



University of  
**Nottingham**

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# Contractors Safety Information Booklet



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# Introduction

Welcome to the University of Nottingham. We ensure that the physical environment in which staff and students work, live and learn have first class facilities which are fit for purpose, include high quality fixtures and fittings whilst being easy to maintain and present least impact on our environment.

In order to meet our commitments, the University depend on a large number of contractors to supplement our in-house staff. Typical activities include routine maintenance, attending to breakdowns and inspection of specialist equipment and more traditional construction and refurbishment works. Routinely this requires access to occupied areas, many of which may be business-critical or can be by their nature, high-risk areas such as laboratories, plant rooms, roofs and duct spaces.

Maintaining people's safety is therefore pivotal in all that we do. The University aims to provide a brief guide to the minimum requirements expected of its contractors and their operatives. This document provides a general guide to Health and Safety and does not cover every contingency.

If you require further Health and Safety advice you can contact the University Health and Safety Department on 0115 95 13401 or your University Contact (Person in control of the works).

# Foreword


Whilst at work we all have a legal and moral responsibility to maintain our own safety and health, as well as that of other people who may be affected by our actions. We also have a legal duty to protect the environment and prevent pollution. By following the requirements outlined in this document you will help ensure that everyone remains safe and healthy and the effects of your activities on the environment is minimised. Following this document does not absolve contractors of their Health and Safety responsibilities.

The Health and Safety at Work etc Act 1974 requires the University to conduct its business in a way that does not expose non-employees (contractors) to risks to their health and safety. The above legislation is reinforced in The Management of Health and Safety at Work Regulations 1999 which specifies wherever contractors are working, they must be provided with information and instruction on the relevant risks to their health and safety which are peculiar to the premises or the activities carried out in them.

It is therefore crucial that all contractors undertaking physical work on University premises are made aware of our safety requirements and arrangements to ensure their health and safety and that of our students, staff and visitors.

All contractors will comply with the Equality Act and the University's Equality Policies available on request.



A photograph of the University of Nottingham's clock tower, a tall, white, classical-style building with a clock face on each side, set against a clear blue sky. The tower is partially framed by dark, out-of-focus leaves in the foreground. Below the tower, a large green tree is visible, and in the background, a body of water reflects the scene.

## Welcome message from the Director of Health and Safety

Welcome to the University of Nottingham. This booklet is being provided to ensure that as much information as possible is available to support our appointed contractors to work safely and to encourage everyone involved to work together to achieve our commitment to the highest standards of health and safety management within the University.



This information booklet is intended to complement the University Safety Rules for Contractors document (SAF-ARR-MAN2.14-RUL) - a copy of which will have been provided to your organisation before any works commence at the University, and is available to yourselves on the Health and Safety website, or on request.

This pocket size booklet has been produced to enable you to take it with you when carrying out your duties and allow you to use it as a quick reference guide when thinking about your responsibilities and what formal health and safety arrangements should be in place at the University.

This is your own copy and you should keep it in a secure place so that you can refer to it whenever you need to. I hope that you find it an invaluable resource in assisting you in both understanding and managing health and safety. Health and safety has to be a team effort and it must have the support of the entire workforce if a positive safety culture is to be developed and maintained within the University. Remember – you play an important part in maintaining high standards of health and safety.

Director of Health and Safety

## Key Aims

The key aim of this booklet is to improve health and safety for contractor activities in order to encourage everyone involved to work together in:

- ensuring the safety of students, staff, visitors, members of the public and the contractors themselves
- improving the planning and management of work from the very start
- identifying hazards early on, so they can be eliminated or reduced
- responsibly manage any remaining risks
- targeting effort where it can do the most good in terms of health and safety, whilst discouraging unnecessary bureaucracy.

Time and thought invested in meeting these requirements will pay dividends not only in improved health and safety, but also in:

- reductions in the overall cost
- reducing delays
- more reliable costings and completion dates
- improved communication and co-operation between key parties
- improved quality of the finished product.

University Contact's Copy (Please remove)

## Your Health and Safety Commitment

*On the day of issue, this page must be completed by the contractor's employee and countersigned by the University Contact. It should then be removed and retained in the project file, health and safety documentation.*

The Health and Safety Commitment belongs to:

Name:

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Company Name:

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I confirm that I have received my Safety Information Booklet and have read and understood the aims. I will now review the remaining sections and if I am unsure of any section of the document, I must inform my University Contact immediately.

Contractor Employee's signature:

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University Contact's Name and Signature:

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Date of Issue:

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Trent Building

East Entrance

Trent Building

East Entrance

# General Information

Student examinations and other student events such as degree ceremonies and open days will take precedence over works.

Before work can begin, you need to be inducted to work for the University school/department (Business Unit) you are working for.

Do not make any type of isolations without notifying and receiving authority from your University Contact.

The University can be busy when lectures typically start and finish. Details can be obtained from your University Contact.

Please inform your University Contact if you are likely to cause excessive noise, smoke, dust or vibration especially if in occupied areas.

Do not be surprised to find other contractors working in close proximity – please liaise with them to discuss any potential conflicts.

