

Control of Contractors

Statement of Approach

The presence of contractors adds a level of complexity that does not exist where an entire workforce is under the managerial control of the School or Service. Consequently, effective management of contractors helps to protect the safety of staff, students and visitors whether within our buildings or in university grounds. Those who manage or supervise any contractor, have responsibilities placed on them by health and safety law which cannot be passed from one party to another by means of a contract.

Schools and Services **MUST NOT** appoint contractors whose work will involve any disturbance to the fabric of the buildings without prior consultation with Estates.

Some units will routinely need to appoint contractors (or suppliers) to maintain their own office/lab equipment and appliances etc. This should be considered within the unit's risk assessments and effective communications put in place to make sure that contractors understand the requirements, restriction and expectation of working within an occupied University building.

Proper communication between all involved parties is essential as is the sharing of risk assessments and method statements for the work being carried out by the contractor. Schools and Services who hire contractors have a responsibility to make sure that their work will be carried out safely and should ask for sight of risk assessments and method statements that relate to this.

Although the contractor is responsible for planning the detailed method of their work, those who engage them, should make reasonable effort to check that they have done so and that the planned methods seem reasonable. They should check that the contractor has identified any risks which could affect the University's employees or students and has suitable measures in place to protect against this such as potential obstruction of corridors and stairways, blockage of fire escape routes etc.

Delivery of Specific PPMs

The University operates a contractor framework for prescribed work to be carried out and in relation to maintenance the FM Contractor is CBRE. This contractor covers all reactive and planned maintenance and works to the safe system of work and arrangements set out in the contract. In relation to planned preventative maintenance of higher risk lab and research areas a dedicated CBRE manager and the University's Lab Shutdown Programme Manager are responsible for the co-ordination and completion of critical and essential planned maintenance in the CL3 labs. This comprises plant and equipment, HVAC/BMs, LEV and TExT testing, HEPA filters, fire door and systems maintenance and co-ordination with Schools who have planned maintenance activities covering microbiological safety cabinets, autoclaves etc.

Processes and responsibility documents are in place to establish the flow of activities and arrangements to deliver safe maintenance and effective completion and handover.

Internal meetings with SEPS and Technical Services are also held to ensure that the relevant responsibility and instructions are issued to the contractors to achieve compliance testing and certification where applicable.

Application of This Code

The following code of practice is split into A-Z for contractors that the University safety team inspect and audit to ensure compliance and in conjunction with the contractor safety teams. The document was drafted in conjunction with the contractor base and represents the code that the contractors work to. The document covers construction scale projects but also contractor activities in lab research areas and expected standards of safe working.

Also included in this reference document are appendices 1-10 that set out the required guidance and detail that support this code of practice.

The Estates Directorate operates a contractor activity meeting which reviews the weekly arrangements across campus of the various contractor events taking place. In addition, the Estate's team organise a contractor and consultant forum annually to discuss the contents of this code and to look at areas that need to be updated.

Following the Contractor and Consultant forum in September each year this Code will be reviewed and following any edits uploaded onto the USR webpages.

1. INTRODUCTION

- 1.1 As a controller of premises, the University of Glasgow has a statutory and moral duty to ensure, so far as is reasonably practicable, the health, safety and welfare of anyone on or around its premises including students, employees, contractors, visitors and the public. 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 specifically *The Health and Safety at Work etc Act 1974* and *The Management of Health and Safety at Work Regulations 1999*. Everyone involved in carrying out construction work (see Appendix 2 for definition of construction work) will have duties under *The Construction (Design and Management) Regulations 2015*. Breach or failure to comply with regulations and University procedures will be taken very seriously and may result in termination of a contract and exclusion from future opportunities at the University.
- 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 (construction work as well as maintenance work in lab areas) 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 Safe Working Practices 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 Safe Working Practices 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 2 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 10 for further guidance).
- 3.3 While this section covers larger construction projects start up meetings with meeting minutes and agreed actions to control the maintenance works for critical and essential lab and research areas are held between the Schools and Estates. This would typically cover CL3 lab areas where communication and safety decision management is critical.
- 3.4 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. Contractors should ensure that they have completed University of Glasgow Contractors Induction for their personnel before they attend University of Glasgow to begin work. 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).
- 3.5 The Responsible Person must be informed before work commences on each contract or project.
- 3.6 A Team Directory / 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.
- 3.7 Contractors' employees should ensure that they before accessing buildings that they clearly communicate the arrangements with their University contact. If in doubt check in with the main gatehouse who will contact the relevant persons if required. All maintenance contractors must ensure they are aware of where their employees are

working and that they are authorised to be at those locations. Contractors working on projects should follow the site rules in force by the Main Contractor.

- 3.8 It is the contractor's responsibility to ensure that someone in authority (for example Facilities Manager or Duty Manager) knows that they are on the premises, what they are doing there and how long they are likely to be there.
- 3.9 Prior permission must be obtained from the Responsible Person for access to University premises out with normal working hours. Contractors' employees entering or remaining on University premises out with normal working hours must report their presence to Security personnel.
- 3.10 All projects will require a Construction Phase Plan and should be proportionate to the scope and size of the project.

If the job meets the CDM requirements, namely, will last longer than 30 working days (with more than 20 workers working simultaneously at any point in the Project) it will need to be notified to HSE.

- 3.11 Where projects require more than one contractor a Principal Contractor and Principal Designer must be appointed in writing by the University of Glasgow.
- 3.12 CDM 2015 applies to all construction projects as defined by Section 2(1) of the regulations. Where projects involve more than one contractor the Principal Contractor should:

Plan, manage, monitor and coordinate safety in the construction phase of a project. Including:

- liaising with Client and Principal Designer.
- preparing the Construction Phase Plan.
- organising cooperation between contractors and coordinating their work.

Ensuring:

- suitable site inductions are provided.
- reasonable steps taken to prevent unauthorised access.
- workers are consulted and engaged in securing their health and safety; and
- Suitable and sufficient welfare facilities are provided.

All other contractors should:

Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.

For projects with multiple contractors the Principal Contractor should coordinate their activities with others in the project team. In particular, comply with directions from Principal Designer or Principal Contractor.

The Principal Designer should be informed of any design changes carried out on site.

4. ACCIDENTS & DANGEROUS OCCURRENCES

- 4.1 Current legislation Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) 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 online 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 and Compliance Team.

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. The University has a zero tolerance stance in this regard. 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, for example: presentations, on the basis that there should always be an equal availability of non-alcoholic drinks, and where possible these events should be held toward the end of the 'normal' working day. 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 10-17 for Contractors Working on University Premises*" document (See Appendix 3) 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 **Estates operates a process that must be followed to ensure relevant asbestos information is interrogated and as appropriate obtained before any works commence, see appendix 17.**
- 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. The area should be made secure to prevent any unauthorised access or further exposure. Under no circumstances should any attempt be made to clear up any debris. The suspected ACM should be tested and if positive should be removed by a licenced contractor in compliance with The Control of Asbestos Regulations 2012. The Compliance team should be notified and they will lead the resolution.**
- 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 a 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 Directorate, the Management Unit/Service Department, Zone Facilities Manager concerned (zone manager group email (change number for each zone) estates-facilities-zone-1@glasgow.ac.uk), 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 10 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 or where the work controls a research area with critical hazards e.g. CL3 labs
- 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 must 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 within the university that has responsibility for instructing or managing the works. (See Appendix 2 for definition of a Confined Space and Specified Risk).

