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# SAFETY CODE OF PRACTICE FOR CONTRACTORS

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## 2 Table of Amendments

ISSUE NO	DATE REVISED	ITEMS CHANGED
1.	April 2010	Original document
2.	September 2010 to September 2016	AS INDICATED IN PREVIOUS REVIEWS
3.	November 2017	6.1.1 – Altered to show the new induction requirements. 6.1.2 – Altered to show the contractors site induction requirements. 6.1.3 – Altered to reflect the new signing in procedure. 7.1.1-5 – Changed to show areas where signing in can be done and contractors Passes will be issued. 7.2.1 – Changed to show the new electronic Permit to Work System. 7.3.2 – Hot Work Permit altered to reflect the new electronic PTW System. 7.6.1 – Fire Detector Isolation altered to reflect the new electronic PTW System. 9.3.5 – Change reference from CLIP4 to CLP Regulations. 11 – Change of contact details to current personnel.
4	October 2020	General – changes to wording, removal of guidance links, removal of electronic PtW system information. Removal of references to the Students' Union Building and Bridge link. 7.5 - Addition of Disruption of Building Fabric PtW

### 3 Preface

This document has been developed by the Aston University to provide information, details, practical advice and guidance to all companies (Principal Contractors/Contractors), sole traders and providers of plant and equipment, any other services or undertakings that may be required or have been contracted for supply by the Aston University.

Its detail sets out specific information and instruction that the Aston University requires companies, sole traders and providers of services to address when tendering for any works/projects.

Once any contract, service level agreement or provision of goods or services has been confirmed and awarded by Aston University it requires that, in accordance with the award, all of the details and provisions of this document, its necessary procedures and methods, where applicable, are developed, implemented and maintained throughout the contract, service provisions are to be complied with, prior to provision of goods.

This document may be used to set out or develop procedures, methods and guidance for contracts, services and provision of goods.

Aston University provides the information and guidance contained in this document in accordance with their duties and obligations of the Health and Safety at Work etc. Act 1974 and all other applicable statutory legislation and regulation.

Aston University do not accept any responsibility, obligations, or accountability of any of the duties and requirements placed upon its contracted companies, sole traders, and providers of goods or services by the Health & Safety at Work etc. Act 1974 or any other applicable statutory legislation or regulation.

It further requires that contracted companies and providers of goods or services comply with all of their duties and responsibilities of the Act and all other relevant legislation or regulation.

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## 4 Emergency Instructions

### 4.1 Fire

#### 4.1.1 If you discover Fire:

Immediately operate the nearest fire alarm call point.  
From a place of safety, contact Campus Safety by dialling:

- **222, from any internal phone, or 2222 if phoning from residences**
- **0121 359 2922 if calling from a mobile phone or “outside” line**
- **DO NOT DIAL 999**

Speak clearly, giving the location of the fire, your name and any other details as requested by the Campus safety Officer – Do not “hang up” until told to do so!

Only fight the fire if you have been trained and it is safe to do so.

Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure).

Report to the designated fire assembly point.

#### 4.1.2 If you hear a Fire Alarm:

Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure).

Report to the designated fire assembly point

#### **EVACUATION PROCEDURE:**

Evacuate **IMMEDIATELY** using the nearest available fire exit, observing the following advice:

- **DO NOT STOP TO COLLECT BELONGINGS**
- **DO NOT USE LIFTS**
- **DO NOT RE-ENTER THE BUILDING until authorised by Campus Safety or Fire Officer in charge**

Report to the designated fire assembly point.

#### 4.1.3 Designated Fire / Emergency Assembly Points:

**CAR PARK No 3 – Campus side of the north wing-** Nelson Building (Aston Business School)

**CAR PARK 12 -** Main Building, North and South Wings.

**MAIN BUILDING FOUNTAIN AREA – (Blocked paved area by Main Entrance to Main Building) –** Library, Lakeside Centre, All Student Residence Buildings, Woodcock Sports Centre, Optegra / Aston University Day Hospital, Aston Brain Centre, Vision Sciences, Students Union Building, EBRI Building Including the Gassifier Building.  
**WOODCOCK SPORTS BUILDING–** Nursery.

#### 4.1.4 Fire Alarm Systems:

The Main Building has a two-stage fire alarm system:

##### **Stage 1**

An intermittent single tone alarm with a verbal warning message indicating that a fire alarm call point has been activated or a potential emergency has been reported to Campus Safety; anticipate a full evacuation by ceasing normal work activities, making safe all operations, for example, store any hazardous materials safely and switch off power tools. Clear any obstructed access-ways and free fire doors to close.

##### **Stage 2**

A continuous two-tone alarm with a verbal warning instruction; Make safe all operations, for example, store any hazardous materials safely and switch off power tools. Clear any obstructed access-ways and free Fire doors to close. **Evacuate Immediately** - (as per site plan)

**All other buildings;** have single stage alarms – Evacuate these buildings **IMMEDIATELY** if the alarms sound.

##### **OTHER EMERGENCIES WHICH MAY REQUIRE EVACUATION:**

In the event of other emergencies, for example, a serious chemical spillage, gas leak, or the discovery of a suspicious package, contact Campus Safety for further advice on the telephone numbers listed above.

## **4.2 Accident**

4.2.1 It is expected that every contractor will have their own first aider on site. Where this is not the case, in case of accident contact the department/local first aider, whose name, location and telephone number are displayed on first aid boxes and strategic points throughout our buildings.

**DO NOT DELAY** if difficulty is experienced in locating a qualified first aider - ring Campus Safety Office, Main Building, **extension 222**, or 0121 359 2922 if calling from a mobile phone or “outside” line giving location and brief details of accident and indicate whether a qualified first aider is in attendance.

4.2.2 If it is considered necessary to call for an ambulance, this information together with your name and the exact location of the accident must be passed to the Campus Safety Office, on extension 222.

**OUT OF OFFICE HOURS – (1700 to 0700; Weekends & Bank Holidays) –** Accident calls should be made to the Campus Safety Office, Main Building, **extension 222, or 0121 359 2922 for outside calls.** This office is staffed 24 hours a day.

## **5 Site Controls and Conditions for Contractors**

### **5.1 Introduction**

The Aston University Policy on Health and Safety recognises the statutory duties imposed by the Health & Safety at Work etc. Act 1974 and that specific arrangement must be made and provided for, to cater for known and assessed risks, either of a permanent nature, or which may arise from work undertakings, so as to ensure so far as it is reasonably practicable, the Health, Safety and Welfare of all persons who may be affected by these undertakings on University premises is addressed.

### **5.2 Purpose of the Safety Code of Practice for Contractors**

- 5.2.1 The controls and conditions document has been prepared to help Principal Designers, Principal Contractors/Contractors, and their employees to work safely while on the University's premises, to prevent accidents and incidents to them and to any other persons on the University's premises. The controls and conditions also aim to assist Principal Designers, Principal Contractors and Contractors in complying with their statutory duties under the Health & Safety at Work etc. Act 1974, The Construction (Design and Management) Regulations 2015 and any other relevant legislation, regulation, guidance notes or best practices.
- 5.2.2 All Principal Designers, Principal Contractors and Contractors working on the University's premises must conform to the provisions of this Safety Code of Practice for Contractors document. The observance of the conditions and controls, however, does not in any way relieve the Principal Designers, Principal Contractors and Contractors of their legal or contractual obligations. All Principal Designers, Principal Contractors and Contractors and their employees and sub-contractors must familiarise themselves with the safety requirements of the department or area, in which they are working, and the Principal Designers, Principal Contractors and Contractors will be held responsible for ensuring this is done.



## 6 Compliance with the Rules

### 6.1 Before Starting Work

- 6.1.1 All Principal Contractors and Contractor staff must have undergone a Site Induction, and is to have been fully briefed on site hazards and risks and have been notified of all the University's site rules and restrictions prior to commencement of works on site. All operatives who attend site are to have undertaken a site induction. Arrangements for the site induction are made through the Supervising Officer. Completed induction records are kept and referred to when issuing a Permit to Work (PTW), as described below. These may also be undertaken on site at the ECD Main Office in the ECD Maintenance & Facilities Office in the Main Building Lower Ground Room L7. The Aston University Supervising Officer may also arrange for the induction to be carried out prior to site attendance by providing the presentation and a questionnaire for completion.
- 6.1.2 When the Principal Contractor undertakes inductions for their site, records of staff site induction and training must be made and copy of these records must be held in the Site Managers Office and available for inspection. These inductions must include relevant information from the Aston University Site Induction, especially, but not limited to, information on emergency evacuation, permit to work, and disruption of building fabric/asbestos procedures.
- 6.1.3 A site signing-in register must be maintained daily of all staff present on site for that day. When attending site, all operatives must sign onto/off the site stating the project/works they are on site for. These signing-in positions are positioned at the ECD Maintenance & Facilities Office in the Main Building Lower Ground Room L7.
- 6.1.4 The name and telephone number of the Supervising Officer of the University responsible for the works will be notified to the Principal Designers, Principal Contractor/Contractor prior to commencement on site. The Principle Contractor/Contractor is to inform the Supervising Officer of any sub-contractor details.
- 6.1.5 Before work commences on each contract, the appropriate Supervising Officer from Estates and Capital Development must be contacted to ensure that the necessary arrangements for Health and Safety have been made. This will include any relevant notifications to the Health and Safety Executive, for example, contracts as defined by the Construction (Design and Management) Regulations 2015.
- 6.1.6 Where Principal Designers, Principal Contractors or Contractors operations need special coordination with those of the University to ensure safety, the work may need to be governed by means of a formal permit to work system. The conditions of each permit to work must be agreed before work commences, and it is the responsibility of the Principal Contractor or Contractor to ascertain whether a Permit to Work is required (see Contractors Authorisation / Permits to Work section).

