



University of  
**Nottingham**

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Health and Safety

# Contractors

## University Safety Rules



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## 1. Application of the Safety Rules for Contractors

These Safety Rules for Contractors describe the practical steps which the University requires of contractors, their employees and subcontractors to safeguard the health and safety of themselves, staff, students and visitors. It has been written to comply with the Health & Safety at Work Act and The Management of Health and Safety at Work Regulations 1999 (Management Regulations) requirements, it equally applies (where relevant) to contractors carrying out repairs, maintenance, installation, supply or minor works. If in doubt regarding the application of the Safety Rules for Contractors, or in any circumstances affecting safe working not covered by the Safety Rules for Contractors, advice should be sought from your university contact or the University Health and Safety Department.

All relevant works will be subject to these Safety Rules for Contractors under the provisions of the Management Regulations and its updates. The observance of these Safety Rules for Contractors does not in itself in any way relieve the contractor, employees or sub-contractors of their responsibilities under legislation or contract law.

The university provides a range of advice and guidance to contractors either at tender stage or prior to works commencing. Contractors shall abide by the guidance contained in all these documents and understand that these Safety Rules for Contractors complements and is in addition to these documents and any other documents reasonably available at tender or quotation stage e.g. contract preliminaries.

## 2. Purpose of Document

These Safety Rules for Contractors sets out the standards required from contractors carrying out work(s) for the university of Nottingham and to comply with the legal duties and standards.

The standards outlined in this document have been developed to aid and clarify the university's expectation of health management, safety performance and culture where contractors are working.

The contractor shall nominate the 'Person in Charge' for all work(s) and where necessary a deputy. Should the nominated person not attend site an alternative person must be available. It is the responsibility of each Contractor to communicate the content of this document to their employees, and those of their sub-contractors and to ensure that it is strictly followed.

Where the contractor's requirements exceed the requirements of this document, they will take precedence.

## 3. Legal Requirements

The university has wide-ranging legal obligations under the Health & Safety at Work etc Act 1974 (HSW) and supporting Regulations.

Under Section 3 of the HSW both the university and contractors working on our campuses have a duty, so far as is reasonably practicable, to conduct their undertakings in such a manner as to safeguard the health and safety of persons not in their own employment.

Under Section 4 of the HSW both the university and contractors working on our campuses have a duty, so far as is reasonably practicable, to ensure that buildings and/or work sites under their

control, or plant or equipment in those buildings or work sites, are safe and without risk to health. In particular there must be safe access to or egress from all parts of the campus.

The Management Regulations impose a duty to co-ordinate arrangements for safety between the university and its contractors.

#### 4. Contractual Obligations of the Contractor

The contractor, contractors' employees, sub-contractor and their employees and any other persons associated with the supply of services and not belonging to the university are required to undertake to conform to the provisions of these Safety Rules for Contractors as a condition of acceptance of the contract.

Contractors must, therefore, take all necessary steps to ascertain the health and safety requirements which are likely to apply to their contract and to include their costs before submitting their quotations or tenders or accepting an order to work on any other terms.

It follows that once the terms of the contract have been agreed between the university and contractor; no claim will be entertained for additional expenditure incurred by contractors or their sub-contractors in complying with these Safety Rules for Contractors.

The university shall be entitled to regard a failure by the contractor or sub-contractor to observe the provisions of these Safety Rules for Contractors as a breach of contract. In any case the university reserves the right in the event of such failure, to suspend the work until conditions which are safe and without risk to health and safety are provided. If another part of the contract is breached by the contractor or subcontractor, it will not be a defence to show that these Safety Rules for Contractors has been complied with in full.

The Contractor shall indemnify the university against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequence of the carrying out of the work which may arise from a breach of the contractor, sub-contractor or agents of any of the provisions of these Safety Rules for Contractors. Provided nothing herein shall impose any liability upon the contractor for negligence on the part of the university.

