



ECD SAFETY CODE OF PRACTICE FOR SKIP PLACEMENT

Reviewed October 2017

ECD-HS-PO-406-11-13

Introduction

This document provides guidance to the University's Management, Contractors and Sub-Contractor's regarding the safe management* of waste in skips awaiting disposal in order to:

- Minimise the likelihood of fire;
- Minimise the risk of vehicle / Pedestrian collisions;
- Limit any associated health and environmental issues;
- Ensure that safe means of access to and egress from the campus site is maintained at all times.

(*The University and its contractors have responsibilities under the Regulatory Reform (Fire Safety) Order 2005, the Environmental Protection Act 1990, and the Road Traffic Regulations Act, 1984.)

Skip Design/Dimensions

- Each skip must not be too large as to obstruct pedestrian or vehicular passage.
- Where possible, skips should have lockable lids to prevent arson attacks; if this is not possible then a HERAS Fence must be erected to minimise unauthorised access to the skip and its contents.
- If the skip does not comply with the above, the Responsible ECD Manager is to agree with the skip placement to ensure that it does not pose a hazard.

Skip Markings

- Where possible; each skip must be clearly marked with the skip owner's or supplier's name and telephone number and all markings must also be kept clean and visible at all times.
- If the skip does not comply with the above, the Responsible ECD Manager is to agree with the skip placement to ensure that it does not pose a hazard and the skip is to be Coned / Barrired and Warning Signs sited on the road approach to the skip.

Skip Location Placement On-campus

- When planning the positioning of skips the default position is to be use of parking spaces in the nearest car park. The position should be reported on the "Contractors Information Sheet" and Security Informed.
- Where the required position of the skip may present a danger to drivers or pedestrians, the skip is to be re-positioned into a safer position.
- When positioned on a campus roadway, the skip is to have barriers and-or cones sited to mark the skip.

- During hours of darkness or in bad weather conditions, skips must be marked by amber flashing lights which are placed against the skip or attached to each corner of the skip or Heras Fence. If there are 2 or more skips with less than 2 metres between them, lights can be put on the end corners of the row of skips / fencing. - It is the responsibility of the Principal Contractor to ensure these are turned on/off each day.
- Permission must be sought from the responsible Estates & Capital Developments Department manager and the University Fire Officer if a skip containing combustibles cannot be placed **at least 10 meters away from any building.** Skips containing Non-Combustible only may be placed next to a building where there is a safe hard standing area and the conditions below can be met;
- **NOTE:** There are only two areas that this restriction is lifted on the predefined risk management conditions as defined below;
 - a) Potter Street Loading / Delivery Area.
 - b) Main Building East Yard;
 Therefore, the risk management conditions that must be applied and enforced/controlled by the Principal Contractor are;
 - The skip is fully enclosed and lockable
 - There is no ignition source in close proximity
 - The skip is HERAS Fenced secured by chain and padlocked at all times when continued attendance is not in place
 - No combustibles are left outside of the skip
 - The skip is removed as soon as its requirement on site is expired.
- If the skip does not comply with the above, the Responsible ECD Manager is to agree with the skip placement to ensure that it does not pose a hazard and the skip is to be Coned / Barrired and Warning Signs sited on the road approach to the skip.
- When planning the placement of skips the requirements of the; **POLICY ON THE CONTROL OF VEHICLES ACCESSING PEDESTRIAN AREAS AND PARKING AREAS-ECD-HS-PO-371-03-13.-** Found at - <http://www.aston.ac.uk/about/estates/policies/> - are to be followed.

If permission is granted to place skips on a footway or grass verge, care must be taken not to cause any damage to the infrastructure and plants. Any damage will be expected to be made good by the contractor. The area is to be cordoned off and alternative routes signed.

It must also be ensured* that ALL skips:

- **Do not obstruct access to premises;**
- **Do not obstruct escape routes;**
- **Do not obstruct access to fire hydrants;**
- **Are not sited in fire brigade access routes;**
- **Do not obstruct drivers and pedestrians in any way;**
- **Do not prevent water drainage of the road or obstruct manholes or stop any functions that are need to be carried out by the University.**

Provision of Warnings, lights etc

During hours of darkness or in bad weather conditions, skips must be marked by amber flashing lights which are placed against the skip or attached to each corner of

the skip. If there are 2 or more skips with less than 2 metres between them, lights can be put on the end corners of the row of skips. If the skip or skips are positioned on the road, lights should be placed between each of the road cones.

Skip Filling/Skip Contents

- All rubbish must be placed in the skip not left on the ground nearby.
- A skip must not be overloaded.
- Contents of the skip must be kept covered, where possible, to prevent dust or other spillage onto the roadway.
- Skips must not contain any highly inflammable, explosive, toxic or other dangerous materials or anything which is likely to cause a nuisance to campus users.
- Skips used for hazardous materials such as Asbestos are to be locked and the responsible contactors name and contact details are to be clearly visible on the skip.

Emptying Skips

- All materials placed in skips must be properly disposed of (this is the legal responsibility of the disposer, not the skip removal contractor).
- Full skips must be removed for emptying as soon as possible and in all cases not more than two working days after they have been filled.

Complaints/Reporting Procedures

When planning the placement of skips on campus The position should be reported on the “Contractors Information Sheet” and Security Informed.

Complaints about the locations or safety of skips should be reported using the below contact details.

Further information/Contact Details

Mr Colin Tuck.

ECD, Health & Safety Advisor.

Tel; 0121 204 4340 / 07736007738

Email; c.j.tuck@aston.ac.uk

This SCOP is to be reviewed every 12 months or when regulations and circumstances change.