

# **Estates Management**

## **OPERATIONAL ARRANGEMENTS FOR THE MANAGEMENT & CONTROL OF CONTRACTORS**






**SKILLS, KNOWLEDGE, TRAINING, EXPERIENCE &  
SUPERVISION**

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Signature	
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Signature	
Name	Chris Paget

## 1. Scope of Policy

The University of Hull recognises its responsibility to ensure that health & safety of all staff, students & visitors is provided when works are undertaken within the campus, including the protection and safety of the contractor from hazards that are in situ or occur within the campus facilities.

## 2. Policy Statement

The University recognises and accepts its responsibility as an employer for ensuring, as far as reasonably practicable, a safe and healthy working environment for its staff, students and visitors.

In addition, it will ensure, so far as is reasonably practicable, that all persons including staff, students, visitors and contractors, are not exposed to risks to their health and safety.

The University also requires contractors to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work. Contractors are also required to co-operate and co-ordinate with the University and any other person or supplier to the University to enable them to meet their own statutory obligations.

Contractors shall have sole occupation of “ring fenced” areas (i.e. an area of the campus, which the University has vacated in order to facilitate works). In such situations, the contractor shall be responsible for the defined areas and the management of health and safety within.

## 3. Legislation and Guidance

Statutory Safety Codes of Practice

This list is indicative only

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Construction, Design & Management Regulations 2015
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Work at Height Regulations 2005
- The Work at Height (Amendment) Regulations 2007
- The Pressure Systems Safety Regulations 2000
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Gas Safety (Installation and Use) Regulations 1998
- The Gas Safety (Management) Regulations 1996
- Water Regulatory Advisory Scheme(WRAS)
- Regulation Reform (Fire Safety) Order 2005

## 4. Rationale for the Policy

The University Estates Directorate (ED) manages a significant number of external contractors undertaking work within the campus. This policy identifies the University's requirements under law including the auditing of work, formation of policy and procedures, use of best practice and as such, aims to provide contractors with guidance as to the standards and behaviour's the University expects when working on campus.

## 5. Management

Everyone has a responsibility to challenge poor health & safety practice; however, specific responsibilities are allocated as follows:

### Director of Estates is responsible for:

- All contractors undertaking work, within their respective areas of operation, including new installations, maintenance, ground works, catering, cleaning, IT, portering services and other external providers.

### Project Managers/Maintenance Manager are responsible for:

- All projects undertaken within their respective business areas.
- Monitoring and reviewing Main/Principal Contractor compliance to the guidance and taking action to ensure the resolution of any derogations. Upon completion of work, they are required to submit Contractor Feedback forms.
- Ensuring the University comply with its specific statutory duties set out in the CDM Construction (Design and Management) Regulations 2015 and Estates CDM Procedures.

### Operations Managers/Team Leaders, Line Managers and Supervisors are responsible for ensuring:

- All contractors have been checked for competency
- Method statements and risk assessments have been completed and approved by a competent person within the University
- Work is carried out in a safe manner
- Any required permits have been issued

### All Staff are responsible for:

- Challenging any unsafe practices.
- Informing the Estates helpdesk of any issues regarding contractors
- Stopping work where staff, students or visitor safety is compromised and advising their Line Manager immediately.

### Estates Health & Safety Co-ordinator is responsible for:

- Regular auditing of procedures and policies
- Regular auditing of contractors
- Regular auditing of permits to work
- Regular auditing of method statements & risk assessments
- Investigation and learning's from near misses

## 6. Contractor Requirements

Any building associated works (see glossary of terms) on Hull University Campus, which are not under the supervision of the Estates Directorate, **MUST** be reported to the Estates Directorate prior to commencement in order to obtain authorization to proceed or Permits to work, as appropriate.

### NOTE:

The duty to ensure suitable safe methods of work remains the responsibility of the supervising officer, i.e. person responsible for instigating/initiating works.

Under no circumstances shall any contractors or any other individual be permitted to undertake any building associated works at The University of Hull without full compliance with the above requirement.

Failure to comply with this requirement could result in removal from the site.