- 6.1.7 Principal Designers, Principal Contractors and Contractors must acquaint themselves, via the Supervising Officer, of procedures relating to accidents/incidents, fire and/or fire alarms. The Principal Contractor or Contractor will be responsible for ensuring that all personnel on site under their control have been inducted onto site and have read and are familiar with the Emergency Instructions.
- 6.1.8 Principal Designers, Principal Contractors or Contractors are responsible for informing the Supervising Officer, prior to commencing any operation, which may involve special hazards e.g. application of heat or flame, demolition works, the use of dangerous equipment, articles, or substances. Risk Assessments and Safe Systems of Work must ensure adequate precautions have been developed and are taken. It is the Principal Contractor or Contractor's responsibility to acquaint his own employees with these hazards and the Safe Systems of Work/Procedures to be followed.
- 6.1.9 Principal Contractors and Contractors are responsible for the provision of suitable and sufficient first aid provision, firefighting equipment on site, storerooms or any other provisions or areas necessary to conduct the works safely.
- 6.1.10 Principal Contractor and Contractors are responsible for providing their employees with such protective equipment and clothing as may be required for the type of work to be undertaken and maintained in good order. All this equipment must conform to the standards as detailed in the Personal Protective Equipment Regulations and Guidance Notes, this includes respiratory protective equipment.
- 6.1.11 Any Sub-contractor is to have fulfilled the same criteria for H&S training and competence as the Principle Contractor or Contractor.

## **6.2 Insurance Documentation**

- 6.2.1 At tender stage, and prior to commencement of work, the Principal Designers, Principal Contractor and Contractor will provide a copy, where appropriate, of the following Insurance Documents:
- Employers Liability Insurance
  - Public Liability Insurance, - to cover hot work as appropriate.
  - Professional Indemnity Insurance
- 6.2.2 Failure to provide copies of requisite insurance documents at both tender stage and on commencement of works may result in any contract offer being nullified and withdrawn.
- 6.2.3 Copies of appropriate insurances are required to be available on site during the contract period and should either be displayed on an appropriate notice board on site or form part of the Health and Safety File.

## 6.3 Competency

- 6.3.1 The University requires that all Principal Designers, Principal Contractors and Contractors, and all of their employees and sub-contractors, and their employees thereof, are competent to carry out their roles and responsibilities as defined by the detail of the project/works contract/specification.
- 6.3.2 Proof of this competency will be requested by the University as part of tender bid documentation or prior to project/works commencement. Failure to provide competency confirmation may result in the project/works being halted until such time as evidence can be provided, with the cost of any project/works curtailment being borne by the Principal Contractor or Contractor.
- 6.3.3 It is the responsibility of the Principal Contractor and Contractor to ensure that all persons and sub-contractors and their employees thereof employed by them are competent to carry out the tasks/work undertakings that they are involved in or will undertake.

## 6.4 CDM Regulations and Compliance

- 6.4.1 The Construction (Design and Management) Regulations 2015 (CDM Regs) apply to all construction works carried out by or on behalf of Aston University. Where construction works are notifiable as defined by the CDM Regulations, the University will appoint a Principal Designer.
- 6.4.2 Principal Contractors and Contractors, where appointed, should note that all works must be carried out or planned in accordance with the University's Preliminary document for Architects, Surveyors, Engineers and Principal Designers, when appointed, as well as those duties defined for their roles and responsibilities within the CDM Regulations
- 6.4.3 Principal Contractor or Contractors shall be responsible for ensuring compliance with and application of the Pre-Construction Information, provided by the Principal Designers, at commencement of the project/works, and that throughout the project/works, the Construction Phase Plan (CPP) developed from this information is maintained and updated. The CPP should include the activities of his appointed sub-contractors or temporary employees.
- 6.4.4 Principal Designers, Principal Contractor and Contractors shall submit, where applicable, the following to the University prior to project / works commencement:
- Health and Safety Policy
  - Construction Phase Plan
  - Details of any Prohibition, Improvement Notices or Prosecutions by Enforcing Authorities, any Interventions via FFI (Fee for Interventions).
  - General Health and Safety Procedure Documents
  - Risk Assessments and Safe Systems of Work (Method Statements)
  - Or any other document, policy, procedure, assessment or statement as deemed necessary for the implementation of the project/works
- 6.4.5 The Health and Safety Policy must define and set out the objectives of the

relevant company to the application and administration of health and safety. It must also be signed and dated by the appropriate Company Director responsible for health and safety.

- 6.4.6 The document should describe the organisational arrangements established to achieve the declared objective. It should also identify and define the duties and responsibilities of persons who will manage or be involved with the project.
- 6.4.7 The Construction Phase Plan (in compliance with the CDM Regulations 2015) must have sufficient detail to be used as a working reference and include all information necessary for the University and/or its appointed Principal Designers, to make an informed decision on appropriateness of the plan for project/works undertakings.
- 6.4.8 The appointed Principal Designers, (and where necessary appropriate University Estates staff) will undertake a Pre Start Safety and Environmental induction which will then be included within the Contractors CPP which will, in turn, form part of the Principal Contractor's induction process to all contractors.
- 6.4.9 The appointed Principal Designers will undertake regular Site Inspections during the contract. The Principal Designers will provide the Project Manager with a Site Inspection Report using the standard Estates & Capital Development template, or pre agreed alternative.
- 6.4.10 The ECD Health & Safety Manager shall undertake "Contractor Safety Inspection Reports" of:
- All works/contracts that do not have a Principal Designer.
  - The periphery areas outside of the Principal Designer managed contractor's site.
- 6.4.11 The appointed Principal Designers shall report/include as an agenda item at each progress meeting a report as follows:
- A site inspection report
  - Comments with regard to method statements and any high-risk activities/University adjacencies in the last period
  - Forthcoming activities or method statements to be reviewed with timescales
  - Comments on any incidents/reports of risk in the last period and recommendations
  - Any other comments.
- 6.4.12 The Principal Contractor shall include within each progress report the following information:
- Any accidents/incidents/near misses including corrective action and any updated procedures
  - List of forthcoming activities/method statements to be reviewed and identify any activities which may affect adjacent/high-risk activities which will require further review by the project Principal Designer
  - Provide inspection reports carried out by the HSE or internal site inspections
  - Confirm the Construction Phase Plan continues to be updated, reviewed,

- revised and refined in accordance with the CDM Regulations and
- Confirm the progress of the health and safety file/building manual.

## **6.5 CSCS Cards/Site Safety Standards & H&S Competencies.**

- 6.5.1 The University require that Principal Contractor/Contractor staff provide evidence of site safety standards and understanding.
- 6.5.2 Where applicable copies of appropriate CSCS cards as issued through the CITB Scheme will be requested to be provided.
- 6.5.3 All contractors, regardless of size, must provide evidence of having Health and Safety management systems in place. To this end, all contractors must provide evidence that they are registered or accredited as compliant or approved with a SSIP (Safety Schemes in Procurement) member. This ensures that the contractor has been assessed to the H&S compliance threshold standard as a minimum. All further evidence and Information will be focused on the project or job specific assessment. SSIP membership may be through any of the SSIP approved via one of the 'Registered Member Schemes'. The list of these can be found on the following SSIP link:  
<http://www.ssip.org.uk/members/>
- 6.5.4 Site Safety Standards documentation must be in date and be provided with registration numbers if applicable.
- 6.5.5 Confirmation of the Site Safety documentation may be verified by provider organisations and any discrepancy in documents provided will result in clarification being sought from Principal Contractor/Contractor.
- 6.5.6 Individual Contractor staff can also provide copies of Health and Safety Passports if available, as part of the provision of Site Safety Standards documentation.

## **6.6 Risk Assessments and Method Statements**

- 6.6.1 Before the commencement of any work on the University's premises, the Principal Contractor/Contractor shall nominate a competent person to be responsible for coordinating the undertaking and development of suitable and sufficient Risk Assessments of all operations where risk is foreseeable and ensure that appropriate control measures are developed and incorporated into a Safe System of Work (Method Statement). This person must be identified within the line management structure of the Principal Contractor/Contractor.
- 6.6.2 All safe systems of work shall be developed in reasonable time to allow coordination of hazardous works to take place between Aston University and Principal Contractor/Contractor, and liaison with appropriate University staff and advisors including where necessary the Principal Designer.
- 6.6.3 The objectives of Risk Assessments are to highlight project related hazards and ensure that these undertakings do not present uncontrolled risks to the University,

Students, visitors, and Principal Contractor/Contractoralike.

- 6.6.4 All risk assessments shall be in writing and where necessary be incorporated into the project Construction Phase Plan, they shall follow the requirements detailed in the Management of Health and Safety at Work Regulations and the five-step guidance outlined in HSE INDG163. <http://www.hse.gov.uk/pubns/indg163.pdf>
- 6.6.5 All risk assessments shall be reviewed regularly and revised by the contractor as necessary to accommodate any changes in methods of working or circumstance.
- 6.6.6 Risk Assessments for works / projects that would have the potential to or result in the production of dust, fumes or vapours should be carried out with reference to the University document "Contract Requirements for the Control and Suppression of Dust, Fumes and Vapours.": <http://www.aston.ac.uk/about/estates/policies/>

## 6.7 Auditing / Monitoring Review

- 6.7.1 The University will, throughout project/works undertakings, carry out regular auditing/monitoring of projects/works to ensure compliance by the Principal Contractor/Contractor of all applicable University Policies and Procedure. It will further audit and monitor the Principal Contractor/Contractors project/works and the Construction Phase Plan for compliance to all appropriate Health and Safety regulatory requirements. The audits/monitoring will be carried out by the University's Supervising Officer or the ECD Health and Safety Manager, either of which may also be the Principal Designer.
- 6.7.2 The University requires that the Principal Contractor/Contractor, through its site management or management structure, to undertake regular (to be defined within the Contract Details or the Pre-Construction Health and Safety Information Pack) audits and develop monitoring reports of the project/works. These audits/monitoring undertakings must be recorded, and their results and details be made available on request by the University Project Manager/Principal Designer or be available (copies of audit/monitoring reports) within the Project/Works Construction Phase Plan.
- 6.7.3 Failure to undertake auditing/monitoring process by the Principal Contractor/Contractor may result in curtailment or cessation of the project/works until such time as they have been carried out.
- 6.7.4 Any failure, faults or non-compliance of both University Policy and Procedure or Health and Safety Regulatory requirement, found, highlighted, or identified, must be addressed/rectified by the Principal Contractor/Contractor within an appropriate time scale. Details of the addressing of/rectification of those failures, faults and noncompliance must also be entered by the Principal Contractor/Contractor in site/project records.
- 6.7.5 Serious failings or immediate concerns identified in an inspection will be communicated to the Principle Contractor/Contractor within 24 hours of said inspection in line with Regulation 24 of the Construction (Design and Management) Regulations 2015

## 7 Contractors Authorisation / Permits to Work

### 7.1 Contractors Site Pass

7.1.1 The University requires that all Contractors working on University premises to register their presence on site. This may be undertaken on site at the Main Building Night Entrance, or The ECD Maintenance & Facilities Office in the Main Building Lower Ground Room L7. The Principal Contractor/Contractor must report to the University Estates and Capital Developments Department and have all relevant details recorded in the signing in book. Contractors will be issued with a contractor authorisation to work pass which must be worn at all times while on site.

