

Guidance Note, GN040

## HEALTH AND SAFETY STANDARDS FOR CONTRACTORS

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## 1 Scope

The purpose of the Health and Safety Standards for Contractors is to provide information to all our contractors on the required standards of health and safety at the University of Aberdeen. These standards aim to ensure that as far as is reasonably practicable:

- No University staff, students, visitors or members of the public come to harm from any activities carried out by our contractors.
- No contractor's employees come to harm.

In order to ensure health and safety at work of staff and that of students, work that has the potential to interfere with the fabric of a building or any building services shall only be carried out by the University's Estates staff or Estates' contractors, examples include lifting ceiling or floor tiles, putting up shelves on the wall, running cables or pipe work, drilling into walls or doors.

## 2 General health and safety requirements:

### 2.1 Contractors should:

- 2.1.1 Provide adequate security around work areas to control the risk of unauthorised access, deliberate fire raising, vandalism, theft and injury (including to children).
- 2.1.2 Keep pedestrian routes (see also section 11) clear to avoid:
  - a) slip, trip and fall hazards; and/or
  - b) potential difficulties in evacuating buildings in the event of a fire
- 2.1.3 Control works creating dust or fumes (see also section 13) such that they do not cause:
  - a) false fire alarm activations; and/or
  - b) conditions in which the inhalation of dust or fumes by nearby building occupants can cause irritation to their respiratory systems.
- 2.1.4 Manage and supervise vehicles operating on University property to protect pedestrians from risk associated with reversing vehicles. This should be done through the use of a trained banks person, driving at designated and posted speed limits, parking in designated bays, and safe loading/unloading of materials in busy areas.
- 2.1.5 Control or reduce the risk of a) accidental damage to service lines, such as the cutting of live electrical cables; and/or b) contact with old electrical cables which have been cut in the past and may still be connected to a power source.
- 2.1.6 Avoid disturbance of materials containing asbestos (see also section 15) at all times.
- 2.1.7 Use appropriate equipment for safe work at height tasks (see also section 18) and ensure no misuse of equipment or working on unprotected roof edges.

### 2.2 Conduct on University premises:

- 2.2.1 No one under the influence of alcohol or drugs is permitted to carry out any work on University premises.
- 2.2.2 Contractors should carry their identification cards at all times and will be expected to show them to authorised staff before they gain access to University property.
- 2.2.3 Damage to plants, trees, paths etc should be prevented. If some damage is inevitable, this should be discussed and agreed with the University Contact and any damage reinstated as agreed.
- 2.2.4 All equipment, tools and materials should be used correctly and not left in a dangerous or inconvenient position within the property. All equipment belonging to a contractor shall be labelled with the contractors name and/or details. Agreement should be reached with the University Contact on the placing of such items.
- 2.2.5 Doors and windows should not be left open unnecessarily and only after the University Contact has been advised.
- 2.2.6 Smoking inside University premises is not permitted. Smoking is only permitted in designated areas outside.
- 2.2.7 Parking of vehicles should be in designated areas only and vehicles should be reverse parked wherever possible and safe to do so.

### 2.3 All contractors engaged in site engineering or construction related projects, and the staff of any of their sub-contractors, should be time served in the relevant trade and have a CCNSG



(Client Contractor National Safety Group) Safety Passport or an equivalent course depending on their trade. If this requirement is not relevant to their trade they must have passed the CSCS (Construction Skills Certification Scheme) Health, Safety & Environment Test or an equivalent test to a similar standard. Proof of completion of all courses and tests must be carried with the site operatives at all times whilst on University property.

Contractors' operatives and their sub-contractors' operatives must have received asbestos awareness training (see also section 15).

In addition to this, site managers and supervisors working on larger contracts should have received the additional health and safety training necessary for these roles, i.e. CITB Site Management Safety Training Scheme (SMSTS) Site Safety Plus.

- 2.4 Contractors engaged in repairing or maintaining IT equipment will not require CCNSG safety passport or CSCS Health, Safety and Environment Test but should be able to provide proof of competence in the relevant work.

### 3 Procedure for commencement of work

Contractors will be given a point of contact within the University (the Contact). Contractors should never start work on a job without approval of the Contact (or someone who is deputising for them). The contractor shall ensure that an official Purchase Order is obtained from the Contact prior to commencing any works.

Contractors must not take instructions to carry out work from any other member of staff unless authorised by the Contact.

Contractors shall not deviate from their original scope of work without the approval of the Contact.

### 4 Signing in and signing out

All contractors MUST sign IN AND OUT on a daily basis at a point agreed with the University Contact.

