Safely in Confined Spaces” within the University of Glasgow have been drawn up to manage entry into such spaces and all such operations on University premises will be controlled and managed through a Permit to Work system following a detailed risk assessment. (See Section 27 for further guidance).

9.3 The contractor must apply to the Responsible Person for a permit in advance of the commencement of operations. The Responsible Person will arrange for the issue of the necessary documentation.

9.4 Contractors must never assume that a confined space has been made “safe” by University personnel.
10. **CONTRACTORS’ WORK AREA**

10.1 Following consultation with the Responsible Person, contractors must provide a clearly identified, separated and properly fenced off area of work which does not affect the operations of the rest of the University. The area must be secure enough to prevent University staff, students and members of the public entering the work area and potentially being injured as a result.

10.2 Areas where there is no requirement for access by University staff, students or members of the public should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high which is sufficient to prevent access by unauthorised persons, (particularly children) unless this is already achieved by an existing adequate boundary wall or barrier. The use of barriers should be appropriate for the type and duration of the work being carried out. On larger external compounds the use of proprietary type fencing (e.g. “Heras” fencing) may be more appropriate. All aspects of fencing, protection and barriers should be confirmed at the site handover meeting.

10.3 To prevent confusion on larger or more complex sites or work areas, it will be necessary for drawings to be prepared highlighting those areas under the control of the contractor and those areas under the control of the University. Such drawings must be updated as necessary as the works proceed.

10.4 Contractors will take full responsibility for activities within areas designated as being under their control and these must be clearly identified with appropriate signage at all entrances. Such areas must be left secure when left unattended to reduce the risk of unauthorised access (especially by children) vandalism, theft or fire raising.

10.5 Work undertaken on University premises which cannot be so defined, such as short duration minor works, will be subject to a detailed risk assessment and the University’s safety procedures. Cones and signs on their own (without barriers) in work areas are unlikely to be sufficient except in emergencies and for very minor works. A safe system of work must be proposed by the contractor and agreed with the Responsible Person before work begins.

10.6 Contractors must only use access/egress routes to the work area that have been approved by the Responsible Person. Contractors must not trespass into clean areas.

10.7 All site visitors including the Responsible Person should report to the Contractor’s Nominated Representative, agent or general foreman when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed with the Responsible Person should be posted by the contractor at entrances to the site or work area.

10.8 Contractors are required to make suitable arrangements for access to their work area(s) by Security or Estates and Buildings staff in cases of emergency outwith normal working hours.

11. **DEMOLITION**

11.1 All demolition work must conform to the relevant legislative requirements, ACoPs, Guidance and standards. A detailed risk assessment and method statement must be submitted to the Responsible Person at the planning stage.
11.2 For all buildings constructed prior to 1999, an Asbestos Refurbishment and Demolition Survey must be carried out to properly identify and locate possible ACMs prior to any work commencing. This would include areas of the building where ACMs have been previously removed.

11.3 All demolition sites must be securely fenced off or other steps taken to warn or prevent the approach of persons who may be endangered by the operations.

11.4 Special precautions will apply should the demolition involve the handling of any potentially contaminated materials e.g. material suspected of containing asbestos, hazardous chemicals, radioactive materials etc. and this should be reflected in the method statement.

12. DUST & FUMES
12.1 The production of dust and fumes, can in some cases, cause ill-health effects to both the contractor and to University staff and students. At the very least they can cause irritation to other building users, can trigger automatic smoke detectors (resulting in false alarms) and cause unnecessary additional work for University cleaners.

12.2 Where contractors are involved in activities which are likely to generate significant quantities of dust or fumes immediately next to areas occupied by the University, suitable and sufficient barriers must be provided to prevent the passage of dust or fumes from the work area into the clean area. Such barriers may take the form of polythene sheeting (min 1000 gauge) on timber frames for corridors, stairways etc or temporary sealing around doors, windows, vents, extracts, voids, openings etc.

12.3 Ventilation systems are another route for dust or fume transmission to clean areas and the prevention of this should be discussed with the Responsible Person before work commences.

12.4 In extreme cases, effective control measures such as dust suppression systems, extraction equipment etc. may be required at source to properly control dust and fumes. Dust and fume exposure must be controlled to a level that is as low as is reasonably practicable and in all cases below any relevant Workplace Exposure Limit (WEL) which set legal limits on dust/fume concentrations in the air.

13. ELECTRICAL SYSTEM AND EQUIPMENT
13.1 Work on the University’s electrical system and equipment must conform to all the relevant legislative requirements, ACoPs, Guidance, industry standards etc including the University Policy and any Local Rules in force at that time.

13.2 Only suitably trained and qualified persons may work on any electrical system and equipment within University premises. Apprentices (or those under training) and attendants must be supervised by a qualified person at all times. The qualified person will be responsible for all aspects of the work.

13.3 Activities such as stripping out redundant electrical equipment and cables must be carried out under the supervision of a qualified person.

13.4 Contractors are reminded that should they encounter unexpected cables which have been cut or damaged within their work area, work in that area must cease until the cables have been proved to be dead. Contractors must not assume that such cables are dead and therefore safe to work on or around.
13.5 Contractors are reminded that certain waste electrical equipment is subject to the WEEE Regulations and should be disposed of accordingly.

13.6 Further guidance is contained in Sections 27 and 36 of this Code.

14. **EMERGENCIES**

14.1 In the event of an emergency e.g. requiring assistance from the Emergency Services or in the case of other incidents such as gas leaks or chemical leaks, flooding, spillages, requiring first aid assistance etc Central Services (Security) **must be contacted immediately**. This can be done in one of 3 ways:

- By calling personally into the Main Security Gatehouse (if convenient), or
- By dialling the emergency telephone number 4444 via the internal telephone system (or dialling 4282), or
- By dialling 0141 330 4282 on a mobile phone.

Garscube Campus:

- By calling personally into the Main Security Gatehouse (if convenient), or
- By dialling the emergency telephone number 2222 via the internal telephone system (or dialling 5799), or
- By dialling 0141 330 5799 on a mobile phone.

Outlying Premises:

- By dialling 0141 330 4282 on either the internal phone or mobile phone.

In the unlikely event of a non-response from Central Services **DIAL 999**.

14.2 Contractors should be aware that on the Main Campus, Emergency Telephones (painted red) which connect directly to the Security Office are situated at the following five locations:

- Bower Building - opposite Estates and Buildings Offices,
- Graham Kerr Building - opposite West Medical Building,
- Gilbert Scott Building S/E corner - opposite James Watt South Engineering,
- Thomson Building N/E corner - near entrance to James Watt North,
- Gilbert Scott Building N/W corner - opposite Security Office.

15. **ENFORCING AUTHORITY VISITS**

15.1 Any visit by members of the enforcing agencies must be notified to the Responsible Person as soon as is reasonable possible.

16. **ENVIRONMENT**

16.1 The University is committed to ensuring legislative compliance, and, where practicable, exceeding this minimum requirement by incorporating sound environmental management policies and practice into its work. Contractors are expected to align their activities with these principles and to take adequate steps to identify environmental risks and to manage these. Where practicable, risks should be eliminated or minimised.

17. **EXCAVATIONS**

17.1 The permission of the Responsible Person must be obtained before ground is broken on University premises. Normally a Clearance Certificate (or if the nature of the work demands - a Permit to Work) will be issued by the Responsible Person.
17.2 It may be the case that the breaking of ground is sometimes only a small part of a much bigger contract. However, the location of underground services such as gas, electricity, telephones, data cables, water, drains etc must be clearly identified beforehand and the relevant information passed to those persons who are to carry out the excavation.

17.3 A safe system of work must be implemented throughout the duration of the works in compliance with the appropriate legislation, associated ACoPs and guidance. Detailed risk assessments and method statements must be submitted to the Responsible Person in advance of the operations.

17.4 Contractors are reminded that members of the public have access to the University campus and therefore extra care is required to prevent access to excavations, particularly by children, at all times.

17.5 Prior permission must be obtained from the Responsible Person before any University roadway or footway is closed and effective control measures to manage the risks are implemented.