On larger contracts, the responsibility for signing in and record keeping is with the Principal Contractor. The register/log must be available for inspection at all times. <http://www.aston.ac.uk/about/estates/policies/>

7.1.2 Any Contractor found not to have a Contractor Authorisation to Work Card may be asked to leave site or provide an explanation as to the reason for not being in possession of the Authorisation.

7.1.3 Contractors shall, at all times, control their personnel and instruct them that all areas not identified to them as work areas, are prohibited, and only areas identified to them as authorised can be entered.

7.1.4 Outside of a genuine emergency situation, a contractor may not be allowed onto campus to commence work where Campus Safety Control do not possess the necessary authorisation and duly signed Permit to Work form for activities requiring a permit. The On-Call Manager will be the only person that deems a situation to be an emergency.

7.1.5 Aston University reserves the right to withdraw the preceding requirements regarding signing in and authorisations in the event of situations making these requirements unachievable or unmanageable.

### 7.2 Permits to Work

7.2.1 The Principal Contractor/Contractor shall ensure that all work carried out within the University has been authorised, and that an appropriate Permit to Work (Authorisation to carry out work) is obtained from the Estates Department. This will only be issued after the provision of an appropriate risk assessment and a safe system of work (method statement).

7.2.2 Issued permits to work must be available for inspection at the designated works areas at all times.

7.2.3 Any Contractor found to be working without an appropriate permit to work will be required to stop operations immediately and may, if the circumstance dictate, be required to provide an explanation/report as to their actions. Further steps may be taken by the University if findings indicate a breach of this Safety Code of Practice

for Contractors.

- 7.2.4 The University's permits to work must be incorporated in all Construction Phase Plans.

### **7.3 Hot Works Permit**

- 7.3.1 All works that will involve the presence or production of any form of heat/ignition source that could produce combustion or a naked flame including the production of sparks from cutting or grinding operations can only be carried out by completing a Hot Works Permit for the assigned Estates Supervising Officer.
- 7.3.2 The Principal Contractor/Contractor must request to the University Estates Department for a Hot Work Permit to Work and have all relevant details recorded on the Hot Works Permit. The Principal Contractor/Contractor will then be responsible for providing a copy of this permit to Campus Safety prior to commencing any hotworks.
- 7.3.3 All Hot Works must have been risk assessed and an appropriate Safe System of Work developed before commencement of works. If and where necessary, the Safe System of Work must be notified to the University prior to a Hot Work Permit being issued.
- 7.3.4 After Hot Works, the permit acceptor will be required to monitor the area for a minimum of one hour post completion of the works. After this period of monitoring, Campus Safety must be informed of the cancellation of the permit.
- 7.3.5 No Hot Works must be undertaken by any Principal Contractor/Contractor without a Hot Works Permit. If a Principal Contractor/Contractor carries out Hot Works without a permit they will be asked to immediately cease works and be requested if necessary to leave the University Campus, until such times as an appropriate investigation has been undertaken, the outcome of which will be notified to the Principal Contractor/Contractor along with actions intended to be taken.

### **7.4 Roof Access Permit**

- 7.4.1 When any task requires Principal Contractor/Contractors to Work at Heights they must carry out these tasks from a safe working platform or with a safe means of access/egress, reference should also be made to the guidance and requirements detailed in the Work at Heights Regulation 2005 and the appropriate guidance note issued by the Health and Safety Executive.  
<http://www.hse.gov.uk/pubns/indg401.pdf>



- 7.4.2 A Roof Access permit to work is required for any operations carried out on any of the roofs across the Aston University Estate.
- 7.4.3 The Principal Contractor/Contractor must report to the University Estates Department in L7 on the Lower Ground Floor and have all relevant details recorded on the Roof Access Request Form.
- 7.4.4 All roofs are locked, and access is controlled by the University's Campus Safety. No key to access any roof will be issued without a completed Roof Access PTW Form. Where roofs are only accessible by ladder a PTW is still required.
- 7.4.5 Where required, the Principal Contractor/Contractor shall develop risk assessments and a safe system of work that has been agreed with the University or its representatives prior to accessing the roof. When developing the risk assessment, climatic conditions that may affect the access and/or works must also be taken into consideration along with anything else that may have an effect on the work or those carrying out the work.

## **7.5 Disruption of Building Fabric and/or Services Permit**

- 7.5.1 Prior to any work being undertaken that breaches or penetrates wall or flooring surfaces in any university building, the contractor must check the respective building fire lines drawings to ensure that the breach is not along a fire line. Drawing records can be accessed via the project Supervising Officer.
- 7.5.2 If the breach is on a fire line, then the remediation of the works must be agreed with the Supervising Officer and be in line with the latest version of the Aston University Building Fire Stopping Standard. This can be obtained from the project Supervising Officer.
- 7.5.3 Prior to any work being undertaken, the asbestos register needs to be checked to determine whether there will be a possible disturbance of asbestos containing material during the works. The process if is outlined in section 8.2 below.
- 7.5.4 A Disruption of Building Fabric and/or Services Permit to Work must be completed for the disruption of fire lines or disturbance of asbestos containing materials. *This must be completed even if the penetration does not disturb a fire line or asbestos as evidence that that area has been checked.*

## **7.6 Confined Spaces Permit**

- 7.6.1 Entry into Confined and Restricted Spaces that are permanent fixtures within the University are restricted and entry is only sanctioned in accordance with the University Confined and Restricted Spaces Procedure.  
Follow the link for the ECD Confined and Restricted Spaces Procedure:  
<http://www.aston.ac.uk/about/estates/policies/>
- 7.6.2 All Contract personnel needing entry into a permanent confined or restricted space within the University must have a copy, and read and understand the

University Confined and Restricted Spaces Procedure before entry will be allowed.

- 7.6.3 All Contract personnel The Contractor shall undertake a full risk assessment of the work to be carried out in the space and develop a Safe System of Work which shall be incorporated into the Construction Phase Plan where applicable or have copy available for inspection and reference onsite.
- 7.6.4 Any works requiring access to a confined space classed as a Red Zone, must be carried out under the Confined Space Entry Permit. The Principal Contractor/Contractor must report to the University Estates Department and have all relevant details recorded on the Confined Space Entry Permit. Follow the link for the ECD Confined and Restricted Space Procedure:  
<http://www.aston.ac.uk/about/estates/policies/>
- 7.6.5 The Contractor shall undertake a full risk assessment of the work to be carried out in the space and develop a Safe System of Work which shall be incorporated into the Construction Phase Plan where applicable or have a copy available for inspection and reference onsite.
- 7.6.6 Principal Contractors/Contractors are responsible for the supply of all safety equipment, including all portable gas detection equipment, breathing apparatus, harnesses and other escape and safety equipment.
- 7.6.7 Contractors must be fully familiar with the Safe System of Work, and Procedures to be used that are detailed and have received appropriate training in all undertakings involved in the Confined Space Works. Certification must be copied in the Construction Phase Plan.
- 7.5.8 Before opening or obtaining access to existing ducts, voids, service shafts or similar, the contractor shall notify the University Estates Department, Principal Designer, Project Manager and ECD Health and Safety Manager. The Contractor shall act in accordance with any information provided and instructions as to precautions to be taken, particularly to the potential presence of hazardous substances.
- 7.5.9 On completion of works in any area that has been disturbed, they are to be cleaned and vacuumed if required and sealed to prevent air movement between such spaces.
- 7.5.10 Where applicable, air tests must be carried out and certification provided. The cost of such tests is to be included in the tender unless the necessity for access to restricted areas arose as a variation to the contract.
- 7.5.11 The University must be notified before any such spaces are sealed, to allow for inspection.
- 7.5.12 For access to Amber and Green Zones the ECD Confined and Restricted Space Procedure is to be followed.

## 7.6 Isolation of Fire Detection Equipment– Permit to Work

- 7.6.1 No fire detection equipment must be disconnected, unplugged or covered to prevent actuation without written consent by Aston University staff and the appropriate permit obtained. The Principal Contractor must report to the University Estates Department, have all relevant details recorded onto the Smoke/Heat Detector Isolation PTW.  
University Fire Safety Policy can be obtained by contacting [Safety@aston.ac.uk](mailto:Safety@aston.ac.uk)
- 7.6.2 If there is need to isolate any fire detection equipment within the buildings or on the campus of the University, this will only be allowed under the Permit to Work as detailed. This must be supported by a full risk assessment and an appropriate Safe System of Work, providing details and all appropriate arrangements to be taken during isolation.
- 7.6.3 In the event installed Fire Detection Equipment cannot be reached or it has been installed in a location that would present a higher level of risk in accessing for isolation, notification must be made to the University Fire Safety Officer. In conjunction with the University Fire Safety Officer, it may be possible to isolate the detector remotely.
- 7.6.4 Under no circumstance must Fire Detection Equipment needing isolation be left live/operational and unprotected during works. Notification should always be made to the University Estates Department and the Fire Safety Officer in the event of non-isolation.
- 7.6.5 If Fire Detection Equipment is isolated, by a Contractor without a Smoke/Heat Detector Isolation Form and/or notification to University Estates Department and Fire Safety Officer, or left live/operational when it should be isolated, it will be deemed by the University as a serious incident and the Contractor will be removed from site until such time as an appropriate investigation has taken place.
- 7.6.6 Any works undertaken that breach the Fire Line as defined by the Building Drawings, with any services are to be made fire resistant to the appropriate protection level that is commensurate with the fire line. If there is any doubt over the fire line or the protection level that is required, advice is to be sought from the responsible ECD Supervising Officer or the University Fire Safety Officer.

