



**Bournemouth  
University**

**Estates Group**

Contractors Working Notes

Safety Standard for Contractors working at  
Bournemouth University

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## INDEX

### Introduction

#### 1 Contract Management

- 1.1 Prior to Starting on Site
- 1.2 General Requirements for Contractors
- 1.3 Construction (Design and Management) Regulations 2007
- 1.4 Emergency Call-Out
- 1.5 Maintaining Existing Services
- 1.6 Supervision
- 1.7 Discipline
- 1.8 Unsafe working practices/conditions
- 1.9 Restricted Areas
- 1.10 Tools and Equipment
- 1.11 Lifting Equipment
- 1.12 Scaffolding

#### 2. Safety requirements

- 2.1 Site Hazards
- 2.2 Health, Safety and Welfare measures
- 2.3 Asbestos
- 2.4 Risk Assessments, Safe Systems of work and Method Statements
- 2.5 Personal Protective Equipment
- 2.6 Permit to Work
- 2.7 Excavations
- 2.8 Fire Precautions
- 2.9 Notices/Safety signs
- 2.10 Nuisance
- 2.11 Overhead Working and Work on Roofs
- 2.12 Barriers and Screening
- 2.13 Protection of Works

- 2.14 Lifting operations
- 2.15 Hazardous Materials and Substances
- 2.16 Grounds Maintenance
- 2.17 Housekeeping
- 2.18 Security

### **3 Site Restrictions**

- 3.1 Reporting/access/egress
- 3.2 Designated work area
- 3.3 Electrical and Piped Services
- 3.4 Lifts and Service Hoists
- 3.5 Storage Areas
- 3.6 Welfare
- 3.7 Street Lighting
- 3.8 Suspension of Work

### **3 Emergency Arrangements**

- 4.1 Emergency Evacuation
- 4.2 Fire Alarm Tests
- 4.3 First Aid
- 4.4 Accident Reporting

### **5 Safety Check List for Contractors and Bournemouth University Managers**

- 5.1 Bournemouth University Managers
- 5.2 Contractors

### **6 Contacts**

## Introduction

The purpose of these Working Notes is to minimise the risks to the Health and Safety of University staff, contractors (including consultants) and third parties. These notes set out the actions required by University staff and contractors, when property and facilities management works (reactive, preventative and projects) are undertaken by contractors on University premises.

These working notes have been produced by the University for distribution to all contractors and their employees working, or intending to work, in areas controlled by the University.

These notes contain information concerning Health and Safety matters. Complying with their contents should ensure both contractors and the University reduce the possibility of accidents, and promote good working relationships. It is, therefore, essential that everyone involved in the execution of the contract should be given the opportunity to read and sign to confirm they fully understand the contents.

It is not the intention of the document to reiterate the recommendations and requirements of relevant legislation or regulations. The objective of this document is to bring to contractors' attention aspects of safe working which Bournemouth University considers to be a necessary part of the management of contractors' operations whilst working on site. Neither does this document attempt to impart knowledge, instruct or direct Contractors on matters which are intrinsically/inherently part of their trade competency, or the carrying out of their trade.

These notes are not exhaustive and contractors' attention is drawn to ensure they meet the requirements of all current relevant Health and Safety Legislation.

The contractor shall detail proposals for complying with the requirements of these notes and any legislative requirements for ensuring compliance. These requirements shall form part of the contractors risk assessment, construction phase Health and Safety plan and/or method statement / risk assessment as appropriate.

For reactive and planned maintenance, the Project Manager will be the Bournemouth University Hard Services Manager.

For planned project works, the Project Manager will be a Consultant or Bournemouth University Estates Representative appointed by Bournemouth University Head of Estates.

It is the contractor's responsibility, when sub-contracting any part of the work, to ensure that their sub-contractors familiarise themselves with the contents of these notes.

A copy of these notes must be kept available at all times and all staff working on the University's properties, including all sub-Contractors, must be aware of its existence, its content and have access to it for reference.

All University premises are designated No Smoking Buildings.