17.6 When work is complete, the site or work area must be properly reinstated and all previous markings, protective covers, warning notices etc restored.

18. FIRE SAFETY & FIRE ALARMS

18.1 It is vital during work in any occupied building that the integrity of the fire alarm system, fire escape routes, fire doors, fire separation compartments etc. are maintained, or if this is not reasonably practicable, adequate temporary alternative measures are put in place.

18.2 Prior approval of the Responsible Person must be obtained before fire escape routes are obstructed in any way, diverted or otherwise rendered ineffective. Normally, alternative escape routes must be formed (including temporary signage) prior to works commencing.

18.3 Before starting work, contractors must discuss with the Responsible Person how the works might affect the fire safety of the building (and any adjoining building) and ensure that any additional risks are properly identified and suitable control measures are implemented. The agreed measures to be put in place will form a supplement to the Fire Risk Assessment of the building. The impact of the construction works must be continuously monitored and managed to ensure compliance with fire legislation and any changes documented as above.

18.4 Unless otherwise instructed, any penetrations made through walls, floors and ceilings for example to accommodate pipes, cables or cable trays, must be made good with an appropriate fire resistant sealing material. The Responsible Person must be contacted in this event. Under no circumstances must holes be left in walls, floors or ceilings which could compromise the integrity of the fire/smoke separation of the building even on a temporary basis.

18.5 Where operations are likely to affect fixed automatic smoke detectors for example through the creation of dust, fume, smoke, steam it may be necessary to isolate the fire alarm system or a part of it e.g. the likely affected zone or the detector heads in the affected area must be temporarily covered ("bagged"). Approval of the Responsible Person must be sought prior to any de-activation, isolation or bagging
of any part of any fire detection/alarm system within University premises. If bagging is authorised, only propriety made covers or paper bags are permissible and makeshift plastic covers, plastic bags or gloves are not to be used. (See Appendix 3 for further information).

18.6 Corridors and stairways that form part of an escape route must not be used for the storage of plant, materials, debris etc. but must be kept clear and hazard free at all times. Only the minimum of combustible materials necessary for the work in hand should be allowed on the premises and waste should be removed on a regular basis. Existing fire-resisting doors are provided to prevent the spread of smoke and fire and must not be wedged open.

18.7 All hot work on University premises is managed through a Permit to Work system which is further detailed in Section 23 of this Code.

18.8 Details of Fire Precautions and Emergency Procedures which require to be followed whilst on University premises are detailed in Appendix 7.

19. **FIRST AID**

19.1 Legislation states that contractors are responsible for the provision of suitable first aid facilities for their own employees.

19.2 However, the University has a number of trained First Aiders situated throughout the campus who might be available in an emergency situation. Moreover, contractors are reminded of the close proximity of the Western Infirmary to the main University campus.

19.3 In the event that an ambulance is required; the guidance contained in Section 14 should be followed.

20. **FUME CUPBOARDS (AND BIOLOGICAL SAFETY CABINETS)**

20.1 Fume cupboards provide protection for staff and students handling potentially dangerous chemicals, substances and agents. Any work on fume cupboards, their extract systems and ancillary support systems requires the issue of a Clearance Certificate from the Responsible Person which has been completed by a senior member of the user department prior to work commencing.

20.2 In some cases however, a Permit to Work system may be the most appropriate method of ensuring safe access to the work area. The Responsible Person will decide the most appropriate method following consultations with the user department (and others if necessary).

20.3 Contractors are also advised that fume cupboard exhaust outlets are present on many University buildings (especially roofs). Some of these discharge toxic and/or flammable fumes. From time-to-time these cupboards are also fumigated. Permission must be first obtained from the Responsible Person before any work is carried out in proximity to these exhaust outlets. Contractors are reminded that a Roof Access Permit is required prior to accessing any roof. (See Section 27 for further details).
21. GAS SAFETY

21.1 Work on the University’s gas systems and appliances must conform to all the relevant legislative requirements, ACoPs, Guidance and industry standards etc including the University Policy and any Local Rules in force at that time.

21.2 Only trained and competent gas installers who are registered with “Gas Safe Register” and have the authority of the Responsible Person may install, repair, maintain, test or work on the University’s gas systems or carry out work on appliances, equipment, flues or fittings.

21.3 In addition, gas installers must hold the relevant qualification to enable them to carry out the intended work on different classes of installations and appliances e.g. domestic, non-domestic installations etc.

21.4 Apprentices (or those under training) and any unqualified operatives working on any of the University’s gas systems/installations must be supervised by a registered and qualified gas installer at all times. The registered operative will be responsible for all aspects of the work.

22. HAZARDOUS & DANGEROUS SUBSTANCES

22.1 The use of hazardous or dangerous substances (including flammable substances) on University premises should be avoided whenever possible. In cases where such substances do have to be used, contractors need to be aware of the risks involved and the appropriate control measures that need to be applied.

22.2 Substances hazardous to health are generally known as COSHH substances and are broadly defined as:

- Any substance that has been assigned a Workplace Exposure Limit (WEL) in Guidance Note EH40, Occupational Exposure Limits;
- It has a black/orange label on the container which classifies it as - Very Toxic, Toxic, Corrosive, Harmful or Irritant.

Material Safety Data sheets for these substances must be obtained and kept on site or work area for the duration of the work.

22.3 Also included in the COSHH definition of substances hazardous to health are:

- Dusts present in substantial quantities;
- Biological agents such as bacteria and viruses; and
- Any substance having similar properties to the above.

22.4 Substances labelled as: Explosive, Oxidising, Extremely Flammable, Highly Flammable, or Flammable are known as “dangerous substances” and are subject to DSEAR. Examples of such substances include: petrol, liquefied petroleum gas (LPG), solvents, paints, thinners, varnishes, resins, adhesives etc. in gaseous, solid or liquid form. Dusts, vapours and mists created through work activity and released into the atmosphere can also be classed as dangerous substances under certain conditions. Such substances can cause a fire, explosion or other energy releasing event and therefore require careful consideration before work starts.

22.5 Detailed risk assessments and method statements must be submitted to the Responsible Person before such substances are brought on to University Premises. All such substances must be used, handled, transported, stored and disposed of by trained and competent persons according to the relevant legislation and associated ACoPs, Guidance and standards.
23. **HOT WORK**
23.1 The carrying out of hot work is a well recognised hazardous operation which involves significant risks to both life and property and poses a major threat to the activities of the University. (See Appendix 11 for definition of Hot Work).

23.2 These risks have to be properly recognised and managed. Detailed procedures to manage hot work have been drawn up and all hot work operations on University premises will be controlled and managed through a Permit-to-Work system following a detailed risk assessment. (See Section 27 for further details of Permits to Work).

23.3 The Contractor must apply to the Responsible Person for the issue of a permit in advance of the commencement of operations.

24. **LIFTS**
24.1 The use of university lifts (and other similar hoists) by contractors as part of a contract, is only permitted where it has been agreed in advance by the Responsible Person under strict guidelines following consultation with the Lift Supervising Officer.

24.2 Where the Responsible Person has given permission for a contractor to use a lift, but not as sole user, the lift must remain available for the use of staff and students at all times and they will have priority of use.

24.3 Where necessary, appropriate protection against damage must be installed to lift floors, walls and ceilings and this must be maintained in good condition at all times and removed at the completion of the contract. The contractor is responsible for regular cleaning of the lift which has been contaminated by any construction material.

24.3 Dangerous or inappropriate goods and substances, equipment, machinery etc must not be conveyed within any lift.

24.4 At the completion of the contract, the contractor is liable to make good any damage to the lift or its installation to the satisfaction of the Responsible Person.

25. **NOISE**
25.1 Many activities carried out by contractors are by their very nature noisy and as such have the potential to disrupt teaching or other events (e.g. exams, conferences etc) taking place on University premises.

25.2 Contractors should take all reasonable steps to minimise the effect of construction noise in compliance with current legislation and by applying those recommendations contained in the relevant British Standards and industry guidance.

25.3 The contractor should use the most effective noise reduction techniques available and follow good practice.

25.4 Work likely to cause a disturbance in sensitive areas must only be carried out within the periods previously agreed by the Responsible Person.

