

# Contractor Health and Safety Handbook

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# Contents

Contents	2
Introduction	3
General Information	3
General Health and Safety Arrangements	3
Health and Safety Induction & Contractor Passes	4
Scanning in and out	4
Keys & Key Cards	5
Working in Occupied Buildings	5
Working within Departments and Buildings not under Facilities Management Control	5
Major Incidents and emergencies	6
FIRE AND EVACUATION	6
MAJOR ACCIDENTS / EMERGENCIES	7
Near Miss Reporting	7
Permit to Work / Access	7
Working in Confined Spaces	8
Working on High Voltage Electricity (Above 1000 volts)	8
Working on Low Voltage Electricity	8
Permit to Dig	8
Hot Work Permit	8
Controlled Spaces & Ceiling Voids	9
Working on Roofs	9
Fire Alarm Isolations	9
Pressure Systems	10
Isolation of Services	10
Work on Gas	10
Asbestos	10
PPE – Personal Protective Equipment	11
Protection of the Public	11
Welfare Facilities and Food and Drink Facilities	11
Vehicles on Campus	12
Damage to Vehicles and University Property	12
Use of Radios	12
Smoking	12
Cleaning	13
Tipping of Waste and Rubbish	13
Priority Telephone Numbers	14

## Introduction

This handbook has been produced by Loughborough University Health and Safety Service (H&S) to provide contractors with a guide to the procedures and conditions they need to comply with when carrying work out on the University Campus. It should be read in conjunction with the relevant sections of the Loughborough University Health and Safety Policy.

[Health and Safety Policy | Health and Safety Service | Loughborough University \(lboro.ac.uk\)](#)

For the purposes of this guide, the Project Manager is defined as the person responsible for the works the contractor is carrying out.

The University campus includes Central, East, LUSEP, West and Village parks as well as some off campus properties.

## General Information

In most cases the building where the work is being carried out will be occupied by Staff, Students, and/or tenants. Contractors should always work to keep the disruption to a minimum and respect the users of the building, always ensuring they are working safely.

Contractors should note that in all circumstances any queries in relation to the work they are carrying out should be directed to their Project Manager who will discuss the issues with the occupiers of the building, and others, as necessary.

In the event of an emergency arising whilst on site, the contractor should contact their Project Manager. If that is not possible then they must contact the Estates Services Helpdesk on 01509 222121.

All other emergencies and out of hours calls should be directed to Security on 01509 222141 or 888 from any internal phone.

## General Health and Safety Arrangements

All Contractors shall comply fully with the current University Written Health and Safety Policy and Contractor Management Policy. These can be found on the Loughborough University Website.

Contractors' compliance with University Health and Safety Policies should ensure compliance with the Health and Safety at Work etc. Act 1974, the Construction (Design and Management) Regulations 2015 (CDM) and the Management of Health and Safety at Work Regulations 1999 which apply to all work activities. It is the Person Supervising the work's responsibility to establish a Safe System of Work and record evidence of this.

Task specific Risk Assessments and a Method Statement must be provided by each Contractor and recorded before any work commences. These must be received by the Project manager not later than 5 days prior to planned work commencing on site, and for urgent works **only** as directed by the project manager for the works.

Any Facilities Management member of staff has the authority to stop any or all the works should they feel that the Health and Safety of anyone is being put at risk. This should then be reported to the relevant Project Manager or to the Loughborough Health and Safety Team as soon as possible.

## Health and Safety Induction & Contractor Passes

All contractors must have carried out the Contractor's Health and Safety Online Induction prior to commencing works on site, and associated questionnaire.

<https://www.lboro.ac.uk/services/health-safety/contractors/>

The Induction will need to be repeated every two years. If you have not been on site for two years your details will have been removed from the system and a new induction will be required.

A Site-Specific induction will then be delivered by the Project Manager in charge of the works highlighting any risks or hazards that may be present in the work area prior to works commencing.