Some of our students and staff have disabilities which you may need to plan for. This includes people who are partially sighted, wheelchair users, hard of hearing or who have mobility issues.

## Arrival at Site

All contractors must sign in as per arrangements set out by the University's Contact (Person in control of works).

# Hazards

Typical hazards you may encounter include:

- High volumes of pedestrians
- Working in occupied areas and buildings
- Live services (some of which may be buried or hidden) including HV electrical, high pressure steam and fibre optics
- Buildings which may contain asbestos
- Labs with biological, chemical, lasers, radiological and other hazards
- Rooms containing equipment emitting strong magnetic fields. These are particularly hazardous if using ferrous tools or if you are fitted with a pacemaker
- Workshops that contain equipment (robots) that may operate remotely and/or move without warning
- Rooms and outside cages that contain compressed and flammable gases
- Confined spaces
- Roofs with limited edge protection, fragile materials, a potential for effluent discharges (e.g. fume stacks) and transmitters (e.g. base stations)
- A congested site with limited parking and storage opportunities.



# High Risk Activities

You must obtain approval from your University Contact before:

- Isolating any services
- If your work is likely to cause noise, smoke, dust or vibration
- If you need to use or store flammable fuels, oils or other hazardous substances in greater quantities than 205 litres
- If you intend bringing or moving materials by articulated vehicles
- Manoeuvring site vehicles in pedestrian areas
- Do work that may affect emergency escape from an occupied building.

## Access Authorisation

A number of locations require Authorisation to Access. You must have permission from your University Contact prior to entering or accessing:

- Duct spaces (although these may be assessed as a confined space)
- Plant rooms, risers and similar spaces
- Radiation areas
- Laser rooms
- Biohazard/chemical laboratories
- Engineering workshops and similar areas
- Clean areas
- Out-of-hours access before 8:00am – after 5:00pm or the weekend

Appropriate signage will be in place – please do not ignore.

## Permit-to-Work

A small number of locations and activities require a Permit-to-Work. You must have permission from your University Contact (who will issue a permit) prior to starting if your work involves:

- Access into and work within Confined Spaces
- Access onto and work on roofs
- Access into and work within high and low voltage enclosures

- Access into and work within plant rooms, switch rooms, boiler rooms, lift motor rooms, service risers
- Access into and work within Category 3 laboratories
- Hot work
- Excavation Permit to Dig
- Isolation of lifts including lift cars.

## Accessing

### Ceiling Voids

Expect a range of hazards including live services, materials containing asbestos and waste pipes which may contain toxic substances. Be vigilant and assume all services are live until proven otherwise, especially redundant-looking electrical cables. A FFP3 mask must be worn when accessing a ceiling void to protect against any asbestos-containing materials and general dust. Report signs of leaks or anything which looks unsafe.

### Ducts and Confined Spaces

Do not enter a duct or confined space without the express permission of the Department. To enter a duct, you need to have an access authorisation from your University Contact, Confined Space Awareness training, a hard hat/bump cap, a torch that works and a means of communications. To enter a Confined Space, you need more in-depth Confined Space training, other competences and specialist equipment.

## Roofs

Some roofs have limited edge protection, fragile glazing, effluent discharges and equipment with potentially damaging emissions. To go onto any roof, you must have a Roof Access Permit, a detailed risk assessment of the specific roof and a working mobile phone. Lone working is not permitted for any roof works.

## Labs and Similar Spaces

You need either a relevant Area Decontamination Certificate or Clearance to Work Certificate from your University Contact and clearance to enter from the Department before accessing or working in these areas, which will include information about any extra controls needed.

*Note: Labs & Equipment can present biological, radiological and chemical hazards – particularly residues in sinks, waste traps, under benching and waste pipes etc. Laboratory equipment may be contaminated with harmful remnants, particularly fume cupboards, sinks, traps and laboratory benching etc.*

## Laser Labs

Do not enter Laser Labs if equipment is in use (as indicated on or above the door). You may suffer serious eye damage.



## Residential Accommodation – Access and Inspection

To access residences for inspection, repair or for any other reasonable purpose, access must take place at reasonable hour of the day i.e. between 9am-5pm.

There must be at least 48 hours' notice sent to the student notifying them of access. You are required to state the date and purpose of the visit. On certain occasions and in certain locations a chaperone may be required. Advance notice will not be given in the case of an emergency when entry may be at any time. Please contact residential reception regarding any emergencies.

The contractor must:

- Report to site reception to sign in and out
- Return all keys to the residential reception at the end of the works period
- NOT remove any keys from site overnight
- Carry appropriate identification at all times
- Assist residence staff in ensuring that any special requirements for access connected with disability or health needs are observed
- Knock on the door and give the student a reasonable length of time to answer. If there is no answer within a reasonable time the contractor may enter but must announce their presence loudly upon doing so
- Treat the student/guest and the residences with respect and consideration at all times
- Not use any of the facilities located within the residences
- Lock all doors on departure from the Residences
- Leave the residences in a clean and tidy condition following any works undertaken
- Leave all furniture in the same location as at the beginning of entry
- Report and update the residential reception on further works if not completed.