#### 5. Aims

The aim of this document is to integrate health and safety management of our contractors activities in order to encourage everyone involved to work together in:

- Ensuring the safety of students, staff, visitors, operatives and members of the public
- Improving the planning and management of work from the very start
- Identifying hazards early on, so they can be eliminated or reduced
- Properly manage any remaining risks
- Targeting effort where it can do the best in terms of health and safety, whilst discouraging unnecessary bureaucracy.

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

- Reducing delays

- More reliable costings and completion dates
- Improved communication and co-operation between key parties
- Improved quality of the finished product

## 6. Current Version

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.

## 7. Health, Safety and Environmental Goals

The primary health, safety and environmental goals of the university are:

- To ensure that work is completed with the least possible impact to the learning and research environment whilst safeguarding staff, students, site operatives and members of the public against injury or occupational disease
- Ensure buildings are safe and efficient to maintain, easily cleaned and provide a safe and healthy environment for our students and staff
- Ensure so far as is reasonably practicable, that the university's, consultants and contractors comply with relevant statutory requirements whilst seeking to achieve best practice.

## 8. Our Commitment

To achieve the above stated goals the university recognises the need to:

- avoid conflict between meeting the health, safety and environmental goals and the needs of the university
- provide adequate resources in terms of allocating sufficient funds and time
- encourage and facilitate good communication, co-ordination and co-operation between university contacts and our contractors
- provide information to our contractors to allow planning and managing their work in a timely manner
- use a number of techniques to proactively monitor the health, safety and environmental standards of contractor activities
- where poor standards are identified, positively encourage and support a change in behaviours and attitudes
- discontinue using the services of contractors that repeatedly show a poor health and safety management performance.

**University of Nottingham**  
**Director of Health and Safety**

## 9. Significant Hazards

Contractors should recognise the unique challenges associated with the university environment. The university provides a wide variety of facilities for a large number of students, business partners, visitors, and staff and incorporating important research programmes.

Contractors must deal with the following in order to reduce risk:

- Need for continuity of services – we require minimum impact methodologies
- Potential for encountering asbestos-containing materials (ACMs) within building that predate the year 2000
- Identification of current building services, the limitations, vulnerabilities and possible knock-on effects of undertaking isolations / works
- Potential for contact with biological, radiological and chemical agents – particular consideration should be given to encountering residues within our laboratories and workshops
- Laboratory processes including Nuclear Magnetic Resonance (NMR), Radiation, Nano-Technologies, Lasers etc
- Maintenance of existing fire escapes, accessibility routes and entry points. Note: access for emergency vehicles shall be maintained at all times
- Maintenance of existing fire alarm and detection / emergency lighting / security systems / fire compartmentalisation and reducing false alarms
- Noise, odour, dust and vibration sensitive issues – sensitive areas, processes, equipment and times
- Occupied premises - segregation of works from students, staff and members of the public
- Environmental considerations - hazardous waste including that within redundant equipment
- Roof level effluent discharges that are potentially toxic to health and some roofs have microwave transmitters upon them
- High volume of pedestrian traffic within specific areas on university campuses, some of whom may be partially sighted, wheelchair users, hard of hearing and/or mobility impaired

Note: the above list is indicative only, it is not exhaustive.

## 10. Before Commencing Work

Before work commences on a contract the contractor must inform the relevant university contact so that they can ensure that the appropriate arrangements for coordinating the management of health and safety have been made.

Where the employees of a contractor may be required to work in hazardous areas it is the responsibility of the contractor to acquaint his employees of such hazards and corresponding safe systems of work before commencing work.

In the case of hazardous areas, hazardous work or when contractors' operations may need to be especially coordinated with those of the university, the work needs to be governed by means of a permit system. Appropriate permits must be issued the relevant university contact before work commences.



In cases not covered by permit to work systems contractors' personnel must not enter any rooms unless given express permission by the relevant university contact.