Any works undertaken in a confined space must be undertaken in accordance with the requirements of The Confined Spaces Regulations 1997.

- 9.2 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 to prevent University staff, students and members of the public entering the work area and potentially being injured as a result.

Any hoarding installed by contractors must be subject to temporary works design and sign off by competent person.

- 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 Directorate staff in cases of emergency out with normal working hours.
- 10.9 Contractors carrying out PPM activities in a work area defined by lab space must ensure that they follow the inductions and any permit issued by the users and that they work within the dedicated space and timeline as set out by the user.

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.

All works undertaken must be carried out in accordance with Construction (Design and Management) Regulations 2015 and The Control of Substances Hazardous to Health Regulations (COSHH 2002). The works must be carefully planned, managed, monitored and coordinate throughout by practitioners with the relevant skills, knowledge and experience relevant to the nature of the demolition works.

- 11.2 An Asbestos Refurbishment and Demolition Survey must be carried out where buildings cannot be defined to be free from Asbestos Containing Materials (ACMs) 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.

The scope of work and use of the survey must be clearly defined to the surveyor to prevent any exclusions. However, with this in mind, any limitation of exclusions outlined in the Refurbishment & Demolition (R&D) Survey Report must be raised and discussed with the University and Estates Directorate department prior to progressing any works on site. Such areas may require additional testing and investigating before works can proceed safely.

- 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.

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 Security and Operational Support Team (Security) **must be contacted immediately**. This can be done in one of 3 ways:

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 Security and Operational Support Team **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 Directorate 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.

- 14.3 Contractors must carefully consider any temporary measures required to ensure the safety of students and existing building users with regards maintaining access and egress routes and procedures for pedestrians and emergency vehicles during any construction works.

15. ENFORCING AUTHORITY VISITS

- 15.1 Any visit by members of the enforcing authorities must be notified to the Responsible Person and Compliance Team as soon as is reasonably 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 required.
- 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 Safe digging practices must be implemented on site at all times. Refer to HSG47 Avoiding danger from underground services. (Mention marking and ensuring services are readily identified at all times on site. Mention the protection of existing services (crossing points etc).
- 17.5 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.³²
- 17.6 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.
- 17.7 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 the University Fire Alarm Isolation Procedure FAIP must be followed, see appendix 18.**
- 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 9.

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 Queen Elizabeth University Hospital 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 extraction 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 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.
- 20.3 Contractors will be appointed based on skills, knowledge and training to carry out work on all aspects of the air handling system. This will cover LEV testing for fume cupboards, testing for Microbiological safety cabinet testing and ensuring that TExT testing is carried out across the asset lists and on the regular interval testing to ensure compliance.

21. GAS SAFETY

- 21.1 Work on the University's gas systems and appliances must conform to all the relevant legislative requirements, Approved Codes of Practice, Guidance and industry standards etc including the University Policy and any Local Rules in force at that time. (Please refer to Appendix 14 for full details of Gas Safety Policy and Emergency Procedures).
- 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 2 for definition of Hot Work).
- 23.2 These risks have to be properly recognised and managed. The contractor will be expected to operate controls for such work to prevent risk and allocate these works to responsible and competent teams. Such works should be discussed in advance with the Technical Services team in Facilities Services to determine if any additional controls are required. The minimum would be that the contractor operates a permit to work system and if it is considered an added safety control an authorisation will be issued by the university.

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 When authorisation is given for a contractor to use the University lift, then a photographic record should be taken at the start of the works and again once the works are completed so that any damage is highlighted. 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.
- 24.5 For Lifting Operations and Cranage Operations the location of any cranes for lifting operations must be carefully considered and agreed in advance with Estates Directorate. A detailed lifting plan must be provided to Estates Directorate and the responsible lifting officer for review and agreement. The plan must also include details of protection measures to protect existing structures and services as well as the necessary exclusion zone and methodology. The Lifting Plan and detailed Risk Assessment and Method Statement must be submitted to the University's Insurers for authorisation prior to the Lift being carried out.

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).

- 26.2 Directional signage must be used to clearly guide staff, students or the public around the designated routes in the vicinity of the construction works.

The contractor should consider the need for any other protection measures such as temporary lighting or other protection measures.

- 26.3 Clear segregation between pedestrian traffic and vehicular traffic at all times. Where pedestrian and vehicle routes cross, provide appropriate crossing points for people to use. Pedestrians, cyclists and drivers should be able to see clearly in all directions. Crossing points should be suitably marked and signposted and should include dropped kerbs where the walkway is raised from the driving surface. Where necessary provide barriers or rails to prevent pedestrians from crossing at dangerous points and to direct them to the crossing points.

27. HRAA (High Risk Activity Authorisation)

- 27.1 The university operates an internal system for managing safety for specific activities called the HRAA process.

- 27.2 The system is for all high risk activities across the University Estate or within areas under the Universities control. An exemption is in place where a full site is handed over to a contractor and the site is completely under the control of the main contractor e.g. where a complete building is being demolished or a full construction project such as the Western Campus Development.

Initially the system is to be established and operated for the following;

- Hot Works
- Fire Alarm Isolation
- Roof Access
- Asbestos Removal

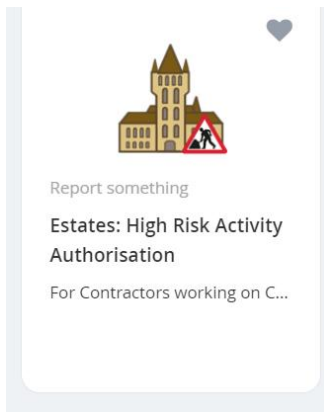
There are plans to further develop the system into a wider remit for high risk activity approval and management.

Extract of Procedure

The system is available to all for access and can be found as follows:

University Staff

Via the university helpdesk on the staff portal by as a request, see the below tile to select:



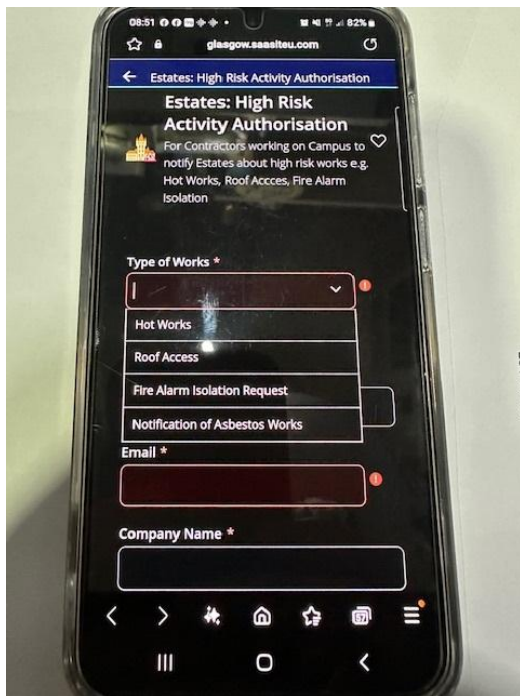
Non University Staff/ Contractors/ Lead Advisers
Electronically via a QR code/ link;



Once accessed the system is a smart form that details relevant succinct questions and rules as appropriate for the area selected and guides for the specific zone to be worked in.