### 6.1 Selection of Contractors

The University may utilise contractors in a variety of situations. Contractor selection shall be subject to the University's procurement rules. Selection criteria must ensure:

- Contractors are suitably competent i.e. they have sufficient skills and knowledge to do the job safely and without risks to health and safety to themselves or others. Skills and knowledge may include experience, training and qualification or registration depending upon the type of work being carried out. It is the responsibility of the Estates Host to ensure all contractors engaged are competent. (Also applicable to the appointment of designers and consultants).
- Contractors have health and safety management arrangements in place that should include a health and safety policy, work procedures, risk assessments and welfare arrangements.

### 6.2 Approved Contractors

The University operates a pre-qualification scheme, whereby contractors may be selected from an "approved list". In order to gain acceptance onto the approved list, contractors and suppliers will need to satisfy the requirements set out in section 6.1. Where necessary, contractors will also need to hold current registration with Constructionline, CHAS and SSIP or equal or approved.

### 6.3 Sub- Contractors

Contractors (i.e. those directly employed by the University) should be aware that they have responsibility for any sub-contractors (contractors employed by themselves) which they employ.

All University working practices, rules and policies, including this one, apply equally to ALL contractors working on campus. The contractor, therefore, has responsibility for ensuring that all of their respective sub-contractors adhere fully to these requirements.

### 6.4 Preparing for work to take place - Assessment of the work area

The person responsible for authorising the work shall undertake an assessment in order to determine whether there are any hazards or services (such as gas/electric/water) present which may affect the work of those in the vicinity during the work. This may be carried out during the planning phase. This should include examining any drawings or associated information to ensure that services such as electrical cables, water and gas supplies are not present and other hazards do not exist such as asbestos.

In situations where work is likely to (or **COULD**) disturb the fabric of a building (including all maintenance, refurbishments, IT, new works, etc.), the contractor must be shown the associated Asbestos Register and subsequently required to sign a declaration as having done so.

Following review of the asbestos register, all contractors and staff are required to comply fully with the University's Asbestos Policy.

Key Points include:

- Check the asbestos register
- Sign to accept that the asbestos register has been consulted
- Only undertake intrusive work if the area is known to contain **no** asbestos containing material (as identified within the register).
- Refer to the asbestos University's Asbestos Policy and Management Plan.

NOTE: Many of the University asbestos registers are "Management Surveys" and therefore are not considered intrusive surveys.

### 6.5 Risk Assessments and Method Statements

The extent of other health and safety documentation required will depend on factors such as the type of work, its duration and the risks involved.

The contractor should produce a risk assessment for the work being carried out which may affect their own employees; risks which may affect others not employed by the contractor should also be included.

The Host should discuss these with the contractor to ensure that the contractor's health and safety management processes are in place and consider/exchange known site risks.

As absolute minimum, pre-work discussions with contractors should involve the Host and contractor, jointly discussing risks and where appropriate undertaking joint risk assessments.

Activities, known to present a greater level of risk are controlled under a formal permit to work scheme, these are detailed later within this document and include hot work, confined spaces, and Fire alarm isolation.

## 6.6 Monitoring during the contract work

The Host and contractor should decide at an initial communication meeting how the contract is going to be monitored (i.e. weekly meetings, accident records, and performance against time plan) and any monitoring should be recorded.

Contractors must be advised that any changes to the work being carried out or any additional works being required, should be discussed and planned prior to the work starting.

In addition to the above, the University shall conduct scheduled and ad-hoc audit inspections of both ongoing and post works. The findings of these audits shall be used as a measure of contractor's performance and shared with both the wider University Estates team and the contractor in order to engender continuous improvement. Records of contractor's good and poor performance will also be considered before any future work is awarded to the contractor.

## 6.7 Completion of the contract

At the end of the work being carried out, the Host should ensure that they are satisfied with the work that has been carried out and ensure that the completion of the work meets their expectations. In the case of larger projects, more formal arrangements are likely to be necessary including design stage audits; these shall be outlined within the respective tender documents.

## 6.8 Locations

Contractors should be aware that the University operates a range of buildings, both residential, commercial, education and of historic interest including several with Grade II listed building status

### 6.8.1 Working in occupied areas

Where contract work is to be carried out in occupied buildings, the contractor will:

- Ensure that means of escape remain available at all times.
- Make sure that he/she reports to a Host (Supervising Officer) on site before starting work and when leaving, upon completion.
- Has spoken to the department/school senior person and has explained the work (if not previously agreed).
- To ensure that occupants are aware of noisy, dusty or hazardous work.
- Ensure, so far as is reasonably practicable, that there is no inadvertent activation of fire alarm systems (refer to section 6.32.4).
- Keep the workplace clean and tidy.
- Consider the impact of any work on students, visitors or staff.
- Comply fully with the specific requirements associated with accessing special locations.
- Ensures the University roads and pavements are kept clear of material from site, such as mud and any other loose material.

