

Management of Contractors Policy

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HSW-01-	Management of Contractors Policy	11.01.2012	Health, Safety and Wellbeing Office HSWO/MR	
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Management of Contractors Policy

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1. Introduction

The core legal duties defined in the Health & Safety at Work etc. Act 1974 and Management of Health & Safety at Work Regulations 1999 apply to the control of contractors on University premises or locations under University control. Specifically, contractors owe a Duty of Care to their own staff and to University staff. The University equally owes a Duty of Care to contractor staff and to its own staff. The Duty of Care means that employees and third parties such as contractors should not be exposed to unacceptable risks to their health and safety. The University's duty is to have a system in place to manage the risks associated with the work of contractors and this system is set out in the Management of Contractors policy ("the policy").

2. Scope

- 2.1 The policy applies to all persons engaging or controlling contractors whose works could;
- a. adversely affect the health, safety or welfare of members of the University community, including its immediate neighbours; or
 - b. cause damage to the local environment; or
 - c. cause negative impacts upon the business operations of the University.

- 2.2 The policy applies to the management of contractor's activities, which include;
- a. The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
 - b. the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - c. the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
 - d. the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
 - e. the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

3. Policy Statement and Objectives

- 3.1 The University of Sussex will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce or control all foreseeable risks to health and safety to a tolerable level. Essentially the University undertakes to select competent contractors that do not place University staff, students or visitors at risk and to have a management framework in place for contractors' activities.
- 3.2 The policy objectives are to:
- a. Safeguard members of the campus community against death, injury or occupational disease resulting from contractor activities;
 - b. Minimise the risks associated with contractor undertakings to a tolerable level;
 - c. Protect University of Sussex's property, environment and assets; and
 - d. Ensure, so far as reasonably practicable, that the University and contractors working for or on behalf of the University comply with relevant best practice standards and legislation.

4. Definitions

- 4.1 **CDM Regulations** – is reference to the Construction (Design and Management) Regulations 2015
- 4.2 **Contractors** - are defined by the University as any employer, self-employed person or other party engaged or retained by the University, whether for remuneration or not, to provide a service or to perform particular tasks on its behalf on University controlled premises.
- 4.3 **Notifiable Construction Project** – a project is notifiable to HSE if the construction phase will be longer than 30 days, or 500 person days of construction work. Any day on which construction work takes place is counted.
- 4.4 **Permit-to-work (PTW)** – Safety instructions or procedures are adequate for most work activities, but some require extra care. A 'permit to work' is a more formal system stating exactly what work is to be done and when. A responsible person should assess the work and check safety at each stage. The people doing the job sign the permit to show that they understand the risks and precautions

necessary. See Appendix 2 for more information on PTW and associated template

- 4.5 The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) –** Require employers to report specified work-related fatalities, injuries and accidents, dangerous occurrences and occupational diseases to the HSE within specified timeframes. The electronic report form and more information is available on the HSE’s website:
<http://www.hse.gov.uk/riddor/index.htm>

There are many criteria that necessitate reporting under RIDDOR, but Specified Injuries include;

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

5. Responsibilities

5.1 Persons Commissioning Contractors

5.1.1 All Contractors

University employees (or their appointed agent) commissioning works on behalf of the University shall be responsible for ensuring that the contractors under their control:

- a. Are competent to undertake the works for which they are engaged;
- b. Have been provided with suitable and sufficient information and instruction regarding the local hazards that exist in the areas in which they will be working;
- c. Have received induction training detailing the University’s arrangements for securing health and safety;
- d. Are easily identifiable to other members of the campus community;
- e. Are aware of and comply with the University’s management of contractors procedures.