A screenshot of a web application interface. The top header is dark blue with 'UoG Helpdesk' on the left and 'Chris Ferguson Staff' on the right. Below the header is a light blue bar with a back arrow and 'Service Catalogue'. The main content area has a title 'Estates: High Risk Activity Authorisation' with a small icon of a building and a subtitle 'For Contractors working on Campus to notify Estates about high risk works e.g. Hot Works, Roof Accces, Fire Alarm Isolation'. To the right of the title is a heart icon and 'Remove from Favourites'. The form contains several fields: 'Type of Works' (a dropdown menu with options: Hot Works, Roof Access, Fire Alarm Isolation Request, Notification of Asbestos Works), 'Email' (a text input field), 'Company Name' (a text input field), and 'Date and Time of commencement of works' (a date and time picker). At the bottom are two buttons: 'Review & Submit' (blue) and 'Cancel' (grey).

Visual of Form on a Desktop



Visual of form on a Mobile Device

This system is a tool and does not negate the need for communication and planning, when planning works operational teams and zonal lead techs should be contacted to compliment and ensure suitable arrangements are in place. In addition any works should be communicated at the weekly contractor activity meetings.

Hot Works

Hot Works will be managed and delivered directly by specialists deemed competent to deliver such work, following a full assessment by a person competent to assess such works.

The form must be completed in advance of any works being carried out to allow for approval (not technical (technical review and assessment will be by the competent contractor), purely logistical and operational), preferably for planned works with 5 days notice though by arrangement or for emergencies this period can be reduced, note repeated emergency requests may be challenged.

Before completing a hot work request the contractor must have suitably developed RAMS, permit system in place for daily permit and fire watch.

Clearly the populated permit cannot be attached in advance as it would be completed on the day at the start and as the works commence/ complete, therefore, it is expected a copy of the form to be used is uploaded as confirmation of the system and process.

While contractor systems may have standard stipulations for hot works and fire watch the university requires a risk based approach with an extended firewatch in certain circumstances. These are clearly detailed on the form and must be agreed/ accepted prior to approval.

Fire Alarm Isolation

Fire alarm isolation is managed in order to reduce unwanted fire alarm activations and the form guides and collects relevant information. Due to the complexity of this area there is a separate procedure with various stipulations and logs which should be read in conjunction with this procedure.

[J:\Communal\Fire Alarm Isolation](#)

Roof Access

The University comprises some 360 buildings across the two main campuses and wider Estate with various roofs exhibiting differing complexities and requirements to enable safe access and working. These require to be accessed for PPM inspections, repair and maintenance, HVAC and plant servicing as well as planned project works amongst other activities.

Due to the risk associated with working on roofs there was an existing access control protocol in place requiring contractors to have suitably developed RAMS and rescue plans as well as adhering to the University Roof Access safety Procedures, the 10 golden rules:



Roof access has been added to the HRAA in order to formalise the exiting procedure and allow a recorded demonstration of compliance for access to roofs. Specific areas where access does not require controls such as those with safe and maintained parapet protection will not require this process to be completed though access will still need to be arranged with the operational team for the zone. A list of specific areas is available from the lead technicians.

The university has a small number of buildings (twelve) with experimental fume hood extract systems that vent onto the roof, access to these roofs require coordination with the system users and school representatives to ensure the use of hazardous substances is restricted for the duration of the roof access. While the systems are maintained, filtered and designed to ensure there is no risk of exposure for anyone accessing the roofs there is a procedure that has been agreed and implemented whereby a secondary approval is set on the system allowing confirmation from the school building manager or coordinator that restrictions are in place to enhance safety controls and those requiring access will not be exposed to any harmful substances.

The form must be completed in advance of any works being carried out to allow for approval (not technical (technical review and assessment will be by the competent contractor), purely logistical and operational), preferably for planned works with 5 days notice though by arrangement or for emergencies this period can be reduced and is covered under the separate procedures for access onto these roof locations.

Note1: Edits and changes to the HRAA must be notified to the Duty Manager and can be facilitated through contact with the Lead Technicians or Compliance team to ensure that time is not wasted in raising additional authorisations that do not add value to a safe process.

Note 2: There are no restrictions on number of contractors on roofs under one authorisation however if the activities are significantly different and RAMS are different a separate authorisation is required. For example, where there are two sub-contractors working on a maintenance task on the roof together this would be covered under one authorisation. If one contractor was a roofing contractor working alongside another contractor repairing equipment the two tasks are very different and should be covered by two authorisations.

Note 3: Short duration tasks is defined as typically 30 minutes and where access is required to check or inspect but not carry out work and tasks. This requires contacting the Lead Technician about accessing the roof and given the type of work this covers does **not** required a HRAA authorisation.

28. PERSONAL PROTECTIVE EQUIPMENT

- 28.1 The contractor is responsible for ensuring that all workers under their control are wearing the appropriate Personal Protective Equipment (PPE). Further, under current legislation, the employer is wholly responsible for the provision of any required 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 undertaking a risk assessment to ensure appropriate PPE selected for the task and that all such PPE is suitable and worn at all 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 Directorate 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 Visitors to the site who have not undergone the full site induction must be accompanied on site at all times.
- 28.5 Where works may affect passers-by then 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 All such items as referred to in 29.2 must be regular maintained and tested to ensure fit for purpose and use.
- 29.3 The use of pneumatic or other tools that cause excessive noise or vibration in and around occupied buildings must be carried out with due regard to noise control. (See Section 25 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. Keys must be returned at the completion of the works. Good housekeeping standards should be adhered to and the plant rooms must be left in a clean and tidy condition. No storage of redundant equipment or waste is permitted. 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. ROOF ACCESS PROCEDURES

- 31.1 There is an Estates Directorate procedure in place for accessing University buildings' roofs. Contractors must follow this procedure and the 10 Golden Rules for roof safety which refers to a Safety Plan being in place, i.e. a Risk Assessment & Method Statement (RAMS) for the work to be completed. Contractors must make arrangements with the Supervisor, Manager, zonal management team or delegated person, who will issue keys to Contractors. The keys will be signed out/in from Help Desk.
- 31.2 In emergency situations the call out procedure for Estates Directorate will apply and security will arrange to issue keys to a roof area in consultation with Estates.
- 31.3 The 10 Golden Rules apply to Contractors and Estates teams. The University of Glasgow contact will check that these rules have been addressed before authorising roof access. The 10 Golden Rules are as follows:
 - 1. A safety plan must be in place and agreed (this should include rescue plans).
 - 2. Safe means of access and egress must be agreed.
 - 3. The safety plan ensures that there will be no working near an unprotected roof edge.
 - 4. The Asbestos Register has been checked prior to works being carried out.
 - 5. A communication plan (covering an emergency situation) must be in place for those working on the roof.
 - 6. The building user must be notified of the planned works.
 - 7. Checks with the user must be made that there are no harmful emissions from roof Stacks.
 - 8. Weather conditions have been reviewed to allow safe access to roof area.
 - 9. A permit must be in place for all hot works on roofs.
 - 10. All PPE specified in the safety plan must be worn.
- 31.4 If the authorised trades' persons accessing the roof has been taken through this procedure and are clear on the 10 Golden Rules for roof safety, they can sign the keys in and out themselves. The Supervisors, Manager or delegated person must issue keys to all contractors.
- 31.5 In the 10 Golden Rules it refers to a Safety Plan – Risk Assessment & Method Statement (RAMS). For trades' teams this is covered in the generic roof access

procedures for Estates Staff. New RAMS would be needed if the work was significantly different from the generic assessment and existing safe systems of work.