## **11. Risk Assessment and Safe Methods of Work**

The Management Regulations requires employees and self-employed persons to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by their undertaking and record significant findings.

All health and safety arrangements will be reviewed by the relevant university Contact for overseeing the works, prior to commencing work at the university. A period must be allowed for this process and therefore risk assessment and safe methods of work must be submitted by a given date and agreed by the relevant university Contact. Failure to comply may result in a delayed start.

## **12. Competence and Audit**

All Contractors management and supervisory staff employed on university campuses will have a demonstrable competence in both appropriate management or supervisory skills and Health and Safety matters.

To enable the relevant university Contact to confirm competence of contractors it is a requirement for contractors to be an active member of a relevant nationally recognised health and safety scheme (CHAS,etc). University contacts retain the right to check on certificates and qualifications for contractors' staff and any subcontractor. These requirements may be confirmed by competence on site audits.

Although the ongoing monitoring of Health and Safety is the Contractor's responsibility, formal inspection and/or auditing will be carried out by university Contacts or the University Health and Safety Department at intervals dependent on the nature of the work. Any deviations from agreed procedures or statutory requirements will be recorded, advised to the appropriate persons and where necessary, rectified immediately. The content of the site safety inspections/audits will also be discussed at progress meetings with contractors. The following documents should be available for inspection on the site:

- Risk assessments
- Method of Work
- Test certificates for plant/machinery
- Vehicle MOT, Insurance and relevant Driving Licenses (if applicable)
- Permits to work

## **13. Booking in and Out of Site**

All contractors must sign in as per arrangements set out by the relevant university's contact.

## **14. Induction**

Everyone working on a university campus will go through a Health and Safety Induction process before they are allowed to commence work on site. This induction training will concentrate on relevant site-specific Health and Safety factors and will be given by the university Contact.

## 15. Completion of Works

Upon completion the contractor shall:

- Leave the site clean and clear
- Remove equipment and consumables which are the property of the contractor.
- Make good defects
- Remove from site for lawful disposal all waste and surplus materials.
- Remove barriers, hoardings etc.
- Hand over to the relevant university Contact keys, passes, relevant health and safety documents (eg. Inspection certificates)

## 16. Insurance Requirements

Information of the university requirements for insurance can be found in 'Insurance requirements for Contractors' available from the university Insurance Manager. The limit of indemnity should apply to each and every occurrence or series of occurrences arising directly from one cause. In the event that a contractor has a lower level of cover but fully qualifies as competent in all other respects, seek the authorisation of the University Insurance Manager or Deputy who will determine if the contractor may still be considered for selection or not.

## 17. Connection to University Services

Contractors must not connect to or interfere with the water, compressed air, electrical, gas heating or other services of the university without the express permission of the Estates Office arranged via the relevant university contact.

Contractors are responsible for providing the correct connectors to services and for checking that the services available are adequate for their purposes.

## 18. Tools and Equipment

All plant, tools, tackle and equipment used by contractors on university premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards.

Portable electrical tools must be efficiently earthed or double insulated and have been PAT tested in accordance with the HSG 107 'Maintaining Portable Electrical Equipment'.

Contractors may not use university plant, tools, tackle or equipment.

## 19. Guards, Fences, Barriers and Segregation

Guards or fences must not be removed from any machinery or plant without the express permission of the relevant university contact. Guards and fences must be replaced and secured as soon as work is completed and before machinery or plant is restarted or energized.

Consideration must also be given to the effect of fumes or dust on nearby heat or smoke detectors (see section 33. Fire Precautions for information).

Work areas must be clearly demarcated and physically separated from students and staff. The university deems cones and hazard warning tape are not an effective form of barrier to segregate/protect staff, students and members of the public from contractor's activities. A physical barrier of a type proportionate to the nature of the activities being undertaken (e.g. 'Chapter 8' type barrier) must be erected at all times. Warning notices, conforming to British Standards should be displayed in prominent positions.

