

# **Premises and Construction Works: Guidance for Contractors**



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### **University of Sussex Statement of Policy:**

The University of Sussex will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to a tolerable level.

To achieve the above aims, the University will ensure that:

- It only engages suitably competent, financially viable contractors to undertake works on its behalf;
- All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy;
- Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres;
- Individual contractor employees are provided with induction training before commencing works and that this training is recorded;
- Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works;
- All contractors are visibly identifiable to other members of the campus community;
- Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in to manage and deliver the works effectively with regards to health and safety, and quality of product;
- Where works are managed directly by the University that the contractor is supervised by a competent representative of the University and that this supervision is in accordance with this policy and related procedures;
- Where contractors are engaged to carry out high-risk works, then those works shall be subject to a Permit-to-Work;
- Permits-to-Work are only issued by suitably competent persons (Authorised Persons);
- Contractor performance is reviewed / audited on project completion;

This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands.

**Vice-Chancellor**

**University of Sussex** – November 2007

## 1. Introduction

Premises and construction contractors are engaged to carry out many vital works for, or on behalf of the University. These works include :

- statutory maintenance,
- emergency repairs to our premises and equipment,
- the refurbishment of existing facilities, and
- the construction of new buildings.

The purpose of this document is to set out health and safety conditions of contract for all premises and construction contractors, working for or on behalf of the University of Sussex.

The University of Sussex is strongly committed to providing a safe and healthy working environment for all members of the campus community. In general, this means that all works that are carried out at or by the University must comply with the Health and Safety at Work Act (HSWA) 1974 and any supporting regulations made under that Act. In particular, works carried out by premises and construction contractors will need to meet the requirements of the Construction (Design and Management) Regulations (CDM) 2007.

The University's "Management of Contractors" policy (given at the front of this document) has been written to:

- Safeguard members of the campus community against death, injury or occupational disease resulting from contractor activities; and
- Minimise the risks associated with contractor undertakings to a tolerable level; and
- Protect University of Sussex property, environment and assets; and
- Ensure, so far as reasonably practicable, that the University and contractors working for or on behalf of the University, comply with relevant best practice and legislation.

In addition to this policy, University of Sussex has developed specific procedures and arrangements that clearly set out what is required of contractors undertaking these types of work. The purpose of this document is to describe these procedures.

This document applies to all contracts that a contractor might be asked to carry out at University of Sussex owned or managed properties. In addition to the requirements laid out in this document, you should also remember that you will also be required to comply with all relevant health and safety legislation in place at the time that you are working for the University.

When pricing works for the University, you should bear in mind that non-compliance with legal or University requirements arising from your failure to correctly assess the precautions required to deliver works safely, will not be deemed to be acceptable, and the University will not be responsible for any delays or costs that arise from such failures.

From time to time changes in legislation or accepted practice may necessitate changes to this document. For this reason, the University reserves the right to change the conditions contained within this document at any time; where this situation arises, relevant changes will be communicated, in advance and in writing, to any contractors affected.

## 2. Contractor Competence

A key requirement of legislation and the University's policy is that we only engage competent contractors to undertake works on our buildings and premises. Competence has no legal definition but is generally accepted as meaning that the contractor has the necessary skills, knowledge and training to undertake their work safely. We measure the competence of prospective contractors in a number of ways depending on the size and value and complexity of the works that are to be undertaken.

Our health and safety selection procedures can be summarised as follows:

### 2.1 Projects NOT subject to European tender rules:

University of Sussex is a member of the Contractors Health and Safety Assessment Scheme (CHAS). If you wish to **tender** for works for the University, you must first have been assessed as being "compliant" by CHAS, ***or equivalent scheme***. (for example, ('Safecontractor', 'Constructionline',) You may not be considered for appointment unless this requirement has been met.

Where the works require specialist skills, the University may also require (*in addition to CHAS, etc compliance*) the contractor to have membership of a suitable trade body. For example, all contractors working on University electrical systems must either be members of the Electrical Contractor's Association (ECA) or the National Inspection Council of Electrical Installation Contractors (NICEIC). Where membership of a specific organisation is a requirement for engagement, the University will stipulate this in their tender documents.