- 31.6 For visiting contractors requiring short duration access to roofs (e.g. a visual check from a safe position on the roof) the 10 Golden Rules should be consulted and applied where applicable to this type of access. Simple controls will be required in these instances.

32. RISK ASSESSMENTS & METHOD STATEMENTS

- 32.1 The University will 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.
- 32.2 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.

33. SAFETY AUDITING & ENFORCEMENT

- 33.1 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.
- 33.2 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.
- 33.3 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.
- 33.4 Such interventions will normally be conducted by the Responsible Person (or his/her nominated representative) and/or professional SEPS staff or Safety & Compliance team.

34. SAFETY POLICY

- 34.1 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.

35. SAFETY SIGNS

- 35.1 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.
- 35.2 The specification of the signs should be appropriate to the work being carried out and must comply with any relevant legislation and guidance.

36. SECURITY

- 36.1 The University's Security and Operational Support Team (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.
- 36.2 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.
- 36.3 Work sites (especially building sites) hold a particular attraction to young people and contractors should take all reasonable steps to fully monitor, secure and prevent unauthorised access to their work areas and apply the principals of prevention contained in the relevant HSE publications.
- 36.4 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 and further precautions within the boundary must be considered. (See Appendix 6 for further guidance).

37. SERVICES

- 37.1 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 Directorate Office.
- 37.2 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, and extension reels must always be fully unwound. (See also Section 29.5 and 29.6).
- 37.3 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.

38. SMOKING

- 38.1 Smoking is prohibited within **all** University buildings and at the entrances and immediate surrounding areas.

39. SPECIAL HAZARDS

- 39.1 A range of special hazards exist within certain University premises especially laboratories e.g. radiation, CL3 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 or agreement to enter under a safe system of work and induction.
- 39.2 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.

40. SUPERVISION

- 40.1 Contractors must provide a competent person on site or work area at all times to actively manage the work. Such persons must be clearly identifiable, have adequate authority to act promptly on all health and safety matters and must be competent in the specific area of operation with sufficient RAMS available for inspection and a detailed understanding of the hazards involved in the work and the relevant precautions to be taken.

41. USED NEEDLES

- 41.1 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.
- 41.2 The University has well developed procedures for dealing with used needles and contact should be made with the Responsible Person in the first instance. A number FCA's?? Cleaning Services Supervisors are trained to handle these incidents. Only a suitably trained individual should carry out cleaning of the contaminated area and items. Until their arrival the affected site should be closed off, as far as reasonable, to prevent access by the public, untrained University personnel and students. During normal working hours you should contact Cleaning Services – Ext. 4280 who will assign a suitably trained Cleaning Supervisor to attend as soon as possible. Out with normal working hours you should contact Security and Operational Support Team – Ext. 4282 who will initiate a “call-out” system that will result in appropriate staff attending to deal with the incident.

42. VEHICLES

- 42.1 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.
- 42.2 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.
- 42.3 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.
- 42.4 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.
- 42.5 Deliveries of materials etc to work locations should be made at times when the campus is not busy e.g. before 8 am, 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.
- 42.6 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. The routes to be utilised by contractors must be agreed in advance with the University and Estates Directorate and clearly identified on a Traffic Management Plan.
- 42.7 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.
- 42.8 Unless by prior arrangement, contractors must not park in designated "disabled parking bays". These are reserved for those with registered disabilities.

42.9 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.

42.10 The University operates a Car Parking Permit Scheme across Campus from 08:30 – 17:00 hrs Monday – Friday. Parking conditions are visible around Campus and a penalty will be charged if there is a breach of the terms and conditions as displayed on signage.

43. VIBRATION

43.1 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.

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

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

43.4 The Contractor should discuss with the client and Estates Directorate the need for any dilapidations surveys in advance of progressing any works on site.

44. WASTE MANAGEMENT & DISPOSAL

44.1 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 and recycle as far as reasonably practicable.

44.2 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.

44.3 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).

44.4 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.

- 44.5 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.
- 44.7 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.
- 44.8 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.
- 44.9 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.
- 44.10 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.

45. WELFARE FACILITIES

- 45.1 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.
- 45.2 Welfare provisions must be in accordance with CDM 2015 Schedule 2 and provide Toilets, Washing Facilities, Drinking Water, Changing Rooms and Lockers and Rest Facilities. (See Appendix 15)

46. WORK AT HEIGHT

- 46.1 All work at height on University premises must be carried out in full compliance with all relevant legislative requirements including The Work at Height Regulations 2005 following all guidance and standards by fully competent contractors with up-to-date knowledge, experience and training.

- 46.2 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 reasonably 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.
- 46.3 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.
- 46.4 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 to Work – PW02 Roof Access Permit. (See Section 27 for further guidance).
- 46.5 There is an Estates Directorate procedure in place for accessing University buildings' roofs. Contractors must follow this procedure and the 10 Golden Rules for roof safety which refers to a Safety Plan being in place, i.e. a Risk Assessment & Method Statement (RAMS) for the work to be completed. Contractors must make arrangements with the Supervisor, Manager or delegated person, who will issue keys to Contractors. The keys will be signed out/in from Help Desk.
- 46.6 Work on roofs without either edge protection or fall arrest systems is not permitted unless a detailed plan has been agreed with the university. All precautions need to be documented and agreed in advance. This will typically include erection of temporary roof edge protection, use of mobile anchor points, fall protection equipment, use of a Mobile Elevating Work Platform (MEWP) and erection of a tower scaffold.
- 46.7 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.
- 46.8 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.
- 46.9 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.
- 46.10 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.

- 46.11 If natural or artificial lighting is insufficient or significantly obscured, additional lighting should be provided for the duration of the works.
- 46.12 All scaffolds must be removed from the work area as soon as is reasonably practicable and must not be left unattended for long periods of time.
- 46.13 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.
- 46.14 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, MEWPs 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.
- 46.15 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.
- 46.16 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.
- 46.17 Prior permission must be obtained from the Responsible Person before any University suspended ladder or gondola is used.

A1 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 5 and 9.

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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.

A2. Appendix 2

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, silo, 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 2015"*.

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 2015"*.

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 *The Waste (Scotland) Regulations 2012*

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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 or relevant College, School, Management Unit or Service Department of the University, for example Project Manager, Lead Advisor or Facilities or Building Manager, 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 Amendment (Scotland) Regulations 2004.

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).

A.3 Appendix 3

Asbestos

Revised 10/17

1. Introduction

The purpose of this Guidance Note is to provide advice to University staff on the potential health hazards presented by exposure to asbestos containing materials (ACMs) and the actions that should be taken to minimise or prevent such exposure occurring. It has been updated to take account of the revised Control of Asbestos Regulations, which require employers and "duty holders" to manage risks arising from ACMs on their premises.

The guidance is aimed principally at those who work in buildings that may contain asbestos or who may come into occasional contact with ACMs during their work in the University.

