

Facilities Services

# Contractor Health and Safety Handbook

Issue 3 (April 2019)



## Contents

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

## Introduction

This handbook has been produced by Facilities Services (FS) 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.

<http://www.lboro.ac.uk/media/wwwlboroacuk/content/healthandsafety/downloads/Health%20Safety%20Policy%20Jan%202017.pdf>

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 Loughborough Park, Holywell Park, Sport park, Science and Enterprise park, Burleigh Court, Link Hotel and the School of the Arts.

## General Information

In most cases the building where the work is being carried out will be occupied by Staff, Students and tenants. Contractors should always work to keep the disruption to a minimum and respect the users of the building and always ensure 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, if necessary, 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 Facilities Services Helpdesk on 01509 222121.

For all other emergencies and out of hours call these 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 Facilities Management Safe Systems of Works. These can be found on the Loughborough University Website.

Contractors compliance with University and Facilities Management 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 carried out by each Contractor and recorded before any work commences. These must be received by the Project manager not later than 48 hours prior to work commencing work on site.

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

All contractors must attend the Contractor's Health and Safety Induction prior to commencing works on site. These will need to be repeated every three years. If you have not been on site for two years your details will have 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.

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

## Near Miss Reporting

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.

## 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.

## Priority Telephone Numbers

|  |                     |
|--|---------------------|
| David Howell – Director of Facilities Services       | 01509 228064        |
| David Fulford – Director of Development              | 01509 223665        |
| Gary Boal – Senior Electrical Engineer               | 01509 223666        |
| Mark Howard – Electrical Engineer                    | 01509 222114        |
| Adam Slater – Electrical Services Manager            | 01509 222130        |
| Shane Ward – Electrical Technician                   | 01509 222120        |
| Trina Cooper – Maintenance Project Engineer          | 01509 222129        |
| Steve Leatherby – Building Fabric Team Leader        | 01509 222122        |
| Spencer Aryeetey – Building Technician               | 01509 228077        |
| Scott Briggs – Building Fabric Service Manager       | 01509 222127        |
| Gary Ley – Building Services Technician              | 01509 222151        |
| Seymour Greer – Building Surveyor                    | 01509 223662        |
| Kev Sharpe – Contract and Compliance Supervisor      | 01509 223795        |
| Gavin Noon – Mechanical Engineer                     | 01509 228067        |
| Jeremy Plant, Assistant Mechanical Services Engineer | 01509 222219        |
| Jonathan Cripps – Mechanical Technician              | 01509 222138        |
| Adey Bonser-Mechanical Services Manager              | 01509 222131        |
| Keith Dakin – Mechanical Contracts Supervisor        | 01509 223797        |
| Martin Channell – Development Manager                | 01509 228071        |
| Peter Goldsworthy – Portfolio Manager                | 01509 635653        |
| Tim Oakey – Project Manager                          | 01509 222126        |
| Ian Woodhouse – Project Manager                      | 01509 223664        |
| Shaun Green – Project Manager                        | 01509 222265        |
| Jim Henry – Project Manager                          | 01509 222124        |
| Catherine Fleming – Project Manager                  | 01509 228064        |
| 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 White, Clerk of Works Electrical               | 07726 329536        |
| Health & Safety                                      | 01509 222181        |
| <b>Facilities Management Helpdesk</b>                | <b>01509 222121</b> |
| <b>Security Routine</b>                              | <b>01509 222141</b> |
| <b>Emergency Number</b>                              | <b>888</b>          |
| Security Campus Watch                                | 0800 526966         |

## **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.**

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

### Accidents / Near Miss Reporting

Any accident 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.

### Emergency assistance may be obtained by dialling 888 security.

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 at the FS Helpdesk located in the FM Building.

If your pass does not work please let Security know so they can sign you out either at a gatehouse or by calling 01509 222141.

Or let your LU project Manager know.

**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

Loughborough University

#InspiringWinners since 1909

## Scanner situated on the wall outside FM Building

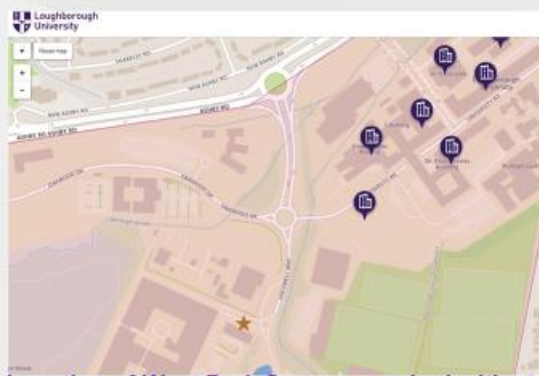


- Additional scanner, side entrance of this building
- Park in the car park opposite this room and walk to the scanner. **DO NOT PARK ON THE ROAD**
- Ideal for west side access and egress only
- Same rules apply as the Security Gatehouse Scanner
- If it doesn't scan please go to Security Gatehouse and use that scanner

## Additional scanner in Holywell Park



- Additional scanner, outside the Energy Centre, opposite the electric car charging area
- Park in the car park adjacent to the scanner and walk to the scanner. **DO NOT PARK ON THE ROAD**
- Ideal for west side access and egress – location plan on next slide
- Same rules apply as the Security Gatehouse Scanner
- If it doesn't scan please go to Security Gatehouse and use that scanner



Location of West Park Scanner marked with star

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



## 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. 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 FS 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 carried out, a switching schedule 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 Guideline 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.

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

When working on roofs this 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 Fire Alarm Isolation Permit which is issued by the FS Electrical Department.

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.

FS 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 FS 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.

**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.**

## **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.

## **Keys**

Most work undertaken will require keys to be obtained from the KEY OFFICE which is in the services yard. Contractors need to obtain a key authorisation form to obtain keys but should note that being in possession of keys imposes a duty to ensure that they are used correctly and only by those authorised. Contractors should ensure that all keys, once issued shall be retained in a safe place on campus and returned promptly as agreed.

## **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. If working for a contractor or are self-employed working on behalf of Facilities Services, this initial contact will be organised by a representative from Facilities 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 explain the relevant parts of the Risk Assessment that has been carried out for the work that you are about to undertake.

## **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.

## **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.

## **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 Building 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*

## 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, contractor shall confirm suitable disposal arrangements and record proof of compliance with the current waste regulations.