Before commencing work, the Contractor will liaise with the appropriate Estates Directorate contact and contribute to an agreed communication plan so that key stakeholders and if necessary the wider University community, are fully informed of the impact of works on their business or service provision.

The contractor shall be required to liaise with the respective Estates Directorate contact throughout the construction period, in order maintain suitable communication.

### 6.8.2 Working on Roofs

All roof work shall be undertaken in compliance with the "Health and Safety Executive's Current Guidance Notes on Roof Work". This shall include a risk assessment, in order to ensure suitable and sufficient safety measures are put in place and recorded. Measures should include:

- Suitable edge protection
- Provision of suitable and sufficient fire extinguishers (minimum 2)

Contractors are advised that fume-cupboard outlets are present on the roofs of many of the buildings where toxic and flammable fumes may be discharged. Reference should be made to the section on Permits-to-work "Roof Access Permits" for a list of buildings.

At no time shall a bitumen boiler be lit and left unattended and must always be guarded. At no time shall boilers be used on a roof.

All materials and refuse must be removed from the roof as the work proceeds, and the area must be left tidy upon completion of the contract, as directed by respective Host.

### 6.8.3 Working within a Ring Fenced Site (Where the Contractor has sole occupation of Compound)

#### **Site Access/Security**

The contractor must ensure that there is no unauthorised access to the site and that the design and specification of the boundary security meets the requirements of the Construction Phase Plan or alternatively has been agreed with the respective Estates Host.

They shall provide a single point of contact, in order to ensure 24 hours a day 7 days a week access in the case of emergencies. The contact details must be provided to the University's Host and Security Team, before works commence.

#### **Site Induction**

The contractor is required to provide a formal Health and Safety induction for anyone accessing their site. The Induction MUST incorporate the University of Hull Health and Safety Induction.

#### **Record Keeping**

The contractor will be responsible for keeping a record of all arrivals and departures to/from their site. The format of this record is to be agreed with the respective Estates Host. This record will be made available to Estates staff on request.

#### **Vehicle Movement**

If requested, the contractor must produce a traffic management plan. The plan may need to be developed by the contractor in conjunction with other suppliers to the University and MUST be approved by the respective Estates Host before works can commence.

#### **Legionella Control**

The contractor will be responsible for the control of legionella bacteria in water systems within the working area and other associated areas which may be affected by the work (e.g. pipework, which, whilst may not fall within the working areas, could be connected to other pipework which is and therefore may be impacted). The contractors proposed control system should be agreed with the respective Estates Host, where not included within the Pre Construction Health and Safety Plan.

#### **Permit to Work System**



Contractors shall provide a permit to work system, which complies with the University's permit scheme. Details outlining how this shall be implemented and managed shall, form part of the Construction Phase Plan.

#### ***Working Outside of Normal working Hours***

Contractors wishing to work outside of normal working hours (i.e. 08.00 to 17.00, Mon to Fri) are required to provide a suitable period of notice to the respective Estates Host. The details of all staff shall also be submitted to the University's Security Team.

Security can be contacted on: **External phone & mobiles – 01482 466868**

#### ***Disciplinary Measures***

Failure of the contractor to comply with their statutory duties under the Construction (Design and Management) Regulations 2015 or any other relevant health and safety legislation and or regulations, will be reviewed by the University to determine whether the breach is of such severity to suspend the activities of the contractor on site.

### **6.8.4 Laboratory Access**

All visitors/contactors working in laboratory areas must complete the visitor's book on arrival and departure each day. It will be necessary for the Estates host to make contact with the Laboratory superintendent or Department Safety Officer prior to commencing work to ensure that suitable documentation procedures are completed. As a minimum safety requirement, laboratory spaces are not to be entered without wearing safety glasses. Visitors must not touch or work over any laboratory equipment or substances/chemicals. Visitors must not touch or lean on any work surface. Any concerns or queries should be addressed through the Estates Host, not the building users.