## 1. Contract Management

All Property and Facilities Management (P&FM) contracts let by the University will be in the charge of the appropriate Project Manager, who will discuss with the contractor (or the contractors' agent) any safety measures applicable to the work and other hazards that must be managed prior to the start of the contract. The contractor shall supply a copy of their company health and safety policy together with the name of the company's safety officer, responsible for safety for the contract, along with copies of specific risk assessments and method statements for each specific project.

### 1.1 Prior to Starting on Site

The Contractor should agree the following matters with the Project Manager:-

- The defined area of work; storage arrangements and working area constraints and site activities
- Safe access and egress routes, methods of delivering and removing equipment and materials
- Alternative routes, where usual access and exits will be blocked or unsuitable due to work. The provision of access and exit routes appropriate signage and assembly points
- Emergency procedures, including designated escape routes and Muster points to deal with fire and personal injury. These procedures shall take account of other occupants on the same floor and elsewhere in the buildings
- Arrangements for the safe storage of chemical substances or gas bottles (e.g. acetylene or LPG) along with suitable signage.
- Any specific hazards which may be present within the defined area (e.g. presence of asbestos, or hazards arising from the particular area, i.e. chemical store, etc)
- Whether there are smoke, heat, optical or gas detectors in the area of work which may be affected by the operations
- Arrangements for access outside normal working hours (if necessary)
- Contractors Health and Safety document including risk assessments and method statements together with emergency contact numbers
- Where required, obtained Permit to Work under the BU Safe Systems of Work (see Section 2.4 & 2.6)
- Items associated with CDM Regulations, if works fall under the defined trigger points for full CDM management.
- Contractor's provision of fire extinguishers locally, or where called for, depending on type of work, including permits and fire checks one hour after completion of hot work
- Use of water and electrical power for cleaning or setting out as agreed prior to start on site; procedures and authority for work stoppages

## **1.2 General Requirements for Contractors**

The following information must be adhered to at all times. Failure to do so may result in the individual or company being asked to leave the University's premises:-

- All current health and safety legislation must be adhered to at all times
- All staff must be adequately clothed. Staff are not permitted to remove their shirts and should wear long trousers at all times
- Radios etc. are not permissible
- Wolf whistling and other such behaviour is not acceptable
- No plant, equipment or tool kits outside working areas. All tool kits to be lockable
- No plant, equipment or tool kits should be left unattended or plugged into services; Plant, equipment or toolkits left unattended will be liable to be removed by the Project Manager
- It is the responsibility of the contractor to maintain an orderly working environment and to leave the working area in a safe and tidy condition at all times
- The University has a NO SMOKING Policy which must be strictly adhered to
- The consumption of alcoholic products on site is strictly prohibited
- Photographs shall not be taken without permission

The Project Manager may enforce the immediate removal from site of any persons not adhering to health and safety and other rules and regulations laid out in this guide and more specifically in the contract. Any such persons may be banned from site on a permanent basis and the continuation of contract may be assessed as a result. Any banned person may not gain access to the site again without the express permission of the University's Project Manager.

## **1.3 Construction (Design and Management) Regulations 2007**

Contractors shall ensure that the Regulations are implemented in spirit as well as to the letter of the law.

## **1.4 Emergency Call-Out**

Contractors undertaking construction or major refurbishment project must put in place an emergency call out system, both for their own company and their principal mechanical and electrical sub-contractors.

The minimum requirements of the University, whichever system is selected by a contractor and his principal sub-Contractors, are that:

- a) The call out system will operate both weekdays and weekends for all hours that the contractors are not on site.
- b) There shall be sufficient back-up contacts to ensure a workable system.
- c) The contractor and his principal sub-contractors guarantee an out-of-hours presence on site, in the case of an emergency, within two hours of contact.

The University's emergency call out telephone number is 01202 524111, or 962222 from an internal University telephone.

## **1.5 Maintaining Existing Services**

Before work commences, contractors shall ascertain the positions of all known live drains and services, which may be affected by the operations. Contractors must take all necessary measures to maintain them and to prevent damage to them. If any damage to live drains or services is caused by carrying out the work contractors must notify the Project Manager and make good the damage at their own expense.

The minimum period of notice for shutdowns, isolations or interruption to existing water, electrical and heating services, including drainage and telecommunications systems shall be:-

- a) 5 working days for internal services within and only serving a single department or area.
- b) 20 working days for external mains, primary distribution services or those services feeding more than one department or area.

