

Contractors Safety Code of Practice



Document Control

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Contractors Safety Code of Practice

1 Introduction

Glasgow Caledonian University has a statutory duty to ensure, as far as is reasonably practicable, the health and safety of its employees and others who may work in or visit its premises. There are many activities that will be carried out by contractors on University premises that have the potential to affect University stakeholders. Glasgow Caledonian University has a Safety Code of Practice for Contractors which must be observed so that these potential risks are controlled adequately to protect all employees and visitors to the premises. All contractors employed by the University shall comply with the Equality Act 2010, relevant environmental legislation and Glasgow Caledonian University Environmental Policy.

Our aim is to help contractors and their employees work safely in order to prevent accidents on University premises. The observance of the Code does not in any way relieve the contractor of their legal or contractual obligations. The Code also aims to assist contractors in complying with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation. All contractors working on University premises must conform to the provisions of this Code and also any safety rules of the University, department or area they are working in.

In any case of doubt regarding the application of the Code, or in any circumstances affecting safe working not covered by the Code, advice should be sought from the Facilities Management Department and the University Health and Safety Advisor. Likewise, if the University Health and Safety Advisor or Estates Safety and Compliance Officer is not satisfied with the work practice of the contractor or employees, and considers a situation could result in an incident or accident, they shall inform the responsible University Department Manager and advise them accordingly. This may mean that all work stops until the University is satisfied that the danger has been eliminated or controlled.

2 Starting Work

The Facilities Management Department (FMD) must be informed before work begins on each contract and all contractor staff working in the University as part of the contract must attend a University Safety Induction session prior to beginning work. Following the award of any contract with the University, contractors should familiarise themselves with the University Safety, Health and Wellbeing Policy and relevant safety procedures which are available within the health and safety information detailed in Appendix 1.

All contractors must sign in and out of the University at the Security Office located at the William Harley building. Depending on the scale of the project, the contractor may have a site compound where all of their contractors sign in and out. The contractor should then advise their FMD contact that they are on site and going to carry out the works. The University asbestos register must be checked and signed by the contractor prior to beginning any works. This is available from the Security Office and also electronically by contacting the Estates Safety and Compliance Officer.

A safe system of work must be agreed with all relevant parties before work begins. Consideration must be given towards how the works will affect users of the University (i.e. dust, noise and ventilation). On completion of all works the Facilities Management Department must be informed that the site is now clear of contractor operatives, plant etc. If the contractor wishes to work out of hours (i.e. weekends) or requires isolation to services or systems, then prior notice period must be given to the Facilities Management Department. Any special arrangements will be determined between Facilities Management Department and the contractor for such items as signage and hoarding for larger contracts.

3 Special Hazards

All works will be subject to risk assessment and method statement which should be submitted to FMD prior to the start of the works. The level of detail within these documents will be determined by the level of risk created by the works. Details of hazards within plant room areas are available from FMD however task specific details will still need to be provided by the contractor. Any substances brought onto University premises by the contractor, which is subject to the Control of Substances Hazardous to Health Regulations 2002, must be accompanied by a COSHH Risk Assessment, method statement and Material Safety Data Sheet for that substance.

A permit to work system is in operation for access to certain areas of the University (roof areas) or whilst carrying out some types of work (hot works). Contractors must contact FMD to issue these permits prior to starting works and adhere to the terms of the permit.

Asbestos containing materials were used in the construction of the University buildings. Therefore all contractors and operatives must have asbestos awareness training and are required to check and sign the asbestos register prior to beginning their works. This information is available at the Security Office or by contacting the Estates Safety and Compliance Officer. Should any suspicious materials be discovered then works must stop immediately, isolate the area and contact your University contact who will arrange for remedial works as necessary. Further information on the University's approach to asbestos management can be found within the Asbestos Management Procedure. Access to this document is detailed within Appendix 1 of this document.

4 Services

Contractors must not connect to or interfere with the electrical, gas, heating systems, compressed air or other services without the express permission of the FMD Designated Estates Officer.