The Health and Safety Induction is an important part of our contractor management arrangements and must not be overlooked.

Emergency Technical Assistance may be obtained from the Facilities Management Helpdesk on 222121 during normal working hours.

## Scanning in and out

- Make sure you scan in and out so you can be contacted in an emergency - 3 strikes and your pass could be revoked.
- Always wear a valid ID pass – make sure it is visible and in date. Not having a valid pass will class as a strike.
- Major projects will have their own ID and access systems – make sure you follow them.

If your pass is out of date or does not work please pick up a new pass from your project manager.

If your pass does not work please let your Project Manager know so they can sign in or out.

**The pass needs to be always Visible.**

### Scanner situated on the wall outside FM Yard



- Scanner, is located next to the pedestrian entrance of this Area
- Park in the car park opposite this room and walk to the scanner. **DO NOT PARK ON THE ROAD**
- If your pass doesn't scan please contact your project manager

**There is no reason for not signing in and out of site!!!**

### Keys & Key Cards

Most work undertaken will require keys to be obtained from the KEY OFFICE which is located within the services yard. Contractors need to obtain a key authorisation form from there Project Manager and must have a valid contractor pass.

Contractors should ensure that all keys, once issued shall be retained in a safe place on campus and returned promptly as agreed.

Contractors may be required to use the key tracker units a code will be provided by the key office if this is required.

**No Keys are to be taken off campus!**

### Working in Occupied Buildings

Contractor must not assume that access will be immediately available and must plan to give as much notice as possible to enable the occupants affected to make suitable arrangements. The Project Manager should have made the building occupiers aware of any works that are being carried out.

The contractor will announce themselves in the building at the building reception prior to works commencing.

### Working within Departments and Buildings not under Facilities Management Control

Always report to the person in charge of the area in which you are about to work, daily on arrival. If working for a contractor or self-employed working on behalf of

Estates Services, this initial contact will be organised by your project manager from Estates Services before you commence work.

Ask for details of any areas of concern or ongoing processes that may give rise to significant risk in the area concerned and explain the nature of the task you are about to undertake to the departmental contact.

You may be asked for copies of any relevant Risk Assessments and to explain the relevant parts of the Risk Assessment that has been carried out for the work that you are about to undertake.

## Major Incidents and emergencies.

Routine first aid assistance not involving an ambulance should be obtained locally as required by dialling 888 (from an internal phone) or 01509 222141 (Security)

Emergency assistance may be obtained by dialling 888 for security.

### FIRE AND EVACUATION

Make yourself aware of the fire and evacuation procedures for the building or buildings in which you are working.

Unless you are the fire safety co-ordinator or designated fire warden and have been suitably trained and authorised, **do not** enter, or re-enter a building under alarm conditions.

#### On discovering a fire: -

##### REPORT IT

- Break Glass of nearest alarm call point.
- Notify Security on **0800 526966**.
- State location and nature of emergency as accurately as possible.
- Make those in the locality aware.

##### ACT

- Do not put yourself in danger.
- Attack the fire with a suitable extinguisher if possible and if you have received the proper training.

##### EVACUATE

- Take nearest Emergency Exit.
- Proceed to designated Assembly Point.
- Report to Person in Charge of the Building evacuation.

##### FINALLY

- Wait until the All Clear is given or until you are officially released before leaving the assembly area!

## MAJOR ACCIDENTS / EMERGENCIES

**In the event of ambulance assistance being required, dial 999 directly then dial 01509 222141 or 0800 526966 for Security to advise them that an ambulance is on its way.**

### Near Miss Reporting

Any accident or near miss involving anyone working at Loughborough University must be reported to the Project Manager in the first Instance. All Accident report forms should be sent through to the Loughborough University Health and Safety Department

[Assure - Portal \(sheassure.net\)](https://sheassure.net)

Please report any of the following to your Project Manager, Facilities Management Helpdesk on 222121.