25.5 The use of radios or other entertainment sound systems are not permitted on University premises unless authorised by the Responsible Person.
26. PEDESTRIAN ROUTES
26.1 Pedestrian routes both inside and outside buildings must be maintained free of any obstruction and slip or trip hazards. Such hazards can cause particular problems for those who are visually or physically impaired. (See Section 18 for guidance on Fire Escape Routes).

27. PERMITS TO WORK
27.1 In the case of high hazard work e.g. hot work, work in confined spaces, work on high voltage electrical equipment, entry into special hazards areas or restricted areas, work on the gas system, unusual jobs or where contractors' operations have to be especially co-ordinated with those of the University to ensure safety, the work will need to be governed by means of a formal Permit to Work system.

27.2 Permits to work are usually issued by the Responsible Person following the submission of a detailed method statement and the University’s requirements will be explained to the contractor in advance. However, contractors are encouraged to request their implementation whenever they foresee a need. The relevance of such a system to the work envisaged should be discussed wherever possible at the planning stage.

27.3 A schedule of Permits to Work currently in operation by the University is detailed in Appendix 9. Contractors must not carry out work without the appropriate Permit being issued.

28. PERSONAL PROTECTIVE EQUIPMENT
28.1 Under current legislation, the Contractor is wholly responsible for the provision of any required personal protective equipment (PPE) to each of their employees. The process will be informed by a risk assessment in compliance with the appropriate legislation. Suitable arrangements should be made for the storage of such items.

28.2 The contractor is responsible for ensuring that all such PPE is suitable and worn at all material times by their employees (and sub-contractors if applicable) whilst on University premises. It is a requirement that suitable protective footwear be worn at all times whilst on University premises where there is risk of injury.

28.3 Visitors to the site such as architects, consulting engineers and University staff such as Estates and Buildings Office personnel or safety staff should also be provided with and be required to wear the relevant PPE for the duration of their visit on site.

28.4 Where a contractor is carrying out work on University premises such as the breaking or dressing of stone or concrete, grinding of metals, welding etc. the contractor is responsible for the installation and maintenance of such screens or enclosures as may be required to protect persons other than their employees who may be endangered e.g. University staff members, students etc.

29. PLANT, TOOLS, EQUIPMENT, MACHINERY etc
29.1 Contractors are expected to bring on site or work area all appropriate plant, tools, equipment, machinery etc and any other ancillary equipment necessary for the safe execution of the works. Contractors must not use University plant, tools, equipment, machinery or lifting equipment etc without the express permission of the Responsible Person.
29.2 All such items of plant, machinery etc used by contractors on University premises must be suitable for the work to be undertaken and are constructed, guarded, fenced, used, maintained, inspected and tested where appropriate, in accordance with current legislation and relevant Approved Codes of Practice, Guidance or standards. Where necessary, records must be kept and made available for inspection when requested.

29.3 The use of pneumatic tools in and around occupied buildings must be carried out with due regard to noise control. (See Section 24 for further details).

29.4 Cartridge operated fixing tools may not be used on University premises without the prior permission of the Responsible Person. If this has been given, such tools may be used only by trained and competent persons in accordance with recognised standards.

29.5 Electrical power tools and other portable equipment used by contractors must be effectively earthed or double-insulated but leads are still vulnerable to damage and therefore require frequent inspection. In harsh conditions or rough use, cordless tools or tools which operate from a reduced low voltage supply e.g. 110V systems which are centre-tapped to earth (CTE) must be used. Where 110V transformers are used, these must be placed immediately next to the 240V outlet so that the length of the 240V cable is restricted to the absolute minimum. Lower voltages should be used for lighting which further reduces the risk.

29.6 Where mains voltage must be used, appropriate precautions must be taken where required, to reduce the risk of injury to an acceptable level. This may include the use of Residual Current Devices (RCDs or trip devices) which must be correctly installed and regularly tested.

29.7 At the end of each working day (or shift) all equipment shall be made safe by isolation, locking off, segregation, removal from the power source, securely locked away etc as appropriate.

30. PLANT ROOMS
30.1 Entry into plant rooms, switch rooms, boiler rooms, lift motor rooms, ventilation plant rooms etc. is restricted due to the potentially hazardous nature of the machinery and equipment they contain.

30.2 Such rooms are generally locked and contractor’s personnel are not permitted to enter such rooms without the specific permission of the Responsible Person. Entry to electrical sub-stations or high voltage switch rooms is by Permit only. (See Section 27 for further guidance).

30.3 All plant rooms must be securely locked at the end of each shift and rubbish disposed of on a regular basis. Keys must be returned at the completion of the works and the plant room left in a clean and tidy condition and all waste and rubbish properly disposed of. Contractors should note that should they fail in this regard, they will be liable to be charged for any costs incurred by the University in rectifying their shortcomings.

31. RISK ASSESSMENTS & METHOD STATEMENTS
31.1 The University may require copies of risk assessments and method statements from contractors carrying out higher risk work or unusual work activities. Such
documentation should be site and work specific, relevant (not generic), succinct and submitted to the Responsible Person upon request prior to work commencing. SEPS staff may also request copies of such documentation for inspection.

31.2 In the event of the need to deviate from the stated method statement, no further work is to be carried out until a revised method statement has been prepared and submitted to the Responsible Person where appropriate.

32. SAFETY AUDITING & ENFORCEMENT
32.1 The University is expected to ensure, so far as is reasonably practicable, that contractors are working to an acceptable standard of safety and as such reserves the right to visit any job, site or work area at any reasonable time. The degree of contact should be proportionate to the hazards and risks associated with the contract.

32.2 The University further reserves the right to intervene directly in what it considers matters of serious and/or imminent danger to persons who might be affected by the work activity and issue binding instructions and/or notices to contractors regarding health and safety aspects or implications of the work being carried out. Such intervention might result in the works being stopped.

32.3 The University may from time-to-time carry out unannounced random audits of contractors’ health and safety and waste management arrangements to ensure standards are being met. Issues of concern will be raised with the Contractor’s Nominated Representative who will be expected to take the appropriate action to rectify the matter.

32.4 Such interventions will normally be conducted by the Responsible Person (or his/her nominated representative) and/or professional SEPS staff.

33. SAFETY POLICY
33.1 All contractors employing 5 or more employees must have a written Health and Safety Policy signed by a Director or other senior executive. Copies of this Policy (and supporting documentation) must be made available on request to the Responsible Person or SEPS Staff.

34. SAFETY SIGNS
34.1 Contractors are responsible for the provision, display and maintenance of any safety signs which may be required as a result of the work they are undertaking. Signs must be displayed at all appropriate locations throughout the work area.

34.2 The specification of the signs should be appropriate to the work being carried out and must comply with any relevant legislation and guidance.

35. SECURITY
35.1 The University’s Central Services (Security) is manned 24 hrs per day, 365 days per year. CCTV is in operation in many areas of the University for public safety and security.

35.2 Contractors are responsible for the security of plant, machinery, equipment and materials brought onto University premises for use in connection with the contract. Their security arrangements should be communicated to the University Security Officer after consulting the Responsible Person.
35.3 Work sites (especially building sites) hold a particular attraction to young people and contractors should take all reasonable steps to prevent unauthorised access to their work areas and apply the principals of prevention contained in the relevant HSE publications.

35.4 Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security breaches than normal. When work areas are bounded by substantial perimeter fencing this is not always an adequate measure to prevent intruders gaining access to the premises. (See Appendix 4 for further guidance).

36. SERVICES
36.1 Contractors must not interfere with or connect to the electricity, gas, water, steam or drainage systems of the University or any other systems which services the building and its environs without the specific permission of the Responsible Person which has been obtained through the Estates and Buildings Office.

36.2 Normal use of standard plugs to connect portable electrical equipment is excluded from this requirement. However, electrical equipment designed to be used externally or in damp conditions, must only be connected to an approved RCD protected socket. Excessive lengths of trailing cables should be avoided. (See also Section 29.6).

36.3 It should be noted that different arrangements may be in place for some specific services (or plant or process equipment) such as medical gasses and advice on such matters should be sought from the Responsible Person.