### 2.2 Projects SUBJECT to European tender rules:

For larger projects where European tender rules apply, University of Sussex uses a project-specific tender process to ensure that the successful contractor is competent. In the first instance, contractors are asked to provide comprehensive information on a range of issues including financial stability, employment policies, health and safety and environmental performance and experience to undertake the types of works being tendered for. When completing your questionnaires you should take into account that all aspects of the various questionnaires **must** be completed; failure to provide any of the required information **will** result in a contractor being disqualified from the process. When returning your questionnaires please only include the information we have asked for; do not include brochures or other promotional material unless it is relevant to the questions that have been asked.

If the provided information is judged to be satisfactory, you will be invited to take part in the project-specific second stage tender for the works. The invitation will include a detailed specification of what is required from you; typically, this may include a detailed set of proposals as to how the contractor intends to carry out the construction process including any contractor design proposals and any required design management, the proposed construction methodology, how project risks and health and safety will be managed, how supply chains will be managed and a breakdown of the costs for delivering the project. This second-stage process could also include a "mid-tender" interview, part of which will include a discussion of how health and safety will be managed on site during the project. If you are invited for interview you are strongly advised to ensure that your interview team includes people who will be involved with the delivery of the project (i.e. your proposed site and / or project manager) and also someone who can properly describe how you will safely manage works on site (e.g. your company's safety advisor).

### **3. Managing Premises and Construction Works Safely – an Overview of University of Sussex Systems**

The checks that we undertake prior to appointing contractors are important in helping to satisfy us that we have the right people to do the job. However, we recognise that these checks can only demonstrate that you have the theoretical competence to carry out your works safely. Once you start on site we will require you to actually put your safety systems and policies in to practice. In return, we also need to make sure that we provide you with all the information, instruction and supervision that you may require to make sure that you are not put at risk by any of the activities that we carry out whilst you are here.

The way we aim to achieve these requirements is by making sure that there are systems in place to promote and maintain:

- **Control** of all risks to health and safety; and
- **Communication** between the University and the contractor; and
- **Co-ordination** of all activities on site; and
- **Co-operation** between all people working on site

#### **3.1 Control:**

The University recognises that the control of risks to health and safety starts right at the planning stage of any project. When planning projects, we carry out exercises to identify existing hazards and risks that might impact on those delivering the project. This is particularly important where works are planned in existing buildings that may contain many hazards and risks that may not be immediately obvious to the contractors that will be carrying out the works. Similarly, we also try to identify any hazards and risks inherent in the delivery of the project that could affect other members of the campus community or which could have a negative effect on University business continuity. By carrying out this planning process, we can identify what resources are needed to safely deliver our projects. Wherever possible, we also actively involve our contractors in these exercises so that they can also identify how works can be safely carried out and can plan and resource their activities accordingly.

##### **3.1.1 Supervision**

All University premises and construction projects, no matter how large or small, will have a dedicated member of University staff (or a consultant organisation engaged to undertake this role on our behalf) appointed to manage the delivery of the project. University of Sussex policy is that whoever is appointed to undertake this role of “Project Manager” must be competent to do so. The extent to which we will manage site activities will depend on:

- Whether the works are notifiable to the HSE under CDM 2007;
- The amount of overlap between the works and University activities;
- The severity of any risks posed by the works on University business continuity or reputation.

##### **3.1.2 University Supervision of CDM Notifiable Projects**

Where projects are notifiable to the Health and Safety Executive under CDM 2007, then the appointed Principal Contractor will normally be wholly responsible for managing the

construction activities relating to that project. For these projects, the University Project Manager's role is chiefly to act as a link between the contractor and the University and to monitor ongoing project risk management and project progress.

Before we allow a Principal Contractor to commence any works on site, including initial site set-up, we will require that Principal Contractor to provide us with:

- An outline site risk management plan detailing how significant risks associated with the project are to be managed safely and without risks to health;
- Details of how site welfare and site security are to be maintained throughout the duration of the works.

Where any works are scheduled to take place in buildings still occupied by the University or on University utilities (e.g. connections to gas, water, drainage or electrical systems) or outside of defined site boundaries (e.g. on roads outside of the site) then the University must approve working methods before the Principal Contractor (or their sub-contractors) commences those works. Where this approval is required, the University will make this clear either at the outset of the project or at the regular review meetings that will take place during the lifetime of the project.

Where University approval is required, then the Principal Contractor will need to provide all necessary paperwork (risk assessments, method statements etc.) at least 3 working days before they are due to commence works. The Principal Contractor will be responsible for any delays that may arise as a result of failing to provide the required information.