### **6.9 Attending site (Normal working Hours)**

The contractor is required to booked/log in on arrival on campus, each day, before proceeding to work. Similarly, when leaving the site, they are to book/logout daily. When the work has been completed, they are required to return any keys, passes and equipment owned by the University to the place from which it has been issued,

Keys may be obtained from the Estates Office and will require signing-out. The contractor will be asked to present their ID card, and state the area of work and name of the respective Estates Host, prior to any keys being issued.

Keys are available during normal working hours and **MUST** be formally signed back in when no longer required. Failure to return the keys (unless by prior agreement), will be deemed as a breach of the Contractor Policy.

### **6.10 Attending site (Outside normal working hours)**

Keys may be accessed out of normal working hours, by prior agreement. The contractor must request access to the keys, via the respective Estates Host. Ideally, the contractor should arrange to collect the keys during the normal working day. However, if this is not possible, the contractor needs to inform the Estates Host, who will arrange via the Estates Office for the keys and signing out sheet to be made available from the security office. Note; due to the nature of the University and distinct working patterns, failure to provide a reasonable period of notice, may result in a refusal and subsequent delay.

In order for keys to be issued, the contractor will be required to provide the Estates Office with the name of their member of staff who will collect the keys and the date and time, which they will be, working out-of-hours.

Keys **MUST** be formally returned and "signed in" at the end of the contractor working period.

### 6.11 Connection to Campus Infrastructure

The contractor shall ensure that they have the relevant permissions/ permits to connect into any existing system. These include but are not limited to:

- Electrical
- Gas
- Water or heating
- Fire alarm
- Security
- Ventilation
- Telecoms
- IT networks
- Radio networks

### 6.12 Individual inductions

The University operate a formal induction process, which must be attended by each individual member of the contractor's team working on campus (directly employed and sub-contract).

The induction process consists of a bespoke PowerPoint presentation, relating to the unique working arrangements at the University, followed by an assessed series of questions.

Individuals will be required to answer all questions correctly to be permitted to work for the University (incorrect responses will also be explained). All successful operatives will be issued with a University photo ID card that must be displayed at all times, whilst working on campus.

### 6.13 Tools and equipment

The contractor shall provide sufficient tools to carry out the contracted works. Tools shall be properly maintained in good working order and be fit for the purpose for which they were designed.

Electrical portable tools shall be either battery operated or 110-volt ac, supplied via a portable transformer.

The contractor will be responsible for the safekeeping and security of tools and equipment at all times.

Contractors may not use University owned plant, tools or equipment, either fixed or portable.

### 6.14 Ladders and access equipment

The contractor shall provide all ladders and access equipment to carry out the contracted works. All equipment shall be of sound construction.

Where ladders are deemed the most appropriate form of access equipment for the specific work, the HSE guidance; INDG455, 'Safe use of ladders and stepladders' must be followed.

Where works require the use of fixed or mobile scaffolding, it must be erected by personnel who are competent to do so and inspected in accordance with current regulations and codes of practice.

If a Mobile Elevated Work Platform (MEWP) is proposed, the contractor must ensure that a suitably qualified member of staff is available to operate it at all times.

### 6.15 Signage/Barrier protection

The contractor will ensure that adequate warning signage (and barrier protection where necessary) is provided at all times for the duration of the works, in order to alert students, visitors and staff to risks which may be present. The Estates Host must agree any advertising boards, prior to being erected.

### 6.16 Removal of debris/rubbish

Contractors will be responsible for ensuring that their work area is kept in a tidy state at all times and that all debris and rubbish is removed during or at the end of each working period, as may be necessary, in order to maintain a safe working environment. Such debris will be taken off-site for

disposal. (As part of the University's environmental policy, we actively encourage contractors to consider the waste hierarchy when arranging waste disposal requirements).

Rubbish or other materials must not be burnt within the University.

The requirements of all relevant Waste Disposal Legislation must be complied with.

Accidental spillages, particularly those close to drains, must be reported to the Estates Host immediately. Under no circumstances may polluted liquids be discharged into any drains.

### 6.17 Skills/Training

Contractors will ensure that all of their employees (directly employed and sub-contractors) who work on the University campus, have the ongoing necessary skills, qualifications and capabilities to comply with statutory and mandatory requirements, including the Health and Safety at Work etc. Act 1974.

### 6.18 Personal Protective Equipment (PPE)

The contractor is solely responsible for the assessment and provision of any PPE deemed necessary to carry out the works and must ensure that employees at risk, wear the equipment provided for the duration of the work. Such protective equipment shall be maintained in accordance with the manufacturer's instructions.