5.1.2 Construction Contractors

In addition to the above, University employees (or their appointed agent) commissioning construction contractors shall be responsible for ensuring that:

- a. All construction works are approved in writing by the Permit Office / relevant Authorising Engineer
- b. Before works are commenced that all the contractors they engage are competent to undertake the work and can work without jeopardising their own or others’ health and safety;
- c. All the contractors they engage are provided with suitable and sufficient information regarding the University’s Management of Contractors policy and procedures;
- d. Sufficient time is allocated to the contractors under their control to plan and undertake works safely and in accordance with best practice standards;
- e. All works on building fabric and services are co-ordinated by a suitably competent person in

accordance with this policy and any related procedures;

- f. Where they or their school or units do not have sufficient competency to manage contractors, they engage a suitably competent person to manage these works on their behalf.

5.2 Director of Estates and Facilities Management

The Director of Estates and Facilities Management shall be responsible for ensuring that all the following duties are upheld either directly by the University EFM Team or by the FM Service Provider on behalf of the University via the TFM Agreement:

- a. All applications to undertake projects are considered by suitably competent persons;
- b. Suitable contractors are identified and appointed in collaboration with the Procurement Office, where appropriate (both University Procurement and SEF use Supplier Frameworks with pre-vetted and approved suppliers of goods and services);
- c. Mechanisms are established to ensure that all applications to undertake projects at the University are considered in a timely manner via the relevant Governance route;
- d. All approved and relevant projects are managed and delivered in accordance to the requirements of the CDM Regulations;
- e. Where applicable projects are notifiable to the Health and Safety Executive (hereafter called notifiable projects) that relevant appointments have been made and that those appointed are competent to undertake their duties;
- f. Approved projects are managed by suitably competent persons in accordance with relevant policies and procedures;
- g. Arrangements are available to ensure that all contractors are visibly identifiable when working on University premises (including hoarding/compound signage detailing the names of the contractor organisation and contact details);
- h. Sufficient competent persons, including Authorised Persons (see below), are appointed to ensure that projects can be properly managed on behalf of the University;
- i. Appropriate induction and code of conduct training is delivered to all contractors entering the campus or University properties for the first time, and then annually refreshed;
- j. University and SEF staff and the contractors they engage are aware of the need to report any contractor related incidents, including near misses, and that appropriate actions should be taken to prevent a recurrence, so far as is reasonably practicable;
- k. Project Boards are advised of the suitability of all appointments and the necessary resources and time required to plan and deliver notifiable construction related projects;
- l. Where any duties relevant to notifiable projects cannot be met, for whatever reason, that these are reported to the relevant project board;
- m. The University Safety Team is notified and given details of any projects or maintenance programmes of work which could have health and safety or fire safety implications for staff, students or visitors to the campus. University Safety staff must be involved at the design and planning phase and kept informed of the progress and development of such works. They should also be invited to verify that buildings are safe for use after commissioning or major refurbishment.

5.3 Authorised Persons (Permits-to-Work)

SEF Authorised Persons (Permit-to-Work) shall be responsible for ensuring that:

- a. They are competent to identify and manage the risks associated with the work tasks requiring a permit-to-work
- b. All Permits-to-Work are issued, managed and monitored in accordance with University procedures;
- c. Adequate notice periods (at least 72 hours unless critical to life safety. Projects require 5 days) are in place for Permits relating to work in laboratory environments, to allow time for decontamination and monitoring activities to take place. In some circumstances more time may be required to allow research activities to adapt to the change environments created by project works. In such cases early engagement with Heads of Schools or their delegated representative and initiated by the Project Manager is essential.

5.4 Project Managers

All Project Managers overseeing / managing projects on behalf of the University must be competent to do so. These 'competent representatives of the University' shall be responsible for ensuring that contractors under their control;

- a. Have submitted method statements at least 5 days ahead of commencement (14 days for residential buildings) of how they intend to carry out the work in good time before the work commences;
- b. Have developed satisfactory risk assessment and risk management plans to enable them to undertake their works without unacceptable risk to the contractor, members of the campus community or any other persons that might be affected;
- c. Have made adequate arrangements to provide welfare facilities for all of their staff throughout the duration of the contract;
- d. Are provided with relevant information on existing hazards present at the University. This will include the provision of asbestos information at the tender stage of all construction or building fabric or in-built systems contracts (plumbing, HVAC or ITS cabling for instance). It will also include information on biological, chemical, radioactive and specialised equipment risks in contractors work areas;
- e. Are issued with written authorisation to commence works before they start on site;
- f. Are inducted before commencing work on behalf of the University;
- g. Are monitored at intervals proportionate to the risks posed by the works they are undertaking to ensure compliance to H&S and submitted RAMS.
- h. Co-operate with the university to meet the requirements of this policy. Any failure to cooperate is to be reported to the Director of Estates and Facilities Management Division.