Please note, due to the specific nature of Universities business, shut downs for a specific requested date cannot always be granted.

Contractors shall give these periods of notice in writing to the Project Manager located on 5<sup>th</sup> Floor Studland House 12 Christchurch Road Bournemouth BH1 3NA giving full details including type of service(s), location, date for and length of time of disruption together with a method statement. The 5 day/20 day periods shall commence from the time of arrival of the notice with the Project Manager. The contractor shall maintain close contact with the Project Manager to ensure he is fully aware of when the notice arrives at its destination.

## **1.6 Supervision**

The contractor must appoint a named competent supervisor to be responsible for the safety and to act as the contractors' representative on site.

## **1.7 Discipline**

Contractors are responsible for the discipline and behaviour of their employees, including any sub-contractors. The Project Manager will require the removal from site of any contractor's employee or sub-contractor found acting in an unacceptable manner.

## **1.8 Unsafe working practices/conditions**

The Project Manager, and other persons authorised to act on behalf of Bournemouth University Estates group, have the authority to require the contractor to stop work immediately in the event of unsafe practices or if unsafe working conditions exist. Where it is evident that there is serious or imminent danger, any University employee has a duty to act by requesting that the work cease.

## **1.9 Restricted Areas**

Under no circumstances may any contractor's employee enter restricted areas without prior permission from the Project Manager or the manager in control of the area.

## **1.10 Tools and Equipment**

All tools and equipment in use on site must be in date for test / inspected as required by legislation. All electrical tools will be either 110V or battery operated. Under no circumstances are 240V tools to be used.

### **1.10.1 Provision**

Contractors will supply all necessary tools, equipment, protective clothing and safety equipment required to carry out their works. Equipment will NOT be loaned by the University.

### **1.10.2 Bournemouth University Workshop and Maintenance Facilities**

Contractors' employees are not permitted to use Bournemouth University workshops or maintenance facilities.

### **1.10.3 Maintenance**

It will be the responsibility of the contractor to ensure that any tools, plant or equipment are maintained in a safe working condition. If any tool, plant or equipment is declared by the Project Manager to be unsuitable or in an unsatisfactory condition, it is to be removed from site immediately.

### **1.10.4 Inspection**

The Project Manager or Senior Estates representative will have the right at any time to:-

1. Inspect tools, plant or equipment used by a contractor
2. View copies of all relevant test and inspection records related to those tools, plants or equipment

### **1.11 Lifting Equipment**

Upon request the contractor must make available to the Project Manager copies of current certificates of inspection for all lifting equipment brought onto University sites. The use of lifting equipment must comply with the *Provision and Use of Work Equipment Regulations 1998* and the *Lifting Operations and the Lifting Operations and Lifting Equipment Regulations 1998* and subsequent amendments to those regulations.

### **1.12 Scaffolding**

The Contractor will be responsible for ensuring that any scaffolding erected in order to undertake the works is erected by a competent person and is subject to statutory inspection. Copies of relevant statutory documentation shall be held on site for the duration of works and shall be made available for inspection by the Project Manager.

## **2. Safety requirements**

### **2.1 Site Hazards**

Contractors shall confirm details of any known site hazards with the Project Manager and produce risk assessments for same, prior to starting work. Where proposed works are subject to *Construction Design and Management Regulations (CDM) 2007* a Health and Safety Plan must be prepared in relation to the works.

Where prior works has been carried out at the University premises that has been subject to the CDM Regulations and a Health and Safety File exists, this shall also be referenced.

## **2.2 Health, Safety and Welfare measures**

Contractors shall ensure that all health, safety and welfare measures required under or by virtue of the provisions of any enactment or regulations, or the working rules of any industry, are strictly complied with.

In particular, contractors must make themselves and their employees aware of the parts of the Bournemouth University *Contractors Safety Policy Statement* relevant to the work which they are performing. Contractors shall also make the Project Manager aware of any hazards, which may be created by a contractor and/or his employees in the performance of the required work.

Contractors shall ensure that all current legislation with particular reference to the *Health and Safety at Work Act 1974* is implemented in spirit as well as the letter of the law.