- Blocked Emergency Exits
- Unguarded machinery
- Slippery surfaces in circulating areas.
- Accumulated rubbish
- Tripping hazards
- Unsecured ladders
- Unsafe working platforms
- Trailing leads across circulation areas
- Bare electrical wires
- Unprotected work areas
- Defective lifting equipment or unsafe practices
- Lack of eye protection
- Untidy work areas
- Poor housekeeping
- Unprotected overhead working.
- Excavations with inadequate support and shoring
- People on roofs not wearing appropriate PPE.

Your report will be followed up and your assistance is appreciated. The list above is not exhaustive.

### Permit to Work / Access

Certain works will require written permits before proceeding. Such requirements will be identified by the Project Manager prior to work commencing. **Permits should be signed at issue and when the permit is closed by the contractor and returned to the Project Manager.** Further detail of permit requirements will be covered during the Facilities Management Health and Safety induction.

## **Working in Confined Spaces**

Only persons who are competent and have received the relevant training can enter confined spaces as these are classed as high-risk areas.

Contractors must show evidence of personal training and equipment certification (breathing apparatus, air quality monitor equipment etc) prior to any confined space work.

The contractor shall inform Estates Helpdesk (or security if out of hours) via Radio when entering and leaving confined spaces. The Risk Assessment and Method Statement process will be subject to rigorous scrutiny and Loughborough University will require full compliance with the Confined Spaces Regulations 1997.

**No Lone Working in these areas!**

## **Working on High Voltage Electricity (Above 1000 volts)**

Before any work is conducted, a switching schedule if required for the work being conducted and a Risk and method statement giving full description of the works must be produced. This will be submitted to the Senior Authorised Person who will advise on the appropriate action.

## **Working on Low Voltage Electricity**

All LV distribution boards will need locking off prior to any work commencing – this forms part of the permit. The contractor must use a suitable electrical proving device to demonstrate the system that is to be worked on has been isolated.

**Live working is forbidden.**

## **Permit to Dig**

Contractors must obtain a written Permit to Dig before any excavation greater than 150mm deep (including the driving of posts and spikes) commences. Whoever oversees the excavation work will be required to demonstrate that they have a working knowledge of the Guidelines before works will be allowed to commence. Continuous scanning is required to be carried out during the excavation.

## **Hot Work Permit**

The Contractor shall obtain a Hot Work Permit from the Project Manager before the use of any Hot Air, Arc Welding, Flame Producing, or cutting equipment is permitted.



You must be able to produce a risk and method statement for the task you are going to carry out. Fire extinguishers to be available in all areas where works are being carried out.

**There is a requirement for a 1 Hour fire watch on completion of all hot works.**

## **Controlled Spaces & Ceiling Voids**

In some buildings, we have voids between the floor, and these may be classed as a controlled space. Each individual area needs to be discussed with the project manager before entering them.

The contractor shall inform FS Helpdesk (or security if out of hours) via Radio when entering and leaving confined spaces.

**No Lone Working in these areas!**

## **Working on Roofs**

Working on roofs is normally a 2-person operation unless a specific Risk Assessment deems otherwise.

The contractor shall inform Security via Radio or telephone on 01509 222141 or 0800 526966 that they are entering and leaving roof areas, this is because if there is a fire alarm in the building, they may not hear the alarm on the roof. You will be notified of any alarm activation, to ensure that you have vacated the roof.

All Harnesses, lanyards etc, must be certified and used by a competent person.

## **Fire Alarm Isolations**

Contractors need to ensure any fire alarm detectors are protected to prevent dust, heat etc, by means of a Fire Alarm Isolation Permit which is issued by the Estates Electrical Department.

All isolations will be requested through your project manager.

A numbered cap may be issued by the Project Manager but must be used as per the permit conditions.

The Project Manager/Electrical department must be informed 48 hours prior to requiring the fire alarm isolation.

## Pressure Systems

The University operates a written Permit System when working on Medium Temperature Hot Water and compressed air.