## 8 Policies and Procedures

### 8.1 Isolation and Connection to Services

- 8.1.1 There is a considerable network of services within the University premises and grounds. Great care is required to avoid possible damage, interruption or contamination of these. Services included underground, overhead and building fitted installations which are detailed as:
- Electrical power lines
  - Mains gas lines
  - Water supplies, pipes and tanks
  - Telephone/internet lines
  - Fuel lines
  - Drains, internal and mains drainage
  - Low and Medium Pressure heating systems
  - Structural Heating and supply systems.
- 8.1.2 All work carried out in the vicinity of or on these services that could result in their failure or interruption must be notified to the University Estates and Capital Development Department and a Safe Systems of Work developed and agreed with the University before commencement of work.
- 8.1.3 In the event of damage to any of the services the Contractor shall immediately make the area safe and notify their University Supervising Officer responsible for the project and the ECD Health and Safety Manager.
- 8.1.4 Contractors must not connect to, disconnect from, interfere with, or interrupt the electrical, gas, water, compressed air, or other services within the University without the express permission of the appropriate University Engineer (Electrical or Mechanical Services). This permission should be obtained via the Supervising Officer.

The ECD Safe Working Practice – **ECD-HS-SWP-205-08-11 – Isolations for Contractors Working on Site** - is to be followed in all cases

#### **MECHANICAL SYSTEMS/EQUIPMENTS:**

Prior to handover, the Estates department will isolate and tag, depressurise, cool, and drain pressure systems where reasonably practicable. The Contractor is to place their own tags/ lock-offs onto the isolation valves as required by their own RA/Method Statement, to prevent accident opening/closing of valves by University staff, or other contractors. The Contractor is to satisfy themselves that the item to be worked on is isolated and free from pressure before accepting the system/ equipment.

When all works are completed by the Contractor, they are to inform the Supervisor who will organise the member of Estates Maintenance to re-instate the service. The Contractor is to ensure that all their tags/lock-offs are removed. The

nominated Estates Maintenance person is to remove the Estates tags/lock-offs and reinstate the service in a safe method or as directed by the Supervisor. Any defects found during this operation are to be rectified immediately by re-isolating as necessary. The Supervisor is to be informed when the system/service is fully re-commissioned. Any other defects are to be reported for future rectification.

#### **ELECTRICAL SYSTEMS/EQUIPMENTS:**

The electrical service/equipment/circuit to be worked upon is to be isolated using the Service Isolator and is to be locked-off by a competent Estates Electrician. Where these Isolators are not fitted, the Circuits are to be isolated in accordance with IEE Regulation 18<sup>th</sup> Edition. These are to be tagged and Locked-off to ensure inadvertent operation by others. In all cases the key is to be retained by Estates Supervisor or designated person. The service/equipment/circuit is to be tested and proved to be “dead” before any works can be started. Where applicable, a certificate is to be issued to denote the safety of the circuit.

The Contractor is to place their own tags/lock-offs onto the isolators/breakers/fuses as required by their own RA/Method Statement. The service/equipment/circuit is to be tested by the Contractor with the Estates Electrician in attendance and proved to be “dead” before any works can be started.

When works are completed by the contractor, they are to inform the Supervisor who will organise the member of Estates Maintenance to re-instate the service. The Contractor is to ensure that all their tags/lock-offs are removed. The nominated Estates Maintenance person is to remove the Estates tags/lock-offs and reinstate the service in a safe method or as directed by the Supervisor. Any defects found during this operation are to be rectified immediately by re-isolating as necessary. The Supervisor is to be informed when the system/service is fully re-commissioned. Any other defects are to be reported for future rectification.

#### **FLOOD DAMAGE.**

When any system is to be drained, the drain valves are to be tagged in the open position and drains are to be led to a suitable drain. All drain-ways are to be capable of carrying away a full bore from the drain valve.

- 8.1.5 All Mechanical and Electrical installations are to be in accordance with the ECD Specifications as found on the ECD Intranet website and all current legislation. High Voltage Permits must be obtained before any works commence on the HV electrical network.

A copy of the High Voltage Permits can be found at:

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

## **8.2 Asbestos**

- 8.2.1 Aston University has asbestos in various forms located throughout the University Estate. The Control of Asbestos Regulations 2012 requires that the University maintain an Asbestos Register, identifying/indicating the location, condition, and type of Asbestos Containing Material (ACMs) within the Estate. This is currently an electronic register which can be accessed by requesting the information from the Estates Supervising Officer, or ECED health and Safety Manager.

- 8.2.2 The information in this register is available for use by any Principal Contractor/Contractor who has been asked to tender or has been contracted by the University to undertake works on its behalf.
- 8.2.3 Before commencing works the Contractor will be advised by the Supervising Officer of the proximity of any known ACM's utilising the University's asbestos register. If this does not take place, the Principal Contractor/Contractor must not start work but are to inform the Estates Department/Supervising Officer. All contractors and operatives must have attended a full Asbestos Awareness training course within the last 12 months and refresher training must be completed every 12 months, unless otherwise agreed by the University's Supervising Officer.
- 8.2.4 If the Contractor, in the course of their work, locates any suspect Asbestos Containing Materials (ACM), work must cease immediately, and the Estates Department/Supervising Officer contacted. Work will not be allowed to commence again until a qualified/competent person has identified the material.
- 8.2.5 It is the responsibility of Contractors to inform the University of additional work areas to be disturbed, requesting information on ACMs prior to commencement of work.
- 8.2.6 The University will provide information relating to project work areas concerning asbestos and its status within those areas.
- 8.2.7 Due to the nature and age of the University buildings fixtures and fittings, the Supervising Officer in conjunction with the Principal Contractor must decide if any additional asbestos surveys are required for a particular project or task. If this is the case these must be arranged through the ECD Health and Safety Manager.
- 8.2.8 Similarly anyone who seeks to carry out any works or activity that may disturb the fabric of the building or the services installed within any part of the University's Estate, is also required to obtain all appropriate information on Asbestos Containing Material in the proposed work areas before undertaking any work activities and that this is approved and sanctioned by the appropriate University Supervising Officer and that the Asbestos Register Access Information Form is fully completed prior to works being carried out.
- 8.2.9 **The Disruption of Building fabric and/or Service Form Permit to Work** will indicate an agreed course of action (Safe System of Work) relating to the works activity. It must be signed by the person who will carry out the works and the Supervising Officer from Aston University. Name and contact details of University's Supervising Officer will be supplied to the Principal Contractor/Contractor which must be recorded in the Project Construction Phase Plan and/or the Safe System of Work.
- 8.2.10 The Principal Contractor/Contractors must not under any circumstances interfere with, cause damage to or have cause to remove any materials which either contain asbestos or are suspected to contain asbestos unless authorised to do so. Only accredited or licensed asbestos operators shall carry out the undertaking of any works that requires the removal, analysis, or encapsulation of asbestos.

- 8.2.11 It should be noted that any survey commissioned by the University will be to HSG 264, as either a Management Survey or a Refurbishment and Demolition Survey as appropriate.

It should be further noted that despite every effort being made to identify all asbestos there is still a possibility that asbestos may be contained in concealed parts of a building.

In the event of an unplanned, uncontrolled release of asbestos, the Emergency Asbestos Incident Procedure shall be followed.

A copy of the Emergency Asbestos Incident Procedure can be found at:

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

### **8.3 Fall Arrest Fall Restraint Systems**

- 8.3.1 Where detailed by a suitable and sufficient risk assessment a Fall Arrest/Restraint System(s) is deemed to be required, it shall be provided and used by the Contractor.
- 8.3.2 It is the Contractors responsibility to provide a full Fall Arrest/Restraint System(s) that has been maintained, inspected, and certified as safe for all tasks deemed to require the use of such equipment.
- 8.3.3 All Contractor staff that use Fall Arrest/Restraint System(s) must have been trained in its use and that the training has been recorded on their training records. The training must be up to date and have been provided by an appropriate trainer or organisation.
- 8.3.4 It is a requirement of the University, that copies of test certificates are available for inspection whilst Fall Arrest/Restraint System(s) are in use on the University site and that these are available within the Construction Phase Plan or on site.
- 8.3.5 All Working at Height undertakings must be assessed for the use of Fall Arrest/Restraint System(s) (Inc. any individual rescue procedure as part of the risk assessment process).
- 8.3.6 No existing fixed restraining systems shall be utilised without prior verification of current test certificates. – The ECD H&S Manager is to be notified if existing systems are required to be used.
- 8.3.7 Any fixed systems fitted for use to complete works may be handed over to ECD together with its certification or is to be removed.
- 8.3.8 Any Fixed Fall Arrest/Restraint System or Edge Protection Systems that are disturbed, modified or altered in any way are to be reinstated to the correct protection level and re-certified with the certificate provided to the ECD Engineering Manager.

### **8.4 Waste Management**

- 8.4.1 Contractors shall not deposit any waste, chemical or any other substance into the

University's drains. The disposal of all waste, etc. arising from the works shall be by a method agreed with the Supervising Officer. Contractors must store and dispose of all their waste produces responsibly; ensuring waste is only handled or dealt with by licensed waste carriers and records kept (waste transfer notes) of all waste that have been transferred by the licensed carrier.

- 8.4.2 It is the responsibility of the Principal Designer / Design Team and Principal Contractor to develop a Site Waste Management Plan (SWMP) at the design stage of the project in line with Aston's guidelines in the "Construction Waste Guidance".  
A copy of the Construction Waste Guidance Procedures for Construction and Refurbishment can be found at:  
<http://www.aston.ac.uk/about/estates/policies/>
- 8.4.3 The use of skips and disposal arrangements will be agreed with the University within the SWMP before commencement of the project and shall comply with the University Guidance on the Placement & Use of Waste Skips by Contractors Procedure. All skips will be covered and lockable and must be secured at the end of each working day to prevent unauthorized use. Any non-lockable skips are to be protected by a HERAS Fence compound round the skip.  
A copy of the Guidance on the Placement & Use of Waste Skips by Contractors can be found at:  
<http://www.aston.ac.uk/about/estates/policies/>
- 8.4.4 All SWMP's, irrespective of value, must be available on site for inspection and must form part of the completed Health and Safety File for the project, copies being placed in the file at the end of the project.

## **8.5 Site Waste Management Plan**

- 8.5.1 It is the Principal Contractors/Contractors responsibility to ensure where appropriate and in accordance with the Site Waste Management Plans Regulations 2008, that a Site Waste Management Plan is developed.
- 8.5.2 A Site Waste Management Plan will be put in place with base line details for all projects over £3m.
- 8.5.3 All plans must be available on site for inspection and must form part of the completed Construction Phase Plan for the project, copies being placed in the file at the end of the project.