When signing in the following information must be provided:

- Names of all operatives;
- Proof of possession of the University of Aberdeen Health & Safety Standards for Contractors;
- Specific work location (if possible);
- Contact mobile telephone number;
- Purchase Order number from order sheet.

### 5 Identification

Contractors' passes will be issued when they sign in. Passes MUST be worn at all times.

Contractors' vehicle passes must be obtained on a daily basis which will allow parking on all campuses.

**Please note** that the pass allocates a 'space' on campus but does not allow parking out with an allocated space (i.e. hatched areas, disabled areas, pavements, double yellow lines and especially at the front of the Elphinstone Cloister). Parking tickets will be issued for violation of the parking conditions.

## 6 Risk assessments and method statements (RAMS)

For non-routine maintenance works, a risk assessment of the work to be carried out and a method statement for the safe execution of the work must be prepared and submitted to the Contact authorising the work at least one week in advance of the works commencing. Where this is not possible they must always be submitted before the works commence.

For routine maintenance works RAMS must be supplied and must always cover the works being carried out. The contractor's operatives must also have copies of these whilst on site and they must be signed by the operatives as read and understood.

Where works are undertaken out with any of the supplied risk assessments, the contractors' operatives must document and sign a specific site based risk assessment for the task.

All contractors should have a detailed understanding of the risks involved in the work tasks and the precautions and controls that are required to carry out the works safely.

## 7 Personal protective equipment (PPE)

The contractor's risk assessment and/or method statement must state what type of PPE is required to carry out the task safely.

PPE, which is appropriate to the work task, must be worn at all times.

## 8 Accidents, incidents and near misses

The University operates a procedure for reporting accidents, incidents and near misses. In the event of an accident, incident or near miss, the contractor will be required to submit to the University a report providing appropriate details. This procedure is in addition to the contractor's responsibilities for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## 9 Safety signs and notices

All safety signage and notices deployed must be appropriate for the work being carried out. Signs or cones should be used along with the standard red and white barrier tape.



The following sign on all work sites is required.



## 10 Storage of waste

Contractors are responsible for storing and disposing of waste produced as a result of their work activities. University waste receptacles are not to be used unless specific permission has been given by the University Contact

## 11 Pedestrian routes

Routes inside and outside buildings which are used by pedestrians should be kept free from any slip or trip hazards.

When carrying out their work, contractors must always consider how people will escape from the building in the event of a fire.

If a fire escape route has the potential to be obstructed during the course of works, the University Contact should be consulted. The escape route may then be closed off and alternative escape routes agreed and formed (including signage) along with notification to the building users prior to works commencing.

Fire doors should never be wedged open for any reason.

## 12 Noise

Many of the activities carried out by contractors are by their very nature noisy. There is the potential for levels of noise to become so loud that they disrupt teaching activities or other events (e.g. exams or conferences) taking place across the University.

In some sensitive locations the times when work can be carried out may be restricted. The University Contact should state any working restrictions in place.

Radios or music from any device are not permitted on the campus.

## 13 Dust and fumes

In work areas which are immediately next to areas still occupied by the University, barriers to prevent the passage of dust will be required if the works are likely to create significant quantities of dust. These may take the form of polythene sheeting on timber framing or temporary seals placed around existing doors.

Dust and fumes can be transferred through ventilation systems, open windows and other openings, causing irritation to other occupants within the building or triggering fire detectors. Any works likely to create large quantities of dust or fumes should be discussed with the University Contact beforehand.

#### 14 Vehicles and deliveries

Delivery vehicles are granted access and short term parking for the purposes of delivery and collection. There is no requirement for delivery vehicles to display a permit. If a delivery vehicle is likely to be on site for longer than 15 minutes they should follow the procedures for contractor vehicles.

Deliveries of materials to work locations should, wherever possible, be made at times when the campus is not busy (i.e. early morning). Busy transit periods should be avoided i.e. during periods when lectures are about to start/finish (normally on the hour). Materials should be unloaded within the site compound wherever possible; precautions may be required where this is not possible (e.g. temporary barriers).

All vehicle passes remain the property of the University and may be withdrawn from the user at any time. All vehicle passes must be clearly displayed in the front window of the vehicle.

Parking Charge Notices (PCN) will be issued to vehicles parked in contravention of the University's parking regulations.

There can be a large number of pedestrians walking around the University campus at any one time (staff, students and members of the public, including children). Pedestrians are at risk from speeding vehicles or vehicles being reversed in an unsafe manner. Contractors therefore need to be vigilant when driving vehicles around the University campuses.

Speed limits are posted on each campus. These must be obeyed at all times. All vehicles should be reverse parked except where, for loading and unloading purposes, reverse parking is not practicable.