### 6.19 COSHH

All chemicals used on site will be subject to the Control of Substances Hazardous to Health Regulations 2002 and subsequent amendments.

Any chemicals used on campus must have an accompanying Safety Data Sheet and COSHH Assessment. Staff using them must be familiar with the associated risks and shall be issued with appropriate PPE and suitable training.

All chemicals must be stored in their original container and in a safe place, where others may not accidentally be exposed to them.

### 6.20 Vehicles and Parking

All visitors to University premises must obtain a parking permit. Strict parking restrictions are in force in all parts of the site and the Contractor must make arrangements with the University for parking of their and their sub-Contractors vehicles, and for unloading of delivery vehicles. There must be no deviation from the arrangements agreed with the University.

Contractor's vehicles must be driven within the speed limits applying to the University's premises (10mph) and in a safe manner giving due consideration to all other vehicle users and pedestrians. Unless granted exemption under the Road Traffic Act, seatbelts, where fitted are to be used by all vehicle users, this includes construction vehicles.

Constructor's vehicles must be parked in spaces assigned for visitors, or according to the instructions of the University's Security personnel. If parking near to the specified place of work is not available, or may constitute a safety hazard, then the Contractor will be required to park in a designated area elsewhere after off-loading tools and materials.

Drivers are to be aware of students using the campus. Additionally, Newland School for Girls and Little Einstein's Nursery are based within the campus grounds, Contractors should take account of schoolchildren near the works and as part of their traffic management arrangements, particularly at school entry and leaving times.

Vehicles are not to be left unattended with the engine running or keys left in the ignition. When reversing vehicles, if a second person is available, they should act as a banksman. The University reserves the right to search all vehicles entering or leaving the University's premises.

The University encourages the use of electric or low emission vehicles and car/ van sharing, in order to reduce vehicle numbers on campus.

### 6.23 Smoking

Smoking throughout the campus is only permitted within the dedicated smoking areas. No smoking is to take place within 5 metres of a building.

### 6.24 Alcohol and drugs

No alcohol shall be brought onto Campus.

Employees taking prescription drugs for medical conditions shall not operate vehicles or machinery, if such drugs so stipulate.

Any person found to be under the influence of alcohol or any illegal or inappropriately used substances will be escorted from the campus pending further investigation.

### 6.25 Environmental Awareness

The contractor shall provide details of any Environmental quality systems currently operated and shall work in conjunction with the University's environmental policy. Any known or suspected environmental issues must be reported immediately to the Estates Host.

### 6.26 Services Below Ground

Before commencing any digging, the contractor is to ascertain the position or possibility of services below ground level from the Estates Host. When replacing any soil the contractor is to ensure a warning trace is inserted above the buried services, at the same level as existing trace, as specified in the contract, or as stipulated by current legislation.

Traces damaged as a result of original digging must be cut back and replaced. Unless otherwise specified all services must comply with BSI coding or approved codes of practice. Attention is drawn to CDM 2015 and the HSE Guidance HS (G) 47 – Avoiding Danger from Underground Services.

6.27

### 6.28 Safety Signage

Safety signage must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996

### 6.29 Insurances

The contractor shall provide details and a copy of insurance certification for employer liability and public liability. The minimum level of insurance shall be

- Employers Liability - £5m
- Public Liability - £5m

### 6.30 Asbestos

Many buildings on the campus have Asbestos Containing Materials (ACM's) within them. All contractors employed to work on or within campus buildings MUST attend an accredited, Asbestos Awareness Training Course, followed by ongoing annual refresher training.

Every building on campus constructed prior to the year 2000 will have been subject to an asbestos management survey and will therefore have a detailed asbestos register. Registers are hosted electronically by the University's nominated asbestos register manager

Prior to any work which will or has the potential to disturb the fabric of the building, all contractors MUST be able to demonstrate that they have complied, fully, with the University's asbestos policy, with particular regard to the knowledge of ACM's within the work area.

Compliance may be achieved via one of the following routes:

- The contractor shall be provided with copies of the relevant asbestos information by the respective Estates Host. Similarly, the contractor shall then be responsible for undertaking their own risk assessment based on the information provided. Risk assessments MUST then be presented to the respective Estates Host, prior to the commencement of any works.

- The contractor may receive written approval to proceed, from the respective Estates Host, who will have reviewed the relevant asbestos register.