As a general rule, Estates Directorate are responsible for the management of ACMs in the fabric of University buildings (as well as plant/equipment etc owned/maintained by them) while Schools/Institutes and Services have responsibility for ACMs that may be present in equipment that they control.

2. Asbestos Material

Asbestos is a naturally occurring mineral fibre which exists in three main forms. These are commonly known as "blue" (crocidolite), "brown" (amosite) and "white" (chrysotile) asbestos. All are dangerous but blue and brown are known to be more hazardous than white. They cannot be identified by colour alone but require laboratory analysis.

Asbestos fibre is non-combustible and also possesses properties which make it useful for reinforcing cement, plastics and other building materials. It is also a good insulator against heat, sound and electricity. As a result of these properties, it has been used in the manufacture of various types of equipment and, very extensively in the construction of buildings. It is sometimes used in its pure form but is also often mixed with other materials to form products with particular properties. Over 3,000 uses of asbestos have been identified. It is not always immediately evident that such materials contain asbestos.

The use of asbestos in building construction has declined rapidly since the early 1970s due both to the increasing legal controls on its use and a greater awareness of the health risks presented by the material. The new use of brown and blue asbestos was banned in 1985 and the use of building materials containing white asbestos in 1999.

3. Health Effects

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It has been known for many years that inhaling asbestos fibres causes irreversible lung damage and induces cancers of the chest and lungs. Asbestos related diseases are normally regarded as incurable. The scientific evidence of exactly what level of exposure causes disease is unclear but what is known is that the more fibres that are breathed in, the greater is the risk to health.

It is important to remember that asbestos will only pose a risk to health if fibres are released into the air.

There is usually a long delay between first exposure to asbestos and the onset of disease. This "latent period" can range from 15 to 60 years and is unpredictable.

However, it is important to remember that the risks from asbestos arise through inhaling airborne fibres. If fibres are not released from the material there is no risk to health. ACMs that are in good condition and are not being damaged or disturbed are unlikely to release fibres. Risks to health can arise where these conditions are not met. Examples of this would typically be in circumstances where the material is in poor condition, has become damaged or is being worked on e.g. sanded, drilled, sawn etc. Although very minor damage is not likely to cause a significant exposure to asbestos fibres, uncontrolled large scale damage can pose a significant risk, particularly where individuals suffer this type of exposure regularly.

4. Asbestos Regulations

Work with asbestos is primarily governed by The Control of Asbestos Regulations 2012 (and associated Approved Codes of Practice) which imposes strict and complex legal requirements on all those carrying out work with asbestos. One of the principle aims of these Regulations is ensure that ACMs in buildings and fitments (including plant, equipment and appliances) is properly managed so that employees, students, building and maintenance workers and others who may be affected, are not exposed to harmful asbestos fibres when carrying out their everyday duties.

These revised Regulations require employers to prevent exposure of persons to asbestos. If this is not reasonably practicable, the law requires their exposure be controlled to the lowest possible level. The Regulations also include the "duty to manage" ACMs in non-domestic buildings. This includes all buildings, whatever type of business or undertaking is carried out in them. It also covers the common areas of residential rented properties, such as hallways, corridors, stairway enclosures, lift shafts, roof spaces etc.

The duty holder is anyone responsible for maintaining and repairing all or part of a property (or plant, equipment, appliances etc) or who has control of the building e.g. owner, occupier, landlord, managing agents, architects, surveyors etc. Such persons will need to ensure that ACMs within those premises are properly managed and that information about the location and condition of the materials is passed on to those likely to work on them or disturb them.

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It is not illegal to have ACMs within a building, however there are legal duties covering general safety. The condition of any ACMs within a building may affect safety and therefore, must not be in a condition that results in (or is likely to result in) airborne contamination. ACMs need to be properly and effectively managed.

Work on asbestos insulation, asbestos coating or asbestos insulation boards may only be carried out by contractors who are licensed by the Health and Safety Executive (HSE) and arrangements for such work must be channelled through Estates.

Work on other ACMs in which the asbestos fibres are firmly linked in a matrix such as asbestos cement sheets, floor tiles etc. do not legally require the use of a Licensed Contractor. However, such work can only be carried out following a suitable and sufficient risk assessment which demonstrates that the control limits will not be exceeded. The work must only be carried out by trained workers in accordance with a method statement to prevent exposure and spread of asbestos. Anyone intending to carry out ANY work with such materials must first consult Estates or the Safety and Environmental Protection Service (SEPS) for advice on how these legal obligations may be met.

In addition, The Construction (Design and Management) Regulations 2015 require anyone engaging a contractor to carry out building maintenance or construction work to ensure that the contractor is provided with adequate information about risks that they may expect to encounter during the work. This would include information about the likelihood of encountering asbestos. To ensure that this requirement is properly addressed, all such contracts should be placed in consultation with Estates who are familiar with these requirements.

In this regard, Management Units/Service Departments are reminded that under the University's Financial Regulations, work that involves disturbance to the fabric or services of a building must not be carried out without prior discussion/authorisation with/by Estates.

University personnel are not permitted to work with asbestos (this includes the taking of samples).

5. ACMs in University Buildings

Many of the University's buildings date from an era when the use of asbestos was common and, as a result, ACMs have been used in one form or another in the construction and fitments of some University buildings.

It is impossible to give a definitive list of all locations where ACMs might be found in the University. Estates are responsible for maintaining an Asbestos Register of all known locations of ACMs within the fabric of the University buildings (including plant and equipment owned or maintained by them). This Register is based on an Asbestos Management Survey carried out by specialist surveyors. Unless there is clearly no risk of disturbing ACMs the Asbestos Register should always be consulted before work, however minor, is carried out.

It should not be assumed however, that there are no ACMs present in the area just because there is no mention in the Register as unknown locations will remain where its presence is concealed within the building structure and would only be revealed by dismantling of parts of

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the building. The possibility of unexpectedly encountering asbestos when carrying out any work on the fabric of a building must always be kept in mind.

Management Units/Service Departments should notify Estates where they suspect that hitherto unknown ACMs have been found. See Section 10 for further advice.

See Appendix 1 at the end of this document for “Typical Locations of ACMs within Buildings and their Usage”.

6. ACMs in Equipment/Appliances

ACMs may also be present in older laboratory equipment, and in old ovens, furnaces, autoclaves etc and as heat resistant mats. Workshop staff are most likely to encounter ACMs when carrying out repairs, maintenance etc and should be trained to recognise the presence of ACMs (or suspected presence) and stop work immediately.

Management Units/Service Departments should make arrangements through Estates Asbestos Manager, to carry out a “management survey” to identify, record and manage ACMs in equipment/appliances etc which are owned/operated/maintained by them in which the presence of ACMs are suspected. The register of equipment containing ACMs should be kept up to date following disposal etc.

ACMs that are in poor condition can only be repaired by a Licensed Asbestos Contractor, or the equipment is disposed of intact as asbestos waste. See Section 12 for further advice.

Only trained and competent persons such as a Licensed Asbestos Removal Contractor or a United Kingdom Accreditation Service (UKAS) accredited laboratory are permitted to take samples.

7. Labelling of ACMs

Where ACMs have been identified and assessed as satisfactory to leave in place i.e. they are in good condition, they are sealed or encapsulated and the release of fibres into the air is unlikely, it is necessary to inform persons who may potentially disturb the ACMs of their presence.