A banks person must always be used when reversing larger vehicles (unless the vehicle has on board cameras).

#### 15 Asbestos

Many of the University's buildings contain asbestos and an asbestos register is kept.

**It is vital that if a contractor comes across or disturbs any material which they think might be asbestos that they STOP WORK immediately, secure the area and inform the University Contact.**

**Under no circumstances should they attempt to clear up any debris that they suspect may contain asbestos material.**

## 16 Electricity and other building services

### 16.1 - Work on electrical systems:

- i. Only qualified electricians are permitted to work on the University's electrical systems. This includes activities such as stripping out redundant electrical cables and electrical equipment.
- ii. Only electrical staff in the University's Estates Section are permitted to isolate/de-isolate electrical circuits. This can be arranged by contacting the Estate's Clerk of Works for the building.
- iii. Should a contractor find any cables which have been cut or damaged prior to or during the course of their works, then they must **STOP WORK** immediately and report this to their University Contact.

### 16.2 - Isolation and De-isolation of Building Services

The following building services can only be isolated/de-isolated by the University's Estates Section staff:

- Air conditioning (Edward Wright data centre only IT Services can turn off the cooling system)
- Gas
- Heating
- Electrical
- Intruder alarms
- Fire detection systems
- Steam
- Ventilation (Edward Wright as only IT Services can turn off the cooling system)
- Water

### 16.3 Portable Electrical Equipment

Tools used by contractors should in most cases be either 110 volt or battery operated. Where 110V transformers are used these must be placed immediately next to the 240V outlet (i.e. not running 240V cables across the site).

## 17 Fire safety

17.1 If any hot work is to be carried out, a Hot Work Permit must be obtained from the University's Estates staff and, if required, a Fire Alarm Isolation should be obtained prior to proceeding with any works.

### 17.2 Fire Procedures

In the event of a fire:

- a) Warn others in the immediate area by shouting FIRE, then sound the alarm by activating the nearest fire alarm call point.



- b) Only if there is no immediate personal danger, tackle the fire with a suitable fire extinguisher if trained and confident to do so.
- c) Leave the building by the nearest exit and phone the fire brigade.

Fire notices are posted at the entrance to each building. Contractors should familiarise themselves with the content of these notices.

### 17.3 Fire Separation

Works that will penetrate through fire breaks must only be carried out by Estates and Estates approved contractors.

## 18 Work at height

### 18.1 Permit to Access Roof:

In order to reduce the risk of falls from roofs, a Roof Access Permit must be obtained from the University's Estates Section prior to proceeding with any roof access or works.

This applies to all roofs, with or without roof edge protection.

The Permit to Work will state what minimum precautions are to be taken.

### 18.2 Ladders and Stepladders

Ladders and stepladders are only suitable for short duration and light work and their use should be discussed with the University Contact prior to commencing works.

There may be other means of access which are more suitable (e.g. mobile tower scaffold, or mobile elevated working platforms, etc) and these should be given due consideration.

The equipment should be in good condition, inspected and appropriate for the activity being carried out.

### 18.3 Harnesses and Lanyards

Harnesses and lanyards are specialised items of equipment; these should not be used by anyone who has not been trained in their use. Such equipment should also have a formal inspection regime in place.

### 18.4 Scaffolds

Only trained and certified scaffolders are permitted to erect, adjust and inspect scaffolds on University campuses.

A Handover or Completion Certificate should be supplied to the University Contact prior to leaving campus for all fixed scaffolds erected on campus.

## 18.5 Mobile Scaffolds

Mobile tower scaffolds should only be erected and used by operatives who have been trained and certified in their use.

## 18.6 Mobile Elevating Work Platforms (MEWPs)

Mobile Elevating Work Platforms should only be used by operatives who have been trained and certified in their use. Where MEWPS, cherry pickers, scissor lifts etc. are used on campus, the operator should have a copy of the relevant operator's card and the required certificate to operate the machine, and the statutory paperwork pertaining to the machine.

Any machines that are to be left on campus overnight should be left within a designated area and completely closed off with Heras fencing (which must be double clipped).

## 19 Laboratories and associated services (including fume cupboards)

Contractors should **never enter any laboratory area without permission from an 'authorised' member of the relevant academic School.**



*Typical warning signs posted on the entrance doors to laboratories. Do not enter any such areas without the permission of the authorised member of the School.*

### 19.1 Fume Cupboard Extracts and their Services

Fume cupboards provide protection for staff and students handling potentially dangerous substances. Work on fume cupboard systems which is not carried out in a safe manner can put staff, students and contractors at **SERIOUS** risk. No work should be carried out on a fume cupboard or extraction system whilst it is in operation and not without permission from an 'authorised' person from that School.