Note: Certain large construction projects may require oversight / management by a team of project managers; in these instances, it will be acceptable for the overall competency requirements to be met by the team rather than by each individual. Clear accountabilities should be established within the team to ensure that each of the above duties is assigned to a team member competent to undertake that element of management.

5.5 The University Health & Safety Team

The Head of Safety shall be responsible for;

- a. Advising on the content of contractor's induction or other training offered by the University (N/A for SEF contractors as they receive SEF induction);

- b. Providing resource to support EFM in the monitoring and reviewing the effectiveness of this policy and all associated procedures, as necessary, to ensure that they remain valid and continue to ensure that the University meets its legal duties;
- c. Reporting any significant findings of any monitoring or review exercise via the Health and Safety committee or relevant sub-group;
- d. Providing health, safety and fire safety advice to EFM for planned projects and maintenance where contractors are employed;
- e. Verifying that buildings or building areas are safe for use after commissioning or major refurbishment (present at handover of relevant projects with other parties in attendance).
- f. Reviewing all compliance paperwork alongside SEF Compliance to ensure no other tasks are required before any areas are put back in use.

5.6 Project Boards

Project boards will be responsible for ensuring:

- a. Sufficient time and resources are made available to design, plan and undertake notifiable construction works in accordance with relevant legislation and best practice standards;
- b. Completion of the “Notification of Project” form to advise the Health and Safety Executive of notifiable construction works.

6. Operational Arrangements

To achieve the stated objectives of the policy the University will ensure that:

- 6.1 It only engages suitably safe and safety-aware, competent, financially viable contractors to undertake works on its behalf.
- 6.2 All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy.
- 6.3 Suitable asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres. Please refer to the separate University of Sussex Asbestos Management Policy.
- 6.4 Individual contractors are provided with health and safety induction and/or information on H&S arrangements, depending on the size and complexity of the job and the experience of the contractor. Where relevant, acceptable conduct advice should also be given before work commences. Induction training or the safety orientation given to contractors should always be recorded.
- 6.5 Suitable and sufficient procedures are in place to gain effective communication, cooperation and co-ordination of all contractor works.
- 6.6 All contractors are visibly identifiable to other members of the campus community.
- 6.7 Contractors are only permitted to commence works (see caveat below at S.6.8) once they have demonstrated that they have properly planned their works (by means of submitted method statements) and have - by means of submitted risk assessments - put appropriate measures in place to manage and deliver the works effectively with regards to health and safety. Work cannot commence until method statements and risk assessments have been approved.

Contractors attending to carry out routine service and equipment maintenance in schools and services are managed by the relevant school and service managers. It is up to these individuals to decide on the nature and extent of information that must be submitted by the contractor prior to starting work.

However, information about local risks that could affect the contractor's H&S and the local H&S and emergency arrangements in place must always be given to all contractors on site.

- 6.8 Where works are undertaken directly for the University, that the contractor is supervised by a competent representative of the University and that this supervision is in accordance with this policy and related procedures.
- 6.9 Where contractors are engaged to carry out high-risk works, then those works shall be subject to a Permit-to-Work. Permits-to-work are required for the following:
- a. hot work such as welding or other processes that produce a flame or sparks;
 - b. confined space or vessel entry;
 - c. cutting into pipework carrying hazardous substances;
 - d. work that requires electrical or mechanical isolation (including isolation of fire alarm system);
 - e. work on gas services;
 - f. work involving excavation;
 - g. work at height;
 - h. work on pressure systems;
 - i. work on or near asbestos containing materials (ACMs);
 - j. work on lifts;
 - k. Work commissioned by EFM in areas where there are risks of exposure to biological, chemical or radioactive substances (at minimum of 72-hours-notice is required for Permits. However individual Schools may have operational constraints that mean significantly greater time is required for planning prior to consent to commence work being issued. PM's are to liaise directly with Schools ahead of committing any resource deadlines). Permits should also be issued for contractors commissioned to work in laboratory areas where there are physical risks such as high-powered electrical equipment or lasers.