A current issue of the HSE publication “Health and Safety in Construction” is to be available on site for reference by all.

Contractors shall provide all safety, health and welfare measures and amenities as required by the relevant legislation.

### **2.3 Asbestos**

Any works on materials containing (or believed to contain) asbestos, shall be carried out in accordance with the **Control of Asbestos at Work Regulations 2012** and subsequent amendments to these regulations.

Estates Project Managers and Service Managers responsible for undertaking ‘the work’, must provide details of known asbestos within the designated site/working areas to all contractors during the design stage prior to work commencing on site. Asbestos surveys are available from;

<http://www.asbestos.co.uk/>

Log in – BU01  
Password – 1739CH

Hard copies of the surveys are available from Talbot Campus PG80.

Where the presence of Asbestos Containing Materials (ACMs) has been identified or is suspected, the contractor or the contractor’s representative must remove all personnel from the immediate area and inform Bournemouth University’s Project Manager or their representative immediately. The area should be isolated and sealed where possible until suitably qualified specialists are on site.

Project Managers are to work in accordance with Bournemouth University’s Asbestos Management Plan.

<I:\Estates\Collaborative\Health and Safety\Hard Services\Asbestos\Asbestos Management Plan>

Contractors must ensure that their staff and sub-contractors fully understand and comply with Bournemouth University’s management procedure’s.

### **2.4 Risk Assessments, Safe Systems of Work and Method Statements**

Bournemouth University estates staff or consultants will inform contractors of known site- specific hazards.

The contractor is responsible for carrying out risk assessments for all work activities undertaken as part of the contract. The contractor shall employ 'Safe Systems of Work' at all times, and where appropriate must include arrangements which ensure the safety of their own staff with particular reference to those persons working unaccompanied, Bournemouth University employees and members of the public. The contractor should note that the sites are complex and other contractors may be involved in the work area.

The contractor shall make available copies of risk assessments including 'Safe Systems of Work' and a specific method statement to the Project Manager prior to starting work on site.

## **2.5 Personal Protective Equipment**

Contractors will be responsible for ensuring that their own employees/sub-contractors are provided with and use appropriate protective equipment in accordance with the risk assessments undertaken prior to starting work on site.

When working on or adjacent to the public highway, or as directed by the Project Manager high visibility garments must be worn.

## **2.6 Permit to Work**

For certain high-risk activities at Bournemouth University premises, a Permit to Work system is required. Permit to Work will be supplied by the BU Authorised Person. Permit to works will be time dependent on the type of task and the level of risk which will be determined by the AP, The contractor will be responsible for supplying all relevant information including but not limited to;

- Competencies – Training records and qualifications of the engineer/worker
- Suitable and sufficient Risk Assessments for each aspect of the task
- Method Statement detailing the system and sequence of the work, the location, to be signed and dated by all operatives prior to undertaking the task.

Areas where a Permit to Work is required include:-

- Hot Work/Welding/Grinding
- High Voltage
- Confined spaces working
- Sinks in Laboratories
- Working at height
- Other restricted areas

72 hours' notice of the requirement to obtain an electrical permit to work is required from contractors by Estates.

24 hours before a permit is issued, the contractor must provide the Authorised Person (issuing the permit) with the task specific risk assessment/s and a satisfactory method statement.

The appropriate Authorised Person can be contacted through Estates.

## **2.7 Excavations**

Where the works require excavations to be undertaken the contractor shall:-

- Before starting work, obtain plans and consult the Project Manager on the locations of drains, cables, gas and water mains etc. If there is any doubt, the contractor will arrange for equipment for detecting buried services as part of the contract requirements.

- Use safe excavation methods, as described in the current HSE guidance note HS (G) 47 – ‘Avoiding Danger from Underground Services’ and subsequent HSE updates. **Particular consideration shall be given to supporting the sides of excavations against collapse.**
- Ensure an adequate working area is allowed. Placement of arisings/spoil must not cause a nuisance or hazard. Roads and footpaths must be kept clean and swept to prevent slipping and/or a skidding hazard for vehicles, cyclists and pedestrians.
- Ensure that suitable protective sheets shall be used in the vicinity of excavation works in order to minimise the damage caused to surrounding areas.
- Ensure that all excavations or areas where the good surface of pathways has been disturbed are guarded with suitable signs and with “Heras” fencing as appropriate. If the area is not well-illuminated by the premises street lighting, then flashing beacons may be needed during darkness. These beacons should be well-secured to avoid theft. It will be the contractor’s responsibility to ensure that these measures are maintained throughout the duration that the hazard exists.
- Carry out all reinstatement to the satisfaction of the Project Manager including any measure necessary to reinstate the surfaces disturbed, i.e. watering etc. as necessary.