### **3.1.3 University Supervision of Planned Non-Notifiable Projects**

Where works are being carried out directly for the University then the University's Project Manager will have a much more active role in checking and authorising contractor works. Contractors will be required, **in all circumstances**, to provide the University with relevant risk assessments and method statements before they carry out any works on site. Normally, this documentation will be required at least 3 days before starting works; this time-limit may be waived with the agreement of your project manager. The contractor will be responsible for any delays that may arise as a result of failing to provide the required information.

### **3.1.4 University Supervision of Emergency Works**

From time to time, the University may require unplanned emergency works, such as repairs to heating systems or roof leaks, to be carried out. These works will receive the same level of supervision from the University and we will still expect contractors to provide the necessary risk assessments and method statements before they start works. Wherever possible, the University will try to anticipate the type of works that might fall in to this category and may ask maintenance contractors to provide generic risk assessments to hold on file. However, the contractor will be expected to check these emergency assessments before they start work to ensure that there are no location-specific hazards that might require a further assessment to be undertaken.

### **3.1.5 Supervision by the Contractor**

Contractors are required to make sure that they have proper supervision in place to manage all works under their control. Supervisors should be present on site at all times when works

are being carried out. If, for any reason, this requirement cannot be met you **MUST** advise your University Project manager as soon as possible.

The level of supervision required will depend on the type of work being carried out and the competence of the staff you have on site. Your risk assessments should identify clearly the level of competence that your supervisors will require.

### **3.1.6 Risk Assessments and Method Statements**

Risk assessments are a key way of identifying hazards and controlling risks. All contractors (regardless of their number of employees) engaged by the University are required to carry out risk assessments of all the activities that they have been employed to do. Normally, risk assessments should be site-specific; however, where the hazards or risks are the same regardless of where the works are carried out then the University may accept generic risk assessments. The University do not stipulate what format you use to record your risk assessments but we do require that your assessments identify:

- All significant hazards (anything that can cause harm) associated with the works;
- Who could be affected and how;
- The likelihood (or risk) that harm will occur;
- The suitability of any control measures that the contractor intends to put in place to reduce risks to a tolerable level;
- An assessment as to whether the risks have been reduced to a tolerable level or whether more is required to be done. If more is required to be done, then the assessment should clearly identify what you plan to do.

The University are determined that the writing of risk assessments and method statements should **NOT** simply be a paper exercise. We will expect you to make sure that all of your employees fully understand the agreed risk assessments and method statements and they carry out their works in the manner agreed by you and the University's project manager. If, at any time, your employees are found to not be working as agreed, the University reserves the right to stop the works. Contractors will be responsible for any delays to their works arising out of any such incidences. In extreme cases, where failure to follow agreed procedures puts any members of the campus community (including the employees themselves) at significant risk the University may require the contractor to remove those employees from site.

## **3.2 Communication:**

Prior to works first starting on site, you will be required to have a meeting you're your University project manager. From a health and safety point of view, the purpose of this meeting will be to:

- Identify key contacts on either side;
- Discuss the University's site rules and emergency arrangements You will then be required to cascade this information, in the form of induction training, to any of your employees (including any sub-contractors you have working for you) working at the University
- Check that you are aware of the hazards and risks that they might face whilst working at the University. Specifically, we will ensure that you have had sight of, and understand, any relevant asbestos information.



- Make sure that you are aware of University safety procedures including our permit to work system.
- Advise you of how communications are to be managed when the works are under way. In the case of small works (e.g. maintenance works), it may be decided that only one meeting, at the start of the contract, is required. For larger projects lasting more than a few weeks, the University may have fortnightly meetings to monitor how the project is progressing.

### **3.3 Co-ordination:**

The University campus is a large site; we have many buildings and have over 3000 people living on site. We often have lots of contractors working on site at any given time. As a result, the University need to make sure that all campus activities are properly co-ordinated.

#### **3.3.1 Identification**

All contractors (regardless of who they are working for) working on University premises are required to wear site identification. This is issued by the University's Estates and Facilities management help desk located in the Hastings Building. Identity cards will only be issued to site operatives who have received induction training. You will be responsible for any delays incurred as a result of your failure to induct your staff.