## **8.6 Safety Signs and Notices**

- 8.6.1 All appropriate safety signs and notices must be displayed where necessary and shall be maintained in good order throughout the works/project undertaking.
- 8.6.2 Reference should be made to the Health and Safety (Signs and Signals) Regulations and Guidance Notes produced by the Health and Safety Executive. It is required of the Principal Contractor/Contractor that all signs, notices, and signals used and displayed conforms to the regulations and guidance.



- 8.6.3 Contractors must not rely upon the safety signs and notices that have been put in place or installed by the University.
- 8.6.4 Where a need is identified for safety signs and signals, the Principal Contractor/Contractor must provide signs, notices and signals of the regulatory standard which should remain clear and unobstructed throughout the project/works undertaking.
- 8.6.5 The Principal Contractor/Contractor must not substitute a safety sign, notice or signal for a physical barrier unless a physical barrier can be installed which would eliminate or control the risks more appropriately

## **8.7 Excavations and Ground Works**

- 8.7.1 Where a Contractor has cause to develop an excavation, opening or ground works, these shall be carried out in accordance with a Safe System of Work that has been agreed with the University's Supervising Officer, ECD Health and Safety Manager and Principal Designer where applicable.
- 8.7.2 All excavations, openings and ground works shall be maintained in compliance with the Construction (Health, Safety and Welfare) Regulations, and will include adequate structural support, access, and egress with the provision of fences and handrails.
- 8.7.3 The excavations, openings and ground works will be secured at night to prevent unauthorised entry or at such times when they will be left unattended for extended periods of time.
- 8.7.4 When undertaking any excavation, the Contractor shall obtain all relevant information as to buried services or additional hazards within the vicinity and ensure that these are addressed in the safe system of work and information given to those carrying out the task.

## **8.8 Lone Working**

- 8.8.1 The Principal Contractors/Contractors are to avoid the possibility of any of their staff working alone unless specifically authorised by the responsible ECD Supervising Officer.
- 8.8.2 If lone working is to be undertaken, a suitable and sufficient risk assessment must be being carried out and a Safe System of Work developed.
- 8.8.3 Lone working activities must be notified to the ECD Supervising Officer and University Campus Safety accompanied by a copy of the Safe System of Work.
- 8.8.4 Arrangements must be put in place by the Principal Contractor/Contractor for either communication or inspection to be undertaken of the lone worker at regular intervals throughout the works. This detail must also be recorded in the

developed Safe System of Works.

## **8.9 Plant, Tools and Equipment (including step ladders and scaffold)**

- 8.9.1 The Contractor shall ensure that employees are trained, competent and authorised to drive or operate any plant or equipment that they may use, whether regularly or on an occasional basis. Training records must be maintained and available for inspection on request by the University.
- 8.9.2 All plant and equipment used shall be in good order and suitable for the use for which it is intended. The Principal Contractor/Contractor shall ensure that plant and equipment is inspected at appropriate intervals by competent and authorised persons, and that a record of the inspection and test is available on request.
- 8.9.3 When selecting plant or equipment the Principal Contractor/Contractor shall take into account the working conditions it will be used in and the potential risks it will pose. The Principal Contractor/Contractor shall not use petrol driven plant or equipment within the confines of the University's buildings at any time.
- 8.9.4 If the use of plant and equipment is likely to cause a risk to University staff, visitors or contract personnel, the Principal Contractor/Contractor shall obtain authorisation for its use from the appropriate Supervising Manager and ECD Health and Safety Manager.
- 8.9.5 The Principal Contractor/Contractor shall also be required to carry out an appropriate Risk Assessment of the plant and equipment use and develop a Safe System of Work for its use.
- 8.9.6 All scaffolding and platforms must be properly constructed to provide adequate working space and comply with all regulatory requirements. No scaffold may be erected, modified, or dismantled except under supervision of an experienced and competent person. The competent person must have appropriate practical and theoretical skill supported by knowledge of scaffold construction and use.
- 8.9.7 The University requires that any scaffold construction, must be supported by an appropriate detailed Method Statement. The Method Statement should be submitted to the University's Supervising Officer, Principal Contractor, ECD Health and Safety Manager and Principle Designer if applicable prior to construction.
- 8.9.8 All scaffold constructions must be properly maintained and inspected (minimum 7-day intervals) to check all parts are serviceable and secured to prevent displacement or collapse. The scaffold register must be available for inspection at all times on site.
- 8.9.9 No scaffold shall be left partly erected or dismantled unless adequate notices and precautions have been taken to make it safe and prevent unauthorised access.
- 8.9.10 The use of ladders and steps should not be undertaken without first carrying out a risk assessment. They should only be used for short duration work and be suitably secured.

- 8.9.11 A ladder/steps register of all owned ladders/steps in use/used on site must be available for inspection. This register must provide evidence of inspection and testing of ladders/steps in use on site.

## 8.10 Demolition

- 8.10.1 Before the commencement of any works involving any demolition the Principal Contractor/Contractor must survey the site and undertake a suitable and sufficient risk assessment and develop a Safe System of Work.
- 8.10.2 The University define demolition as the removal of any masonry, concrete or similar substance/material, that would produce four (4) or more cubic meters of demolished material, be constructed two (2) or more meters high, or when being demolished, produce a measurable risk to both Principal Contractor/Contractor or others in its removal.
- 8.10.3 The University deems that the above definition of demolition should be used in notification to enforcing authorities and if applicable the University appointed Principal Designer.
- 8.10.4 Where works are in or adjacent to operational areas of the University, steps must be taken to minimise and contain the effects of dust, noise and vibration which may arise from the works.
- 8.10.5 The controlling of dust must, where required, incorporate the use of partitions/dust sheeting and where necessary a physical barrier. Dust control mats shall be used at all entrances to control dust via foot traffic.
- 8.10.6 Any dust control measures must not affect any fire prevention measures or escape routes put in place by the University.
- 8.10.7 The removal of spoil and debris from the site must be carried out at such times as needed to prevent obstructions or dangerous accumulations. The removal of debris must be carried out in such a manner that will not deposit, release or contaminate any other areas of the University during its removal.
- 8.10.8 The sighting of skips and their specification must be agreed with the University Fire Safety Advisor and/or the ECD Health and Safety Manager and carried out in accordance with the ECD's Safety Code of Practice as defined above.
- Guidance on the Placement and Use of Waste Skips by Contractors can be found at:  
<http://www.aston.ac.uk/about/estates/policies/>

## 8.11 Fences, Hoardings and Barriers

- 8.11.1 The Principal Contractor/Contractor shall provide and maintain the site fencing/hoarding or barriers around all work areas. If site boundaries are modified during the progress of works, all fencing, hoarding or barriers must be

reinstated before work recommences. There is to be no over-spill of Contractors/construction work or materials outside the designed and designated work areas.

- 8.11.2 Where work sites interface with vehicle routes, or where vehicles will be manoeuvring on site, the fencing, hoarding or barriers are to be protected from vehicle damage or displacement.
- 8.11.3 The standard of fencing, hoarding or barriers on external construction sites must be adequate to prevent access by children.
- 8.11.4 Hoarding and barriers which function as a partition between Contractor/Construction site and an operational part of the University are to be constructed as per the requirements determined or agreed by the ECD Health and Safety Manager, which will be task specific and developed prior to commencement of the works.
- 8.11.5 Fully detailed plans of proposed site boundaries, type of fencing/hoarding, location of access/egress points, vehicles and emergency points must be submitted to the University's Supervising Officer and agreed upon, prior to commencement of any works.
- 8.11.6 All fences, hoardings and barriers must be erected or installed in accordance with the HSE Guidance Barriers and Fencing HSG151 or any other guidance issued by the Health and Safety Executive or other professional or authoritative body where applicable.
- 8.11.7 The Principal Contractor/Contractor is required to undertake and record a daily inspection of any fences, hoardings or barriers erected by them. Copies of the daily inspection records must be available for inspection by the University Supervising Officer and/or the appointed Principal Designer where applicable.

## **8.12 LPG and Bottled Gas**

- 8.12.1 Bottled gas shall not be used within the University premises without the authorisation of the University's Supervising Officer. It will require the Principal Contractor/Contractor to develop an appropriate Safe System of Work which may require the issuing of other permits.
- 8.12.2 LPG and other bottled flammable gases stored within the University site boundaries shall be stored in compliance with the, Dangerous Substances and Explosive Atmospheres Regulations 2002 and HSE Guidance note Storage of Flammable Liquids in Containers HSG51.
- 8.12.3 No LPG or bottled gas is to be left unattended by contractors, or on site working areas outside working hours without agreed notification to the Supervising Officer and Campus Safety.
- 8.12.4 Acetylene gas must not be used on the University premises without authorisation of the University's Supervising Officer, and if agreed, must be stored outside of

the buildings when not in use.

### **8.13 Controlled Access**

- 8.13.1 The University has a number of areas throughout its buildings and estate that are under Controlled Access Procedures.
- 8.13.2 These buildings/areas must not be entered without an appropriate permit being obtained.
- 8.13.3 Failure to obtain the appropriate entry permit will result in appropriate action being taken by the University that could result in exclusion to that part of the project/works of the Principal Contractor/Contractor or the termination of the project/works contract as a whole.
- 8.13.4 The appropriate permit must be obtained from the named University member of staff, who has been appointed to control the designated area. Details of the appointed University member of staff have been/will be provided within the contract documents/details or will be notified to the Principal Contractor/Contractor by the University's Supervising Officer prior to project/works commencement.
- 8.13.5 A full list of all Controlled Areas can be obtained from the allocated Supervising Officer on request.
- 8.13.6 Within the Controlled Areas of the University Buildings and Estates there are locations that may contain Ionising Radiation, Laser Radiation, Bio-Hazards & High Magnetic Fields; These areas can only be entered once an appropriate Permit has been obtained, based on the production of an appropriate and sufficient Risk Assessment being carried out by the Principal Contractor/Contractor along with the development of a full Safe System of Work.
- 8.13.7 Failure to undertake and provide a Risk Assessment and a Safe System of Work, will result in the Principal Contractor/Contractor being excluded from the Controlled Area until such time as these have been carried out, produced and have been confirmed as appropriate by the University named Site Radiation Officer or Area Controller.

