

ECD POLICY on PREPARING for WORKS IN OCCUPIED AREAS and LABORATORIES.

Reviewed May 2017

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This policy is an instruction to all ECD Managers who may be responsible for organising or preparing to undertake works in any occupied areas or laboratories.

This is to ensure that our customers are fully informed and briefed of any of our undertakings that may impinge of their own operations, teaching or works.

When planning any work or operations in occupied areas or laboratories the responsible ECD Manager is to follow these instructions:

- **The ECD Manager is to meet with the Technical Manager for the area and agree the Scope of Works and to ensure that there is sufficient time planned to complete the works.**
- **The Technical Manager will ensure that all relevant parties are informed.**
- **If a Technical Manager is not available then the Head of the Department should nominate someone to assume this responsibility.**
- **The area must be made safe before any works are undertaken. – This may include the need for items of equipment, chemicals and substances to be removed, the Technical Manager to advise and agree.**
- **ECD will agree to cover items of equipment and work surfaces with plastic sheeting where there is a risk of dust being created. If there is a concern that damage may still result, the equipment will have to be removed.**
- **The ECD Manager and Technical Manager are to negotiate sole access to Laboratories as ECD Contractors cannot share live working spaces. Where this is not possible, the Laboratory is to be segregated so that ECD has sole access to their area of work. Where this is not possible, then the whole laboratory is to be handed over to ECD in a safe condition for the duration of the works.**



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- **ECD/ECD contractor to ensure Warning Signage and Access Restriction are situated at all points of access to the works, so as to inform and deter un-authorized access.**
- **The ECD Supervising Officer is responsible to ensure that adequate supervision of the works is provided on a regular basis. Any high risk aspects of the work should be assessed separately, as these may require additional ECD or contractor supervision.**
- **When ready to hand the area back the ECD Manager and Departmental / Technical Manager are to inspect the works to ensure that all works are fully completed with no planned return for further works necessary .**

Note:

Where relevant and noisy works are planned, the ECD Manager will be required to inform other staff and departments of the works being undertaken.

Where appropriate, post notices of the works at the approach to the areas. (The inclusion of such information can be posted on the Aston Aspects Newsletter and/or on the ECD Newsletter).

All ECD Policies and Procedure can be found here:

<http://www.aston.ac.uk/about/estates/policies/>

Review date	Review findings	Reviewed by
06/03/17	The content of this policy remains appropriate to current ECD activities.	G Faulks
19/5/2017	Published to ECD managers, HLS & EAS	C Tuck

This policy is to be reviewed every 12 months or when there are any changes requiring a review.