Estates will double valve isolate the system when issuing a permit to the contractor.

When works are completed, the Contractor will demonstrate the system is operating to design, where upon Estates will sign off the permit.

Be aware that some heat emitters in the buildings may be served by the medium temperature hot water (MTHW) system (up to 120 deg centigrade, 5 or 6 Bar pressure).

Contractors are required to arrange suitable testing of the newly installed section of pipework on completion and to issue the appropriate Test Certificate.

## Isolation of Services

For work affecting significant building or infrastructure changes, the Supervising Officer will have notified the necessary Department's / building's occupants of any shutdowns / loss of services. However, as a final check, members of staff should not isolate any services whatsoever without first checking with those affected. Intention to isolate services must be detailed on the Method Statements and before work commences.

In the event of an emergency, the services may be isolated by the member of staff involved but the Supervising Officer must be informed immediately. Live working is forbidden.

## Work on Gas

Work on gas shall only be undertaken by members of staff and Contractors who are Gas Safe registered and who shall be specifically certificated for the type of work undertaken. Operatives must provide proof of registration, a copy of which will be retained on file before commencement of work.

## Asbestos

Contractors should be aware some of the buildings on campus contain Asbestos. An asbestos register is available detailing areas in buildings where it is known that asbestos is located. Access to the register can be given to companies on request through the project manager.

A Management survey has been undertaken for all buildings and this should be checked by yourself and the Project Manager prior to work commencing on site.

You will be notified of any potential hazards before starting works on site and you should ask your Project Manager if you believe this has not been done. A Refurbishment survey should precede any work which disturbs the fabric of a building.

Where the Building is going to be heavily altered or demolished a Demolition survey must be carried out.

All Analytical works to be carried out by our approved contractor Lucion.

**If during the work, you encounter any substance which you believe may contain Asbestos, you must immediately stop working and contact the Project Manager who will take the appropriate action.**

## **PPE – Personal Protective Equipment**

It is your responsibility to have the right PPE for the task you are carrying out.

If your PPE is broken or does not fit, stop work, and get it replaced immediately.

If you are found not to be wearing the correct PPE, you may be instructed to stop working.

**PPE is there to protect you!**

## **Protection of the Public**

Be aware of visitors, the public, Students, and school children as some of those may not be aware of how our roads work or could be distracted by using electronic equipment such as phones, iPod etc.

When driving around site please keep your speed to 15mph as our security staff do carry out speed checks around site.

Park only in allocated bays and not on the roads as our security staff could issue a ticket. Be considerate to others.

When working, please use Heras panels (double clipped) to segregate work areas.

## **Welfare Facilities and Food and Drink Facilities**

Some works sites will have their own welfare facilities due to the size and duration of the works. Where this is not the case the Project Manager will designate which facilities are to be used, these must be respected as they may be used by others in the building.

Dirty boots should be removed before entering any building or boot covers must be used.

The University operates various food and drink facilities which contractors are free to use.

Again, while using these facilities please ensure work clothing and footwear is clean as all facilities are also used by staff, students, and visitors.

## Vehicles on Campus

The speed limit on campus is 15mph. Contractors must park vehicles in the car park specified by the Project Manager. The only exception to this is for blue badge holders who will park in the designated marked spaces.

**Parking on University roads is not permitted unless loading and unloading equipment. This is irrespective of the absence of yellow lines on the campus roadways.**

## Damage to Vehicles and University Property

Contractors should be aware of the possibility of damage being caused to vehicles near works and where such risk arises, a request should be made to Security to arrange for the removal of the vehicles and the coning of the immediate area to form an exclusion zone. Protection must be provided where there is a risk of damage to University property arising out of the works.

Private vehicles must not enter the Facilities Management Yard unless loading / unloading heavy equipment. They can use Car Par 15 located opposite the Yard.