### **8.14 Water Hygiene**

- 8.14.1 The University has an extensive water supply and disposal system throughout its many buildings and estates. It is the requirement of the University that these systems are maintained in an appropriate, efficient, and safe manner. Any works carried out on these systems by a Principal Contractor/Contractor must be undertaken to an appropriate standard that will ensure compliance of all appropriate regulatory requirements and building standards/guidance.
- 8.14.2 In particular, the following must be fully addressed by all Principal Contractors/Contractors who as part of their works undertaking would carry out

operations/tasks on part of/all water supply or disposal system.

- 8.14.3 The University requires Legionella Controls to be adopted as a proactive approach to the management of building services which could harbour legionella, with the aim of evaluating and controlling risk, including the corporate risks to the contractual and financial duties of the Principal Contractor/Contractor.
- 8.14.4 The control requirements are detailed in a number of pieces of Health and Safety Legislation which include: The Health and Safety at Work Act 1974 supported by the Legionnaires' Disease Approved Code of Practice and Guidance and the Control of Legionella Bacteria in Water Systems: Audit Checklists as well as the Control of Substances Hazardous to Health 2002 Regulations (as amended).
- 8.14.5 The University aims to control legionella by ensuring the use of correct and industry accepted installation procedures and processes, full and effective maintenance and where contracted to do so full and proper operation.
- 8.14.6 If called upon, the Principal Contractor/Contractor will conduct appropriate tests and carry out chemical disinfection of systems that may or could have developed legionella growth.
- 8.14.7 The Principal Contractor/Contractor must flush all water outlets within their site/demise which cannot be accessed by University Engineering staff without permission. This includes all taps, showers, and toilets. This must be done for a minimum of five minutes each week while the project is ongoing, with auditable records kept.
- 8.14.8 The Principal Contractor/Contractor must recognise that it is important to ensure full and proper controls are in place to ensure the management of legionella and operate a control policy/procedure to ensure this. The policy/procedure must take into consideration all maintenance issues and the health safety and welfare of University staff, students, visitors, and any other persons that may have cause to use the systems or building in which the systems are located.
- 8.14.9 The University requires that the Principal Contractor/Contractor will undertake their contractual duties in a manner that sets out the objective of preventing legionella growth within systems it installs and maintains and/or maintain levels of legionella as low as reasonably practicable.
- 8.14.10 Any works carried out by the Principal Contractor/Contractor on Domestic Hot Water Systems (DHWS) must adopt the following to determine suitability of a proposed service: All DHW supplies must incorporate a secondary return
- At the earliest opportunity the Principal Contractor/Contractor must establish that flow exists in the supply and return pipes.
- 8.14.11 Isolation valves and drain points must be installed within the system and that these installations enable appropriate water samples to be taken from the system, without the use of specialist equipment.
- 8.14.12 If flow and return are not immediately established in newly installed systems, the Principal Contractor/Contractor must immediately investigate and rectify failure of flow. Systems installed that cannot establish flow and return within a working day must be isolated from the existing system until such time as failure in the system

can be identified and rectified.

- 8.14.13 The installed supply/return system and connections must be flushed and inspected for clarity and odour (the water should be odourless).
- 8.14.14 Sampling and testing shall be carried out as per the guidelines set out in the “Water Hygiene at Aston University” document.  
A copy of the Water Hygiene at Aston University can be found at:  
<http://www.aston.ac.uk/about/estates/policies/>
- 8.14.15 All tests must be carried out by a UKAS accredited laboratory.
- 8.14.16 The University Engineering Officer must be informed prior to any water samples being taken or submitted for testing.
- 8.14.17 All test outcomes should be reported to the University Engineering Officer at the earliest opportunity.
- 8.14.18 Any works or systems installation of a proposed or agreed nature must, at the earliest opportunity, be agreed by the Estates and Capital Development. Estates and Capital Development will arrange for an inspection of the proposed or agreed works ensuring that the proposed works will not produce or leave in situ any dead legs or excessive long runs of pipe work.
- 8.14.19 All pipe works and temporary fittings/connections, modifications to existing or installed systems must be sterilised in accordance with the Water Regulation requirements applicable.
- 8.14.20 Further details and University requirements can be found in the “Water Hygiene at Aston University” document.

## **8.15 Noise**

- 8.15.1 The Principal Contractor/Contractor will control noise levels produced during their works where practicable to do so. The controls must be of such sufficient means to reduce the noise to acceptable levels. These means should include wherever possible the isolating of noise within the/a defined works area or from specific undertakings by using sound deadening materials and / or partitions. If isolation and / or sound deadening cannot be achieved the developing an acceptable method and time scale/period must be discussed with the University Supervising Officer and the method, then being built into the Construction Phase Plan for the works/project.
- 8.15.2 Works carried out by the Principal Contractor/Contractor, that produce intrusive levels of noise that have not been isolated, sound deadened, or acceptable control measures have not been agreed with the University, will be stopped.
- 8.15.3 Works will only be allowed to be stopped by Named Position members of University staff (Named Positions: University Vice Chancellor, Chief Operating Officer, Director of Health, Safety and Business Continuity, Director of Estates, Deputy Director of Estates, ECD H&S Manager, or the Supervising Officer for that particular works).

- 8.15.4 No other member of staff, students of the University or any other person(s) will have the authority to stop any works.
- 8.15.5 If the Principal Contractor /Contractor are approached to stop works by any other person other than those named. He should refer that person to the Supervising Officer identified as the responsible person at the start of the works/project.
- 8.15.6 It must be noted by the Principal Contractor/Contractor that the main University building is of a brick clad steel frame construction. Which when worked upon involving the use of, or undertaking of, any form of percussion operations on the building fabric, results in the noise produced being transmitted throughout the building.



## 9. Contractors Conduct and Health and Safety Responsibilities

### 9.1 PAT Testing (Portable Appliance Testing) & Electrical Equipment

- 9.1.1 All equipment used by or on the behalf of the Principal Contractor/Contractor will have been appropriately tested and certified as safe to use on University premises and where applicable the equipment will bear a label of test date and testers signature.
- 9.1.2 Under no circumstances must equipment that has not been appropriately tested be used on University premises.
- 9.1.3 Copies of test certificates if available should be held in the Construction Phase Plan or on site and made available for inspection for audit purposes.
- 9.1.4 The Principal Contractor/Contractor shall produce an electrical safety plan and ensure that only equipment designed for operating at the supply voltage is used on the University premises. All portable equipment should be either 110 volt or battery operated, however if there is a specific requirement that can only be met by equipment of a higher voltage, a request and full Method Statement must be submitted to the Supervising Officer for approval. Any supplies or leads in excess of 110 volt must be protected by a residual current device.
- 9.1.5 The contractor shall ensure that all tools and distribution equipment, including cables, plugs etc. are complete and examined for signs of wear or damage prior to use.
- 9.1.6 Trailing cables across operational or public areas are not permitted.
- 9.1.7 Any non-compliant equipment found on the University premises must be immediately removed.
- 9.1.8 All distribution equipment and cables, including lighting festoons (110 volt or less only), must be routed and adequately supported to avoid creating a hazard on site or damage to the equipment.

### 9.2 Delivery and Storage of Materials

- 9.2.1 All materials to be used on works or projects must be delivered in an appropriate manner and that its packaging will be such that it does not produce a secondary risk to University personnel, students, visitors, or site staff. Any delivery to “goods inwards” is to be notified prior to delivery with clear delivery recipient name and contact number on it. The item is to be collected immediately.
- 9.2.2 Delivery of any materials must be notified to the University Estates

Department and agreement obtained for its delivery and storage on-site prior to its delivery.

- 9.2.3 No materials will be allowed to be stored that presents a risk of fire or explosion without the confirmation of the University's Supervising Officer and Fire Safety Adviser.
- 9.2.4 If materials present a risk of fire or explosion adequate measures and means must be provided for its storage.
- 9.2.5 No inflammable materials are to be stored within the University premises in areas not designated for storage.
- 9.2.6 All delivered materials are stored on the University premises at the risk of the Principal Contractor/Contractor and the University will not be held accountable for its safety and security.

### **9.3 Hazardous Substances and Materials**

- 9.3.1 The Principal Contractor/Contractor shall ensure that risk assessments have been undertaken by a competent person for all products intended for use during the work or for materials evolved during the work undertakings, and that written procedures for the handling, application, storage and disposal of hazardous products have been prepared.
- 9.3.2 The Principal Contractor/Contractor must be aware that there are risks that need to be identified within (and including waste pipes from) laboratories that contain or produce ionising radiation. Access to these rooms is controlled and any drainage systems that leave and are external to the rooms are labelled as per the Ionising Radiation Regulations 1999.
- 9.3.3 The risk assessment for products used or for materials evolved must be carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) and be recorded and contained in the contract plan of work.
- 9.3.4 The Principal Contractor/Contractor must coordinate all such assessments and make available a copy to the University's Supervising Officer for agreement prior to any work undertaking.
- 9.3.5 The University must be informed in writing of all substances intended for use on site which are classified as serious health hazard, acute toxicity, corrosive, flammable or explosive, under the terms of the Chemicals (Labelling and Packaging for Supply) Regulations 2009 (CLP). This will not relieve the Principal Contractor/Contractor of his duties under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- 9.3.6 The storage, transportation and use of hazardous materials must be detailed in an appropriate safe system of work.