Not only Estates maintenance staff and authorised contractors working on the fabric of our buildings need to be alerted to the presence of ACMs, but on some occasions the actual users of the building also need to be alerted to its presence particularly those who need to work in close proximity to the ACMs and the potential for damage exists.

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Estates are responsible for the labelling of ACMs within the fabric of the building whilst Schools, Institutes and Services are responsible for identifying and labelling of ACMs in their equipment/appliances.

There may be circumstances e.g. aesthetic considerations or where it is judged that such labelling may make such labelling inappropriate. In these situations, an alternative form of identification may be suitable. In such cases, the advice of Estates or SEPS should be sought.

8. Causes of Accidental Damage or Disturbance of ACMs

Although demolition work, construction work, refurbishment work, routine repair and maintenance work create the most obvious risks of damage, virtually any task that involves work on the fabric of the building can potentially lead to disturbance of asbestos containing materials. In particular, whenever any drilling, sawing, cutting or breaking-up of unknown materials is to be carried out care should be taken to ensure that these do not contain asbestos.

Some examples of other work which can cause disturbance of ACMs include installation work such as computer and telephone cables, fire alarms, window blinds, shelving, and maintenance and repair of certain older types of electrical equipment etc. Careless movement of goods and equipment can also cause physical damage to asbestos containing building materials.

If you are in any doubt about whether any particular part of building fabric contains asbestos seek advice from Estates before disturbing it.

9. Planned Work on the Building Fabric

Work on a building that was built or refurbished before the year 2000 could lead to possible asbestos exposure.

Although the vast majority of the building work undertaken in the University is directed by Estates, it is recognised that some departments are also involved in small scale work on the fabric of University buildings. Whether the work is simple, or complex, the risk of disturbing asbestos containing materials must always be kept in mind whenever the surface of any part of the building fabric is broken. When a contractor is employed, it is most important that they are fully informed about the likelihood of encountering asbestos during their work in the University. Lack of proper precautions whilst carrying out work on ACMs could result in the uncontrolled release of asbestos fibres which can present a risk to health; therefore, all such work must be properly planned by competent persons.

Those who carry out any work involving removal or physical alteration to the fabric of any University building must first consult Estates for advice on whether there are any ACMs known to be in the area where the work is to be carried out (consult the Asbestos Register). A preliminary survey to assess the likelihood of encountering asbestos is also required. The complexity of this will vary depending on the nature of the planned work and might range from

a relatively simple “management survey” by a competent person to a more extensive and invasive “Refurbishment/Demolition Survey”.

10. Discovery of Damaged or Hidden ACMs

Where damaged ACMs are encountered within the fabric of the building (even minor damage) must be reported immediately to Estates so that action, which is appropriate to the risk, can be arranged. The extent of the measures to be put in place will depend on the location and the extent of the damage together with the type and condition of the ACM involved.

After work has commenced, those carrying out the task must remain alert to the possibility of ACMs which are hidden. All operations must be conducted so that the risk of inadvertent damage to concealed ACMs is minimised. If despite taking every precaution, a material which is suspected of containing asbestos is encountered, work must stop immediately and the area must be closed off. Estates must be notified immediately.

Schools, Institutes and Service’s own equipment containing damaged ACMs must be taken out of use. Immediate advice should be sought from Estates on safe disposal. Equipment should generally be left undisturbed in the first instance and must not be handled or moved in a manner that may release asbestos or cause exposure of anyone to ACM.

11. Making ACMs in Buildings Safe

As indicated previously, provided that the material is in good condition, and is unlikely to be disturbed, damaged or worked on it does not present a risk to health. HSE advise that, under these conditions, is safest to leave it in position. If this is done a system of regular inspection is necessary to make sure that these circumstances do not change. Labelling of the asbestos is also generally appropriate. (See Section 7). These tasks are undertaken by Estates in relation to ACMs in the fabric of the building.

Where these conditions cannot be met the other options are to either remove the asbestos or to enclose it so that fibres cannot be released.

Asbestos removal, or stripping, is both a technically difficult and expensive process and must always be carried out by a specialist contractor licensed by the HSE. It is normally carried out in conjunction with other major repair or refurbishment work as it invariably involves serious disturbance to the fabric of the building and disruption to the occupants. Whenever major refurbishment of buildings is taking place, it is the normal practice of the University to remove all asbestos from the area being worked on as part of the refurbishment programme.

Asbestos enclosure can be achieved by either constructing a physical enclosure around the material or, more commonly, by encasing it in a surface protective coating to prevent the release of fibres into the air. This work must also be carried out by specialist licensed contractors. Enclosure of the asbestos by means of a surface coating is generally known as “sealing” or “encapsulation”. A regular program of inspection is necessary to check that any encapsulation, or physical enclosure, remains intact. This is the responsibility of Estates. Local

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units must take all reasonable steps to ensure that asbestos encapsulation does not become damaged through work, storage or materials or other causes. If enclosures or encapsulation does become damaged, the area must be vacated and Estates must be informed immediately. See Section 10 for further advice.

12. Disposal of ACM Waste

The storage, transportation and disposal of asbestos waste is governed by a various Acts and Regulations. In addition, the relevant guidelines of the Scottish Environmental Protection Agency (SEPA) will also apply. It is classified as “Special Waste”. Therefore, only licensed contractors can arrange for the storage, transportation and disposal of any asbestos waste or any materials containing asbestos or materials contaminated (or suspected to be contaminated) with asbestos originating from University buildings. Asbestos waste may not be disposed of via the normal refuse stream. It must be disposed of at a waste disposal site that is licensed to receive asbestos waste.

It is not expected that Schools, Institutes and Services will have much need to dispose of asbestos since most work with it will be undertaken by specialist contractors who will arrange for the disposal. However, occasionally there may be a need to dispose of asbestos containing equipment or items such as fallen ceiling tiles, asbestos cement products or redundant laboratory equipment. This can usually be arranged via Estates. Laboratory equipment/appliances should be disposed of intact.

All asbestos waste and asbestos contaminated material awaiting uplift, shall be double bagged or double wrapped in heavy duty polythene, securely sealed with tape and clearly marked as “ASBESTOS WASTE” in accordance with legal requirements before removal from site.

The Regulations define asbestos waste as any asbestos that has been removed from its original place of use. This also includes debris, dust, rubble and equipment which contains ACMs or potentially contaminated with ACMs.

It should be noted that current legislation prohibits the sale or gift of any waste or unwanted products or equipment that contain asbestos e.g. second hand asbestos cement products or redundant laboratory equipment.

13. Further Advice

If you need more information on any aspect of this guidance or on work with ACMs, please contact the Estates Compliance Team or SEPS.

Appendix 1**Typical Locations of ACMs within Buildings and their Usage****Asbestos Product**

Loose asbestos insulation or packing. Also fibre filled mattresses and quilts.

Sprayed coatings. Wet or dry applied. Usually un-bonded fibres. Usually known as “limpet” or “flock” asbestos. (Sometimes trowel treated to provide a decorative finish).

Thermal insulation. Hand-applied lagging or mass produced moulded or preformed products e.g. pipe sections.

Insulating boards (including blocks, composite products and “Millboard”) Usually known as AIB.

Woven asbestos products such as ropes, yarns, cloths and fabric joints.