37. SMOKING
37.1 Smoking is prohibited within all University buildings.

38. SPECIAL HAZARDS
38.1 A range of special hazards exist within certain University premises especially laboratories e.g. radiation, biological agents, strong magnetic fields, lasers, dangerous chemicals etc. Special laboratories exist within the University for the manipulation of such materials/articles and contractors are warned not to enter such areas (demarcated by appropriate warning notices) without a Permit to Work being issued. This Permit (or sometimes referred to as a Clearance Certificate) is normally prepared and completed by a senior member of the user department who has detailed knowledge of the area and the safety precautions necessary to make it safe.

38.2 Special hazards (such as those mentioned above) must not be brought onto University premises without the prior permission of the Responsible Person. Where permission is granted, appropriate arrangements must be made for the safe handling and storage of such substances/articles.

39. SUPERVISION
39.1 Contractors must provide a competent person on site or work area at all times to actively manage the work. Such persons must have adequate authority to act promptly on all health and safety matters and a detailed understanding of the hazards involved in the work and the relevant precautions to be taken.

40. USED NEEDLES
40.1 The University campuses are open to all and unfortunately from time-to-time drug users have been known to dispose of their used needles on University premises. Contractors should be extra vigilant when working in areas such as the following: toilets; drains (internal and external); cisterns; pipes; ducts; gutters; traps; long grass; hedges; places with an accumulation of leaves, isolated outdoor, secluded or screened off areas.

40.2 The University has well developed procedures for dealing with used needles and contact should be made with the Responsible Person in the first instance.

41. VEHICLES

41.1 The University campus presents unusual dangers in respect of road safety and it is expected of drivers that they exercise a high degree of responsibility and restraint. The presence of large numbers of young people must be constantly borne in mind and contractors and their employees are asked to remember that the campus is a pedestrian precinct to which vehicles are allowed access only for loading, unloading and parking, subject to the Car Parking Regulations of the University. Pedestrians have priority on all roads.

41.2 The contractor must take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to staff, students and members of the public (including children) arising from the movement of their and sub-contractor’s vehicles about the work area including entrances and exits. This should include where practicable, separate access to the work area for contractors’ personnel, plant and equipment for the whole duration of the work and a traffic system which eliminates or reduces the need for reversing.

41.3 Details should be agreed in advance with the Responsible Person. If total segregation cannot be achieved, vehicles must only enter or leave premises while staff and students are in the building (or not on campus). University classes commence at 5 minutes after the hour and end at 5 minutes to the hour. If vehicle movements must take place during periods when there are likely to be large numbers of staff and students in the area, the contractor must ensure that sufficient warning of the movement of vehicles is given to them and that a trained banksman is used when appropriate (unless the vehicle is fitted with on-board cameras).

41.4 A warning notice should be displayed in a conspicuous position at all entrances being used by contractor’s vehicles. The contractor is responsible for ensuring that their employees comply with the strictly enforced 5 mph speed limit on the campus roadways and also with the University Parking Regulations.

41.5 Deliveries of materials etc to work locations should be made at times when the campus is not busy e.g. early morning rather than during periods when lectures are about to start or finish. Unloading of vehicles should take place within the confines of the contractors’ work area whenever possible. Suitable precautions may be required where this is not possible e.g. erection of temporary barriers.

41.6 On larger or more complex jobs, drawings showing vehicle delivery routes may be required. Specific details will be discussed at the pre-contract commencement meeting.
41.7 Contractors’ vehicles must not be parked on pavements and pedestrian hard standings as they force pedestrians to walk on the road. The weight of the vehicle could also damage the paving slabs forming trip hazards.

41.8 Unless by prior arrangement, contractors must not park in designated “disabled parking bays”. These are reserved for those with registered disabilities.

41.9 Contractors are advised to contact the Security Office beforehand if there is likely to be a need for special arrangements for the accommodation of their vehicles or delivery vehicles.

42. VIBRATION
42.1 The contractor should take all reasonable measures to minimise the effect of vibration in compliance with current legislation and by applying those recommendations contained in the relevant British Standards and industry guidance.

42.2 The contractor should use the most effective vibration reduction techniques available and follow good practice.

42.3 Work likely to cause a disturbance in sensitive areas must only be carried out within the periods previously agreed by the Responsible Person.

43. WASTE MANAGEMENT & DISPOSAL
43.1 The University recognises the importance of waste management within its overall commitment to the protection of the environment and its relevance to the social and economic aspects of sustainable development and good governance. Contractors are, therefore, expected to align their activities with the principles set out in the University’s Environmental Policies.

43.2 Contractors must comply with their legal duty of care in the storage, transport and disposal of waste during the currency of their contract. All Contractor personnel should be suitably trained and knowledgeable about the waste procedures they are expected or required to follow.

43.3 Unless otherwise approved by the Responsible Person, all contractors’ waste must be stored in a lockable skip or other approved appropriate container. In all cases waste must be adequately contained and protected to prevent access by unauthorised persons (e.g. vandals, fly tippers and arsonists) and its escape (e.g. by spillage or due to wind).

43.4 Waste containers must be in good condition and must be clearly and appropriately labelled. Containers must be of a design and standard that prevents leaching from the waste into the environment. All combustible waste must be stored a minimum of 6 meters from any building. Skip removal must be managed so as to minimise the time that they are held on site and to ensure that they are not too full.

43.5 All excess materials and waste must be removed from University premises at the conclusion of the contract (subject to any contractual agreement to the contrary). Contractors should note that should they fail in this regard, they will be liable to be charged for any costs incurred by the University in rectifying their shortcomings.
44.6 University waste containers must not be used for the disposal of a contractor’s waste unless otherwise agreed in the contract. No chemical, oil or other waste material may be deposited in or allowed to enter the drains or watercourses.

43.7 A Registered Waste Carrier (or a carrier that holds an appropriate exemption) must be used to transport waste. Waste must be transported in suitable secured containers and vehicles and must only be transferred to an appropriately licensed or permitted waste management facility or a facility that holds an exemption from this requirement.

43.8 Waste being transported must be accompanied by a written description (Transfer Note for Controlled Waste, Consignment Note for Special/Hazardous Waste) that is sufficient to allow anyone receiving it to handle or dispose of it safely and appropriately.

43.9 Contractors must retain relevant copies of these and any other legally required records for the statutory period and must be able to present these to any authorised representative of the University or to the Enforcing Authority on request. Where required by the contract, a copy of all relevant records will also be provided to the Responsible Person or other designated representative of the University.

43.10 Contractors must have a written procedure that has been approved by the Responsible Person and suitable equipment to deal with any spillages or escape of materials or substances that are within their control (waste or other). Any such spillages or escapes that have the potential to cause pollution to the environment or harm to any person must be reported to the Responsible Person who should then report the incident to SEPS.

44. WELFARE FACILITIES

44.1 Unless otherwise stipulated within the terms of the contract (or agreed with the Responsible Person), contractors must provide suitable and sufficient welfare facilities for their employees from the start of the contract and throughout the construction phase. Where difficulties arise, the Responsible Person must be contacted who will assist with such arrangements.

45. WORK AT HEIGHT

45.1 All work at height on University premises must be carried out in full compliance with all relevant legislative requirements following all guidance and standards by fully competent contractors with up-to-date knowledge, experience and training.

45.2 Legislation sets out a hierarchy of fall protection measures that must be taken when planning work at height. This must be systematically followed and only when one level is not reasonable practicable may the next level down be considered:

- Avoid the need to work at height
- Prevent a fall
- Minimise the consequences of a fall should one occur.

45.3 For all activities carried out at height, a detailed risk assessment (and method statement incorporating simple sketches where required) must be prepared before work commences and copies submitted to the Responsible Person on request. Details should include the arrangements for rescue where appropriate.
45.4 The University has installed either roof edge protection or fall arrest systems to many of its flat roofed properties in order to provide safe access and working areas. However, there are a number of buildings which do not have such systems fitted and subsequently there is a risk that someone could fall if working too close to the edge of the roof. In such cases the University operates a Roof Access Permit. (See Section 27 for further guidance).