- 9.3.7 If the Principal Contractor/Contractor discovers any hazardous substance, they must immediately notify the appropriate ECD Supervising Officer and the ECD Health and Safety Manager. If the substance is identified or suspected of being an immediate danger, all work must stop until an appropriate safe system of removal or containment can be developed to address the circumstance.
- 9.3.8 If the hazardous substance or material has the potential to produce, or produces any fumes or vapours, the Principal Contractor/Contractor must carry out an appropriate and sufficient Risk Assessment. This should be carried out with reference to the University document “Contract Procedure for the Control and Suppression of Dust, Fumes and Vapours.”  
Contract Procedure for the Control and Suppression of Dust, Fumes and Vapours can be found via the link:  
<http://www.aston.ac.uk/about/estates/policies/>

#### **9.4 PPE & RPE (Personal/Respiratory Protective Equipment)**

- 9.4.1 It is the responsibility of the Principal Contractor/Contractor to provide all Personal Protective Equipment (PPE) and Personal Respiratory Protective Equipment (RPE) appropriate for personnel on site.
- 9.4.2 All appropriate PPE/RPE must be worn by Principal Contractor/Contractor personally at all times whilst undertaking contracted duties, or as specified in their Construction Phase Plan.
- 9.4.3 The University requires that as part of all tender submissions made by Principal Contractor/Contractor inclusion is made and detailed for PPE/RPE. This information will also be required to be detailed in the Construction Phase Plan for contract undertakings and confirmation of this in writing given to the University.
- 9.4.4 Any member of contracted staff found not to be wearing the appropriate PPE/RPE, as described in the Construction Phase Plan, will be stopped from working until such times as PPE/RPE is provided and worn.
- 9.4.5 Continuous disregard or violation of PPE/RPE requirements detailed in the Construction Phase Plan or task Risk Assessments by the Principal Contractor/Contractor, will result in immediate removal from site of the individual and potentially the contracted company.
- 9.4.6 All PPE/RPE used and supplied to Contractor work force must comply to appropriate safety standards as defined by the Personal Protective Equipment Regulations, British Standards Institute and carry or be marked with detail of those standards.  
If called upon by the University, the Principal Contractor/Contractor will provide a copy of their Personal Protective Equipment Policy and procedures.

## 9.5 Fire Precautions and Procedures

- 9.5.1 Contractors must conform to the requirements of the University Fire Design Strategy in all their undertakings, and where further requirements are necessary, shall develop them as required in accordance with direction from the University Fire Safety Advisor and the HSE “Fire and Explosion – How Safe is Your Workplace?”  
A copy of the University Fire Design Strategy can be found at:  
<http://www.aston.ac.uk/about/estates/policies/>
- 9.5.2 A fire risk assessment and emergency procedure(s) shall be developed applicable to the task being undertaken and shall be agreed prior to commencement of work. Dependent upon the scale of the work, the Contractor shall coordinate and prepare the fire safety arrangements in the form of a Fire Safety Plan. The risk assessment and fire safety plan must be agreed with the University Fire Safety Advisor.
- 9.5.3 The Contractor shall ensure that all operatives on the University site are familiar with the risk assessment and the emergency procedures. It is also a requirement of the Contractor that all site staff are adequately briefed and instructed on the site fire safety arrangements.
- 9.5.4 Contractors shall not block access to emergency services and will, at all times, maintain a clear path for the services vehicles and equipment. Where necessary the contractor will make arrangements to mark the access areas to be maintained free of obstruction.
- 9.5.5 The Principal Contractor/Contractor shall ensure that no operation or activity resulting from works, plant or equipment can result in fire or explosion. Contractors carrying out operations on the University premises shall be informed by the Principal Contractor/Contractor of these rules and the requirement to avoid, or minimise, potentially hazardous conditions. All persons shall be made aware of the emergency systems and evacuation arrangements for the particular area (in accordance with Project Construction Phase Plan or as agreed with University’s Supervising Officer).
- 9.5.6 All operations involving "Hot Work" (cutting and welding burning & grinding etc.) or use of open flames (blow lamps, gas appliances, heated tar-pots etc) to be carried out within, or adjacent to the University premises “SHALL NOT” be started unless a Hot Works Permit has been obtained
- 9.5.7 Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders, or containers delivered to them, or used by them and must at all times comply with the provisions of relevant Health and Safety Regulations and Guidance Notes.
- 9.5.8 Contractors must ensure that low flash point liquids or mixtures should be used where possible. Highly Flammable Liquids **SHOULD NOT** be stored or decanted within buildings, and effective control of any potential source of ignition shall be carried out by the Contractor, including prohibition of smoking within or adjacent to storage areas and points of use.

- 9.5.9 Contractors shall ensure that large stocks of combustible materials are **NOT** stored on University premises but stored externally and remote from buildings. Combustible materials or waste must not accumulate and be removed as soon as possible.
- 9.5.10 Temporary wiring must conform to the relevant regulatory requirements and be fitted with residual current devices. Temporary wiring must not be run in areas that there is a likelihood of chaffing or damage and be fixed in a manner that would prevent accidental damage or pulling.
- 9.5.11 In all cases, first consideration must be given to maintaining a safe means of egress for occupiers of any building. Where temporary alternative arrangements are approved and implemented, the facilities must be accompanied by suitable directional and exit signs and temporary lighting to comply with all regulatory requirements and appropriate guidance notes.
- 9.5.12 Contractors are to ensure that their employees are familiar with the fire procedures operating on the premises. **(See Emergency Instructions at the start of this document).**
- 9.5.13 If the Principal Contractor/Contractor requires at any point of the works, to isolate temporarily fire detector units, this must be carried out in accordance with the Estates and Capital Developments Permit to Work for Isolation of Fire Detection Equipment.
- 9.5.14 **Fire Compartmentalisation**  
Prior to any works starting, the contractor is to ascertain if any work breaches a Fire Line Wall. If this is the case appropriate plans are to be formulated to ensure that the Fire Line is maintained as required during the works. On completion of any service passing through a Fire Line the contractor is to ensure that all the necessary Fire Stopping is undertaken using the appropriate intumescent materials, fire dampers or building materials as specified to maintain the fire integrity of the Fire Line. This can be found in the “Approved Fire Stopping / Passive Fire Protection General Contractor & Information” document which can be obtained from the University Fire Safety Officer.

## 9.6 Accidents and Incidents

- 9.6.1 The Principal Contractor/Contractor must have a system to report all accidents and incidents internally within the contract limits and is also required to report any accident/incident in line with the requirements of A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the University ECD Health and Safety Manager and Principal Designer where applicable.
- 9.6.2 All accidents/incidents shall be fully investigated by the Principal Contractor/Contractor and a written report produced, a copy of the report shall be made available to the University ECD Health and Safety Manager and Principal Designer if applicable within 7 days of the accident.
- 9.6.3 All accidents/incidents that require notification to the Health and Safety Executive shall be reported by the Principal Contractor/Contractor using online HSE Form and a copy of the form attached to the written report must be made available to

the University ECD Health and Safety Manager and Principal Designer within 7 days and send to [g.cooney@aston.ac.uk](mailto:g.cooney@aston.ac.uk) or the University Health and Safety Unit – [safety@aston.ac.uk](mailto:safety@aston.ac.uk)

## 9.7 Smoking Policy

- 9.7.1 The University has a Smoking Policy and as such Contractors are not allowed to smoke within the University buildings. This includes the use of vapour E-cigarettes.
- 9.7.2 Smoking can take place outside buildings. However, smokers must not congregate closer than 5 metres to buildings, beneath workplace windows or any area that would induce smoke to enter buildings.
- 9.7.3 To this end, a smoke free exclusion zone is in operation around all buildings and smoking cannot take place within 5 meters of any building.
- 9.7.4 Smoking is not to take place immediately outside the East Yard pedestrian gate, where entry cannot be achieved without passing through the smoke.
- 9.7.5 The Principal Contractor/Contractor must notify all their staff and display appropriate 'no-smoking' notices on project/works sites.
- 9.7.6 The University expects that all Principal Contractor/Contractors to fully apply and cooperate with its Smoking Policy.

## 9.8 Transport and Traffic Management

- 9.8.1 The movement and management of Contractor Transport and Traffic on site will be the responsibility of the Principal Contractor/Contractor and must be controlled at all times. The University Arrangements for the Control of Vehicles in Pedestrian Areas and Parking is to be followed by all drivers.
- 9.8.2 Submission of the Transport and Traffic Management Plan must be made to the University's Supervising Officer and Principal Designer where applicable, prior to project commencement. No project transport or traffic must enter the University campus until verification and acceptance of the plan has been given by the University's Supervising Officer and/or Principal Designer.
- 9.8.3 All site transport and traffic is required to be controlled at all times and movement of large vehicles should only be undertaken with use of Banks person or Traffic Marshals. Hazard warning / revolving lights are to be **ON**.
- 9.8.4 The ECD "Arrangements on the Control of Vehicles Accessing Pedestrian Areas and Parking Areas", is to be adhered to at all times and can be found via the link: <http://www.aston.ac.uk/about/estates/policies/>

## **9.9 Cranes/Lifting Equipment/Mobile Site Equipment**

- 9.9.1 The use of any cranes, lifting equipment or mobile site equipment is to be only undertaken after an appropriate and sufficient Risk Assessment has been carried out, along with the development of a Safe System of Work and lifting plan.
- 9.9.2 It is the responsibility of the Principal Contractor/Contractor to ensure that this is carried out in conjunction with University's Supervising Officer and Principal Designer if applicable.
- 9.8.3 It must be noted by the Principal Contractor/Contractor when using cranes, over sailing of University buildings is not allowed under normal circumstances. If there is a need for crane over sail of University buildings this can only be undertaken after a Safe System of Work and lifting plan have been developed, submitted to the University's Supervising Officer and/or Principal Designer and authorisation given.
- 9.8.4 The use of any site equipment must be appropriately planned by the Principal Contractor/Contractor and its use must not disrupt or disturb the running of the University. It is required of the Principal Contractor/Contractor in the planned use of any site equipment be notified to the University's Supervising Officer and the Principal Designer where appropriate. The notification must be accompanied by a Safe System of Work whenever possible, if this is not possible, discussions with University's Supervising Officer must be undertaken resulting in an acceptable Safe System of Work being agreed by both parties prior to works commencing.
- 9.8.5 The use of all lifting plant and equipment on University premises, must comply fully with the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

## **9.10 Site Housekeeping**

- 9.10.1 Contractors shall be responsible for the maintaining of a clean, tidy, and safe site throughout their undertakings and shall ensure their site(s) are monitored to ensure standards are maintained.
- 9.10.2 At all times the Contractor is required to maintain high levels of cleanliness in all work undertakings carried out in hightrafficked (pedestrian) areas.
- 9.10.3 On completion of all works the Contractor shall carry out a complete clean of the work site to the satisfaction of the ECD Supervising Officer. This includes access, egress and storage areas and other areas affected by their works.