Where CDM notifiable works are undertaken, the “Pre-construction information” shall contain details relating to any known ACM’s within the proposed, work area. Contractors must include suitable control measures in their method statement.

Where any ACM has to be removed or otherwise disturbed, the contractor must conform strictly to the University’s Asbestos Policy and associated legislation. This includes the requirement for asbestos removal by licensed operators and only following approval from a University Analyst.

Note: Regular, independent, third-party audits shall be conducted in order to ensure that all parties remain compliant with these requirements.

The University operates strict controls, regarding any intrusive work, which will or has the potential to result in the disturbance to the fabric of the building.

**If any asbestos-containing materials (or any material thought to contain asbestos) are accidentally disturbed, work must stop and Estates Office must be contacted immediately for instructions, extension (01482-466380) or mobile (07860260049).**

### 6.31 Legionella

The University operates strict control measures in order to manage the risks posed by Legionella bacteria in the water systems. These measures are detailed within the University’s “Legionella Control Policy” and are delivered by a combination of Hull University staff working in conjunction with a nominated water hygiene specialist.

The measures include, temperature monitoring, regular flushing and where necessary, chemical control. Where contractor’s activities result in restricted access to any areas, the contractor will be responsible for undertaking these duties, with particular emphasis on regular flushing of outlets.

In such cases, flushing shall be carried out and recorded every week. Flushing forms and further advice may be obtained from the Estates office.

Any connection to the University’s water system is subject to the Water Regulations Advisory Scheme (WRAS) and the guidance document “The essential guide to legislation affecting water supply regulations in the UK” and authorisation from the respective Estates Host.

### 6.32 Fire Safety

#### 6.32.1 Fire Safety General

All fires, however small, must be reported to the Security Office immediately and the Estates Host representative supervising the works. Fire-fighting extinguishers located around the University premises may be used by contractor’s employees or other persons. Such equipment must not be used for any other purpose and if used or removed from its location the Estates Host should be informed immediately.

#### 6.33.2 Immediate Actions In Case of Fire

Fire alarm systems throughout the University are operated by the break-glass method; contractors are to ensure that all employees and sub-contractors understand this. The alarms will be a distinctive audible warning, depending on the system installed and the location. The alarm activation will trigger procedures, which will result in the Fire Brigade arriving at the scene of the alarm, together with a security officer.

At the sound of the alarm, as described above, the building and workplace should be evacuated immediately without question, as outlined in the University contractor’s induction and as stated in the conditions of contract. The Security Office 01482 465555 should be informed of the exact location and type of fire as soon after sounding the alarm as possible.

### 6.32.3 Compartmentalisation / fire stopping

The University requires any breaches of fire compartmentation to be identified and repaired with the contractor providing photographic evidence of “before and after” using approved fire stopping materials. E.g. Hilti or similar and approved

The contractor is also responsible to advise the University of any breaches of fire compartmentation found during the course of their work, which shall be reporting to the respective Estates Host.

### 6.32.4 Fire Detection Systems

Under no circumstances shall contractors interfere with the effectiveness of installed fire alarm systems; this includes covering or removing smoke detectors. All isolations must be requested through the Estates Host, who will request for isolation. 2 days' notice will be required for this process **Any case of unauthorised isolation will be viewed very seriously.**

### 6.33 Skips

All skips on campus MUST be sealed metal skips or secured within a Heras fenced compound and placed so that they are not beneath windows, and located away from all doors.

Skips must not be placed within 6m of any building without written approval from the respective Estates Host.

### 6.34 Permits to work

Contractors shall note, certain works are prohibited on the University's campus without express authorisation and are controlled through a formal “Permit to Work” scheme.

These include:

- Hot work
- Confined spaces
- Permit to dig
- Service isolation and reinstatement permits
- Roof access permits (specified buildings)

Permits are available from the Estates office and MUST be completed in conjunction with the respective Estates Host. One copy will be retained at the Estates Office and a further copy issued to the contractor, to be kept at the work area.

On a “ring-fenced site”, the contractor's own permit-to-work system shall be used, except where activities affect services or ducts, which extend beyond the boundary of the ring-fenced area. In such cases, contractors will need to liaise with the respective Estates Host in order to agree an appropriate course of action.