## 20. Access Equipment

All access equipment must be assessed for suitability by the contractor. Ladders (steps) may only be used for access where there is no suitable alternative and a risk assessment justifies their use.

## 21. Roof Access

Contractor's employees must not access any roof without permission from the relevant university contact. Access will be governed by means of a permit system. Appropriate permits must be issued before work commences.

All work on roofs must have suitable and sufficient written health and safety arrangements.

## 22. Departmental and Local Rules

Special rules could apply to access to, or work carried out in some Departments, for example access to high-risk laboratories, access to sensitive areas etc. these must be followed by all the contractor's employees. Details must be obtained from the relevant university contact.

## 23. Control of Noise and Vibration

The contractor must ensure that staff, students or visitors are not subjected to excessive noise. The contractor must endeavour to keep noise levels as low as practicable. Where noise is unavoidable the contractor should inform the relevant university contact so that the work(s) can be scheduled to avoid disruption of lectures, examinations or research being carried out in the vicinity.

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

Contractors must abide by the Control of Noise at Work Regulations 2005 requirements which include:

- Reduction of the risk of hearing damage to be reduced to the lowest practical level.
- The provision of noise assessments.
- The provision of various measures to reduce noise at the employees ears including personal protective equipment (hearing protection).
- The provision of information and training to employees.

Contractors must abide by the Control of Vibration at Work Regulations 2005 which sets a limit value for exposure to vibration and requires an assessment of the risks to staff of both Hand Arm Vibration and Whole Body Vibration to be carried out and appropriate control measures be set in place.

Control measures can include:

- Elimination of the vibration.

- Substitution (using different (non-vibrating) equipment).
- Limiting daily exposure.
- Maintenance procedures to minimise vibration.
- Information and training of employees.
- Health surveillance.

## 24. Personal Protection / Dress Code

The Personal Protective Equipment at Work Regulations 1992 (as amended) require every employer to provide their employees with suitable PPE to be used at work when they may be exposed to a hazard that cannot be controlled by any other means.

The contractor will ensure compliance with the dress code as stipulated by university requirements.

As a minimum all contractor must wear:

- Appropriate footwear with mid sole protection.
- Hand protection if requirement.
- Company branded clothing to be worn.

The university will retain the right to ask contractors and their staff to dress appropriately whilst on university campuses.

## 25. Asbestos

The use of asbestos-containing materials (ACM's) was not banned in the UK until 1999. This means any building built or refurbished before that year 2000 could contain asbestos. Therefore prior to starting any work on any university building predating the year 2000 (where there is a likelihood of disturbing the fabric of the building) the Contractor should obtain details of an asbestos survey. Please contact the relevant university contact to obtain relevant asbestos information.

Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is present – proof of the absence of ACMs is still required.

This information must be readily available on the site and communicated to site operatives. Prior to commencing intrusive activities within any area(s) not covered by the asbestos survey, the Contractor must contact the relevant university contact for further advice.

In the event that suspected asbestos-containing materials (ACMs) are uncovered / inadvertently disturbed, works must cease immediately in the area, ensuring unauthorised access into the area is prevented and the University Asbestos Manager is informed immediately. The University Asbestos Manager will organise any further sampling or removal works as necessary.

## 26. Control of Legionella

If works require alteration works to the domestic hot or cold water services. Due consideration must be afforded to the immediate and future risks associated to Legionella. Where appropriate the area being worked on shall be drained and isolated from the main system ensuring that no dead legs / blind ends are created by this isolation procedure.

If it is not possible to isolate the required working area from the operational side of the property then weekly flushing shall be undertaken to all outlets throughout the duration of the contract. This flushing shall involve each and every outlet being run for a period of no less than 3 minutes and shall ensure that hot water to every outlet/temperature mixer valve is above 50°C in the first minute and that cold water is maintained below 20°C. Records of these activities shall be maintained by the Contractor and shall form part of the handover documentation at the end of the contract works.

