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Health and Safety

Covid-19

Supplementary Guidance for Contractors
Working on Campus

SAF-COV-CON

Document Control

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The Health and Safety Department will maintain the official version of this document. Before referring to any printed copies, please ensure that they are up to date.

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1. Purpose

The purpose of this supplementary guidance document is to reiterate the existing contractor requirements and provide further guidance to address the risk associated with the Coronavirus (COVID-19).

This document also provides a summary and links to the University of Nottingham risk assessment and risk mitigation activities and provides reference to relevant policies, guidance, and legislative framework.

2. Existing Contractor Induction and Safety Rules

All contractors and sub-contractors must familiarise themselves with the University's safety procedures. This should be done by watching the short safety film (available on the link below) and reading the Estates 'Safety Rules for Contractors'.

<http://www.nottingham.ac.uk/estates/helpdesk/contractor-safety-induction.aspx>

All Estates contractors and sub-contractors, working outside designated major capital project sites, are to have on their persons a completed Safety Card, identifying the company name, and signed by the individual and their line manager.

Safety Cards are available for collection from the Estate Office reception – please request a card from your Estates Office contact.

Useful telephone numbers:

- Estate Office Helpdesk - Monday to Friday 0800-1700 – 0115 9516666
- 24-hour emergency services - 0115 951 8888, emergency only, line direct to Trent Control or 999 – always inform the Security Control Room in Trent Building of any 999 calls made.
- Security Control Room, Trent building (24 hours) – 0115 951 3013
- University Safety Department 0115 951 3401

All out of hours work must be arranged through the University responsible person (Director of Estates & Facilities/Project Officer/Surveyor or Engineer)

Duties of contractors

- To inform their employees of these Safety Rules
- To follow the mandatory requirement to wear a face covering in all University buildings
- To ensure that all his/her employees and those of any sub-contractors are acquainted with and adhere to these Safety Rules whilst on or in property belonging to the University of Nottingham
- To liaise with the University responsible person prior to starting work or any new contract or maintenance contract. The contractor's senior representative for the work must confirm the following: -
 - The area defined as the site of the work to be carried out
 - The contractors COVID-19 risk assessment is site specific and is suitable and sufficient for the work being undertaken

- A plan to achieve the safe conduct of the works and ensure that any special safety precautions necessary to undertake the work are in place (including social distancing and face coverings)
- The permits to work required for hazardous operations, such as entry into confined spaces, hot work, roof access, permit to dig have been requested and received prior to the work commencing
- That compliance with relevant health, safety and COVID-19 regulations, where applicable, has been achieved.

3. Additional Induction Guidance

In line with Government Guidance, work at the University will continue through the COVID-19 pandemic. To assist with managing the hazards associated with this the Government and the University’s Health and Safety Department and Estates Compliance Service Team has produced guidance to safeguard workers on campus.

The following is intended to outline the key considerations for University staff and appointed contractors to take when making arrangements to visit campus and undertake work.

Mandatory Risk Assessment

In accordance with University Health and Safety Policy and Government Guidance a site-specific risk assessment for the specific activity must be provided and must include risk associated with COVID-19. The guidance below will inform the contractor risk assessment process.

The purpose and location of the contracted works will determine the broad controls that need to be applied. For example, visits to open air sites with a natural dilution factor would be considered to be a low risk, whereas visits to enclosed poorly ventilated areas would be considered to be a higher risk. These risks will be compounded further by the ability to apply social distancing measures. The broad hierarchy of controls to be applied are described below:

Eliminate	<ul style="list-style-type: none"> ▪ Only make visits to the campus where absolutely necessary and with agreement with the University responsible person ▪ Use digital media or site reports as opposed to physical site inspection where appropriate ▪ Site meetings should be undertaken using remote working tools to avoid in-person meetings
Reduce	<ul style="list-style-type: none"> ▪ When on site practice social distancing measures at all times ▪ Follow all University COVID-19 signage and one-way systems ▪ Conduct all discussions in the open air wherever possible ▪ Ensure enclosed areas/rooms are well ventilated / windows opened to allow fresh air circulation ▪ Restrict access to those individuals required to complete the task ▪ Provision and use of face covering in all University buildings. In line with Government Guidance the University has implemented policy regarding face coverings to be worn within all indoor environments

	<p>Where social distancing measures cannot be applied:</p> <ul style="list-style-type: none"> ▪ Minimise the frequency and time workers are within 2 metres of each other ▪ Tasks should be undertaken with workers side by side, or facing away from each other, rather than face to face ▪ Hands should be washed before and after using any shared equipment ▪ Maintain consistency of personnel amongst groups that need to work in this way
Additional Control	<ul style="list-style-type: none"> ▪ Any task requiring face to face contact for longer than 15 minutes must be approved by the University responsible person and will be subject to a specific risk assessment

4. Establishing Site Arrangements

Where campus attendance is deemed essential and cannot be conducted by other means, an overview of the local site area and any specific building access restrictions must be obtained to ensure that these can be incorporated into the risk assessment prior to the site visit. Key areas to consider are as follows:

Arrangements for site access

All essential visits to the site must be pre-arranged with the University responsible person, unannounced visits to the site will not be permitted. Visits should be kept as short as possible, adhere to social distancing arrangements at all times and involve the minimum number of interactions possible. The following should be considered:

- Arranging visits during periods of low occupation on site e.g. outside of normal work hours
- Arranging specific inspection times where other site activity stops
- Arranging for areas of the site to be access restricted to allow inspections to be undertaken in low occupancy.