Permits are not required for routine service and maintenance work that is carried out by specialist contractors who are familiar with the work and the environment. In these circumstances contractors must be informed of the local risks and given assurance that they will not be exposed to unexpected or unacceptable risks by means of a completed Laboratory Decontamination/Authorisation Certificate (see information at point 6.12 below and the template at Appendix Three); Note: rules on information sharing of asbestos registers etc. remains a requirement to ensure that contractors are working with up-to-date knowledge of risks.

- 6.10 Permits-to-Work are only issued and closed-out by suitably competent persons (Authorised Persons in SEF or Schools Technical Leads). There is a separate authorisation procedure and Permit-to-Work system for work on or near asbestos containing materials (ACMs). Please refer to the Asbestos Management Policy.
- 6.11 A certificate of Laboratory Decontamination/Authorisation is required before contractors are allowed to work in high-risk laboratory environments or on fixtures or equipment that may be contaminated by hazardous radioactive, biological or chemical agents, or which may pose specific physical hazards. If decontamination is not possible, or it is not possible to make the area/equipment sufficiently low risk, then contractors must be warned about the risks and given advice on how to protect themselves, e.g. by means of appropriate PPE, etc. See Appendix 3 for the Laboratory Decontamination/Laboratory Authorisation template.

- 6.12 Contractor performance is reviewed / audited throughout the project by the authorised Person and any non-compliance towards safety or unacceptable behaviour can see works stopped at any time and contractors asked to leave site until a formal meeting is undertaken before works re start.
- 6.13 Contractor performance is reviewed / audited by the Authorised Person on project completion.

7. Training

All persons managing contractors should be aware of the contents and requirements of this policy and should be competent to discharge their contractual duties without endangering their own health and safety and the health and safety of others. Competency will be achieved by means of the following:

- 7.1 SEF managers will assess the health and safety training needs of their staff and provide, or work with the Safety Team to facilitate, suitable training. Refresher training will be offered at appropriate intervals.
- 7.2 The Safety Team will provide or advise on induction/training content for contractors. This should be delivered by a member of SEF or one of their approved consultants.
- 7.3 SEF managers will determine the competency requirements of the staff they contract to manage contractors and of the contractors themselves. Only consultants and contractors meeting these requirements will be employed.
- 7.4 Copies of professional qualifications of external project managers employed on a consultancy basis will be kept on file and monitored to ensure that these qualifications remain up to date.
- 7.5 Where the manager has identified a H&S training need for staff, their subsequent attendance at the training event will be mandatory.
- 7.6 The Safety Team will feedback information on attendance and, where relevant, the results of training assessments to appropriate SEF managers.
- 7.7 All training, whether delivered internally or externally, should be recorded on the personal records of the member of staff.

8. Reporting

- 8.1 It is University of Sussex policy to report and record all work-related accidents and incidents (including near-miss events) occurring:
- a. on Campus;
 - b. at any location under University control;
 - c. to any member of University staff or the student body, wherever they are working.
- This includes any incidents affecting or caused by contractors working on University sites.
- 8.2 The incident reporting system is electronic and can be accessed by the local H&S Coordinator and senior managers in EFM and SEF.
- 8.3 The investigation of serious or significant incidents is coordinated by the H&S Advisers in the Safety Team or Compliance Manager in SEF for their own contracted works. Reports and recommendations are made to appropriate managers and/or escalated via the relevant committee structures.
- 8.4 Trends of incidents may be reported to appropriate managers if they appear to indicate a failure of the management of health and safety in a particular area.
- 8.5 Certain incidents must be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations within certain timescales. It is an offence if these incidents are not reported in time. The Safety Team submit reports of RIDDOR reportable incidents to the HSE on behalf of the University, equally SEF are responsible for reporting notifiable injuries to their own staff and for ensuring that their contractors have suitable arrangements covering their staff working on University sites, and so they must be informed of any unplanned incident promptly. The Safety Team can advise on reporting requirements. In addition to reporting serious incidents on the electronic reporting system, a verbal report should be made immediately to the Safety Team by phone.