#### **3.3.2 Works Which Could Impact On University Operations**

Certain works, such as works on University services, road closures etc. could, if not properly co-ordinated, have a significant impact on University operations. It is important that any such works are properly co-ordinated with your University project manager. Failure to do so could result in the University stopping these works; any delays arising from such an event will be the responsibility of the contractor.

### **3.4 Co-operation:**

From time to time, the University will issue instructions to their contractors in order to ensure that health and safety standards are maintained and that University operations are unaffected by the works taking place on site. Normally, the University's project manager should be the only person that will issue you with instructions. However, where the University's Health and Safety team identify a serious risk of injury or loss they are empowered to instruct contractors to cease works with immediate effect. Where such instructions are issued, the University expects the contractors to comply with immediate effect. Failure to do so could result in individual contractor operatives being removed from site and / or the contractor being barred from tendering for future works.

Where other members of the campus community issue instructions, the contractor should refer those persons to the University project manager.

## **4. SITE RULES**

The University has a number of standard rules that apply to all contractor works. These are described below.

### **4.1 University Facilities**

Contractors will normally be allowed to use University facilities such as toilets, restaurants, shops etc. This permission is subject to considerate use of our facilities by the contractor. Considerate use means:

- Operatives must only use refectories etc. if they are wearing clean clothing / overalls, with their contractors pass clearly displayed.
- Toilets must be left in a clean condition. Paintbrushes etc. should not be cleaned in hand-wash basins.
- Under no circumstances should any chemicals be poured down sinks.

If the University finds that our facilities are being abused then we may withdraw permission for you to use our facilities. If permission to use our facilities is withdrawn, then the contractor will be required to provide full welfare facilities, at their own cost. These facilities will be required to meet the requirements of the CDM Regulations. Certain specialist contractors, such as asbestos removal contractors, will be expected to provide essential elements of their welfare facilities (e.g. Decontamination Units) regardless of whether arrangements have been made to use existing university welfare facilities.

For larger contracts, the Principal Contractor will normally be expected to provide their own site welfare facilities. Where this is a requirement, this will be made clear in the contract documents. Again, these facilities will be expected to meet the requirements of the CDM Regulations. It should be noted that, except under exceptional circumstances, we do not accept the use of chemical toilets on site.

### **4.2 Dress and Behaviour**

The University aims to provide a pleasant and safe environment for all members of the campus community. Contractors are asked to contribute to meeting these aims by acting reasonably at all times when on site. Operatives should refrain from loud or abusive behaviour; racist, sexist or homophobic behaviour will not be tolerated under any circumstances and anyone found using such behaviour will be removed from site.

We also require contractors to maintain reasonable standards of dress at all times whilst working on site.

### **4.3 Alcohol / Drug Policy**

The use or possession of restricted drugs on University premises, except those prescribed by a doctor, is expressly forbidden. Any contractor found to be in breach of this rule will be removed from site. Some prescribed medicines can severely impact upon a person's ability to carry out their duties, including carrying out safety-critical roles such as operating plant and machinery.

Contractors are not permitted to consume alcohol on University premises during working hours. Any operatives found contravening this requirement will be required to leave site. Additionally, any operative suspected of being under the influence of alcohol or drugs when

arriving on site should not be permitted to commence work. We expect contractor supervisors and managers to fully co-operate with the University in monitoring and policing these requirements.

#### **4.4 Smoking**

All University premises are designated as “non-smoking”. The University’s smoking policy extends this to **no smoking within three metres of all buildings**. This rule includes any buildings, or parts of buildings, handed over to the contractor. Any persons found breaching this rule may be asked to leave site. ***Smoking is expressly prohibited when working on scaffolding and roof-work***

#### **4.5 Contractors Vehicles**

Contractors are required to park in designated car parks or, where provided, in compound areas. Parking in all University car parks is on a pay and display basis and contractors are not exempt from this scheme. The University may arrange for operatives to be issued with parking permits; contractors should liaise with their University Project Manager to see whether they will be covered by this scheme.

The University’s security team will clamp any vehicles parked on double yellow lines, on paths or on grassed areas and a charge will be made for their release. Where contractor vehicles cause damage to pathways, landscaping or other areas the costs for repairs will be charged back to the contractors concerned.

In particular, contractors must:

- Only drive vehicles which they hold the appropriate licences for;
- Observe relevant speed limits;
- Not use mobile phones when driving.

