

# Contractor Health and Safety Handbook

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## Introduction

Loughborough University welcomes safe, considerate, professional and competent contractors to work on its campus.

This handbook has been produced by Estates & Facilities Management (EFM) 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.

<https://www.lboro.ac.uk/media/www/lboroacuk/content/healthandsafety/downloads/Health%20and%20Safety%20Policy.pdf>

For the purposes of this guide, the Project Manager is defined as the person responsible for the works the contractor is carrying out (e.g. a Project Manager, Clerk of Works, EFM Engineer/Technician, Maintenance Manager, Contract Supervisor).

The University campus comprises 8 parks (East, Central, Village, West, Holywell, Loughborough, Sport and Science & Enterprise) and a wide variety of teaching, research, work, sport, leisure and living facilities.

## 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 Estates 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 Health and Safety Policy and Facilities Management Safe Systems of Works. These can be found on the Loughborough University Website.

Contractors' adherence 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.

Job and/or task specific risk assessments and a method statement (RAMS) must be carried out by each Contractor 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.

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 University Health and Safety Services as soon as possible via the University Incident reporting portal (<https://uk.sheassure.net/lboro/Portal/LBU/Index>) .

## Health and Safety Induction

All contractors must have carried out the Contractor's online health and safety induction and passed the associated questionnaire. .

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

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

The Induction will need to be repeated every two 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.

Before starting work, a job 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.

## Contractor Passes

Contractor passes will be issued by your Project Manager after you have completed your online induction and RAMS have been received and approved.

Always wear a valid ID pass – make sure it is visible and in date. Not having a valid pass will class as a strike – after 3 strikes your pass could be revoked.

Major projects will have their own ID and access systems – make sure you follow them.

## Scanning In and Out

Make sure you scan in and out of campus so you can be contacted in an emergency if needed – failure to do so will result in further strikes and your pass could be revoked.

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.

## 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

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 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.

### 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 & Buildings not under EFM 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.

## Major Accidents / Emergencies

**In the event of 'blue light' emergency services being required, dial 999 directly then ring Security on 01509 222141 or 0800 526966 so they may meet and direct/escort them accordingly to your location.**

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

### **FIRE AND EVACUATION**

Make yourself aware of the fire 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 safe Emergency Exit.
- Account for colleagues and notify Fire Wardens you have left your works area
- Proceed to designated Assembly Point and wait.

##### **FINALLY**

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

## Accident Reporting

Any accident connected to your works involving anyone on the Loughborough campus must be notified to the Project Manager in the first Instance with complete details as far as possible. All Accident reports should be submitted via the University Incident reporting portal (<https://uk.sheassure.net/lboro/Portal/LBU/Index>)

- **Emergency assistance = Security on 888 (0800 526966)**
- Emergency technical assistance = EFM Helpdesk on 222121 (office hours)

## Reporting Near Misses and Unsafe Conditions or Acts

Please report any of the following directly to your Project Manager or 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

All report forms should be submitted via the University Incident reporting portal (<https://uk.sheassure.net/lboro/Portal/LBU/Index> )

Your report will be followed up and your assistance is expected to help ensure we maintain a safe and healthy campus. 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.

The following require permits before work is commenced:-

## 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 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.**

## Excavations / Ground Breaking works

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 Works

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

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.

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.

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.**

## 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 Staff, Students, Visitors and the Public

Be aware of visitors, the public, Students, and school children as some of those may not be aware of the risk your work presents or maybe distracted by using electronic equipment such as phones, iPod etc.

When working, please protect and segregate your work area. Use heras panels (double clipped) to segregate work areas or proprietary temporary barriers for short duration tasks.

Be considerate to other campus users. Stop your work if you are unable to proceed safely and notify your Project Manager.

## 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. Please be aware security staff do carry out speed checks around site and there is an extensive cctv network.

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*

## Cleaning and Waste Disposal

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.

All roads and footpaths adjacent to the site should remain open and be free from mud, dirt, rubbish etc.

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

Lidded skips must be used for construction works and sited safely away from buildings so as not to present a fire risk. 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.

## Covid Secure Campus Arrangements

### Face Coverings Policy

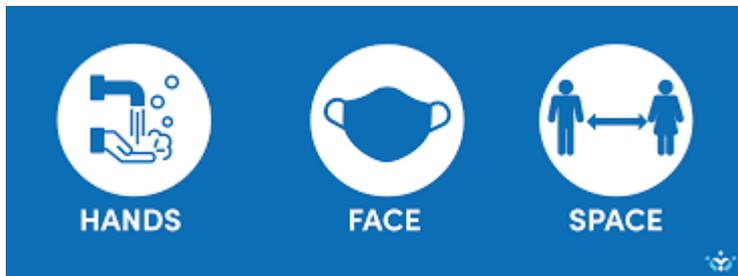
From the 13<sup>th</sup> of September the use of face coverings on campus will be mandatory in all indoor public spaces at Loughborough University, where 2m social distancing is not possible, unless you have an exemption.

Areas covered are as follows:

- Common indoor public areas (e.g., EHB and James France).
- Lecture theatres\* and teaching rooms (such as seminar and tutorial rooms).
- Multiple-occupancy toilet facilities.
- Main thoroughfares and common communal areas (e.g., open plan area inside West Park Teaching Hub).
- Circulating the library.
- Campus shops.

## Exemptions

A small number of staff and students may be unable to wear a face covering (e.g., for medical reasons). In these cases, the individual will be provided with a means to easily show that they are exempt from the requirement



## Appendix 1

### Priority Telephone Numbers

	Rob Sparks – Head of Facilities Services.	01509 228084
Engineering	Matthew Chadwick – Senior Electrical Engineer	07548 800265
	Richard Lloyd Jones – Electrical Technician	07895 331866
	Seymour Greer – Building Surveyor	01509 223662
	Spencer Aryeetey – Building Technician	01509 228077
	Jonathan Cripps – Senior Mechanical Engineer	01509 222138
	Aaron Smart - Mechanical Technician	01509 222138
	David Barsby – Mechanical Clerk of Works	01509 228061
	Scott Phillips – Water Hygiene Manager	07562 307273
	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
	Maintenance	Adey Bonser-Facilities Services Manager
Dominic Eade – Building Fabric Manager		01509 222127
Steve Leatherby – Building Fabric Team Leader		01509 222122
Tom Wyatt – Building Fabric Contract Supervisor		01509 223795
Matthew Polkey – Mechanical Services Manager		01509 223797
Keith Dakin – Mechanical Services Contracts Supervisor		01509 223797
Adam Slater – Electrical Services Manager		01509 222130
Michael Wraight – Electrical Contract Supervisor		07895 331913
Projects	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
	Ian Haywood – Building Clerk of Works	01509 223831
	Phil Sheppard – Building Clerk of Works	01509 228062
	David White - Electrical Clerk of Works	07726 329536
	Estates Facilities Management Helpdesk	01509 222121
	Security office 24/7 Emergency Number	01509 222141 888 (int) 0800 526966
	Health & Safety Services	01509 222181

### School Technical Managers

Dave Travis – Aero & Automotive Engineering	01509 227312
Mark Harrod – Architecture, Building & Civil Eng	01509 222638
Rachael Redford – Design & Creative Arts	01509 228954
Steve Elliott – Science	01509 222595
Richard Harland – Social Studies & Geography	01509 222795
Craig Brown – Design School	01509 223046
Tony Goodall – Sports Exercise & Health Sciences	01509 223005
Chris Harris - STEM lab	01509 227608
Mark Taylor – Mech, Elect & Manufacturing Engineering (Wolfson)	01509 564810