Information that needs to be captured includes:

- Person undertaking activity and signature
- Date activity was carried out
- Details of areas / outlets flushed
- Record of temperatures obtained from outlets flushed
- A competent Risk Assessment of the completed installations as necessary.

It should be recognised that this activity is a key requirement in managing the risks identified above and as such should be undertaken by a competent person, without the generation of an aerosol.

## **27. Control of Substances Hazardous to Health (COSHH)**

Contractor must ensure where substances are to be used that:

- COSHH assessments MUST be in place, on site and adhered to
- Consideration of the building/adjacent occupiers should be made in respect of any fumes which may extend beyond work boundaries
- Evidence that operatives are not been exposed to levels exceeding the Workplace Exposure Levels (WELs) stated on the assessment sheets should be available on the site for inspection

Individuals should be reminded that they should always:

- Follow instructions given by line management/supervisor
- Read the labels on the item concerns and follow the basic requirements
- Follow my detailed instructions in the COSHH assessment
- Wear any necessary personal protective equipment.

## **28. Good Order - Housekeeping**

Areas where contractors are undertaking work will be kept in a reasonable state of cleanliness to prevent tripping and fire hazards.

Waste and debris are to be cleared off site on a regular basis to ensure other users of the area are not put in danger. A good order strategy should be in place to manage this requirement. Ensure all areas are adequately lit.

## **29. Environmental Impact**

Contractor must ensure the least environmental impacts in relation to their activities with particular reference to:

- Flora / fauna / archaeology / properties especially those protected by statute are protected
- Listed and building / structures protected by English Heritage

- Dust, odour, smoke and noise should not cause a nuisance
- Preventing contamination or pollution to ground waters, drains and land
- Waste is disposed of in accordance with the “Waste Management Duty of Care”
- Chemical, flammable and combustible materials held on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage which may occur.

Where a Contractor’s impending work or services may have a significant impact on the environment, the effects of those activities shall be identified, evaluated (risk assessed) and discussed with the university contact prior to the work or services commencing so that appropriate action may be taken, including the obtaining consents.

The Contractor should prepare to mitigate the risks including seeking to eliminate the hazard or if not feasible seek to reduce the impact on the environment to the lowest possible level.

### 30. Waste Disposal

The Contractors will dispose of any controlled wastes in a correct manner and that all legal requirements are complied with. It is not permissible for the contractor to use university waste receptacles for disposal of any waste. The contractor must provide evidence to confirm that all wastes resulting from work have been disposed of correctly in accordance with relevant Legislation and University Waste Policies.

### 31. Manual Handling

Contractors are to assess the risk and avoid manual handling where reasonably practicable by the use of mechanical aids. Where mechanical aids are not used a detailed assessment of the residual risks is to be carried out and a safe system of work used to ensure the health and safety of the employee. Where appropriate suitable PPE should be issued e.g. gloves.

### 32. Smoking

All university buildings are no smoking zones. Contractors working within buildings are required to comply with the no smoking rule.

Smoking is not permitted where specific restrictions are in force (e.g. in the proximity of highly flammable liquids and gases), near to the entrances to buildings or where smoke can enter an enclosed workplace or enclosed public place e.g. through open windows or air intakes.

### 33. Fire Precautions

Operations involving the use of naked flames, abrasive cutting, electric arc welding, hot soldering or any other similar processes involving the application or production of heat must be carried out under a ‘Permit to Work’ procedure. Before each such operation begins Contractors and their employees must complete a risk assessment and detail a safe method of work which must be submitted the university contact. Permission will only be granted once the university contact is satisfied that the method(s) to be employed is a) necessary and b) safe to proceed. Where both criteria are satisfied the university contact will issue or approve a ‘Hot Work’ permit in writing.

The Contractor must ensure that the practices set down in the safe method of work and the conditions of the hot work permit are adhered to and that their activities do not activate the fire

alarm systems. If there is a perceived risk that the fire detection system may be triggered unnecessarily, whether this is expected to be by the production of heat, smoke or dust, arrangements must be made the university contact for the isolation of the local detectors or in the case of short duration tasks to protect the detector with a heat/dust/smoke proof cover.