#### 6.34.1 Hot Works

Any work involving processes, which generate heat, particularly those involving a naked flame, will require a “Hot Works Permit”. Other tasks, such as grinding or cutting metal with power tools, may also require a permit, particularly if indoors. Contractors MUST consult with the respective Estates Host, who will advise accordingly.

#### 6.34.3 Confined Spaces

The campus also contains a number of Confined Spaces, which will be identified to the contractor by the Estates Host prior to work commencing; access to Confined Spaces is to be made under Permit to Work conditions through the Estates Host.

#### 6.34.4 Service Isolation and Reinstatement Permits

Contractors needing to isolate or reinstate building services (water, gas, electricity) MUST complete an “Isolation/Reinstatement Request Permit” available from the Estates Host.

#### 6.34.5 Roof Access Permits

The University has a number of ventilation systems, located on roofs, which could potentially contain noxious or poisons gasses.

Any access to the above roofs is strictly prohibited without a "Roof Access Permit", issued by the responsible officer located at that establishment.

#### 6.36 Accident Reporting

Contractors are responsible for recording and reporting injuries and dangerous occurrences to their employees, arising from the contracted work. Details of such incidents must also be reported to Estates Host and where applicable, the Health and Safety Executive.

The University reserves the right to investigate all accidents that occur on its premises and expects full co-operation from the contractors and their employees in the investigation of causes of such occurrences and in the interest of preventing similar occurrences.

#### 6.37 CDM Compliance

All contractors and respective operatives shall be required to comply fully with the Construction Design Management Regulations 2015 (CDM Regulations), i.e. Designers and/or Principle Designers shall be required to ensure that all aspects of safety have been adequately assessed and planned for, both during the construction works and for the building's use and maintenance during its lifetime.

Where more than a single contractor is involved in works, it is necessary that one contractor takes on the role of "Principal Contractor". In such cases, the nominated Principal Contractor is required to comply with respective "Principal Contractor" duties.

Likewise, where a contractor is identified as a "Sub-Contractor", they, in turn, shall be required to comply with their respective duties, as stipulated within the CDM Regulations.

Note: In some instances, a single contractor may undertake more than one of the above roles, subject to size and complexity of the works.

In all instances, the University shall be classified as "the client" in terms of the CDM Regulations.

Where works are deemed as notifiable to the HSE under the CDM Regulations, under NO circumstances shall any works commence until the relevant F10 form has been processed and a copy displayed.

#### 6.38 University Policies

Contractors are advised that the University have in operation a number of individual policies that will influence upon their activities and duties. Contractors are required to comply fully with the respective requirements of such policies. These include:

- Asbestos
- Legionella
- Electrical Systems
- Gas
- Lifts

#### 6.39 Noise

The use of audio equipment is not permitted on University premises.

All work is to be carried out in accordance with the "Noise at Work Regulations".

#### 6.40 Representing the Estates Department

All providers representing the University Estates Directorate shall, at all times:

- Be courteous
- Dress appropriately for the job
- Be polite

## 6.41 Current/ Pending Enforcement Notices

The contractor shall advise the respective Estates Host officer of any current or pending enforcement notices. This will not stop the contractor being allowed to undertake work on site, providing the contractor can provide evidence that they have made sufficient improvements & changes to practice

## 7. Glossary of Terms

**Estates Office** – Estates and Development offices, located a 53 Salmon Grove

**Estates Maintenance Office.** Estates Maintenance Office is located in the Loten Building.

**HSE** – Health and Safety Executive is the body responsible for the enforcement of Health and Safety regulations in many workplaces in Britain including those operated by the University.

**RIDDOR** – Regulations requiring the reporting of injuries, diseases and dangerous occurrences to the HSE “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations”

**Risk Assessment** – A written assessment of the risk involved from undertaking an activity.

**Contractor** - an individual or private company engaged by the University to carry out work on campus buildings, land or work on behalf of the University in any location to carry out specific work, tasks or projects.

**Intrusive work** - Situations where work may or will involve disturbing the fabric of a building and/or disturbing/installing/maintaining any utility of that building.

**Building associated works** – Any work or activity which is associated with or likely to impact on the University’s buildings. This includes, although not limited to, maintenance, refurbishment, decorating, wiring, plumbing, painting, plastering, joinery, roofing, grounds work, carpeting, cleaning.

**ACM** - Asbestos containing materials

**Host** – University, supervising officer, person responsible for instigating work, placing order, etc.