Site inductions

Where there are complex access and working restrictions, it may be necessary to provide further information to contractors regarding local restrictions and controls. In these cases, the University responsible person will provide a site induction. Site inductions should be carried out in the open air (where possible) avoiding any enclosed spaces.

Cleanliness and hygiene

All visits to the site should be kept as short as possible and good hygiene practices must be observed at all times. This should include handwashing/hand sanitisation on arrival and departure from site and not utilising shared equipment where it has not been thoroughly cleaned between use.

Individuals should take their own food and refreshments to site if attending for a prolonged period, along with any hand sanitiser (this should be 70% alcohol and used for 30 seconds), stationery and equipment to avoid having to share.

It is now mandated that a face covering is worn within all communal indoor environments when attending site, the following hygiene controls should also be applied:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser (should be 70% alcohol and used for 30 seconds) before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- Change your face covering if it becomes damp
- Continue to wash your hands regularly
- Change and wash your face covering daily
- If the face covering is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste
- Practice social distancing wherever possible.

PPE requirements

Site specific PPE requirements will need to be identified via risk assessment and understood prior to attending site. This will be determined both by the site rules and the purpose of the visit. All staff visiting the site must carry their own PPE and not use that which is available on site.

Travelling to site

Wherever possible, any travel to the site should be done alone using your own means of transport and avoiding public or shared transport.

Site Meetings with Estates and Facilities Staff

Site meetings should only take place if deemed essential. Site meetings should be undertaken using remote working tools to avoid in-person meetings. If this cannot be achieved and the meeting needs to be undertaken on site, the following must be adhered to:

- Only those participants deemed absolutely necessary should attend
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

5. University of Nottingham Risk Assessment

The University has risk assessed all of its current activities and will risk assess all further activities that are planned, in accordance with COVID-19 Government Guidance.

As part of the risk assessment process a number of control measures and risk assessment activities have been implemented. These are summarised as follows:

- Provision of detailed staff guidance and policy in accordance with Government Guidance
- Continuation of building maintenance regimes to maintain safe and compliant buildings and infrastructure
- Detailed review of internal space to formulate access and one-way systems
- Provision and installation of signage to inform all staff and campus users of restrictions and appropriate safety requirements
- Provision of adequate welfare and hygiene consumables.

It is the duty of all contractors to observe and adhere to the local arrangements and comply with all directional signage and instructions.



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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Shaun West
Vice-Chancellor

For further information refer to the Health and Safety website: [nottingham.ac.uk/safety](https://www.nottingham.ac.uk/safety)
or email: BS-Safety-Office@exmail.nottingham.ac.uk
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Health and Safety Department SAF-COV-POS – V1 (May 2020)

For further information regarding the University's COVID-19 policies, procedures and latest guidance please visit the following page on our website which is updated on a regular basis:-

<https://www.nottingham.ac.uk/coronavirus/>

6. References & Legislative Requirements

University of Nottingham Health and Safety Information: -

- Estates Health and Safety Procedures and Arrangements
- Estates Safety Rules for Contractors
- University Health and Safety suite of Coronavirus (COVID-19) Guidance and Updates (<https://www.nottingham.ac.uk/coronavirus/>)

University's Policies and Guidance can be viewed at:

<http://www.nottingham.ac.uk/safety/policies-and-guidance/guides-and-support.aspx>

Legislative Requirements

The main legislative requirements around access to construction sites are covered by the following:

- Health and Safety at Work Act etc. 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Coronavirus Act 2020
- The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020

The Management of Health and Safety at Work Regulations requires the University to make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work, the generic aspect of which will be covered by this guidance note and associated risk assessment.

Where the CDM Regulations apply the appointed Principal Contractor must plan, manage, and monitor the construction phase, coordinating matters relating to health and safety. The works on site must be carried out without risks to health and safety, where reasonably practicable. The **Government** Guidance in conjunction with University Guidance and requirements will provide necessary information for the Principal Contractor to manage the COVID-19 risks.

In all instances, the main aim of this guidance note is the prevention of exposure to the coronavirus or the application of controls to reduce exposure to the lowest level reasonably practicable.