## 2.8 Fire Precautions

Contractors shall take all necessary precautions to minimise loss or damage by fire and to prevent the outbreak of fire.

Contractors shall comply with the code: “*Fire Prevention on Construction Sites, the Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation*”, latest edition, obtainable from the Building Employers Confederation and the Loss Prevention Council. Contractors shall retain a copy of the code on site at all times.

- a) On all sites contractors must discuss and agree with the Project Manager:-
  - The name by which the site is to be known for emergency reporting of fire
  - Signboards at access points from the public road frontage prominently displaying the name by which the site is to be known
  - The means of raising the alarm and the action to be taken in case of fire
  - The position in which all gas cylinders, flammable liquids and other flammable consumable stores are to be kept when not in use
  - The exact siting of the contractors’ huts and stores.
- b) Prior to starting works, contractors shall discuss and agree with the Project Manager:-
  - Any fire hazards associated with proposals for carrying out all maintenance; adaptation or extension of existing buildings so that both contractor and University know their full extent
  - Instructions to contractor’s and sub-contractors staff and work people about the action to be taken in case of fire, or hearing any alarm, either in the contractor’s or in or around the University’s existing buildings
  - Instructions to all supervisory staff, including foremen and charge hands, whether own staff or sub-contractors, of the specific arrangements for reporting of fire to the University by telephone
- c) Contractors shall ensure that they do not compromise the University’s existing fire precautions and shall amongst all other things:-

- Keep clear the access routes for fire engines around buildings
- Keep clear, and if necessary illuminate, at all times the escape routes within buildings
- Maintain the University's fire protection compartments within the curtailage of the contractor's site
- Keep active the University's fire alarm systems and smoke detectors installed and connected within the curtailage of the contractor's site.

## 2.9 Notices/Safety signs

Contractors must obey any Bournemouth University safety sign or instruction notices displayed on site. Contractors are responsible for supplying and displaying sufficient safety signs, to prevent injury to Bournemouth University staff, or other persons, on or off site. The positioning of contractors' notices must be agreed with the Project Manager.

## 2.10 Nuisance

Contractors shall take all practical steps to minimise any nuisance created by their own operations, e.g. dust, fumes or noise. Contractors must inform the Project Manager, in advance of any operation they intend carrying out, where a hazard or nuisance cannot be eliminated.

Noise in or within earshot of existing occupied buildings, vibration, dust, smoke, pollution, obstruction, or any other nuisance caused to any persons or property in the neighborhood, shall be kept to a minimum. Compressors, pneumatic drills, etc. shall be fitted with silencers. Concrete/cement mortar mixers and hoists shall be electrically operated.

**N.B. Contractors shall be aware that during the examination period no noise will be allowed in areas adjacent to examinations.**

Fumes from machinery or plant must not enter occupied buildings and all equipment must be sited accordingly.

The contractor's attention is drawn to the "*Control of Pollution Act 1974* Sections 60 and 61". The Local Authority may impose a maximum noise level for the site and also lay down restrictions on the types of plant to be used and the methods of working to be adopted.

It is the contractor's duty to ascertain if any impositions or restrictions will apply to the site and to submit application to the Local Authority for prior consent to proposals for complying with the Local Authority's requirements. All costs arising out of such compliance shall be included in the contractor's tender price

Short wave radio or other electronic equipment must not be used without the approval of the Project Manager, which may subsequently be withheld or withdrawn if interference with electronic equipment occurs or recurs.

No portable radios or similar equipment will be permitted on site.

Mobile phones are only permitted to be used inside buildings with the prior approval of the Project Manager.

## 2.11 Overhead Working and Work on Roofs

The contractor shall:

Consult with the Project Manager on the proposed system of work and methods of access.