5 Electrical Plant (Sub Stations, Switch Room Installations and Repairs)

Contractors will not enter sub-stations or switch rooms without the permission of FMD who will issue a "Permit to Work" for works. Any access to High Voltage substations must be arranged through the Authorised Person. All work must be compliant with BS 7671 The IEE Wiring Regulation 18th Edition, or later version as applicable, The Health and Safety at Work etc. Act 1974, The Electricity at Work Regulations 1989 and all other applicable Regulations associated with the works being undertaken. This applies not only to fixed installations but also to any portable equipment brought on to the University premises which must be portable appliance tested (PAT).

6 Tools and Equipment

All plant, tools and equipment brought in and used by contractors on University premises must be safe and suitable for the works in progress (110V or battery operated hand tools are permitted). Certain equipment is not allowed e.g. petrol inside the buildings. Contractors must comply with all relevant legal or safety standards and must be maintained in a safe manner. Contractors must not use University plant, tools or equipment without the permission of the FMD Designated Estates Officer. Where refuelling of kit is unavoidable on campus, contractors must use that drip trays, spouts and appropriate spill kits. They must be suitably trained in this with appropriate arrangements to dispose of the spill kits.

7 Guards, Fences, Screens and Enclosures

Guards, fences, screens and enclosures must not be removed from any machinery or plant without the prior permission of FMD and issuing of a permit to work. This is to ensure that a safe system of work is followed. Guards and fences must not be removed while machinery/plant is in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery/plant is restarted or energised. All Contractor's machinery and plant brought onto University premises must comply with the Provision and Use of Work Equipment Regulations 1998 and all other appropriate legislation and must, where appropriate, be securely guarded or fenced. The contractor is responsible for the installation and maintenance of screens or enclosures if they are carrying out such activities as breaking stone or concrete, grinding metals, welding or cutting etc. These may be necessary to protect persons other than operatives who may be endangered. Suitable dust suppression and extraction must also be provided for these types of works.

8 Work at Height

Any work that involves the erection of any scaffold, support, shoring or similar structure is the responsibility of the contractor. It must be constructed to comply with the Work at Height Regulations 2005 and a generally recognised technical guidance document such as TG20:13. In addition, features such as walk-ways, covers, guard rails, warning notices and lights etc. are the responsibility of the contractor. Steps must also be taken daily to prevent unauthorised access to the scaffold through such measures as the removing or preventing ladder access when work ceases.

Any work associated with suspended cradles must be carried out in a safe and competent manner with appropriate roof calculations carried out. FMD must be contacted in advance of the works as a roof access permit to work system is in operation. It is required that the works follow the Health and Safety Guidance Document HSG33 "Health and Safety in Roof Work" and appropriate risk assessments and method statements provided for these works.

9 Works Below Ground

University ground must not be broken without the permission of FMD. The contractor must ascertain the exact location of underground services through plans and detector devices and advise

the persons carrying out the excavation. All excavation works must comply with HSG47 “Avoiding danger from underground services” and ensure that a safe system of work is in place.

The worksite must be kept in a safe and secure condition at all times by means of barriers, warning notices, lights etc. On completion of all work the site must be made good and all permanent markers, protective covers and warning notices restored. It is the responsibility of the contractor to ensure the stability of all trenches and excavations, particularly those adjacent to existing roads and buildings. The safety of all University stakeholders must be considered at all times to ensure that there is still safe access and egress around the work area and that the site is secured to prevent any unauthorised access into the work area, including excavations, which should be covered when work is not in progress.

10 Internal Work

Clear access and egress must be maintained when work is to be carried out inside University buildings. Corridors, stairwells, circulation spaces and all fire escape routes must be kept free of obstacles at all times.

The storage of materials out-with normal working hours is only allowed on the authority of the FMD Designated Estates Officer. Under no circumstances will it be permissible to store flammable materials in stairwells, protected areas or fire escapes routes. FMD must be informed of any required isolations to water, gas, fire alarms and electricity supplies.

Contractors should ensure that their operatives are adequately and effectively supervised to ensure that their activities cause minimum disruption to the work of the department. The requirement to work out of hours must be considered if the level of disruption to the department is excessive or adequate control measures cannot be implemented during normal working conditions. Any spillage’s etc., inside departments likely to cause a hazard must be notified immediately to FMD.