Paper felt and cardboard products.

Typical Usage/Location

Fire breaks in ceiling voids and fire stopping around cables. Also used as sound insulation between floors.

Generally fire protection in ducts, firebreaks, ceiling panels, partitions, soffit boards, around structural steel work and reinforced concrete beams/columns. Also used as anti-condensation insulation on underside of roofs etc and acoustic insulation.

Generally used in thermal insulation of heating systems where high levels of heat retention were required e.g. pipes, boilers, calorifiers, pressure vessels etc.

General fire protection, thermal and acoustic insulation in partitioning, firebreaks, infill panels, ceilings (including tiles) wall and stair linings, roof underlay and ducts. Used as heat-resisting panels screwed to, or in the centre of fire doors. Also used where moisture could be a problem and as a general building board. Also used for insulation of electrical equipment, boiler casings, oven linings, storage heaters and other heating appliances. Often used as heat resistant panels for ironing boards and Bunsen burner stands.

Thermal insulation of boilers, pipes calorifiers etc. Also used for packing, jointing and sealing in boilers, incubators and ovens (particularly in door seals), gaiters between ductwork flanges and caulking of pipe ducts in brickwork. Cloths used as thermal insulation in the form of fire-resisting blankets (e.g. some very old types of fire blanket), protective curtains, gloves, aprons etc. Insulation between copper pipes and steel pipe clips. Insulation in electrical switchgear, particularly fuse boxes.

Insulation of electrical equipment and wiring, fire proofing of wood boarding, lining to flooring (backing to floor tiles) and DPC products. Also used to line surfaces of other boards, ceiling tiles and sheet materials. Corrugated

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	cardboard sometimes used as pipe and duct insulation.
Gaskets, washers and strings.	Seals in boilers, calorifiers and other heating appliances, pipes and valve joints. Strings used for sealing various screw thread joints such as seals in hot water radiators.
Friction products. (Resin based materials).	Brakes and clutches in vehicles, machinery and lifts.
Asbestos cement products (Usually known as AC sheets).	Sometimes used in some drive belts. Flat or corrugated sheets used for a variety of applications such as roofing, partitioning, wall cladding products, soffits, rainwater goods, cold-water storage systems, pipes and flues, ventilation ducts, fume cupboards, portable buildings, propagation beds, general weather boarding, cooling towers, laboratory worktops, windowsills and boxes, draining boards, shuttering, damp-proofing etc. Often used as heat resistant panels for ironing boards and Bunsen burner stands. Does not have a high resistance to fire but does have a high resistance to weathering.
Textured coatings and paints containing asbestos fibres. Commonly known as "Artex" (or sometimes "Pebblecoat" or "Wondertex"). Bitumen products, mastics, sealants, putties, tapes and adhesives.	Thin decorative/flexible coatings on walls and ceilings.
Flooring products.	Roofing felts, gutter linings, flashings, DPC, jointing tapes and floor/wall adhesives. Also used as anti-resonance pads under kitchen sinks.
Reinforced PVC, plastic and resin composite products.	Thermoplastic and PVC tiles. Panels, cladding, toilet seats and cisterns, banisters, window seals, lab bench tops.

The asbestos fibres in those materials towards the top of the list tend to be more easily released from the material than those nearer the bottom. Fibres firmly linked in a matrix such as asbestos cement sheets, textured coatings etc are unlikely to be released unless they are being severely abraded or mechanically damaged.

Useful photos showing typical locations of ACMs can be found at:
<http://www.hse.gov.uk/asbestos/gallery.htm>

A.4 Appendix 4**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 5)
 - 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 to Work 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.

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- 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.

A.5 Appendix 5

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) and, as instructed, PW08 – Permit to Work - Fire Detection and Warning Systems Permit to Work put in place.

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

- Dust from works being carried out such as down takings, 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.

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- Objects interrupting the beam of beam type detectors.

A.6 Appendix 6**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.

A.7 Appendix 7**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.

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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 of 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

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- 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.

A.8 Appendix 8

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

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- 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.

RISK

- work at height
- protection of the public
- confined spaces, hot work
- use of hazardous substances
- scaffolds, plant

CONTROL MEASURE

use of mobile towers
segregation by barriers
permit to work system
COSHH assessment
trained operatives etc

- 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

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

A.9 Appendix 9

Fire Precautions and Emergency Procedures

What you should do when you arrive on University Premises:

Report your presence to Reception, the Building Superintendant 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 firefighting 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 Security and Operational Support Team 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:

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- By dialling 0141 330 4282 on either the internal phone or mobile phone.
In the unlikely event of a non-response from Security and Operational Support Team **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 Directorate 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 SECURITY AND OPERATIONAL SUPPORT TEAM MUST BE INFORMED AND THE FIRE BRIGADE CALLED IMMEDIATELY

A.10 Appendix 10**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)

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

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

Permits to Work:

- Discussion and issue of relevant permits or clearance certificates e.g. hot work, confined spaces, access, roof access, ground penetration, work on

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- 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

electrical or gas system/equipment, etc.

High Risk Activities: e.g.

- Work at height
- Excavations
- Demolitions
- Dismantling etc

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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

Emergency Procedures:

- See section 14 and Appendix 9
- Arrangements for gas/chemical leaks or spillages including flooding
- Arrangements for serious and imminent danger
- Emergency evacuation procedures

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 6 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

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- Procedures for testing of arrangements at regular intervals
- Arrangements for dealing with serious injury or accident and incidents or other foreseeable emergencies
- Arrangements for processing any statutory test certificates e.g. electrical test certificates etc
- Arrangements for first aid provisions

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Contractor's Method Statements:

- Arrangements for identifying higher risk or unusual work
- Arrangements for managing changes to stated methods (see Appendix 8)

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

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

Discussion on Appendix 3, 4& 5:

- Common problems relating to work carried out by contractors
- Common causes of false fire alarm activations

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

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

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

ACOB:



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A.11 Appendix 11**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 1 & 4 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?

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- 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 2015 (CDM)* are subject to a more in-depth competence assessment criteria and must be arranged through the Estates Directorate Office.

A.12 Appendix 12

Gas Safety Policy

The policy of University of Glasgow is to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students and others (including contractors), and to provide such resources, information, training and supervision as needed for this purpose.

The University will provide resource and maintain appropriate management systems, systems of work and equipment to ensure that all gas systems, installations, equipment and works are controlled to the standards and guidelines set out in the following;

- Gas safety regulations 1998
- IGEM (Institute Gas Engineers Managers)
- British Standards Institute
- CIBSE (Chartered Institution of Building Services Engineers)
- The University will adopt the principles of control as set out in the Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Gas safety regulations
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

The management of gas systems will be a continual commitment by the University and will involve regular monitoring and progress meetings, a risk assessment programme, monitoring, inspection and record keeping.

The University will do all that is reasonably practicable to comply with its requirements and will make the necessary resource available.

Work on the University's gas systems and appliances must conform to all the relevant legislative requirements, Approved Codes of Practice (ACoP), Guidance and industry standards etc including the University Policy and any Local Rules in force at that time.

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. Competence is a combination of practical skill, training, knowledge and experience to carry out the job in hand safely, and ensuring the installation is left in a safe condition for use. Knowledge must be kept up to date with changes in the law, technology and safe working practice.

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.

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.