Assess the job-specific risks with working at height and take into account HSE and CONIAC guidance on the measures to be taken to prevent falls. These may include the appropriate

combination of physical barriers, equipment for providing safe access and a safe place of work, fall arrest equipment and safe systems for working. Where it is necessary for persons to work on or near a fragile roof including roof lights, suitable arrangements are to be made to ensure the work is carried out safely including the use, where appropriate, of suitably fixed crawling boards to spread the load.

Ensure that appropriate means are in place to prevent falls likely to cause personal injury. The means should include physical barriers, fall arrest equipment or other methods of working.

Ensure that suitable precautions are taken to protect persons below from falling objects. This is especially important when work is to be carried out above footpaths or entrances to buildings. In the latter case, it may be sometimes possible to arrange a temporary closure of the entrance, but this will have to be agreed well in advance.

Ensure that in all cases where any person may be beneath scaffolding, toe boards and metal mesh brick guards must be provided. Full height protection must be provided over entrances and exits if they remain open. The base of all scaffolding must be protected with secure 'Heras' type fencing if not within a secure site.

Display warning signs around the work area. These must conform to the "*Safety Signs and Signals Regulations 1996*". In all cases, it will be necessary to cordon off the work area with solid physical barriers.

If scaffolding is necessary, ensure that the statutory scaffolding register is maintained.

If mobile platform scaffolds are used, ensure that the HSE recommendations are followed ensuring that staff using the platform are suitably trained in its operation.

Remember that 60% of all accidents in the construction industry are caused by falls from heights.

## **2.12 Barriers and Screening**

Barriers must be erected around any hole or excavation, supplemented with safety signs by day and lamps by night. Where practicable, the contractor will ensure that the excavation is adequately covered in accordance with current health and safety regulations. The contractor is responsible for the provision of the necessary barriers, notices and lights unless otherwise agreed beforehand with the Project Manager.

## **2.13 Protection of Works**

Wherever the Contractor's employees and sub-Contractors are working there must be a solid, physical barrier between them, their work and clients, visitors and staff. Externally all work areas must be contained within "Heras" type fencing. Within buildings the solid, physical barrier may need to be full height but depending on the nature of the work could be as low as one meter high. When corridors need to be closed, even for short periods, solid, physical barriers are to be erected including across corridor doors where appropriate. Freestanding diversion signs shall be employed to re-direct visitors, clients and staff with prominent black lettering on a yellow background. Tape barriers, plastic bollards and rails and plastic mesh fencing are unacceptable.

Where it is absolutely necessary for students or staff to pass through the contractor's working area, and then the contractor shall employ a watchman to ensure the full safety of those clients, visitors and staff. The watchman must also ensure the safety of all tools, plant and equipment and in particular must ensure at all times that it is not possible for any clients, visitors or staff to remove any tools, plant or equipment.

## **2.14 Lifting operations**

Lifting operations should be undertaken in accordance with requirements of the "*Lifting Operations and Lifting Equipment Regulations 1998*" and subsequent amendments to the regulations. In

particular the lifting operations should be planned, supervised and carried out by competent persons.

## **2.15 Hazardous Materials and Substances**

The use of all substances and processes must comply with “*Control of Substances Hazardous to Health Regulations 2002*” and any administrative update (COSHH).

Prior to contractors bringing materials or substances of a hazardous nature on to the Bournemouth University site, they shall supply the Project Manager with any relevant COSHH assessment records.

The means of storage of any hazardous substances shall be provided as part of the risk assessment and method statement documentation to the Project Manager.

The use of substances containing Bleach are prohibited with the University.

## **2.16 Grounds Maintenance**

### **2.16.1 Pesticide Regulations**

Only qualified contractors who can demonstrate their competence and provide certificates for the Pesticide spraying, pertinent to the chemical they are using shall undertake spraying activities.

### **2.16.2 Tree Surgery**

The contractor shall assume all trees on site are the subject of a Tree Preservation Order (TPO). The contractor shall ascertain from the Project Manager if this is the case. If affirmative, then Local Authority approval must be obtained before carrying out tree surgery work. Areas are to be correctly fenced and signed.