11 Entry to Confined Spaces

Contractor’s employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes or a lack of oxygen without the permission of FMD and issuing or a permit to work. A safe system of work must be produced and include sufficient risk assessments for this type of work. If permission has been given, work in such places will be carried out in compliance with the Confined Spaces Regulations 1997. Approved Code of Practice: Regulations and Guidance L101 (Second edition) HSE Books 2009.

12 Lifts

Where contractual work involves the shut-down or maintenance of any lift, be it passenger or goods, then that work shall be carried out in compliance with the Safe Use of Lifting Equipment: Lifting Operations and Lifting Equipment Regulations 1998: Approved Code of Practice and guidance L113 (Second Edition) HSE Books 2014 and the Safe use of work equipment: Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and guidance L22 (Fourth edition) HSE

Books 2014. A safe system of work must be produced and include sufficient risk assessments for this type of work.

13 Personal Protection

The Contractor is responsible for providing employees with suitable personal protection equipment as is required to carry out the job. This will be determined by risk assessment and items should be worn by employees as per this assessment. The standard of this equipment must comply with the Personal Protective Equipment at Work Regulations 1992 and Guidance on Regulations L25 (Third edition) HSE Books 2015.

14 Waste Management

The University Environmental Policy aims to reduce the amount of waste generated by encouraging re-use and recycling. Contractors must remove waste arising from their work from University premises and demonstrate that it has been managed by appropriately licenced contractors/facilities. Contractors must not deposit any waste (liquid or solid) in any of the University's waste containers or any other materials into drains on University premises.

15 Fire

All contractors must consider the impact their works will have on the management of fire within University premises. Prior permission together with an authorised "Hot Work" permit must always be obtained from FMD before commencing "hot working" i.e. welding or cutting. Smoking is prohibited within the University.

The University provides fire-fighting equipment suitable for hazards normally found in a given area. If the work of a contractor introduces fire hazards into an area, the contractor is responsible for providing the appropriate type of fire-fighting equipment and informing the University Fire Safety Officer of the unusual hazard.

Contractors or their employees will receive an induction on the following fire information when arriving at the work site:

- (a) The nearest means of escape in case of fire.
- (b) The location, type and method of operating fire-fighting equipment.
- (c) The location of the nearest fire alarm.
- (d) The procedure to be taken in case of fire or on the sounding of the fire alarm.
- (e) Fire alarming testing regime.

16 Vehicles

All vehicles must be operated in a safe manner whilst minimising any potential air pollution from the use of the vehicle. This includes ensuring that engines are switched off rather than idling.

Glasgow Caledonian University campus is a densely populated area therefore the use of vehicles must be strictly managed. This includes the need to use banksmen when driving in areas such as the main concourse. The use of vehicles along this area is prohibited during busy times. All vehicles must also consider the potential for oil leaks along the main concourse.

Contractors must only park in designated spaces as agreed with FMD Designated Estates Officer and adhere to the Highway Code and traffic signage. This includes the 5mph speed limit and right of way to pedestrians.

17 Induction

All contractors must receive an induction before they start working on the campus for the first time. This will detail the basic health and safety information for the University and expectations when working on site. Further information on these expectations can be found as Appendix 2.

18 Health and Safety File

The production of a health and safety file may be required under the Construction (Design and Management) Regulations 2015. An agreed format, structure and required content must be established for these projects. It should be produced throughout the construction process and be kept up to date. The file should be made available for inspection by Glasgow Caledonian University as required for the duration of the project and then handed over in the agreed format on completion of the works.

NOTE:

All works must comply with current legislation, regulations and acknowledged best practices within the applicable trades.

All equipment and materials must be compliant with current legislation and regulations and approved for use within Glasgow Caledonian University.

APPENDIX 1 - Glasgow Caledonian University Health and Safety Information

Glasgow Caledonian University health and safety information is available at:

<http://www.gcu.ac.uk/healthandsafety/>

Further procedures specific to the Facilities Management Department can be found at:

<http://www.gcu.ac.uk/facilitiesmanagement/healthandsafety/>

These detail the health and safety standards that all employees and contractors are subject to complying with. Please do not hesitate to contact your FMD Designated Estates Officer should you have any queries.