45.5 Work on roofs without either edge protection or fall arrest systems is not permitted unless a Roof Access Permit had been obtained. The Permit will indicate the precautions that must be taken e.g. erection of temporary roof edge protection, use of mobile anchor points, fall protection equipment, use of a mobile elevating platform, erection of a tower scaffold etc.

45.6 For work of a very short duration on sections of a large roof, demarcation may be the most appropriate method and the Permit will indicate the precise precautions that must be taken both on the access route and the work area itself. It should be noted that bunting, tape or markings at foot level e.g. painted line are not sufficient on their own.

45.7 Where fall arrest systems are fitted to roofs, contractors will not be permitted to attach themselves to these systems (and subsequently access the roof) unless they can demonstrate to the Responsible Person that their staff have received the appropriate training on the use of that specific system and are competent in its operation. The Responsible Person will provide evidence that the system has a current test certificate.

45.8 Contractors are fully responsible for all safety aspects of any scaffold structure they erect on University premises. This includes the selection of competent scaffolding sub-contractors (where applicable) who have received appropriate industry standard training. All scaffolds must conform to the relevant legislative requirements, ACoPs, British Standards, Guidance and industry standards.

45.9 The bases of all scaffolds must be adequately fenced off (at least 2m high) to prevent unauthorised access. Accessible balconies (or other openings) in the building to which children (or trespassers) might have access which in turn might give access to the scaffolding, must be similarly fenced off. This could be proprietary type fencing such as “Heras” fencing or plywood sheeting. Any entrances in this fencing should be closed when they are not in use and locked when the work area is unattended.

45.10 If natural or artificial lighting is insufficient or significantly obscured, additional lighting should be provided for the duration of the works.

45.11 All scaffolds must be removed from the work area as soon as is reasonable practicable and must not be left unattended for long periods of time.

45.12 All scaffolds must be regularly inspected by a competent person and a scaffolding tagging system such as a “Scafftag” must be in place clearly indicating the current status of the scaffold.

45.13 Contractors are reminded that ladders and step ladders are only suitable for light work of short duration. Before they are considered for use, a risk assessment must establish that the use of more suitable means of access (or working) such as
scaffolding, tower scaffolds, podium steps, MEWP's etc. is not justified because of
the low risk involved and either of the following:

- The short duration of the work, or
- Existing site features which cannot be altered.

45.14 All ground ladders (and other accessible ladders) must be removed at the end of
each working day and where deemed necessary, securely locked away. All ladders
must be suitable for the work in hand, must conform to recognised industry
standards, be regularly inspected and clearly identified by a tagging system such as
"Scafftag" or other suitable system.

45.15 Window cleaners should follow the advice given by The Federation of Window
Cleaners. Requirements for additional anchorage points should be discussed with
the Responsible Person before the work starts. If there is any doubt as to safe
access to a window, the contractor should seek advice from the Responsible Person
before proceeding. Any defects should be promptly reported to the Responsible
Person.

45.16 Prior permission must be obtained from the Responsible Person before any
University suspended ladder or gondola is used.
Appendix 1

Guidance for Management Units/Service Departments Where Contractors are Operating

The Responsible Person and/or Head of Management Unit/Service Department should ensure that staff are informed well before work starts that contractors will be operating on the premises. In emergencies however, the notice will be minimal and the cooperation of staff may have to be assumed. The information to be transmitted to staff is the nature of the work being carried out and its purpose, the names of the contractors and most importantly, the identity of the University’s Responsible Person who may be consulted.

If, during the course of the work, a member of staff feels that the contractor is disregarding safety procedures or that staff or students will be put at risk by the contractor’s activities, contact should be made with the Responsible Person. If an imminent risk arises, the contractor should be consulted directly with a view to eliminating the risk. If this fails, staff and students should be removed from the danger area and the Responsible Person contacted.

Where required, it is recommended that Heads of Management Units/Service Departments nominate a Contract Liaison Officer well before the contract commences to liaise and co-ordinate the day-to-day activities between the building user(s) and the contractor.

The following list will be of use to Heads of Management Units/Service Departments (or other staff involved with the contract) to ensure co-operation and co-ordination between all parties:

- Know the name and contact number for the University’s Responsible Person and the Contractor’s Nominated Representative
- Know the nature, scope, start date and duration of the works (make sure staff are made aware of this)
- Know the risks that the contractors’ activities are likely to create during the works which might adversely affect other persons and the control measures which the contractor intends to use to manage them (this needs to be reviewed as work progresses to ensure that adequate precautions are in place to manage new risks).
- Ensure that the Area Fire Officer and staff are fully informed of any fire safety issues that may affect them such as alterations to escape routes that may be introduced by the works.

Further guidance is also given in Appendix 2 and 3.

Note: Requests for changes to an agreed specification or the timing of operations should not be made directly to the contractor but with the Responsible Person.
Appendix 2

Common Problems Relating to Work Carried Out by Contractor

- Poor security/segregation around work areas. Increased risk of persons entering the work area resulting in injury, deliberate fire raising, vandalism and theft.
- Obstructing pedestrian and fire escape routes resulting in slipping and tripping hazards and potential difficulties evacuating buildings in the event of a fire.
- Excessive and prolonged wedging/jamming open of fire doors.
- Poor management of activities which result in the production of excessive dust or fumes leading to:
  - False fire alarm activations (see also Appendix 3)
  - Inhalation of dust/fumes by nearby building occupants causing ill health effects and/or irritation of their respiratory systems
  - Additional work for University cleaners
  - Potential damage/interference with work activities and scientific equipment.
- Accidental cutting of live electrical cables OR contact with old electrical cables which have been cut in the past but still connected to a power source.
- Disturbance of materials containing asbestos resulting in possible contamination.
- Use of inappropriate equipment for working at height including misuse of equipment or working near unprotected roof edges.
- Failure to obtain a Hot Work Permit before carrying out hot work.
- Inappropriate operation of vehicles in busy areas without adequate precautions in place to protect pedestrians e.g. no banksman, unloading materials at busy times.
- Off loading vehicles on pavements and pedestrian hard standings causing surface damage resulting in trip hazards.
- Damaging underground services (electrical cables) when carrying out excavations.
- Not properly checking for concealed cables within walls prior to drilling or chasing resulting in damage/contact with live electrical cables.
- Not removing all survey pegs and marquee tie-down pegs resulting in damage to grass cutting machines and injury to operator.
- Failing to carry out proper risk assessments of hazardous substances and failing to implement adequate control measures.
- Failing to remove rubbish from plant rooms, roofs etc following completion of work.
- Spilling material/substances with no provision for containment and safe clean-up.
Appendix 3

Common Causes of False Fire Alarm Activations

One recurring problem with works being carried out by contractors is false fire alarm activations. When fire alarms are falsely activated our buildings have to be evacuated causing inconvenience to staff and students and interruption of teaching activities. In addition to diverting the Fire Service away from a genuine fire, large numbers of false alarms could also potentially jeopardise the future response we receive from the Fire and Rescue Service i.e. they could decide to downgrade their response.

Most false fire alarm activations could be avoided by better planning and a bit more thinking. Where operations are likely to affect fixed automatic smoke detectors through the creation of dust, fume or smoke for example, it may be necessary to either isolate the fire alarm system or a part of it e.g. the likely affected zone or the detector heads in the affected area must be temporarily covered (bagged).

Typical causes of false activations associated with contractor's activities are:

- Dust from works being carried out such as downtakings, drilling or cutting masonry, brickwork and concrete, work on ventilation systems etc. It should be noted that dust in areas adjacent to the work area e.g. floors below and above can also be dislodged by vibration.

- Smoke, fume and aerosol producing activities such as: cutting, welding, hot air welding of floor coverings, emissions from vehicles and machinery (particularly diesel driven) or petrol driven tools etc carried out in the vicinity of smoke detectors (including external activities carried out near open windows or doors).

- Floor brushing activities in the vicinity of smoke detectors creating excessive amounts of dust. This should be avoided and vacuum cleaners used instead.

- Break glass points which are still active being left unprotected in areas where materials are being moved. There is a high risk of accidental activation as materials are knocked against these points.

- Existing ventilation systems not adequately sealed off to prevent ingress of dust or fumes into the ventilation ductwork (potential for transfer of dust or fumes into areas occupied by the University).