## Asbestos

A number of buildings are known to contain asbestos. You must not do anything that affects the fabric of the building without contracting your University Contact to obtain specific asbestos information.

All asbestos survey/reports MUST be on site for reference. Please refer to the University's asbestos management arrangements which can be obtained through your University contact.

*Note: All contractors working on the fabric of the building need to have had certified asbestos awareness training within the last 12 months.*

### Emergency Procedure

1. STOP THE WORK IMMEDIATELY
2. Windows and doors should be closed if it is possible to do so without further disturbance
3. All persons MUST leave the area
4. Post an 'out of bounds' notice, seal up doorway
5. Contact Estates Helpdesk on ext. 16666 and your supervisor/line manager
6. DO NOT RE-ENTER THE AREA UNTIL ADVISED BY APPOINTED PERSON

## Behaviour

Always be respectful towards other contractors, staff, students and visitors. Do not consume alcohol or enter licenced premises on site whilst working for the department or wearing work clothing.

## Electrical Safety

Unless proven otherwise consider all services to be live – this includes redundant services until fully and correctly identified and isolated.

Some equipment can contain capacitors which will mean the equipment may remain live even when the equipment has been electrically isolated.

Be particularly careful of spurious feeds/isolations to equipment within buildings.

Only 'APPROVED' type warning notices and 'locking off' procedures are to be used to indicate that isolations have been made. These should clearly identify the name, date and contact details of the individual making the isolation and prevent unauthorised persons from inadvertently reenergising.

Please use battery tools or 110v supply where feasible. If you need to use 240v this should be protected by an RCD device.

Block adapters are not allowed.

Do not work on any electrical/mechanical equipment where a 'Danger Board' or a 'Warning Notice' is displayed.

## Fire Safety

Before starting works locate the nearest:

- Fire exit
- Read the Fire Action Notice (which details local information and includes details of the fire assembly point).

In the event of any **FIRE ALARM** or other **EVACUATION** each employee will make their way to the evacuation point identified on the poster and report to the University of Nottingham evacuation controller.

'Do not'

- Use lifts in the event of a fire
- Re-enter building for any reason until all clear has been given
- Block or change escape routes
- Isolate fire alarms or detectors without first informing the Estates Office
- Leave detectors isolated longer than absolutely necessary
- Create dust – risk of false alarms
- Store flammable gases inside buildings

Store waste appropriately and remove combustible waste at the end of the working day.



## First Aid

Before starting work identify:

- Who is your First Aider?
- Where is your First Aid kit

Note: Do not rely on the University to provide first aid cover.

## Plumbing

Speak to your University contact before breaking into hot or cold-water supplies. Pipe runs should then be fully drained and isolated from the main system ensuring that dead legs are not created. Do not reconnect without appropriate chlorination.

Run hot and cold-water main distribution pipework separately where possible. When connected and filled for the first time flush all associated outlets (if unsure speak to your University contact) and prepare and submit appropriate records. Specialist advice must be sought from the Estates Office before jointing vulcathene fittings.

Do not use:

- Rubber flexible connection pipes
- Oil based sealing compounds
- Hemp or similar.

## Personal Protective Equipment (PPE)

Whilst other specialist equipment may also be required our minimum PPE requirements are:

- Protective footwear at all times
- Clothing bearing logos to distinguish you from staff and students
- Head protection (where risk of a head injury)
- High visibility clothing (if working near site traffic)

Anyone found not wearing the correct PPE will be asked to leave site.

## Radios

Use of radios (other than safety radios) by contractor staff is prohibited in any part of the University.

## Risk Assessments and Safe Method of Work (including COSHH)

Work **MUST** not start on site without a valid contractor risk assessment and safe method of work. All operatives must read all relevant risk assessments and safe method of works before starting work; these documents must be available on site at all times. The stated controls should adequately address all relevant significant issues. If work or hazard level changes, please stop works and consult your line manager / University contact.

## Traffic and Road Safety

The University campuses are public areas with a high level of people movement, you must:

- Give priority to pedestrians, wheelchair users, cyclists and other non-motorised vehicles
- Avoid deliveries during peak times, typically between 'ten to' and 'ten past' the hour, between 08.00 and 18.00
- Use banksman when reversing in pedestrian areas – do not simply rely on reversing alarms and flashing lights
- Observe speed limits as indicated. Should it be necessary to drive in pedestrianised areas then additional care should be taken – pedestrians have right of way
- Park only in designated parking bays
- Display your permit

When parking on site, do not:

- Park in bays marked for people with disabilities
- Park on double yellow lines or in yellow hatched areas
- Park on pavements or in delivery areas (unless actually unloading/loading)
- Block exit routes

## Welfare

Do not eat at the workplace and only eat in designated areas. Ensure you wash your hands properly before eating especially if you have been working in labs and ducts.

Toilet facilities are available by prior arrangement (although not within residential accommodation). Please respect the facilities and keep them clean and tidy at all times. You may use on-site shops. Rest facilities are available around the campus in the form of a number of coffee shops and restaurants.