Note: A Contractor's record of causing unwanted fire alarms will be taken into account in contractor review meetings.

Suitable means of giving warning within the area of work shall be provided. Suitable firefighting equipment shall be supplied by the Contractor and key site operatives should be trained in its use.

All Contractors shall familiarize their employees and sub-contractors to the area of work, with the following safety matters:

- How to identify the sound of the fire alarm and the correct procedures to be followed
- The means of escape in case of fire, a) from the work area and b) from the building
- The location of the nearest fire point
- The location of the nearest building fire alarm call point to the area of work in which they are engaged
- The location, type and method of operation of the nearest firefighting equipment
- The nominated fire assembly point for the building

Contractors must obey all fire alarms whilst on university premises.

Accidental damage to university fire safety equipment or services must be reported immediately to the relevant university contact for the works.

Where dust caps or smoke proof seals have been fitted temporarily to detectors they must be removed once the operation posing the risk of false alarm has passed. They must not be left on overnight or for long periods when the work area is unattended.

### **34. Emergency Calls for Fire and / or Ambulance**

The 24 hour emergency communications for all university buildings is controlled by the University Security from their Control Room in the Trent Building. All emergencies must be reported to the Control Room on internal telephone number 0115 951 8888 or 0115 951 3013. The Control Room Operator will summon the appropriate emergency service(s).

All internal Main Campus telephones can access the emergency services direct using (9)999 but the Security Control Room should also be advised – dial 8888 in order that they can open barriers, direct the emergency services and coordinate the response.

### **35. Accident Reporting**

All accidents, incidents, near misses, injuries, dangerous occurrences and fires, however trivial, must be reported to the relevant university contact immediately. The university contact will report all incidents to the Health and Safety Department.

The Contractor must inform the Health & Safety Executive and submit an online report to the HSE in the event of a reportable incident as defined in Reporting of Incidents, Diseases and Dangerous

Occurrences Regulations 2013 (RIDDOR). A copy report on the incident must be forwarded to the university contact.

The Contractor must record details of all injuries to their employees in their Accident Book arrangements. The university reserves the right to request a copy of each entry in the Contractor's Accident Book relating to work on university campuses.

Contractors are also required to keep the university contact informed of the subsequent developments of the long-term injuries, diseases and dangerous occurrences.

### **36. Enforcement Authority**

In the event of a visit by an HSE Inspector, regardless of the outcome the Contractor must immediately notify the relevant university contact.

Should enforcement action be taken for example, an Improvement or Prohibition Notice issued (in accordance with S21 and 22 of the Health and Safety at Work etc Act 1974) the Contractor must immediately notify the relevant university contact, stating the reason/s for the Notice and the action the Contractor intends to take as a result. A copy of this notification should be sent to the Health and Safety Department. The Contractor must comply with the terms of such Notice within the appropriate time period or appeal against the Notice and attend any meetings called by the university.

### **37. Security**

To assist Security staff all contractors must carry some form of identification with them at all times. The contractor's employees may be subject to challenge.

If a contractor sees anyone acting suspiciously, they are requested to telephone Security on extension 0115 951 8888.

All contractor's tools and equipment left on university property are left at the contractor's own risk.

Contractors must arrange for any necessary out of hours access /working through the university contact. Any Contractor working out of hours shall make contact with University Security at the start and finish of their work.

### **38. Traffic Flow and Parking of Vehicles**

Contractors are to abide by the university speed limits and traffic signs as indicated. Except for loading or unloading contractors must not park vehicles in restricted areas which are marked by double yellow or red lines. These areas must be left clear for emergency services and the university reserves the right to remove any illegally parked vehicles.