## Use of Radios

Contractors are not allowed to use radios on campus and shall prohibit contractors for whom they are responsible from playing radios or sound reproducing equipment whilst working on university contracts.

## Smoking

Smoking on campus:

Smoking is banned in all University Buildings and 3 metres within any building entrance, windows, or air inlets.

The following areas are designated as NO SMOKING zones.

- Outside of the library
- James France Walk (including the area around the Chemistry (F) Building)

- Holywell Park
- Martin Hall Square and the area around the adjoining sports related buildings of Sir David Wallace and Sir John Beckwith buildings.
- Sports pitches and recreational areas

The use of e cigarettes is treated in the same way as smoking cigarettes.

## **Cleaning**

The works area and all areas immediately adjacent are to be thoroughly cleaned upon completion of the works and left in the safe condition at the end of each working day.

Staff should keep all roads and footpaths immediately adjacent to the site open and free from mud, dirt, rubbish etc.

## **Tipping of Waste and Rubbish**

Contractors must not, under any circumstances tip waste on University land.

Skips must be used for construction works. All rubbish is to be removed from the work site and segregated where this is not possible.

One skip may be used but you must demonstrate that the waste has been segregated. All waste must have a waste transfer note to prove that the waste been dealt with in accordance with waste regulations.

For substantial amounts of waste or hazardous waste, the contractor shall confirm suitable disposal arrangements and record proof of compliance with the current waste regulations.

## Priority Telephone Numbers

Rob Sparks – Head of Facilities Services.	01509 228084
Matthew Chadwick – Senior Electrical Engineer	07548 800265
Adam Slater – Electrical Services Manager	01509 222130
Ian Litchfield – Electrical Technician	07895 331866
Michael Wraight – Electrical Contract Supervisor	07895 331913
Dominic Eade – Building Services Manager	01509 222127
Steve Leatherby – Building Fabric Team Leader	01509 222122
Tom Wyatt – Building Contract Supervisor	01509 223795
Spencer Aryeetey – Building Technician	01509 228077
Building Surveyor	01509 223662
Jonathan Cripps – Senior Mechanical Engineer	01509 222138
Aaron Smart - Mechanical Technician	01509 222138
Adey Bonser -Facilities Services Manager	01509 222131
Keith Dakin – Mechanical Contracts Supervisor	01509 223797
Matthew Polkey – Mechanical Manager	01509 223797
Scott Phillips – Water Hygiene Manager	07562 307273
Martin Channell – Development Manager	01509 228071
Helen Sloss – Project manager	01509 635653
Tim Oakey – Project Manager	01509 222126
Ian Woodhouse – Project Manager	01509 223664
Shaun Green – Project Manager	01509 222265
Ria Lohse – Project Manager	01509
Mohammed Mousa – Project Manager	01509
Zane Bajwa – Project Manager	01509
Greg Watts - Energy Manager	01509 222212
Rob Farmer – Systems & Controls Engineer	01509 222118
Peter Pratt – Control Systems Support Technician	01509 223794
Simon Byard – Control Systems Support Technician	01509 223796
Ian Haywood – Clerk of Works Building	01509 223831
Phil Sheppard – Clerk of Works Building	01509 228062
David Barsby – Clerk of Works Mechanical	01509 228061
David Bell, Clerk of Works Electrical	
Health & Safety	01509 222181
<b>Estates Management Helpdesk</b>	<b>01509 222121</b>
<b>Security Routine</b>	<b>01509 222141</b>
<b>Emergency Number</b>	<b>888</b>

### School Technical Managers

Dave Travis - AACME	01509 227312
Mark Harrod - ABCE	01509 222638
Rachael Redford – SDCA	01509 228954
Steve Elliott – School of Science	01509 222595
Sarah Wappit – Social Studies & Geography	01509 222795
Craig Brown – Design School	01509 223046
Tony Goodall - SSEHS	01509 223005
Chris Harris - Stem lab	01509 227608
Mark Taylor – Wolfson (MEME)	01509 564810