- 8.6 The site of a serious incident may be treated as a crime scene by the police or the HSE and so should not be disturbed (although Campus users must be protected from situations of imminent danger). General access to the scene should be prevented until it can be photographed, investigated and permission is given to access and clear the site.

9. Inspection

- 9.1 Where the work undertaken by a contractor could result in the health and safety of staff, students and/or visitors to the Campus being compromised, then the work and work site should be inspected by a member of EFM and SEF, both throughout the course of the work and on its completion. Where unsafe conditions are found contractors should be advised by the person contracting their work that leaving the workplace in an unsafe condition is not acceptable and may lead to them not being eligible for future work;
- 9.2 When a building is handed back to the University after a major refurbishment or is ready to be commissioned after construction then a member of the Safety Team should undertake a H&S and general compliance inspection with EFM and the project team to ensure that the building is safe for occupation. This inspection should take place before the building is occupied.

10. Monitoring

This policy is monitored by means of analysis of reported accidents and near misses and by inspection of contractors work and work sites. It is reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands. The policy will be reviewed and revised every three years, or sooner if monitoring activities indicate it is necessary or if there are significant changes to legislative and/or University requirements.

10. References and Supporting Documents

The Construction (Design and Management) Regulations 2015 (CDM)

Health and Safety Executive Website: <http://www.hse.gov.uk/construction/index.htm>

Appendix 1 – The Construction (Design and Management) Regulations 2015 (CDM)

Official HSE Guidance on the management of contracted activities falling under CDM are contained in the attached Adobe file below.

<https://www.hse.gov.uk/pubns/books/l153.htm>

Appendix 2. Permit to Work System Guidance and Template

- Permits to work are issued where there are significant risks to the health and safety of the contractors undertaking the work or to others, either in the work environment or affected by the work.
- They should only be issued by personnel who understand the nature of the risks and who can brief the contractors on the special arrangements specified by the permit.
- When contractors are working alone under a permit-to-work then there should be an agreed on-going checking procedure to ensure that the contractor has not fallen ill or been injured. Sometimes this is an arrangement between the contractor and their employers; in other circumstances a University employee or agent of the University will have to undertake the checks.
- When the permit-to-work has not been closed-out at the end of the working day contractors should be contacted to establish when they are due to finish and when the work will be completed and/or the workplace left in a safe state. Arrangements should be in place to allow the contractor to submit his permit to an agent of the University when they have finished work and the work area should be checked before general access to it is allowed
- Some activities, e.g. hot work require the work location to be checked one or more hours after the work has finished and the person closing-out and cancelling the permit should undertake these checks, or ensure they are carried out.

See the Permit-to-Work template for more detailed guidance.

Key principles in permit to work systems

- The issue of a permit does not, by itself, make a job safe;
- Roles and responsibilities – it must be clear who is in charge, and who does what - with no important gaps or overlaps;
- If the job cannot be finished in one shift, ensure that it will be left in a safe state and that clear instructions are available for the next shift;
- The Permit must contain all relevant information, be correct, and presented in a suitable format;
- It must be communicated clearly with all relevant information (including hazards and controls) to all personnel directly or indirectly involved (contractors and others affected by the work);
- If there are a number of permits, they must be displayed at an appropriate location, in a systematic arrangement that enables staff to check which equipment is e.g. isolated or undergoing maintenance;
- Links must be made between related permits – consider simultaneous tasks and interdependent activities;
- The permit system must have a process for hand-over of plant on completion of work;
- All users must be trained in the PTW system and information provided to other persons affected by it;
- Arrangements must be in place to manage non-compliance;
- The management of the permit to work system must be reviewed at specified intervals or as the result of significant change or failure of the system.