APPENDIX 2 - Contractors Site Induction - Session Notes

Glasgow Caledonian University: - Contractors Site Induction - Session Notes

1. Risk assessments and method statements must be submitted to Facilities Management Department in advance of work starting on campus. Method statements, permits to work and safe systems of work must be followed at all times. All operatives associated with the works are required to read and understand the risk assessments and method statements for their works.
 2. COSHH assessments, including material safety data sheets, have to be submitted in advance of work starting or materials arriving on campus for all hazardous materials.
 3. All contractor staff must attend a site induction session prior to commencing works on site.
 4. The Main Contractor's supervisor will sign in and out daily at the Security Office. Where contractors must sign in and out daily on labour record sheets, Contractor's badges and labour record sheets will be provided by Facilities Management Department.
 5. All contractors are required to sign in and out at the Security Office on a daily basis. This applies to day to day maintenance work only.
 6. Keys can be obtained at Security for access to locked rooms. Keys have to be signed out and in on a daily basis.
 7. Isolation logs to be issued and signed by a Facilities Management Department Competent Person. These have to be signed in advance of starting the work on existing installations and signed off on completion of works:
 - A. Electrical Installations (No Live Working)
 - B. Heating Installations
 - C. Chilled Water Installations
 - D. Domestic Water Installations.
 - E. Gas Installations.
 8. Any overtime required to be worked will be supervised by the main contractor. No sub-contractors will be allowed to work on site unsupervised. A member of the facilities management department will be required to be present when contractors are working overtime therefore 48 hour notice is required in advance of any such request.
 9. Two vehicle parking permits will be issued to the main contractor. No other vehicle will be allowed entry to the campus, with the exception of dropping off tools and materials.
 10. All material should be delivered before 8.00am and any vehicles using pedestrian areas must be accompanied by a banksman.
 11. Toilets are available throughout the campus and can be used by contractors.
 12. The University main food canteen in the George Moore Building can be used by contractors.
 13. No smoking is allowed within the University campus. Smoking shelter at the rear of the Hamish Wood building should be used.
 14. No eating is allowed within the buildings whilst working.
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15. No radios or music devices are permitted to be used on campus.
16. Fire alarm testing takes place every Tuesday morning between 8.00 am and 9.00am. Some smaller buildings are tested each Sunday. Your FMD Designated Estates Officer will advise which buildings if you are working out of normal working hours.
17. In the event of the fire alarm activation all staff must exit the building by the nearest fire exit and report to the fire assembly point relevant to the works.
18. Appropriate PPE, as directed by risk assessment, must be worn within the boundaries of the campus. This will include items such as hard hats and safety shoes.
19. Any work required to be carried out in corridors will be by arrangement and agreed with the Facilities Management Department.
20. The following operations require permits to works issued by GCU Facilities Management Department:
 - A. Hot Works
 - B. Plant Room Access
 - C. H.V. / L.V. Substation Access
 - D. Roof Access
 - E. Hazardous Areas
21. Before carrying out any hot works within the buildings, smoke detectors must be isolated/covered at the start of each shift and re-activated/uncovered at the end of shift on a daily basis.
22. Permits must be obtained prior to any roof works and harnesses are required to be worn on pitched roofs and all roofs where man safe equipment is fitted.
23. Contractors must respect all students and staff and conduct themselves in an orderly manner at all times.
24. No baseball caps or hoods to be worn on campus.
25. Only 110V power to be used on site or battery operated tools
26. Any contractors considered to be under the influence of alcohol, drugs or other intoxicants will be removed from site.
27. Stihl saw must not be used in occupied buildings.
28. Suitable and sufficient dust extraction/suppression must be applied when using work equipment such as stihl saws.
29. University asbestos register must be checked prior to starting any works.
30. Glasgow Caledonian University health and safety information is available at <http://www.gcu.ac.uk/healthandsafety/>
31. All inquiries regarding any and all aspects of the works should be directed to your FMD Designated Estates Officer.