## 10 Acceptable Standards of Behaviour on University Premises

### 10.1 Etiquette/Language

- 10.1.1 The University Campus and the University Buildings are used by a large number of students, visitors and staff of a wide and varying background and ethnicity.
- 10.1.2 Whilst working on or in University site/premises the Principal Contractor/Contractor's staff are required to conduct themselves in an appropriate manner at all times, and not cause any offence or distress by any actions or language that they may use.
- 10.1.3 The use of foul and abusive language or actions will not be tolerated at all. In particular, it is unacceptable for the contractor's employees to make comments, calls or signals of any kind to members of the University community that are sexist, racist, pass comment on a person's disability, religion, sexual orientation, gender or age.
- 10.1.4 The Principal Contractor/Contractor is required to inform their staff that will be working on site of the need to conform to an acceptable standard of etiquette and language at all times and that any form of etiquette or language that causes distress or offence, will result in the removal from site or premises of the offending member of staff.
- 10.1.5 Under no circumstances will the University tolerate wolf-whistling of staff, students or visitors whilst on University premises or site by Contractor staff.
- 10.1.6 It is a requirement of the Principal Contractor/Contractor that site behaviour is notified to their staff at site induction and that notice of this is carried out by appropriate signs posted within the welfare facilities used by site staff wherever possible.

### 10.2 Dress Code

- 10.2.1 Whilst working on or in University site/premises, the Principal Contractor/Contractor staff are required to dress appropriately at all times. Corporate workwear and photo ID may be required.
- 10.2.2 Any form of dress that would cause offence or distress is not acceptable to the University.
- 10.2.3 The Principal Contractor/Contractor is required to inform their staff, while working on site, the need to conform to an acceptable standard of dress at all times that will not cause distress or offence.



A number of non-acceptable forms of dress are detailed:

- Offensive slogans on clothing
- Shorts made from cut off trousers that are shorter than mid-thigh length
- Working without shirt or top
- Wearing clothing that would or could cause injury or harm to the wearer or others

### **10.3 Radios/Music/Mobile Phones**

- 10.3.1 The playing of radio's or music within any of the Universities buildings is not permitted at any time.
- 10.3.2 The Principal Contractor/Contractor is reminded that the University has a large number of students that attend lectures or seminars throughout the Campus buildings and the playing of radios/music will disturb any peace required by the members of University staff and students in carrying out their studies.
- 10.3.3 It is the responsibility of the Principal Contractor/Contractor site management to ensure that the playing of radios and music is controlled.
- 10.3.4 The use of mobile phones may be permitted in all unrestricted areas.

### **10.4 Welfare**

- 10.4.1 The Contractor shall provide and maintain, as required, such adequate accommodation for messing, toilets, drying clothes etc and allow full use of such accommodation to all persons employed by him.
- 10.4.2 University facilities must not be used unless authorised by the University. If University site facilities are used by Contractor staff, they must remove all overalls if dirty and ensure that footwear is free from mud/debris that may leave marks on floor surfaces.
- 10.4.3 The Contractor shall place site accommodation and offices in accordance with University directives and ensure that the accommodation does not present a fire risk to the University.
- 10.4.4 Water for site accommodation will only be provided by the University if the Contractor requests provision in writing and the supply would not compromise the University system. The Contractor shall not tap into any rising supply unless permission is given by the University and appropriate measures are taken to ensure contamination of the supply does not occur.
- 10.4.5 The Contractor must keep the site accommodation clean of debris likely to cause an infestation at all times, and dispose of food waste in an approved manner.

## **10.5 WCs**

- 10.5.1 Contractors may use any toilet on campus unless specifically allocated a toilet for the duration of the works. This must be agreed with the University's Supervising Officer prior to commencement on site.
- 10.5.2 Toilets must be kept clean and not used for cleaning tools or equipment.

## **10.6 Rest Areas**

- 10.6.1 The use of University rest areas is only permitted when sanctioned by the University. Under no circumstance are rest areas to be used by Contractor staff without it first being sanctioned by the University and designated rest areas notified to Principal Contractor/Contractor.
- 10.6.2 If the use of rest areas are sanctioned, the Contractor staff are required to use them in an appropriate manner and comply with the University procedures in removing wastes developed by the Contractor and dispose of it appropriately.
- 10.6.3 If use has been sanctioned of rest areas and that permission is misused by Contractor staff there use by contract staff may be removed immediately by the University.

## **10.7 Food/Drink**

- 10.7.1 The consumption of food and drink by Contractor staff in non-site areas is only permitted if authorisation has been given by the University Supervising Officer.
- 10.7.2 If the Principal Contractor/Contractor has set up his own welfare facilities these must be used for the consumption of food and drink only. Where food and drink are consumed within site facilities, these areas must be maintained in a clean and orderly fashion to prevent vermin infestation of the site and potential University premises.

## **10.8 Car Parking**

The parking of Contractors' vehicles is not allowed on site unless within the confines of a designated area and having permission from the ECD Supervising Officer who will have informed Campus Safety of the need of the vehicle's presence.

Any unauthorised parking will be subject to a penalty charge notice.

## **10.9 Security**

- 10.9.1 The Contractor shall control their staff at all times and instruct them that all areas not identified to them as work areas are prohibited, and only areas identified to them as authorised can be entered.
- 10.9.2 All Contractor staff on site shall wear a Security Badge either issued by the University or by the Principal Contractor/Contractor that has been approved by the University Head of Campus Safety.
- 10.9.3 If contract staff are found within the University premises in areas that they are not sanctioned to be in without Security Badge, they will be removed from site immediately.
- 10.9.4 Any keys issued by Campus Safety or the Estates Helpdesk must be returned each night and must not be taken away from site for any reason unless prior arrangement has been made with the University Supervising Officer.
- 10.9.5 In exceptional times, the requirements of 10.9.2 may be removed by Aston University. An example of exceptional times would be a global pandemic.

## **10.10 Use of Own Equipment**

- 10.10.1 The use by any Contractor of equipment that has not been manufactured for the use it is put to by the Contractor is not allowed on University premises.
- 10.10.2 If a Contractor has a need to use his own personal equipment on work undertakings carried out during the works/project, then that equipment must have been manufactured to all appropriate engineering and safety standards and designed for the use it will be put to in carrying out the task.
- 10.10.3 Under no circumstance must equipment manufactured by a Contractor, on or off site, of his own design or material be carried out, unless that Contractor has been commissioned/engaged to manufacture that equipment and is appropriately qualified and competent to design and manufacture the equipment to be used.
- 10.10.4 All portable electrical equipment used by any Contractor, must be operated at 110 volts or by battery. Where equipment of greater than 110 volts is used, it must be fully justified and supported by a full Method Statement before permission will be given for its use by the University ECD Engineering Manager.

## **10.11 University's Equipment**

- 10.11.1 A Contractor must not use any University plant or equipment without prior permission of the University Estates and Capital Development Department or appropriate University Engineer. The permission for use of any plant or equipment belonging to the University must be sought and gained in writing

before work undertakings commence.

- 10.11.2 The permission for use will only be authorised by the appropriate University Estates and Capital Development Manager or their representative and may require the issuing of a Contractors' Authorisation to Work.
- 10.11.3 Only a trained and competent person may carry out the use/operation of any University plant and equipment.

## **10.12 Data Protection**

- 10.12.1 The Principal Contractor/Contractor may, through works undertaken, be party to or have access to, or sight of, Data held by the University.
- 10.12.2 The Principal Contractor/Contractor is reminded of their duties, obligations and responsibilities under the Data Protection Act 2018 and is required to comply with all requirements of that law where applicable.
- 10.12.3 Any breach of the law will result in immediate termination of the contract and appropriate actions being taken by the University, which could also include notification to appropriate enforcing authorities.
- 10.12.4 The University will also undertake internal investigations, of which the Principal Contractor/Contractor will comply with, in providing any information, details, materials or any other requirements requested of them by the University Campus Safety Adviser or their appointed agents.

## **10.13 Alcohol/Substance Use**

- 10.13.1 The University has a legal obligation to protect the health, safety and welfare of staff, students and visitors to its site. The University does not condone the consumption of alcohol or the use of illegal or non-prescribed substances within its premises or on its site.
- 10.13.2 Due to the nature of the works/undertakings that Contractors will be engaged in, the use of alcohol or illegal/banned or non-prescribed substances will not be permitted within the University Buildings or Estates.
- 10.13.3 If any Contractor is found to be consuming alcohol, illegal/banned or non-prescribed substances or is suspected to be under the influence of alcohol, illegal/banned or non-prescribed substances, they will be asked to leave the site.

## 11 Useful Contacts

### 11.1 All Emergencies including Fire, Ambulance and Police

	INTERNAL	EXTERNAL	MOBILE
<b>Campus Safety Office</b>	222 or 2222 from ASV Buildings	0121 359 2922	N/A
<b>Out of Office Hours</b>	As above	As above	N/A

### 11.2 Campus Safety & Safety

	INTERNAL	EXTERNAL	MOBILE
<b>Campus Safety</b>	4803	0121 204 4803	N/A
<b>Scott Trim</b> Director of Health, Safety and Business Continuity	4742	0121 204 4742	07388 220 329
<b>David White</b> University Fire Adviser	4805	0121 204 4805	07833 117 976
<b>Anton Menzies</b> Head of Campus Safety	4804	0121 204 3795	07770 744 999

### 11.3 Estates & Capital Development

	INTERNAL	EXTERNAL	MOBILE
<b>Ian Oldacre</b> Director of Estates	4326	0121 204 4326	0773 6007735
<b>Adrian Owen</b> Deputy Director of Estates	4281	0121 204 44281	07825 430369

<b>Gez Cooney</b> ECD Health & Safety Manager	3406	0121 204 4340	07741 671645
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## Estates & Capital Development – Cont'd...

	INTERNAL	EXTERNAL	MOBILE
<b>Antony Corke</b> Senior Project Manager	4905	0121 204 4905	
<b>Christopher Geeves</b> Project Manager	4014	0121 204 4014	0759 5089395
<b>David Gwynne</b> Building Officer	4352	0121 204 4352	0777 1344834
<b>Adam Reilly</b> Estates Engineering Manager	4330	0121 204 4330	07917091152
<b>Chris Buckley</b> Engineering Officer	4318	0121 204 4318	07825430681
<b>Steve Horton</b> Maintenance Officer	4089	0121 204 4089	07825 592586
<b>Andrew Bryers</b> Energy Environment & Sustainability Manager	4333	0121 204 4333	0771 7530289
<b>Gardening Supervisor</b>	4415	0121 204 4415	
<b>Andrew Keogh</b> Cleaning and Portering Services Manager	5191	0121 204 5191	07766204599
<b>ECD Maintenance Helpdesk</b>	4000	0121 204 4000	N/A

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