### 19.2 Work on other items within laboratories

Special precautions may be required for work on services or equipment within a laboratory as advised or required by the University Contact.

## 20 Confined spaces

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are easy to identify, e.g. enclosures with limited openings, storage tanks, silos, reaction vessels, enclosed drains and sewers.

Others may be less obvious, but can be equally dangerous, e.g. open-topped chambers, vats, combustion chambers in furnaces, ductwork, unventilated or poorly ventilated rooms, etc.

Although the University's Estates Section has identified confined spaces in the University, it is not possible to provide a comprehensive list as some places may become confined spaces when work is being carried out in them. Contractors should consult the University's Estates Section Clerk of Works for the building if a space is likely to be a confined space or may become one as the work progresses.

All contractors must carry out a suitable and sufficient risk assessment for all work activities to decide what precautions, control measures, emergency arrangements etc. are necessary for the safety of all operatives.

For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take, for example the presence of a standby rescue team.

A Permit to Work will be required from the University's Estates Section for all access to, and work within, ducts and entry into other confined spaces.

## **21 Chemical and biological hazards**

### **21.1 Chemicals**

In cases where chemicals are used, the contractor should be aware of the hazards involved in the use of that chemical and the control measures required.

In order to be able to do this, COSHH risk assessments and Material Safety Data Sheets for the chemicals being used should be held on site. These will contain information such as the risks entailed in handling the chemical, precautions to be taken when handling it, the first-aid measures in the event of exposure, and any environmental precautions. They will also be used by the Fire Service in the event of a fire and by medical staff in the event of an injury involving the chemical.

### **21.2 Discarded Hypodermic Needles**

There have been incidents of discarded hypodermic needles being found on campus. Contractors should remain vigilant whilst working on our campus and report to their University Contact if a discarded needle is found.

## **22 Drones**

The University has a specific Policy and Guidance on the use of Drones. Any contractor proposing to use a drone should follow the Guidance and the University Contact should make sure that the University Policy on the use of drones is adhered to.

**23 Fire alarm test schedule**
**Tuesday**
**King's Campus**

08.30	University Library
08.40	50-52 College Bounds
08.50	Butchart Student Centre
09.00	46-48 College Bounds
09.10	Powis Gate
09.15	Humanity Manse
10.00	Crombie Halls
10.15	History Block (Crombie Annex)
10.20	King's Hall
10.30	Johnstone Halls
10.45	Johnstone Central
11.00	Elphinstone Road Flats
11.10	St. Mary's
11.20	Hub
11.25	110 High Street
11.30	Old Town House
11.35	23 St. Machar Drive
11.40	Cruickshank
11.50	Zoology

**Wednesday**
**King's Campus**

07.30	Meston
08.15	Rocking Horse Nursery
08.30	King's College (All Zones)
08.50	King's Pavilion
09.05	King's Museum 17 High Street
09.20	Bedford Road Workshops
10.00	Fraser Noble
10.20	Old Brewery
10.25	24 High Street
10.30	New King's
10.30	TNL
10.35	25 High Street (Chaplaincy Centre)
10.55	9A Dunbar Street
11.00	5A Dunbar Street
11.10	Edward Wright
11.20	Taylor
11.25	Regent
11.30	University Office
11.35	William Guild
11.40	MacRobert

**Wednesday**
**Aberdeen**
**Sites**

08.15	ASV
08.45	Holland Street Store
09.00	Marischal College
10.15	Chanonry Lodge

**Wednesday**
**Foresterhill**
**Campus**

11.00	Polwarth
11.15	HSB
11.25	Med Physics
11.30	IMS
11.40	Suttie Centre
14.00	MRF
14.20	Liberty Safe Works
14.30	Pedri Unit
09.00	Rowett

**Wednesday**
**Hillhead Student Village**

08.15	Hillhead Sports Centre
09.45 - 12.00	Hillhead Halls

**Thursday**
**Outlying**
**Sites**

13.15	Balgownie Pavilion
14.10	OceanLab 1
14.30	OceanLab 2

## 24 Useful telephone numbers

Security Control.	01224273327
Nearest Accident & Emergency .	0345 456 6000
Aberdeen Royal Infirmary .	or 999 in an emergency
Foresterhill	
Aberdeen	
AB25 2ZN	

**25 Acknowledgment and receipt**

I hereby confirm that I understand the contents of the University's Health and Safety Standards for Contractors and will comply with all the information and instructions given whilst working for the University of Aberdeen.

I understand that I should consult my University Contact regarding any questions or changes to risk assessment and method statements.

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Company Name

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Employee's Signature

Employee's Name (Print)

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Date Received