#### **4.6 Road Works / Road Closures**

University roads are very busy; over 1000 cars drive onto site every day and local buses run regularly to and around site. The main campus roads provide a vital link for the emergency services to get around site, particularly to the residences located at the north end of the site. We also have a lot of commercial traffic visiting site making deliveries to the various shops and Schools. For these reasons, we do not allow roads to be closed without prior permission. If you require a road closure (e.g. for delivery of materials to site or to set up a crane etc.), you must get prior permission from your University Project Manager.

Most of our roads are also subject to the Road Traffic Act. If your works involve road works then these must be carried out in accordance with chapter 8 of the New Roads and Streetworks Act. This means that proper road signs, traffic control and barriers **MUST** be put in place right from the start and until the works are completed. Operatives must not work in the carriageway unless these conditions are met.

#### **4.7 Plant and Equipment**

Your operatives should only use plant and equipment that they have been specifically trained to operate. We will expect you to be able to provide evidence of all training for people operating cranes, forklifts, excavators, dumpers and any other motorised transport.

#### **4.8 Mobile Phones**

The use of mobile phones is permitted on site. However, operatives are asked to do so considerately; they should not have loud conversations in occupied buildings where others are working.

Phones must not be used where this could endanger safety. For example, operatives must not use phones when driving on site or if up ladders, operating machinery etc.

#### **4.9 Stereos, Radio's**

Playing of radios or other amplified sound systems is not permitted on site, so as to prevent disturbance to other activities.

#### **4.10 Works Outside of Normal Hours**

Works can normally only be carried out during normal working hours (Monday to Friday 08:00 – 17:00 hours). If works are required to be carried out at week-ends or in the evening then this **MUST** be approved in advance by your University project manager. The project manager will advise key University staff, such as building users, security etc. If works are planned outside of normal working hours a competent supervisor must be on site at all times.

### **5 Emergency Procedures**

The University have site-specific procedures for dealing with emergencies. Contractors need to make sure that their staff are aware of and understand these procedures. Contractors should provide this information to their operatives as part of their induction training before those operatives are allowed to start working on site.

#### **5.1 Fire Procedures and Arrangements**

##### **5.1.1 General Fire Safety Information:**

Nearly all University buildings are fitted with automatic fire detection systems. Where these are provided, the systems are linked to our security lodge and also to a remote monitoring service called "Redcare". As soon as Redcare receives an alarm they will automatically call the Fire Brigade. Contractors **MUST NOT** call the fire brigade direct; all emergency responses are to be co-ordinated by the University's security team including responses to emergencies on sites wholly occupied by the contractor.

The University's security team can be contacted on:

- Extension 3333 (from an internal phone);
- 01273 873333 from any other phone – this number should be programmed in to all mobile phones.

When contacting security you should advise them of the location and give as much information as possible about the nature of the emergency.

##### **5.1.2 Actions to Take In The Event of An Emergency:**

On hearing the alarm, all people inside the building are required to:

- Stop working and make their workplace safe;

- Leave the building by the nearest available exit closing any doors and windows behind them as they leave;
- Assemble at the building's assembly point;
- Not re-enter the building until a member of the University has told them that it is safe to do so.

If a contractor discovers a fire they are required to:

- Operate the nearest fire alarm point by pressing the glass panel;
- If it is safe to do so, tackle the fire with the equipment provided;
- Leave the building by the nearest available fire exit closing any doors behind them;
- Go to the building's control point (usually the main entrance) so that they can advise the University's fire marshals of the location and extent of the fire.

### **5.1.3 Construction Sites Not Occupied by The University**

Where the works are notifiable under the CDM Regulations and are taking place in a site **NOT** jointly occupied by the University (i.e. a site fully handed over to the contractor), the University will expect the Principal Contractor to prepare a suitable site-specific fire safety plan.

The Principal Contractor will be responsible for keeping this plan up to date, monitoring that the plan is being used and for managing fire safety on site.

### **5.1.4 Construction Works In University Occupied Buildings**

Contractors working in University occupied buildings are required to co-operate with the University to ensure that the fire safety of all occupants is not compromised by the works taking place. There are very simple steps that you can take to make sure that fire safety is not compromised by your works:

- Fire exit doors must not be blocked or locked shut;
- Corridors should be kept clear; if you do have to work in corridors then you should keep to one side leaving an unobstructed route;
- Don't string cables across corridors;
- If corridor lights are disconnected then temporary lighting should be provided;
- Combustible or flammable materials must not be stored in corridors;
- Fire doors should not be wedged open; we understand that you may need to prop doors open to move materials about site but these should be closed as soon as possible. When the site is left unattended (e.g. at break times) the doors must be closed;
- Fire extinguishers are not to be touched they are needed to fight a fire.