All Contractors official vehicles, trucks, vans etc., used for daily deliveries and offloading of plant, tools and equipment are given free access at any time but must have a contractors Parking Permit issued by the university.

All Contractor's workmen (including management and subcontractors) arriving by car etc. must either:



- Have an issued Contractors Parking Permit (limited in number and only issued to work vehicles (not private cars)).
- Or pay the daily rate at visitor's carpark on University Park
- Or find alternative parking off the university campus

Any vehicles parked without a suitable permit or in the wrong location may be liable to receive a Parking Charge Notice. The university will not accept any claims for additional costs incurred due to the inability of the Contractor to park on the university premises.

### **39. Non-English Speaking Operatives**

Where non-English speaking workers are employed, the Contractor shall ensure that at all times a translator or suitable number of translators are available to the site (typically one translator for every five operatives) that are capable of instructing non-English speaking personnel in safety and other operational matters. The translator(s) shall remain on site at all times whilst the non-English speaking personnel are present.

The Contractor shall maintain written records countersigned by the translator confirming that he/she has checked that the understanding and instructions, given by him/her to non-English speaking personnel, have been clearly understood by each of them. Such records shall include, but not be limited to, instructions for safety induction and assessment, emergency procedures, methods of work and Safety Awareness Talks.

### **40. Harassment**

This is to be read in conjunction with the University's Equality Opportunities Policy.

Sexual, racial and other forms of harassment or discrimination can seriously harm working and social conditions for staff and students at the university. The university is therefore committed to a working and learning environment that is free of any harassment or unlawful discrimination and members of the university are required to conduct themselves in a manner consistent with these aims. The university also requires all other persons visiting or working in its premises to conduct themselves in a similar manner.

Contractors and sub-contractors should take steps to make their employees aware of the university's views on harassment and discrimination and must ensure that the conduct of their employees does not cause offence or misunderstanding. Any incidents involving harassment or discrimination by contractors' employees will be regarded very seriously.

### **41. Children and Young Persons**

No child shall attend a university workplace in connection with the undertakings of the Contractor. No child shall attend, in a paid or un-paid capacity, or in any passive or participatory manner.

No young persons (under 18) shall be allowed on site in connection with the undertakings of the Contractor without a prior comprehensive risk assessment being conducted. The university contact whose responsibility for specific work occurs shall require names and ages of all such people (see Regulation 19 of the Management of Health and Safety at Work Regulations 1999).

## 42. Welfare

When working within existing buildings, the contractor may be allowed to use the existing toilets but the contractor must ensure that these are kept in a clean and tidy condition.

## 43. Health Surveillance

The contractor will be expected to maintain a programme of health surveillance in accordance with Regulation 6 of the Management of Health and Safety at Work Regulations, where a risk assessment has shown it is needed;

- Following identification of health hazards, which are known to damage health in some way
- Following identification of those who might be at risk
- Where detection of the disease or condition is possible
- Where the employee is likely to benefit.

## 44. Disciplinary Procedure

The university may seek to invoke a contracting Company's disciplinary procedures if evidence suggests that a member of contractors' staff have contravened these procedures. Repeat infringements or serious offences may result in individuals being removed from the university.

## CONTRACTORS DECLARATION OF UNDERSTANDING AND COMPLIANCE

Signing of this document is a pre-requisite to any contractor appointment made by the University of Nottingham and will be subject to regular reviews and appraisal.

**PLEASE COMPLETE THIS DECLARATION AND KEEP IT WITH THE DOCUMENT FOR YOUR FILES.**

I confirm:

- That I have read and have understood the University of Nottingham Contractor Safety Rules
- That my Company will comply with all the requirements of these rules.

Signed:

Name:

---

The Director(s)  
responsible for Safety:

Company

Date:

---

Health and Safety  
Advisor Name

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Contact Telephone  
Number

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Once completed, copies of this declaration must be sent to: Procurement Department, University of Nottingham, Kings Meadow Campus, Lenton Lane, Nottingham, NG7 2NR