All work to conform to ‘Arboricultural Association ASCI’ safety guide and regulations. Site is to be kept safe and tidy during working and after hours.

### **2.16.3 General Maintenance**

Contractors shall conform to current safe working practices, wear correct protective clothing in relation to the work they are carrying out and have carried out a COSHH assessment on any substances being used.

## **2.17 Housekeeping**

All site areas where work is being carried out are to be maintained in a safe condition for all personnel.

### **2.17.1 Obstructions**

Contractors must at all times keep the site of their work clean and tidy and free from unnecessary obstructions and tools. All gangways and escape routes must be kept clear and free from hazards.

### **2.17.2 Waste/Salvage**

Contractors must arrange for the regular removal of all their own arisings. Items of salvage must only be kept in a location agreed with the Project Manager. Unless otherwise stated in the contract, any arisings from work undertaken must be removed from the University Employer’s premises on a daily basis unless the use of contractors’ skips has been specifically agreed with the Project Manager.

Disposal facilities belonging to the University shall not be used without prior agreement through the Project Manager. Copies of all Waste Transfer notices are to be provided to the PM/Estates.

Any hazardous waste arisings should be handled in accordance with legal requirements. If in doubt please ask the Project Manager. Industrial waste must not be disposed of in domestic waste bins.

It shall be noted that disposal of fluorescent tubes shall be via a suitably qualified industrial waste site and not in skips.

Contractors shall ensure that skips are suitably positioned to not create an obstruction or hazard. They are to be marked so as to be clearly visible at night and in conditions of poor visibility. While the roads on the estate may be private, the University is still liable under the *Occupier Liability Regulations*. Skips should be covered to prevent unauthorised removal or addition of items and must be removed immediately when full. Skips are to be fully fenced off with 'Heras' or similar.

## **2.18 Security**

The University operates a Management Security Policy. Measures are required to prevent unauthorised access and to allow controlled access in accordance with the particular project requirements. Security provisions should co-ordinate with, and not compromise emergency means of escape.

The security of the existing buildings must be maintained at all times throughout the duration of the works. The contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building as a whole is maintained and the security of the employer's undertaking is preserved.

Scaffolding shall be designed to prevent access into or onto the building(s) by unauthorised people after working hours.

The contractor shall ensure that the University's security devices remain in working order throughout the duration of the contract; where this is not possible arrangements shall be made with BU Soft Services Manager to agree/provide alternative arrangements.

## **3. Site Restrictions**

### **3.1 Reporting/access/egress**

Unless otherwise agreed with the Project Manager, all contractors' employees and sub-contractors will, on every occasion they visit, sign in and sign out of premises either at Talbot Campus or the at Lansdowne Campus with the exception of a major refurbishment/construction project where they should sign in and out at the site office.

Before entering the site, the contractor shall advise visitors and contractors new to the site of any hazards on the site. When a visitor leaves the site, they should sign out.

All visitors will be expected to wear any identification provided.

The purpose of this procedure is to ensure a record is available of all persons on the site that will be used in the event of a fire or other emergencies.

Contractors will not be permitted to work at closed premises where normal access/egress is not possible.

### **3.2 Designated work area**

The work areas within the premises in which works are to be carried out shall be agreed between the contractor and the Project Manager.

### **3.3 Electrical and Piped Services**

At the discretion of the Project Manager, electricity, water and drainage services may be made available for use by the contractor at designated take-off points; connections must be of a type acceptable to the Project Manager. The contractor will be wholly responsible for the supply and installation of any connection and for its satisfactory removal and reinstatement upon completion of the contract.

The use of 110v or battery operated-equipment is a requirement.

Disruption to any services, including isolation, reinstatement or commissioning will not be permitted without prior arrangements with the Project Manager (see paragraph 1.5 above).

Live electrical working shall not be permitted.

### **3.4 Lifts and Service Hoists**

Lifts or Hoists may only be used with the written permission of the Project Manager and after a Risk Assessment has been carried out by the contractor, which will ensure the suitability of the lift or hoist for the load to be carried.

Contractors shall install suitable protection to the internal surfaces of lifts to prevent any damage to the lift fabric.

### **3.5 Storage Areas**

The Project Manager will advise contractors of the permitted locations for any huts or other temporary storage facilities before they arrive on site.

