



Contractors Health, Safety & Environmental Induction

Delivered by Facilities Management



Loughborough
University

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To access VC's welcome Click here>>



What do FM do?

- FM annual spend is approx. £50m
- Over 100 buildings to maintain and develop
- 2015 safety statistics:
 - 37 accidents
 - 59 near misses
- Our aim is to ensure everyone goes home safely every day, with no accidents, and their health intact
- We need commitment from everyone, including **you**, to make this happen
- What are you going to do today to work safely!



WE NEED YOUR COOPERATION

We have 10 golden rules that you need to follow when you work here at Loughborough

- To access the 10 golden rules video [Click here>>](#)



Now you've seen our 10 golden rules,
do you need to do anything differently?



Safe behaviour

- To access Safe Behaviours video
Click here>>



Any questions?

Golden rules re-cap

Rule 1 – Risk assessments

- Understand your risk assessment and method statement (RAMS)
- Get a briefing from your supervisor – there may be specific hazards in your workplace
- Ask questions if you are unsure

Rule 2 – Scanning in and out

- Make sure you scan in and out so you can be located in an emergency - 3 strikes and you are out!!!
- Wear your ID pass at all times – make sure it is visible
- Major projects will have their own ID and access systems – make sure you follow them



Scanning at East Park Entrance only

Scan the pass (Barcode facing upwards).
until the scanner reads **arriving** or **leaving**



Scanning in at the main Reception at Security Gatehouse

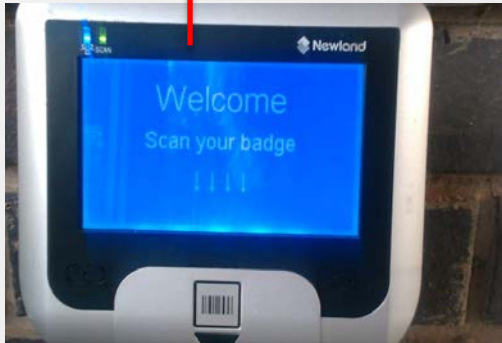


Scanning out before the barrier behind Security Gatehouse

Scanner situated on the wall outside FM Building



- Additional scanner, side entrance of this building
- Park in the car park opposite this room and walk to the scanner. **DO NOT PARK ON THE ROAD**



- Ideal for west side access and egress only
- Same rules apply as the Security Gatehouse Scanner
- If it doesn't scan please go to Security Gatehouse and use that scanner

Rule 3 – Supervision and Management

- Only do jobs you are competent in
- Don't be tempted to do a 'favour' for someone else

Rule 4 – Permits

- Some jobs need a permit before starting – see next slide
- See your FM Project Manager to obtain a permit and close it out when the job is finished
- Return any keys to the key room at the end of each day



Permits at Loughborough

All of the tasks below require a permit to work before starting work:

- High Voltage electrical systems (Permit to Work)
- Low Voltage electrical systems (Permit to Work)
- Fire Alarm Isolations (LU Internal Permit system -)
- Hot work (Hot Work Permit)
- Excavations (Permit to Dig over 150mm deep – scanners to be used)
- Pressure systems (Heating (includes radiators) & compressed air)
- Access to Confined Areas (Permit to work)
- Access to a Controlled Area (Access Request Form)
- Working from a roof of any height (Roof Access Permit)
- Key access authority (Permit allowing access to controlled work areas)

The following 7 slides give a summary of safety controls relevant to each permit

Summary of Permit controls

- **High Voltage (HV) and Low Voltage (LV)**
 - Consult with the Senior Authorised Person before HV work
 - All LV distribution boards will need locking off prior to any work commencing – this is part of the permit
 - The contractor must use a suitable electrical proving device to demonstrate the system to be worked on has been isolated
 - Working on any live conductor is forbidden

Summary of Permit controls

- **Fire alarm isolations**

- Contractor to ensure any fire alarm detectors are protected to prevent dust, heat etc. setting the system off
- Project Manager must be informed 48 hours prior to requiring fire alarm isolations

- **Hot Works**

- Needed before undertaking any hot air, arc welding, flame producing or cutting equipment (or any dusty works)
- In conjunction with a fire alarm isolation when working internally
- Don't forget the 1 hour fire watch **after** the task is **finished**

Summary of Permit controls

- **Permit to dig (excavations)**
 - The area must be scanned by a competent, trained, certificated scanner to check for buried services
 - This scanning needs verifying by the FM Project Manager before a permit is issued
 - This scanning must continue during the works
 - Some excavations may need earthwork support / shoring
 - Protect excavations with double-clipped 6' high Heras panels