- Steam/water ingress into detectors.

- Objects interrupting the beam of beam type detectors.
Appendix 4

Suggested Additional Security Measures

The following additional security measures should be considered either individually or in combination in an effort to deter intruders. These measures should be defined and agreed at the pre-start meeting.

- All windows in the vicinity of the access equipment secured to prevent entry.
- Plywood panels fixed to areas of high risk such as audio visual rooms and computer suites unless alternative storage has been arranged or unless existing security arrangements are deemed adequate by the Responsible Person.
- Additional fencing around higher elevations of scaffolding i.e. near entrance railings.
- Lower lifts could also be secured by additional fencing or boarding.
- Additional patrols by the contractor’s or the University’s security personnel.
- Where scaffold ties pass through open windows, these should be secured and plywood screwed to the inside of the windows over the open areas to the satisfaction of the Responsible Person.
- Ensure the procedures for checking security especially on painting activities or other works of maintenance to windows.
- All points of contractor’s access to the premises to be adequately secured at night.
- Contractors to ensure that all existing window grills or locks are replaced on completion of the work.
- Scaffolding or other building works not to interfere with or provide access to any part of the alarm system i.e. alarm wiring, sensor units, door contacts, control panels etc.
- Use made as appropriate of artificial lighting for higher risk security areas at night.
- Ensuring adequate security of buildings when loading/unloading goods/materials/substances etc over a prolonged period of time.
APPENDIX 5

Assessment of Contractors Health & Safety Policy

Introduction
University Responsible Persons must be in a position to assess contractors’ safety policies to ensure that only competent and conscientious contractors are invited onto University premises. In inviting outside contractors onto its premises, the University must acknowledge its own legal obligations in this matter. Employing an outside contractor who does not have an effective Safety Policy Statement is to condone their shortcomings and could leave the University open to prosecution itself.

The value of a Health and Safety Policy Statement lies not so much in the written statement itself that must be produced in order to comply with the law than in the thinking and planning that must take place before a reasonable statement can be written. It must be a manifestation of the fact that there is a commitment by senior management in the company to ensure the health and safety of its workers and that their work does not endanger anyone else. The contents of the statement should demonstrate that management has thought about the hazards and safety needs of the workplace, has decided on a policy in relation to those hazards and worked out the detailed arrangements necessary to achieve that policy.

The safety policy will normally be in three parts:

General Statement of Policy
The general statement of policy is a declaration of intent on the part of senior management to run their undertaking so as to ensure the health and safety of employees and the general public so far as is reasonably practicable. The Policy should be signed by a senior director or executive of the organisation and dated.

This commitment should be reinforced by specific provisions and objectives relevant to the organisation e.g.:

- The allocation of sufficient resources
- The provision of appropriate information, instruction, training, and supervision
- The collection and analysis of accident data
- The promotion of consultation of employees on health and safety matters, and
- The development of health and safety awareness among employees.

The general statement will often refer to the health and safety responsibilities of employees. Whilst all employees do have legal responsibilities, care should be taken to ensure that management are not attempting to devolve their responsibilities onto employees. Good health and safety is a mutual objective for both management and employees.
Organisation for Health and Safety
The organisation for health and safety should reflect the overall management structure of the company. General responsibilities for health and safety should be given to line management at successive levels from top management down to supervisory grades. Such responsibilities should be clearly defined and preferably referred to in job descriptions to prevent any confusion. It is important to assess whether responsibilities have been given to managers of sufficient status and competence to carry them out.

Arrangements
The employer should set down the day-to-day arrangements necessary to implement the policy. This part of the statement may be in the form of a series of booklets, each of which describe the arrangements in force when the company is involved in a particular task. For example, building construction and demolition have different objectives, and although many of the health and safety precautions are similar, it makes sense to divorce the two to avoid any confusion.

The following list of headings is not meant to be exhaustive but gives an idea of the breadth of subjects which may be encountered. These sections can thereafter be cross-checked against the contractor's proposal for the job at hand and detailed within the method statement.

- Safe use and maintenance of plant and machinery
- Procedures for the storage, use, transport and disposal or articles and substances used at work
- Control of noise, dust, fumes etc. and procedures for environmental monitoring
- Issue and use of protective clothing
- Training, instruction and information for employees about hazards at work
- Emergency procedures including fire and first aid
- Written procedures for routinely hazardous jobs and for special risks such as working at height, lone working, woodworking machines, fragile roofs, cartridge tools, demolition, explosives, excavation, lifting equipment, pressure plant etc
- Collection and analysis of information such as accident reporting, investigations and analysis
- Safety inspections and safety audits and routine monitoring of environmental hazards
- Welfare arrangements.

The Health and Safety Executive is keen to encourage companies to develop a system of monitoring the effectiveness of arrangements and for reviewing safety performance as a whole. Any shortcomings in a contractor's Safety Policy Statement or in the procedures for reviewing its effectiveness should therefore be brought to the attention of senior management in the company.
Appendix 6

Guidance on the Production of a Method Statement

A method statement is a step-by-step account of how a task is to be carried out safely i.e. it states the sequence of operations. It is an end product of the risk assessment process and usually forms the safe system of work detailing how the significant risks will be managed, taking into account the competence of those involved in the task.

It needs to be appropriate to the scale and complexity of the work in hand. Ideally it should be completed by the competent person who carries out the risk assessment as most of the thinking has already been done. It can cover the whole project, a part of a project or a particular task within the project. Method statements should be simple, concise, not over complicated and should be accompanied by the risk assessment. It should contain no ambiguities or generalisations which could lead to confusion and be "site specific". They are for the benefit of those carrying out the work and their immediate supervisors.

The purpose of a method statement is to allow those undertaking the work to do so in a safe manner; understand the risks; implement all the necessary control measures following risk assessment; minimise the risks to all concerned and plan the work in a methodical manner.

Good method statements should provide sufficient detail on the following:

- The name and address of the contractor actually carrying out the work
- A full description the task, operation or work to be carried out
- Details of what date(s) and at what times the work will be carried out
- Details of the area, location and scope of the work
- Details of the supervisory arrangements
- Details of the number of persons doing the work
- Details of the individual(s) with responsibility for the work and who is responsible for monitoring compliance
- Communication details e.g. telephone numbers
- Details of how the site or work area will be accessed
• Information about persons who could be affected by the work

• Details of any plant, equipment and tools to be used. (Test certificates to be produced where required)

• Details of the competency of the operatives

• Details of any hazardous substances or materials to be used (along with specific risk assessments where required)

• Details of any health and safety implications and the control measures to be implemented e.g.

<table>
<thead>
<tr>
<th>RISK</th>
<th>CONTROL MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>work at height</td>
<td>use of mobile towers</td>
</tr>
<tr>
<td>protection of the public</td>
<td>segregation by barriers</td>
</tr>
<tr>
<td>confined spaces, hot work</td>
<td>permit to work system</td>
</tr>
<tr>
<td>use of hazardous substances</td>
<td>COSHH assessment</td>
</tr>
<tr>
<td>scaffolds, plant</td>
<td>trained operatives etc</td>
</tr>
</tbody>
</table>

• Details of what PPE will be issued

• Details of any special emergency procedures/arrangements/rescue (including first-aid)

• Details on the housekeeping arrangements and the procedures for waste disposal

• Details on any environmental considerations e.g. spillages

• Details of how the system will be monitored and how it can be changed if need be

• Where necessary, should be illustrated by simple sketches and/or reference to drawings, specification documents etc if more complicated.
Appendix 7

Fire Precautions and Emergency Procedures

What you should do when you arrive on University Premises:
Report your presence to Reception, the Building Superintendent or other responsible staff member. Make sure that someone in authority knows you are there, what you are doing and how long you are likely to be there. Arrange to report back when you leave.

Before you start work, find out the following:
- Where the escape routes and fire exits are for the building, particularly if you are working in an isolated area
- The location of the nearest fire fighting appliances
- The location of the nearest fire alarm call point (break glass call point)
- The location of the nearest available telephone
- What the Fire Action Notices for the building say (read these notices, they will tell you what to do in the event of a fire or on hearing the alarm of fire).