### **3.6 Welfare**

Toilet facilities for use by the contractor will be advised by the Project Manager. No other toilets may be used.

Where restaurant/shopping facilities are used by contractors, they shall at all times be aware of their dress and conduct. PPE and any unclean work-wear, including shoes, must not be worn in any in these areas.

### **3.7 Street Lighting**

Lighting of routes accessible to the public:- Where required by the Local Authority or where public footpaths/roadways are inadequately lit due to the nature of the works, temporary maintained lighting shall be provided.

All escape routes shall be adequately illuminated during working hours.

### **3.8 Suspension of Work**

The University reserves the right to require a contractor to temporarily suspend any activity which interferes with the running of the adjacent University facilities.

## **4. Emergency Arrangements**

These will be briefed prior to starting work on site by either a BU representative, or sub-contractors will be briefed by the main contractor.

## **4.1 Emergency Evacuation**

On arriving on site, the contractor shall make themselves aware of the site rules, restricted areas and emergency arrangements by contacting the Estates Office at Talbot Campus or the Estates Office at Lansdowne Campus.

The contractor must make their employees aware of:

- The fire alarm testing arrangements, along with assembly points and evacuation arrangements in place
- Any other evacuation arrangements in place

It is the duty of the Contractor to bring this information to the attention of all sub-Contractors.

## **4.2 Fire Alarm Tests**

The site fire alarm is tested every week. Contractors shall request details of times of tests on arriving on site for the areas they will be working in.

## **4.3 First Aid**

The Contractor is expected to provide First Aid facilities for employees in accordance with statutory requirements, unless a written agreement is reached with the Project Manager, in which case Bournemouth University facilities may be used.

## **4.4 Accident Reporting**

In the event of an accident occurring, however minor, in connection with any work carried out by the Contractor on Bournemouth University premises, the Project Manager or their nominated representative must be notified at the time of the accident.

If a notifiable accident (as defined in the *RIDDOR 2013*) occurs on site, and the injured party is an employee of the Contractor, it is the responsibility of the Contractor to notify the relevant enforcing authority in accordance with the above-mentioned regulations.

All accidents reports must be copied to the Project Manager and the person in control of the premises or their nominated representative.

In the event of a dangerous occurrence (as defined by *RIDDOR2013*) in connection with any work being carried out by the Contractor on Bournemouth University premises, it is the responsibility of the contractor to notify the relevant enforcing authority in accordance with the above-mentioned regulations. The Project Manager or their nominated representative must be notified at the time of the dangerous occurrence.

Bournemouth University reserves the right to investigate all accidents and dangerous occurrences on its premises.

## **5. Safety Check List for Contractors and Bournemouth University Managers**

### **5.1 Bournemouth University Managers**

- Ensure the attendance sheet at Building Reception/Estates Office is completed by Contractors attending the premises
- Ensure passes are carried out and displayed at all times
- Ensure escape route and exits are free from obstructions and fire doors are kept closed
- Ensure unsafe activities are challenged immediately and, if necessary, the occurrence is reported to the Project Manager
- Ensure specific risk assessments and method statements are provided by contractors
- Ensure contractors are made aware of any operational hazards at the premises

### **5.2 Contractors**

- Ensure they have been briefed on the site rules and procedures, fire alarm tests, restricted areas and emergency evacuation arrangements
- Ensure safety signs and barriers are provided as required
- Ensure any hazardous areas are cordoned off and staff are advised
- Ensure escape route and exits are free from obstructions and fire doors are kept closed
- Ensure all fire extinguishers are accessible
- Ensure all walkways are free from obstruction
- Ensure all extension leads and trailing power supplies are safely managed

- Ensure COSHH assessments are available
- Ensure the work activity does not create potential hazard, e.g.:-
  - High-level working
  - Hazardous substances
  - Temporary electrical working
  - Ensure the integrity of the fire warning system.
- Ensure the safety of staff and the general public
- Ensure that all relevant site records are kept up to date
- Ensure that unacceptable levels of noise, fumes or dust are avoided
- Ensure that safe systems of work are re-appraised should the nature of the work significantly change
- Ensure that written risk assessments and method statements are provided for all activities