You will be required to assess the risks of fire breaking out as a result of your works and to put control measures in place to reduce these risks to a tolerable level. All "hot works" have to be carried out in accordance with the University's permit to work procedures. Before we issue you with a permit you will be expected to carry out a suitable fire risk assessment..

### **5.1.5 False Alarms**

When planning works, we expect contractors to properly assess work activities to identify any that could cause false alarms. This would include identifying any activities that could result in a lot of dust or fumes being generated which could cause smoke detectors being

activated. If you do identify works that could cause false alarms, we expect you to contact your University project manager **BEFORE** starting those works so that we can arrange for our maintenance provider to isolate or cover any smoke detectors or for a permit to work to be raised so that you can cover the smoke heads.

***Contractors must not cover or remove smoke heads without prior permission; this is a criminal offence and anyone caught doing so may be immediately removed from site.***

## **5.2 First Aid**

If you require first aid, you should contact the University security on the University's emergency number (01273 873333 or 3333 from an internal phone). You should also use this number if an ambulance is required. Please don't dial 999 direct; security will make sure that an ambulance is called and will make sure that when it arrives, the ambulance is escorted quickly to where you are working.

## **5.3 Accident reporting:**

All accidents and incidents, no matter how trivial, must be reported to the University. Reporting should initially be by speaking to your University project manager. If the accident results in someone suffering a major injury or leads to them being unable to carry out their duties for three or more days then we will also expect a subsequent report via the University's incident reporting system; this will need to be completed by your University Project Manager.

Principal Contractors, appointed under the CDM Regulations, will need to have arrangements in place for the reporting of accidents, diseases and near misses to the Health and Safety Executive as required under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. All reportable accidents taking place at the University **MUST** be reported to your project manager and the University's Health and Safety Office.

## **6 Asbestos information**

### **6.1 Asbestos Survey Information**

The majority of the University's premises were constructed between 1960 and 1985. As a result it is reasonably foreseeable that asbestos may be present in all parts of a building in which work is to be undertaken.

As an integral part of their project planning process, the University will:

- Inspect the existing Asbestos Log to identify any known or presumed asbestos-containing materials in the project area;
- Where suitable information is not available, the University will arrange for a suitable asbestos survey by a competent laboratory.

Asbestos information, where known, will be provided to you at the tender stage. You will be expected to read and make sure that you understand the contents of this information. If you are unsure of any of the details in the asbestos information you should bring this to the immediate attention of your University project manager.

It is important that all of the people that work on your project are made aware of any asbestos containing materials present in your site area. We require you to pass this information on to your staff (and any sub-contractors that you might use) **before** they start work on site. You should record the fact that you have passed this information on and keep a record of this available on site.

## **6.2 Action on Discovering Suspected Asbestos Containing Materials:**

If any material believed to be asbestos or to contain asbestos is found in the course of your works, then you must stop work immediately and inform your University project manager. Under no circumstances are you or your staff to touch or disturb the materials before you have sought further advice from the University.

If any dust has been released under no circumstances should this be swept or vacuumed up. Where possible (i.e. if no dust is present, and without disturbing or damaging the suspected asbestos), the material should be covered / enclosed or damped down to suppress fibre release. Operatives should be withdrawn from the works area immediately. You should also take steps to make sure that no-one, including any other members of the campus community is allowed access to the affected area.

You must then contact the Estates and Facilities Management Division Help Desk on Ext. 7777. You should give all relevant details such as location, condition etc. The help desk will arrange for a member of the University's Health and Safety Office to visit site to inspect the area and arrange for analysis of the suspected area. The material must not be disturbed until a competent person has confirmed that the material is not asbestos.

The above procedure must **always** be included in your operatives' site induction.

## **7 Permits to Work**

The University operate a number of Permits to Work to make sure that certain works are properly planned and carried out. This section gives details of all of the permits that we operate and how we expect the permit process to be managed.