What you should do in the event of a fire:
Remember that the first few moments are the most critical and the actions taken during this period will probably influence the outcome of the incident.
1. If the alarm is not already sounding, immediately raise the alarm by operating the nearest break glass fire alarm call point
2. If possible and the fire is of a minor nature, tackle the fire with the appropriate fire extinguisher, but only if safe to do so. Ensure that you have an escape route. Do not let the fire get behind you
3. If in doubt, evacuate the premises by way of the nearest fire exit
4. From a safe area, notify Central Services Department (Security):
   Main Campus:
   - By calling personally into the Main Security Gatehouse (if convenient), or
   - By dialling the emergency telephone number 4444 via the internal telephone system (or dialling 4282), or
   - By dialling 0141 330 4282 on a mobile phone.
   Garscube Campus:
   - By calling personally into the Main Security Gatehouse (if convenient), or
   - By dialling the emergency telephone number 2222 via the internal telephone system (or dialling 5799), or
   - By dialling 0141 330 5799 on a mobile phone.
   Outlying Premises:
   - By dialling 0141 330 4282 on either the internal phone or mobile phone.
In the unlikely event of a non-response from Central Services DIAL 999.

Note: On the Main Campus five Emergency Telephones (painted red) connect directly to the Security Office. These are situated at the following locations: Bower Building (opposite Estates and Buildings Offices); Graham Kerr Building (opposite West Medical Building); Gilbert Scott Building S/E corner (opposite James Watt South Engineering); Thomson Building N/E corner (near entrance to James Watt North) and Gilbert Scott Building N/W corner (opposite Security Office).
5. Report to the person in charge at the assembly point as directed on the Fire Action Notice and await further instructions.
6. Assist the fire brigade when they arrive.

IN ALL CASES OF FIRE, THE UNIVERSITY’S CENTRAL SERVICES DEPARTMENT (SECURITY) MUST BE INFORMED AND THE FIRE BRIGADE CALLED IMMEDIATELY
Appendix 8

List of Suggested Topics to be Discussed at the Contract Pre-start Meeting

Where applicable and dependant on the scale of the contract, at least the following topics should be thoroughly discussed and agreed at the meeting (if not already done so).

Formal Appointments:
- University Responsible Person
- Contractor’s Nominated Representative
- Contract Liaison Officer (building users)
- Consultants involved
- Details of any other personnel involved
- Addresses and contact numbers (including emergency contact numbers)

Exchange of Information:
- Safety policies
- Summaries of risk assessments
- Details of any existing site specific hazards
- Display of project notification to HSE
- Any issues arising from the pre-construction information
- Any issues arising from the H&S File
- Any issues arising from the construction phase plan and arrangements for reviewing the plan (site safety plan)
- Arrangements for access to restricted areas e.g. plant/lift rooms etc
- Identification of activities which could adversely affect either party during any site interaction
- Site vehicles: access, restrictions, traffic regulations, parking, speed limits, reversing, unloading, pedestrians etc
- Display of site rules and any issues arising
- Interruption of supplies e.g. water, power. Shut down procedures etc
- Issue of any applicable University publications and “local rules”
- Contractor’s Insurance Certificates
- Arrangements for Janitor access to building

Establishment of Communication Paths:
- Arrangements for conveying information to affected employees of all parties
- Arrangements for regular progress meetings (site meetings)
- Arrangements for managing changes and variations to agreed procedures
- Ensure there is clarity as to the role, functions and responsibilities of members
- Ensure there is good communication, co-ordination and co-operation between all members (including building users where Contract Liaison Officer is not appointed)

Project Details:
- Brief description
- Project requirements
- Tender issues
- Possession of site
- Programme and sequence of works

Asbestos issues:
- Any issues arising from the asbestos survey or Asbestos Register
- Issue “Asbestos Guidance for Contractors” booklet
- Procedures for unexpected encounter with ACMs
- Reminder that only licensed asbestos removal contractors may carry out work on asbestos on University premises

Permits-to-Work:
- Discussion and issue of relevant permits or clearance certificates e.g. hot work, confined spaces, lab access, fume cupboards, roof access, ground penetration, work on electrical or gas system/equipment etc

High Risk Activities: e.g.
- Work at height
- Excavations
- Demolitions
- Dismantling etc
Fire Safety:
- Identification of Area Fire Officers
- Provision of fire fighting appliances; training in their use; provision of signs
- Provision of fire detection and alarm systems; arrangements for local isolations
- Provision of suitable fire doors
- Identification of emergency escape routes (min 2 where possible in different directions) and exits; arrangements for keeping them clear of obstructions; provision of emergency lighting (where required); resistance to smoke and fire ingress, appropriately signed etc
- Arrangements for ensuring that travel distances are kept to a minimum
- Integrity of existing fire separation compartments; provision of temporary arrangements where required
- Prevention of smoke and fire spread through openings in walls, floors, ceilings, roofs
- Penetrations: ensure the use of temporary fire/smoke stopping where required
- Identify and control sources of ignition
- Identification of assembly points
- Prohibition of hot work without permit
- Storage of combustible materials
- Use of fire resistant bins etc
- Arrangements for raising the fire alarm
- Training of operatives in general fire precautions
- Update Fire Risk Assessment
- Procedures for monitoring, managing, maintaining and testing of all fire safety measures and arrangements

Contract Administration:
- Arrangements for reporting presence
- Arrangements for ID cards
- Arrangements for accident reporting
- Arrangements for site visitors
- Use of alcohol/drugs (University Policy)
- Working hours: restrictions etc
- Use of University services/equipment e.g. water, electricity, gas, steam etc
- No Smoking rules
- Security arrangements for the building - including any additional measures, (see appendix 4 for further guidance)
- Arrangements for ensuring how h&s on site will be monitored and controlled
- Arrangements for regular testing of portable electrical equipment
- Arrangements for competent supervision on site at all times
- Safety auditing and enforcement
- Provision of temporary safety signs
- Arrangements for managing HSE visits
- Arrangements for induction of employees/visitors and toolbox* talks
- Production of appropriate training certificates, evidence of asbestos awareness training; competence of plant operators etc
- Copies of statutory inspections/tests e.g. lifting equipment etc
- Arrangements for welfare provisions
  (NOTE: These must be in place at the start of the contract and maintained throughout the construction phase)
- Arrangements for safe working and co-ordination and co-operation with sub-contractors and regular briefings
- Arrangements for refresher training & updating
- Arrangements for notifying defects and worker involvement
- Arrangements for provision & maintenance of safe access and egress
- Arrangements for processing any statutory test certificates e.g. electrical test certificates etc
- Arrangements for first aid provisions

Emergency Procedures:
- See section 14 and Appendix 7
- Arrangements for gas/chemical leaks or spillages including flooding
- Arrangements for serious and imminent danger
- Emergency evacuation procedures
- Procedures for testing of arrangements at regular intervals
- Arrangements for dealing with serious injury or accident and incidents or other foreseeable emergencies
Contractor’s Method Statements:
- Arrangements for identifying higher risk or unusual work
- Arrangements for managing changes to stated methods (see Appendix 6)

Dust/Fumes:
- Arrangements for prevention of generation of excessive dust
- Control measures to prevent migration
- Arrangements for cleaning
- Arrangements to prevent false fire alarm activations
- Arrangements for monitoring to keep exposure below WELs

Waste Management & Disposal:
- Storage, transport, disposal, etc
- Training of operatives in good practice
- Siting of skips
- Combustible waste
- Use of Registered Waste Carriers
- Transfer/Consignment Notes
- Costs levied for failure to remove
- University Policies

Contactors’ Work Area:
- Arrangements for the adequate protection of University staff, students and members of the public
- Site accommodation
- Safe access/egress routes
- Provision of temporary signs
- Arrangements for fencing/barriers
- Arrangements for preventing unauthorised access to work area
- Traffic management, segregation, protection of pedestrians, use of banksman; warnings; temporary barriers, access times etc
- Storage/handling/transportation/disposal of materials
- Arrangements for short duration work deliveries
- Temporary gas supplies