Summary of Permit controls

- **Pressure systems**

- FM will provide double valve isolation of the system, and then issue a permit to the contractor
- When works are complete, the contractor will demonstrate the system is operating / leak-free, whereupon FM 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)

Summary of Permit controls

- **Confined spaces**

- Only persons who are competent can enter confined spaces
- These are high risk areas
- Contractors must show evidence of personal training and equipment certification (breathing apparatus, air quality monitoring equipment etc.) prior to any confined space work
- The contractor shall inform the FM Helpdesk (or Security if out of hours) via radio when entering and leaving confined spaces
- **NO LONE WORKING IN THESE AREAS**

Summary of Permit controls

- **Controlled areas / ceiling voids**
 - Discuss each controlled area with the Project Manager before entering them
 - The contractor shall inform the FM Helpdesk (or Security if out of hours) via radio when entering and leaving controlled areas
 - **NO LONE WORKING IN THESE AREAS**

Summary of Permit controls

- **Roof access**

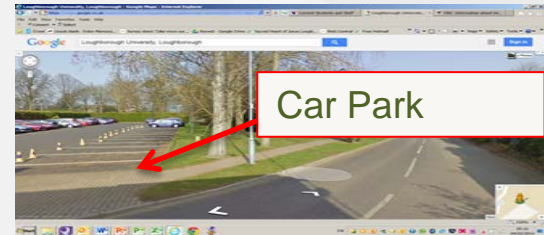
- Normally a 2 person operation, except for roofs which have permanent edge protection (specific RAMS needed)
- The contractor shall inform the FM Helpdesk (or Security if out of hours) via radio when entering and leaving roof areas
- Any harnesses, lanyards etc. must be certificated and used by competent persons only

Key Room within the FM Yard

- You need a key authority form, before keys are issued from the Key Room.
- **Only authorised FM vehicles** can drive into the FM yard
- Park in the car park or bus layby only
- Use the correct walkways within the FM Yard
- You must return all keys to the key room by the end of that working day (or Security by prior arrangement)
- **DO NOT TAKE ANY KEYS OFF THE UNIVERSITY CAMPUS: THEY MUST BE RETURNED EACH DAY**



FM VEHICLES Only



Car Park



Bus Lane 10 minutes only

Rule 5 – Personal Protective Equipment (PPE)

- Get the **RIGHT EQUIPMENT** for the **TASK YOU ARE DOING** and use it – refer to your risk assessment
- If the PPE doesn't fit, or it's broken, get it replaced immediately
- Your PPE is there to protect you!!!

Rule 6 – Protect the environment

- Segregate waste; make sure it goes to a registered waste transfer company
- Only rainwater goes down surface drains
- Report any environmental spills to the Environmental Manager or Security

Rule 7 – Protection of the public

- Be aware of visitors, the public, and school children
- When driving, keep your speed to 15mph
- Park only in allocated bays – be considerate to others
- Use Heras panels (double clipped) to segregate work areas

Rule 8 – Hidden services and asbestos

- Be aware of services and asbestos when drilling, excavating, or disturbing the building fabric
- Check the asbestos register **before** working
- Only trained persons can work with asbestos
- Report any unexpected asbestos and services findings to your project manager

Rule 9 – Report all incidents

- Tell your supervisor, and FM Project Manager, so that near misses and accidents can be dealt with.
- There is a Near Miss reporting reward system
- If you are unsure on how to proceed, then **STOP WORK** and contact your Supervisor

- FM Helpdesk – 01509 222121

Rule 10 – Emergency contacts

- FM Helpdesk (01509) 222121
- Security: (Routine) (01509) 222141
(Emergency) 0800 526966
- Dial 999 if you need an ambulance straight away; then inform Security so the ambulance is directed to the correct location
- If the Police or Fire Service are required, contact Security and explain the incident – they will call the emergency services
- Induction information booklet and Project Managers contact list have further contact details



And finally...

- We want you to go home in the same condition that you came to work in
- We monitor the safety performance of our contractors - poor performing contractors have been excluded from our supply chain
- You may now collect your Contractors pass and information. Please wait for your name to be called out.
- Please ensure you know the following details before we issue your pass:
 - Vehicle registration
 - Mobile number
 - Project Manager
- When you're issued with your pass, you are automatically scanned in. You must scan OUT as you leave through the East entrance Gatehouse when you leave the campus, or outside the FM Building (rear exit).