Introduction

The Safety in the installation and use of gas systems and appliances regulations were revised and introduced in 1998.

The term '*gas system*' is defined as all gas installation pipework, fittings and appliances as well as the provision of ventilation and flueing.

The definition of 'gas' includes:

- methane, ethane, propane, butane, hydrogen and carbon monoxide;
- a mixture of two or more of these gases; and
- a combustible mixture of one or more of these gases and air.

The University has a legal obligation to ensure gas systems are managed safely. The University shall, as part of this policy, name a responsible person who will ensure all relevant regulations and codes of practice on gas systems installations, work and equipment are followed to ensure compliance with the required standards set out respectively.

Where the University is a named landlord then all responsibilities of any Approved Code of Practice shall be met.

Procedures

This procedure has been introduced to assist in ensuring the safe working practice for gas works and respective maintenance on the University Campuses.

The aim of this procedure is to allow Estates Directorate to effectively manage and control the respective gas systems and equipment on site, thereby ensuring that the hazards and risks associated which can arise are minimised and controlled.

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Any person/persons who require access to any gas system or equipment, whether to isolate, make live, modify, maintain or any other purpose must be aware of this procedure and follow this procedure.

The gas safety regulations 1998 require all companies, contractors and engineers involved in gas are qualified and registered under the Gas safe register.

Any person/persons who wilfully ignore or do not follow this procedure or are at any time not working in a safe manner will be removed from the site and their conduct will be reviewed to determine their suitability for any further working relationship with the University.

Any member of Estates Directorate who wilfully ignores this procedure shall be reported to their respective line manager/supervisor and appropriate action shall be taken if proven to be necessary.

Unless in an emergency situation where immediate response/action is required by the Estates Directorate Maintenance Department, any gas work which requires access to the site gas systems or equipment shall be covered by a Permit to Work and where requested risk assessment and method statement for the task.

All contractors who provide support to Estates Directorate in the maintenance of the gas systems shall provide a risk assessment and method statement to cover any potential works which may be deemed an emergency situation with regards to these systems.

Any work of this type will be carried out with the permission of and under the supervision of the Estates Directorate Maintenance Department.

All approved contractors must provide a gas safety certificate or commissioning certificate detailing compliance with Gas Safety (Installation and Use) Regulations 1998, prior to leaving site on the day any gas commissioning 'work' has been completed. This applies to all contracts on university premises including those where a main contractor is managing the works on a site designated as their area.

Certificates must be complete, signed and dated and then presented to Estates Directorate Manager for works under the control of the University or the relevant Project Manager/Project Engineer, Maintenance Officer for any other contractual site as the case may be.

All approved gas operatives/Contractors carry out gas 'work', which involves direct or indirect purging operations on a gas installation, shall present a site specific method statement and risk assessment, detailing the procedures required to safely carry out the purging operation to Estates Directorate who will then pass copies of these Method Statements/Risk Assessments to the Direct Works Manager for approval prior to approving any such works.

The responsible engineer for the purging operation shall complete and sign a Gas Testing and Purging (Non-Domestic) Commissioning Certificate. Copies of this form shall be

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presented as above for inclusion to the Gas Safety File or the Site Health & Safety File as the case may be.

All Strength Testing, Tightness Testing and Purging of gas installation pipework shall be carried out in accordance with Institution of Gas Engineers and Managers Utilisation Procedures IGE/UP/1 Edition 2 or IGE/UP/1A Edition 2 as appropriate.

No person shall install any installation and or pipework or repair and maintain any existing installation in a way which would impair the structure of any building(s) or impair the fire resistance of any part of its structure.

No person shall install a gas appliance except in such a manner that it is readily accessible for operation, inspection and maintenance. Minimum clearance distances for operation, inspection and maintenance purposes in accordance with Approved Code of Practice and manufacturers' guidance.

Management and Control

It is essential from the outset that effective management and control of the gas systems, and associated equipment used on site is achieved and maintained, thereby ensuring that the hazards and risks which can arise are minimised and controlled.

The Estates Directorate Maintenance Department have in place the following control measures to ensure a good safe systems of work are practiced with regard to gas safety and management.

- Named Responsible Person
- Named Authorised Persons for task management
- Controlled access/egress to campus via the site security.
- Quality Control, and Management of Approved Contractors

This working procedure will be reviewed annually or as when required due to any circumstances/legislation and subsequent revisions that arise that may deem such a review or change is required.

EMERGENCY PROCEDURES

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, requiring first aid assistance etc Security and Operational Support Team (Security) must be contacted immediately. This can be done in one of 3 ways:

Main Campus:

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- 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 Security and Operational Support Team DIAL 999.

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 Directorate 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.

Guidelines

The following legislation, guidelines and Approved Codes of Practice should be referenced and followed with regards to gas safety management:

- Institution of Gas Engineers and managers (IGEM)
- Gas Safety (Installation and Use) Regulations 1998
- British Standards Institute
- Chartered Institution of Building Services Engineers (CIBSE)

It is imperative that work involving the need for a gas Permit to Work is properly managed and controlled and undertaken in full consultation with the facilities and Estates Directorate representative and specialist Faculty staff.

A. 13 APPENDIX 13**Construction Design Management Regulations 2015 SCHEDULE 2
– Welfare Provisions****Organising site welfare**

Clients and contractors have responsibilities regarding welfare facilities on construction projects. Contractors provide welfare facilities and clients must ensure this happens.

The pre-construction information prepared by the client should include the arrangements for welfare provision. On notifiable projects (longer than 30 days or 500 person days), the client must ensure the construction phase does not start unless they are satisfied that there are arrangements for welfare facilities to be provided.

Contractors must maintain the facilities throughout the life of the project.

The nature and scale of facilities required will depend on the size, location and type of project. Facilities include:

- Toilets
- Washing Facilities
- Drinking Water
- Changing Rooms and Lockers
- Facilities for Rest

Everyone who works on any site must have:

- Access to adequate toilet and washing facilities;
- A place for preparing and consuming refreshments; and
- Somewhere for storing and drying clothing and personal protective equipment.

If mobile teams work at a number of locations over a few days (e.g. road repair and cable-laying gangs), these facilities can be provided at a central location accessible within a reasonable distance or time.

Decisions and action on welfare facilities need to be taken at an early stage of project planning.

Toilets

Toilets should be suitable and sufficient, ventilated, lit and kept in a clean and orderly condition.

Washing facilities must be provided so that workers can use them immediately after using the toilet or urinal, even if they are provided elsewhere.

Washing Facilities

General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms.

The facilities should include:

- Clean hot and cold, or warm, running water;
- Soap or other suitable means of cleaning;
- Towels or other suitable means of drying; and
- Showers where the nature of the work is particularly dirty or there is need to decontaminate.

Drinking water

Drinking water must be provided or made available at readily accessible and suitable places. Cups are required unless the supply is in a jet from which people can drink easily.

Changing rooms and lockers

Changing rooms are needed where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere

The rooms must be provided with seating, means of drying and keeping clothing and personal effects secure.

Facilities for rest

Rest rooms or rest areas are required equipped with tables and seating (with backs) sufficient for the number of persons likely to use them at any one time.

There should be arrangements for meals to be prepared and eaten, plus means for boiling water. In cold weather, heating should be provided.



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Estates Directorate

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