Environmental Issues:
- Prevention of spillages
- Arrangements for cleaning up spillages
- Avoidance of excessive noise (e.g. exams etc)

Hazardous, Dangerous and Flammable Substances/Materials:
- To be avoided where possible
- Risk assessments (incl COSHH)
- MSDS
- Control measures
- Method statements
- Competence
- Authorisation

Noise/Vibration:
- Arrangements to minimise
- Agree restricted periods of use
- Use of radios etc on campus

Housekeeping:
- Site tidiness and cleanliness
- Prevention of slip/trip/fall hazards
- Storage of materials etc
- Prevention of falling objects
- Trailing leads through occupied areas
- Obstruction of pedestrian routes
- Visually impaired persons
- Management of rubbish, debris etc
- Storage of LPG cylinders
- Enforcement of “No Smoking” rule

Discussion on Appendix 2 & 3:
- Common problems relating to work carried out by contractors
- Common causes of false fire alarm activations

ACOB:
Appendix 9

Schedule of Permits to Work Currently in Use by the University

- Hot Work Permits (section 23)
- Work in Confined Spaces Permit (section 9)
- Laboratory Access Permit/Clearance Certificate (section 38)
- Laboratory Equipment Access Permit/Clearance Certificate e.g. access to fume cupboards (section 20)
- Ground Penetration Permit/Clearance Certificate (section 17)
- Roof Access Permit (sections 20 & 45)
Appendix 10

Guidance on Contractor Selection

The University is obliged to take reasonable steps to satisfy itself that it only engages or appoints contractors who are competent (i.e. they have sufficient skills and knowledge to carry out the specified task in a safe manner). The degree of competence required will depend on the work to be done. This means making reasonable enquiries to check that the contractor (or individual) is competent to do the relevant work and can allocate adequate resources to do it. Equally those engaged to do the work must also be sure that they are competent to carry out the required tasks before agreeing to take on the work.

Any prospective contractor’s health and safety capacity should be carefully scrutinised and copies of their Health and Safety Policies, procedures and their arrangements for carrying out risk assessments etc. should be produced. Management Units/Service Departments should ask to see a signed and dated copy of the contractor’s H&S Policy before engaging them for the first time. (Only applicable to contractors who employ 5 or more employees). (See Appendix 5 for further guidance).

Dependant on the scale of the contract, the following is a list of suggested basic questions that should be asked of proposed contractors:

- What is their track record of experience in the type of work that needs to be carried out?
- How do they obtain competent health and safety advice?
- Do they have membership of a relevant trade, business or professional body or an approved contractor scheme?
- What are their qualifications and skills?
- What health and safety training do they carry out for their employees?
- What arrangements do they have for consulting their workforce?
- What is their recent health and safety performance (number of accidents etc)?
- Has any enforcement action been taken against them over say the last 5 years? (Prohibition or improvement notices, prosecutions etc) by HSE, SEPA or EA?
- What are their site supervision arrangements?
- What arrangements do they have for maintaining and carrying out safety inspections of their own equipment? e.g. ladder inspections, electrical testing of portable electrical equipment, testing of lifting appliances etc
- Do they have independent assessment of their competence?
• Do they produce method statements where required (ask for examples)?

• Do their employees hold a relevant “passport” in health and safety training i.e. have they received relevant industry/skills training and passed a recognised health and safety test?

• What are their procedures for selecting competent sub-contractors and how do they supervise and communicate with them?

• Do they have appropriate and adequate insurance policies in place?

• What is their knowledge of the Management Units’ or Service Departments’ requirements and/or standards?

**NOTE:**
Contractors carrying out construction work as defined by the *Construction (Design and Management) Regulations 2007 (CDM)* are subject to a more in-depth competence assessment criteria and must be arranged through the Estates and Buildings Office.
Appendix 11

Definitions

**Competence:** The possession of sufficient knowledge, experience, skills and training to enable the person to know what he or she is doing and to be able to carry out a task in the way in which a person competent in the activity would expect it to be done and to have an appreciation of one’s own limitations. It does not necessarily require a particular level of qualification.

**Confined Space:** Any place including any chamber, tank, vat, pit, trench, pipe, sewer, flue, well or other similar space which by virtue of its enclosed nature, there arises a reasonable foreseeable “specified risk” (see below). Other less obvious places could be (if the conditions are right): culverts, tunnels, inspection pits, open topped chambers and trenches, reaction vessels, furnace combustion chambers, ductwork and even unventilated (or poorly ventilated) rooms. Some places only become “confined spaces” when work is carried out within them such as spray painting during maintenance activities or modifications etc. See “Working Safely in Confined Spaces” procedures within the University of Glasgow for further guidance.

**Construction Work:** As defined by Regulation 2 of “The Construction (Design and Management) Regulations 2007”.

**Contract Liaison Officer:** A nominated senior competent member of the Management Unit/Service Department or building user(s) who is tasked with co-ordinating the day-to-day activities and interaction between the building user(s) and the contractor for the duration of the contract.

**Contractor:** A company or any individual who, in the course or furtherance of a business or undertaking, carries out or manages work on behalf of the University. Contractors who carry out “construction work” should note the legal definition given in Regulation 2 of “The Construction (Design and Management) Regulations 2007”.

**Contractor’s Nominated Representative:** A senior competent member of the contractor’s staff who is responsible for contact and co-ordination with the Responsible Person and any sub-contractors and is responsible for ensuring that the work is carried out in a safe manner under any arrangements in place and meets the requirements of this Code.

**Controlled Waste:** Waste as defined in the Controlled Waste Regulations 1992 (as amended).

**Control Measures:** Action taken on the completion of a risk assessment to obviate or control the risks identified by the assessment.

**Hot Work:** Any temporary operations involving open flames or producing heat and/or sparks which are carried out within a building or outside if adjacent to buildings or flammable storage. See “Hot Work Permits” and “Management of Hot Work” procedures for further guidance.
Licensed or Permitted Waste Management Facility: A facility that holds a waste management licence or pollution prevention and control permit for waste. Licences and permits for waste management facilities in Scotland are issued by the Scottish Environment Protection Agency (SEPA). Licences and permits for those in England and Wales are issued by the Environment Agency (EA).

Permit to Work: A formalised system of work that requires trained and competent persons to carry out specific actions within a given time period to enable a defined high-risk task to be carried out safely. They are used in circumstances where there is risk of serious injury which cannot be controlled by physical safeguards and the risk can only be managed by following a detailed set of instructions in a written procedure.

Registered Waste Carrier: A person or business that is registered to carry controlled waste. Carriers who operate in Scotland must be registered with the Scottish Environment Protection Agency (SEPA). Carriers operating in England and Wales must be registered with the Environment Agency (EA).

Responsible Person: A competent representative of Estates & Buildings or relevant College, School, Management Unit or Service Department of the University who has responsibility for planning, co-ordinating and issuing instructions to a contractor to carry out work and for ensuring that the works are carried out in accordance with those instructions and within the conditions of the contract and any other arrangements in place under which those instructions were made.

SEPS: Safety and Environmental Protection Services.

Special Waste: Waste that has hazardous properties (to health or the environment) as defined in the Special Waste Regulations 1996 (as amended).

Specified Risk: Any serious injury to a worker caused by fire or explosion; loss of consciousness caused by lack of oxygen, a toxic or asphyxiating gas or vapour or free-flowing solid, or by heat exhaustion; drowning caused by the rising level of a liquid.

University Premises: All properties and land which The University of Glasgow owns, or over which it has tenure or a responsibility for maintenance.

Work at Height: Work at any height where there is a risk of a fall liable to cause personal injury. (This would include working next to an excavation where there is a risk of a fall).
Appendix 12

University Publications

- Asbestos Guidance for Contractors Working on University Premises
- Hot Work Permits: Estates and Buildings Appointed Contractors
- Hot Work Permits: Management Unit/Service Department Appointed Contractors
- Working Safely in Confined Spaces
- Safe Use of Flammable and Explosive Substances: A Guide to DSEAR in the University
- Safety with Electricity: The Electricity at Work Regulations 1989
- University of Glasgow Health and Safety Policy Statement
- University of Glasgow Environmental Policies