Permit To Work

Retain this top copy in file, give bottom copy to contractor

Section 1 Contractor details and summary of work

Reference Number		Date: dd/mm/yy	Issue time	hh:mm	Expiry time:	hh:mm
Planned Work (summary)					Mobile:	
Company					Accredited contractor?	Y / N

Section 2 Risks

If not approved contractor then contact EFM Health & Safety Coordinator

Risks from work (circle)	Details & control measures (see checklists overleaf)
Work alone	
Hot work such as welding or other processes that produce a flame or sparks	
Confined space or vessel entry	
Work at height	
Work that requires electrical or mechanical isolation	<i>NB. The contractor is responsible for ensuring that all equipment is dead before commencing work</i>
Work on gas services	
Work involving excavation	
Cutting into pipework carrying hazardous substances	
Contact with asbestos containing materials (ACM)	<i>Check asbestos register and complete separate Permit for work with ACM. Refer to the U of S Asbestos Management Policy for guidance</i>
Other (specify)	
Laboratory Associated Risks	Details & control measures
'Wet' laboratory	
Radiation Area ¹	
Containment Level 2 or Level 3 Laboratory ²	
Liquid nitrogen facility ³	
Ancillary Building ⁴	
Laser laboratory ³	
Magnetic fields – NMR/MRI ³	
Workshop ³	
Hazardous materials stores e.g. chemical, compressed gas, liquid gases ³	

¹ Refer to local Radiation Protection Supervisor

² Refer to local Biological Safety Officer

³ Refer to local H&S coordinator

⁴ Refer to Ancillary Building Manager

Decontamination/authorisation form must be signed and attached to permit.

Section 3 Issue, clearance and cancellation

Issue and clearance:	A. Authorised Person	B. Contractor (person in charge)
3.1 Before starting work	The risk assessments and method statements for these works have been checked by the issuer. The issuer has checked that the relevant precautions listed on the reverse of this form are in force. Permission is therefore granted for these works to commence.	I hereby declare that no other work other than that stated above will be carried out and all relevant precautionary measures will be adhered to. I accept responsibility for undertaking the necessary checks to ensure my own safety and the safety of the operatives under my control.
Print name and Sign:		hh:mm

3.2 On finishing work	The works covered by this Permit are Complete / Incomplete and all operatives have withdrawn.	Work is Complete / incomplete , the work area has been made safe and all operatives have withdrawn.
Print name and Sign		hh:mm
3.3 Check after completion of work.	The area has been checked and has been left in a safe condition. No operatives are now working in this area. The Permit is now cancelled	The area has been checked and has been left in a safe condition. No operatives are now working in this area.
Print name and Sign:		hh:mm
<p>PLEASE NOTE By signing the boxes in S.3.2 & S.3.3 the contractor confirms that, to the best of his knowledge, there has been no accident or other incident, nor any health & safety problem, during or resulting from the work carried out and that the workplace has been left in a safe state. If an incident has occurred, it has been reported to EFM and/or the HSWO and the issues arising from it have been addressed.</p>		

SAFETY PRECAUTIONS AND REQUIREMENTS OVERLEAF

Health and Safety Services 01/12

Safety requirements

Permit To Work overleaf must be completed in all cases

Complete relevant checklists below: Check box or write N/A



Procedure:

The Authorised Person (AP) reviews the contractors risk assessments and method statements. Once these are accepted:

1. The AP obtains the Permit Number from the EFM Helpdesk (ext. 7777)
2. The AP, together with the Contractor / DSU Supervisor checks the required precautions listed below and, when satisfied that suitable and sufficient risk controls are in place, completes Sections 1 and 2 and Section 3.1A.
3. The Contractor / DSU Supervisor signs Section 3.1.B to acknowledge acceptance of the permit and safety information.