The University's permit to work system covers the following work activities (regardless of who is undertaking them) in **University occupied buildings or open campus areas**:

- Works on Asbestos-Containing Materials;
- Confined Spaces Working;
- Excavations;
- Mains Gas Service works;
- High and Low Voltage Electrical Works;
- Hot Works;
- Pressure Systems;
- Work on Lifts;
- Isolation of Fire Alarm systems or devices – including removal of detectors during works.

In addition, the University permit to work system also applies to any works undertaken by in-house maintenance staff and contractors in defined Restricted or Hazardous Areas. For the purposes of the permit to work system, "Restricted / Hazardous Areas" are defined as:

- Lift motor rooms;

- Electrical intake rooms and switch rooms;
- The ancillary building;
- Plant rooms and ducts including the “main duct”;
- Works on unprotected or fragile roofs / elevations or roofs that have ventilation stacks;
- Research laboratories (e.g. chemical, laser, clean room, engineering research facilities);
- Laboratories working at containment level III and above;
- Laboratories handling radioisotopes.

Where works are undertaken **outside of University occupied buildings or open campus areas** then the Permit system will only be applied where the works could impact on the University’s operations or business continuity. For example:

- Works on Asbestos-Containing Materials – ALL WORKS;
- Excavations on roads, paths etc. outside of site boundaries or within site boundaries where buried services are present and these services are in use by the university;
- Mains Gas Service works – All Works
- High and Low Voltage Electrical Works – All Works;
- Isolation of Fire Alarm systems or devices which service Occupied Buildings or buildings covered by the University’s insurance

## **8 Site Meetings**

The project manager will schedule regular meetings with you to monitor site progress. For small works these meetings may take the form of informal daily site visits. For medium and large meetings more formal meetings will be scheduled.

Health and safety should be included as a separate item on the agenda and should address such issues as:

- Accidents / incidents and near-misses;
- Required health and safety information (for the contractor – e.g. information required from designers, the project manager, other stakeholders);
- Results / findings of any site formal safety inspections;
- Client health and safety concerns (e.g. site security, observed practices etc.);
- Health and safety issues relating to planned works (e.g. need for access to certain areas, permits to work, security issues etc.);
- Any other issues that the client or contractor believes should be raised under this item.

Any significant findings from this item will be reported as necessary to University management

## **9 Project Completion**

Project completion is often one of the busiest periods of a project; the contractor is generally busy completing the works and the University will usually be keen to get into and use the completed project. It is important that certain formalities are observed before the contract is considered complete and the University takes occupation of the site.

### **9.1 Completion / Commissioning Certificates**

Commissioning is a key pre-occupation requirement. This is particularly important where installed systems are safety critical. All services must be inspected and commissioned in accordance with recognised standards and national inspection schemes.



The University will generally want their staff to witness commissioning of key items such as fire alarm sounder audibility and performance of any containment systems (e.g. fume cupboards). Members of the design team will also want to confirm that systems meet the desired performance specifications (e.g. boiler plant, gas systems, safety valves, heating and ventilation systems etc.)

The University will also want to have sight of any commissioning certificates (e.g. electrical handover certificates) before they are prepared to occupy the premises.

The University will also need to be assured that all building control requirements have been met before they accept the handover of a scheme. This is particularly important with regard to fire safety; the University may not be insured if it occupies new or refurbished buildings that have not been signed-off by building control.

## **9.2 Health and Safety Files**

At the end of notifiable projects, the client should be provided with a health and safety file. This file should include all necessary information to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. The file should identify potential hazards and provide sufficient information for those carrying out future works to identify and assess potential risks in order to help them decide how those works can be safely carried out.

The exact scope, structure and format for the file should be agreed between the client and CDM co-ordinator at the start of a project. There can be a separate file for each structure, one for an entire project or site, or one for a group of related structures. The file may be combined with the Building Regulations Log Book, or a maintenance manual providing that this does not result in the health and safety information being lost or buried. According to the HSE, what really matters is that people can find the information they need easily and that any differences between similar structures are clearly shown.

**What is most important is that the client is legally responsible for a file being available; for this reason it is strongly advised that “Practical Completion” or any other legal form of “completion” is not granted until the University is in possession of the file.**

Once the file is in their possession, the client is responsible for making sure that the information contained in the file is:

- Kept up to date;
- Provided to anyone that might need it in the future including future owners if the building is subsequently sold on.