4. The top copy of the Permit is retained by the AP and the bottom copy is issued to the Contractor for display on site
5. The bottom copy remains posted on-site on site until the work is complete.
6. On expiry of the Permit or completion of the works the DSU / Contractor's supervisor ensures that work ceases and returns his copy of the permit to the AP, indicating whether the work is complete or not at S.3.2B
7. The AP inspects work site and cancels permit by signing S.3.3A
8. The AP sends the cancelled Permit to the EFM Helpdesk for filing

Permit Precautions for Hot Work:

Necessary Precautions	Necessary Precautions
<ul style="list-style-type: none"> <input type="checkbox"/> Post warning signs. <input type="checkbox"/> Isolate smoke/heat detectors in work area at control panel. <input type="checkbox"/> Cover smoke detectors with dust covers. <input type="checkbox"/> Arrange to observe & monitor the work and surrounding areas for dangerous sparks and fire. <input type="checkbox"/> Area is adequately ventilated <input type="checkbox"/> Cutting / welding equipment is in good repair <input type="checkbox"/> Clear area of all loose combustible material. <input type="checkbox"/> Cover wooden flooring with sand or other non-combustible material. <input type="checkbox"/> Ensure all flammable or combustible materials, plant, etc has been relocated to a safe distance from the operation or is protected by flame/heat proof covers. <input type="checkbox"/> Consider if confined space permit is required <input type="checkbox"/> Fire extinguishers are available and operatives have been trained in their use <input type="checkbox"/> Screen welding, cutting or grinding work with noncombustible material. <input type="checkbox"/> Explosive atmosphere in work area has been eliminated 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove combustible material from other side of wall/partition (danger from conducted heat) <input type="checkbox"/> Ensure any floor or wall opening or open mesh flooring in close proximity to the cutting and welding operation has been covered tightly. <input type="checkbox"/> Do not leave worksite unattended during tea breaks, etc <input type="checkbox"/> Turn off fixed gas supply or protect piping <input type="checkbox"/> Gas cylinders have flash back arrestors and regulators fitted <input type="checkbox"/> Secure gas cylinder in upright position <input type="checkbox"/> Smoke/fire detectors must be uncovered immediately after work is completed and be reactivated at the control panel. <input type="checkbox"/> The work area should be inspected to check that there is no increased risk of fire one hour after the work has stopped. <input type="checkbox"/> Other precautions (specify) Roof Work: <input type="checkbox"/> Site boiler gas cylinders at least 3 metres from burners <input type="checkbox"/> Non-combustible, insulating base for tar boiler (essential for use on roof)

Precautions for Electrical Service Work:

Necessary Precautions	Live Working Checks – each of the following must be true
<ul style="list-style-type: none"> <input type="checkbox"/> All electric equipment identified <input type="checkbox"/> All equipment tested and made dead <input type="checkbox"/> test equipment is calibrated <input type="checkbox"/> Earthing provided on low-voltage equipment <input type="checkbox"/> All personal safety equipment required is provided <input type="checkbox"/> The work area is segregated and warning notices are posted <input type="checkbox"/> Arrangements are in place to prevent accidental energisation <input type="checkbox"/> Actions to be taken in emergency situations <input type="checkbox"/> Other (specify) 	<ul style="list-style-type: none"> <input type="checkbox"/> It is unreasonable in all instances for the work to be carried out dead <input type="checkbox"/> Suitable precautions can be taken to prevent injury <input type="checkbox"/> Written authorisation has been given for live working from the Director of EFM or appointed Deputy: <p style="margin-left: 40px;">Sign: _____ Date: _____</p>

Precautions for Gas Service Works:

Necessary Precautions	Necessary Precautions

<input type="checkbox"/> Gas Safe Registration details <input type="checkbox"/> Details for personnel to be used and their training / experience <input type="checkbox"/> Steps required to safely purge any gas from the gas fittings identified <input type="checkbox"/> Steps to be taken to avoid the risk of explosion	<input type="checkbox"/> Identification of all gas testing required <input type="checkbox"/> All personal safety equipment is available <input type="checkbox"/> Segregation of work area <input type="checkbox"/> Warning notices posted <input type="checkbox"/> Actions to be taken in emergency situations <input type="checkbox"/> Other:
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Excavations:

Necessary Precautions	Necessary Precautions
<input type="checkbox"/> Shoring method identified <input type="checkbox"/> Details of access / egress <input type="checkbox"/> Fencing <input type="checkbox"/> University supplied information regarding underground services where available	<input type="checkbox"/> Means of locating / avoiding existing services <input type="checkbox"/> Plant and equipment records available on site <input type="checkbox"/> Confined spaces Permit to Work <input type="checkbox"/> Details of all personnel and training records <input type="checkbox"/> Other:

Safety Information for Contractors

(to be issued with permit)

Procedure:

Fire / evacuation

Familiarise yourself with the fire escape routes. To activate the alarm in the event of a fire press the call point and then dial 3333 from any internal phone or 01273 873333 from a mobile, which is the University's emergency number, to give details of the emergency once you are in a place of safety. The alarm is a loud siren. Exit the building by nearest safe exit, indicated by green fire exit signs. Do not stop to collect belongings. Do not use lifts. Assemble at nearest assembly point. Obey instructions given by fire wardens and fire marshals. Do not leave the assembly area nor reenter buildings until the fire and rescue service or person-in-charge announces that you may do so.

Smoking

Smoking (including e-cigarettes) is absolutely prohibited within University buildings.

First Aid

There are a number of qualified first aiders. Their attention is required for all injuries, no matter how minor. Ask a member of staff to summon a first-aider, but always dial the emergency number 3333 as above.

Accident and Near Miss Reporting

All accidents and incidents, must be reported to the University within 2 hours or 8 hours for near-misses. You should report the accident/incident to Estates, either through helpdesk (ext. 7777) or the project manager/supervisor, or to the local health and safety coordinator.

Queries / Problems / Complaints

Any queries, problems or complaints in relation to health & safety must be reported to the local H&S coordinator and to EFM. The phone number for EFM is 7777. This excludes SEF direct contractors who must liaise via SEF Management.

Appendix 3.

Decontamination/Laboratory Authorisation Certificate

Retain a copy of this Certificate

This certificate should be completed by the local safety coordinator (if they have experience of relevant technical issues), the safety officer or person in charge of the laboratory area. The certificate is only valid at the date and time of issue, unless the item or area is taken out of use.

Name:

Position:

Describe work to be carried out by contractor:

Date work is to be carried out:

State the area or item of equipment to be accessed by/worked on by the contractors. A separate form should be completed for each area or item of equipment:

Describe the Area:	<i>Be precise and give boundaries</i>
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Identify the Equipment	<i>Identify equipment, give location and serial number</i>
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Identify the Hazards	✓ x	Give details
Wet laboratory (chemical or biological risks)		
Radiation Area		
Containment Level 2 or Level 3 Laboratory (high-risk biological agents)		
Liquid nitrogen facility		
Ancillary Building		
Laser laboratory		
Magnetic fields – NMR/MRI		
Workshop		
Hazardous materials stores e.g. chemical, liquid gases		
Other		

Identify the necessary precautions and confirm if in place	✓ x	Give details
Safety briefing and information given to contractor		
Work with hazardous material has ceased		
All hazardous material has been removed from equipment or work area		
Flammable/toxic/other gases shut off		
Hazardous equipment isolated or access prevented		
Clean/disinfect/monitor sink and drains		
Clear benches and clean/disinfect/monitor		
Clear/clean/disinfect/monitor equipment		
Specific areas to be avoided or any additional special instructions		
PPE required		

Declaration:

The item(s) of equipment and/or area(s) of laboratory stated above have been, to the best of my knowledge and capability, decontaminated and/or made safe. They have also been taken out of use (*delete clause if not applicable*).

Responsible Person to sign:

Contractor to sign (before starting work):

Date: Date: Time: Time: