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## CONTRACTORS

### General Code of Safety Practice

#### 1. Introduction

**All contractual arrangements for work on the fabric or fittings of a building or on the mechanical, electrical, gas, water or drainage services to a building must be made through the Director of Estates and not directly with an individual School or Unit.**

**(Director of Estates Tel: 01334 463999 Fax: 01334 463978 )**

*Definition of a Contractor* - an organisation or individual who carries on a trade or business or other undertaking in connection with which they undertake to carry out or manage construction work.

Where a Contractor is working on premises which are under the control of the University, the University has a statutory duty to ensure, so far as is reasonably practicable, the health and safety of its employees and also of others who work on or visit its premises. It is a duty of the University to ensure that its activities do not endanger the health and safety of the Contractor's employees and also to ensure that no work performed by the Contractor shall cause a risk to the health and safety of University employees.

Under the Health and Safety at Work etc Act 1974 and the Management of the Health and Safety Regulations 1999 it is the duty of the Contractor, so far as is reasonably practicable, to provide and maintain plant and systems of work that are safe and without risk to health; to arrange for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances; to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of his employees; to maintain any place of work under his control in a condition that is safe and without risk to health and to provide and maintain a working environment for his employees that is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work; to conduct this undertaking in such a way as to ensure that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety; to give persons (not being his employees) who may be affected by the way(s) in which he conducts his undertaking, the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health and safety.

**As well as carrying out all work in accordance with the requirements of the Health and Safety at Work etc Act 1974, the Contractor must also meet the requirements of all other relevant Acts, Regulations and University codes of practice.**

**All Contractors appointed to carry out work on the Estate are required to provide a copy of their Health and Safety Policy document.**

Contractors have a duty to ensure that their employees and those of their sub-contractors conform to the requirements of safety legislation and the provision of this code. Adherence to this code, or more specific School/Unit safety rules, does not relieve the Contractor of his basic legal or contractual obligations. This code details special hazards

that can be encountered in a University environment. It is expected that a Contractor will conduct his business in a manner which will ensure the health and safety of his own employees and will protect persons other than his own employees against risk to health and safety arising out of or in connection with the Contractor's activities, all in accordance with legislation and guidance relating to those activities. The University disclaims responsibility for any matter or subject omitted from this code.

## **2. Commencement of Work - Access to Premises**

The University's Director of Estates must be informed before work commences on each contract. In cases to be decided, by the Director of Estates this will be done by completing Parts 3 and 4 of the form reproduced in the Appendix after Parts 1 and 2 have been completed by University personnel.

Where a construction work area is clearly identified and is properly fenced off and can be defined as a "place of construction" then contractors will take full responsibility for activity within these areas. Work undertaken within University buildings which cannot be so defined will be subject to the University's Safety Procedures.

A safe system of work must be agreed between the contractor and the University authority before work begins. All Contractors are required to have appropriate ID when carrying out work on the Estate.

When work requires to be done *outside normal working hours* special arrangements must be made and if a contractor's employees working in a School/Unit find they have to continue beyond normal hours then this should be reported to the Director of Estates.

**All Contractors are informed that before any work commences within a building or at a location, permission should be granted by a responsible person.**

The extent of the work due to be done by the Contractor will largely determine who best should act as the "responsible person". Any of the individuals, listed below, to whom the initial approach is made should be able to judge whether he himself can act as the responsible person. If in doubt approaches should be made to any/all of the other offices. Again the nature and extent of the work will condition the instructions to be given to the Contractor before entry to premises is permitted or before work is allowed to commence. A "responsible person" could be any of the following:-

- the Head of the School/Unit or his nominee;
- the School/Unit Safety Co-ordinator;
- the Senior Technician/Laboratory Manager (Science Laboratories);
- the Director of Estates, or nominated member of Estates staff.

If a Contractor is to make a minor repair within a laboratory he should be informed that no workman from the firm should touch equipment etc., other than necessary to effect the repair. If any danger is attached to the equipment under repair he should be informed of that danger and should be told what precautions would be required. Where means of egress are not clearly marked, these should be indicated to him. The Contractor should be asked to ensure that his men work in a manner that is safe and that due precautions

should be taken to prevent fire. If any hot work under Permit to Work procedures, the Contractor must provide his staff with appropriate fire-fighting equipment.

Where major works are undertaken, a considerable number of Contractor's men will be working within the University's premises, the Contractor's agent or general foreman etc. should be informed of significant hazards and the action to take in the event of a fire including means of egress, position of fire-fighting equipment, emergency telephones. This agent should be instructed, in writing, to inform his work-force and any person invited in by him of the above details.

### **3. Fire Precautions**

Contractors are reminded that the University of St Andrews operates a NO SMOKING POLICY. Smoking is banned in all University accommodation, other than in rooms specifically designated as smoking areas.

All Contractors are strongly advised to ensure that their employees, on first arriving at the work site, should check the local "Fire Action Notice: and note the following:

- a) the procedures to be taken in case of fire or on the sound of the fire alarm;
- b) the location of the nearest fire alarm call point;
- c) the nearest escape routes and designated 'assembly point';
- d) the location, site and method of operation of the fire fighting equipment.

All Contractor's personnel must obey alarm signals whilst on University premises and act in accordance with fire instructions posted in the premises. See Emergency Procedures on the outer back cover of this booklet.

It is imperative that fire escape routes remain unimpeded at all times. Should it prove necessary to obstruct or restrict access to a fire escape route, then the Director of Estates must be notified before this occurs and where necessary a Fire Action Plan prepared to ensure safe exit for occupants of the building.

Note: All areas of the University are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of the Contractor introduces unusual fire hazards into the area, he is responsible for providing the appropriate type of fire-fighting equipment.

There are many areas within the University where flammable gases and liquids are used and stored. Contractors will be informed of the presence of any flammable substances in areas where the Contractor is to carry out work. The Contractor must ensure that no member of his workforce smokes in, or in proximity to, those areas.

Where work involves the use of naked flames, or equipment which generates high temperatures, permission must always be obtained from the Director of Estates before work is started (see 13. 'Flame Producing Equipment'). Contractors are asked to select the safest means of doing the work e.g. by using hot air paint strippers rather than blow lamps.

#### **4. Security**

Contractors are responsible for the intrinsic safety and security of plant, machinery and building materials brought onto University premises for use in connection with the contract. Contractors must ensure that the site and the works are secure from unofficial or inadvertent entering by members of the public/student/staff and post warning notices advising of the dangers. Requests for visits to sites by University personnel will be by agreement with the Director of Estates.

#### **5. Use of University Services (General Procedures)**

Only qualified and competent tradesmen will be permitted to work on the University services installations; when working on existing electrical installations on no account must wires and temporary circuiting, switchboards, etc which are or can be made live, be left unprotected and accessible to users of the buildings.

New gas pipework and joints must be rigorously inspected and tested and immediately after commissioning in accordance with recognised Regulations and Codes of Practice. On no account may Contractors make use of the University's electrical, gas, water or other services installations for any purpose without the approval of the Director of Estates, including any interruption or connection of services.

Entrance to sub-stations, switchrooms or distribution boards is prohibited unless prior agreement has been reached with the Estates Office.

When an electricity supply is afforded to Contractors, it will be for specific agreed uses and restricted to the points of supply, voltages and times of operations laid down. Similar restrictions will be applied to the use of other services. Contractors may include use of standard plugs to connect portable electrical equipment so long as the wattage of that equipment does not overload University sockets or wiring.

All equipment, plant cable, etc used for this purpose must be in good condition and working order, used in accordance with good practice and properly earthed in view of the possible existence of buried electrical cables, gas or water mains, drains, telephone cables, IT network etc.

No excavation, drilling, etc shall commence unless authorised by the Director of Estates.

Fire and security alarm, smoke detection and call systems, etc are installed in many properties. Never interfere with these without authorisation from the Director of Estates. Take particular care during structural alterations to avoid severing their connecting links of cables and provide protection to same (eg detector heads).

Gas installations - when altering existing gas installations, isolation valves must be clearly marked as closed and on no account will open ends of pipes be left unattended.

Water services - temporary water supplies to sites through a hose connection must be fitted with a double check valve in accordance with water authority regulations and codes of practice.

## **6. Work Above Ground Level**

The Contractor must take full precautions to prevent objects from falling from heights.

Where work involves the erection of scaffolding or staging the requirements of the all relevant regulations and codes must be complied with. Where a site is not an enclosed, secure site all means of access to heights must be removed or secured when work ceases or is suspended.

Contractors are warned that fume cupboard exhausts and other hazards are present on many roofs in the University. Access to all such roofs is controlled by a Permit to Work system. Permits may be obtained from Estates Office and must be completed before going onto a roof. At no time shall a tar boiler be left lit and unattended on a roof and where gas cylinders supply the heat source these cylinders should be placed at a judicious distance from the boiler and in the up-wind position.

## **7. Excavations**

Before any ground on University premises is broken permission must be obtained from the Director of Estates. The location of services must be identified and drawn to the attention of those who are to excavate before work commences. Care must be taken to ensure that excavations are properly shored and that adequate barriers are erected and warning notices are posted where University personnel and members of the public have access to the area. Where necessary warning lights must be installed.

## **8. Entry into Confined Spaces**

The permission of the Director of Estates must be obtained before any entry is made into any confined space. The Director of Estates will advise the Contractor of any known and/or foreseeable hazards, which may be present. It is the responsibility of the Contractor to ensure that there is sufficient ventilation in the area to be entered and that all work in confined spaces is carried out in compliance with the requirements of governing health and safety legislation and in accordance with a Permit to Work procedure.

## **9. Work on or near Live Conductors**

All work on or near live conductors must be carried out in compliance with guidance on such work given by the Health and Safety Executive (HSE) in the publication entitled, 'Memorandum of guidance on the Electricity at Work Regulations 1989'.

All electrical testing on live conductors must be carried out in compliance with the procedures for such work given in the Estates publication entitled 'Electrical LV Safe Working Procedures'.

## **10. Plant, Tools and Equipment**

The use of equipment with a petrol/diesel driven engine is not permitted within buildings. All plant, tools and equipment used by Contractors on University premises must be safe and suitable for the work being undertaken. All such equipment shall meet the relative requirements as to construction and use and where necessary or recommended all operators shall be suitably trained.

The borrowing of University equipment is not permitted except in the special case of an emergency. Prior permission must be granted on each occasion equipment is borrowed and the equipment must be used as supplied, complete with any fitted guards. Equipment must be returned in a safe and complete state.

### **11. Personal Protective Equipment (PPE)**

It is the responsibility of the Contractor, where required by risk assessment, to provide his employees and those persons who may be directly effected by the work activity with suitable PPE. Where work may cause a risk of injury or danger to the health of University personnel or members of the public, adequate screen, enclosures or barriers must be installed before work commences.

### **12. Contractors' Hazardous Substances or Materials**

Hazardous substances or materials must not be bought into or onto University premises without prior written permission from the Director of Estates. Where permission has been granted the Contractor must make suitable arrangements for the safe handling and storage for such items. Health and safety hazards arising from construction materials must be identified and appropriate risk assessments prepared.

### **13. Highly Flammable Liquids and LPG**

The Contractor may only use and store highly flammable liquids and LPG as detailed in the relevant regulations and as recommended in appropriate Codes of Practice and Guidance Notes. Storage areas where permitted must be agreed, in writing, by the Director of Estates and must be suitably sign posted. When not immediately in use full or empty containers must not be stored within University buildings.

### **14. Flame Producing Equipment**

All hot work is controlled by a permit system. Hot Work Permits may be obtained from Estates.

The Contractor must assure himself that adequate ventilation and/or extraction will be present whilst the work is in progress to prevent the concentration of hazardous fumes. The use of flashback arrestors for oxy-acetylene equipment is strongly recommended.

Before any flame producing equipment or procedure e.g. welding, cutting, brazing, blowlamps is brought into operation the following precautions must be taken:

- (i) Clear area around and below working place of all combustible materials.
- (ii) When this is impracticable protect them with non-combustible blankets or screens.
- (iii) Suitable fire extinguishers or hose reels should be close at hand.
- (iv) Leave hot work equipment lit as little as possible and never unattended.
- (v) Immediately after any work is completed the area should be closely examined for at least an hour to ensure that there is no smouldering or incipient fire. Particular attention should be paid to cavities, cupboards, ducts and to other concealed areas.

## **15. Safety Signs**

The Contractor will be responsible for the posting of suitable signs as detailed in the relevant legislation where the Contractor's activities have generated additional hazards to those already present.

## **16. Lifting Gear and Pressure Vessels**

All such items must be suitable for the purpose and must be inspected by competent persons in accordance with the requirements of relevant governing legislation. Only appropriately trained competent persons are permitted to use such equipment.

## **17. Window Cleaning**

All ladders and other equipment used by Contractors must be in sound condition, of adequate strength, of suitable length and must be properly maintained. The Contractor must ensure that ladders are properly footed, adequately secured and set at the recommended inclination, i.e. one measure out per four measures in height. Where anchor points have been installed by the University these must be used. Guidance on use and maintenance of ladders is available from the University's Code of Practice on Ladder Safety, copies of which are available from the Director of Estates.

Should the Contractor consider that access is hazardous this must be referred to the Director of Estates before work commences. University equipment or fabricated means of access may not be used without prior agreement. No access is to be made over fragile roofs unless crawl boards or catwalks, etc are used.

## **18. Asbestos**

The Estates Office holds and maintains the University Asbestos Register. This register is based on Management surveys of the Estate. Where the presence of asbestos containing materials (ACM) is known, the Contractor will be notified of its presence, in addition where ACMs have been identified the area affected has been appropriately labelled. Where, during the course of the work, the Contractor discovers asbestos, or suspects that ACM is present and/or the work area has been labelled, any work being done, or about to be done, must be halted immediately and the matter referred to the Director of Estates at the earliest possible moment. Where material which may contain asbestos has to be stripped, broken or otherwise disturbed the University will arrange for an analysis to determine whether asbestos is present and, if so, the type.

Only licensed Contractors may undertake work with asbestos and it will be their responsibility to apply to the Health and Safety Executive (HSE) for permission to begin the work, and to ensure that the statutory advance notice is given to the HSE. The Contractor must take any preliminary precautions necessary e.g. erect suitable and effective enclosures and post notices before work commences. On completion of the work the Contractor will ensure that all traces of asbestos have been removed. The University reserves the right to have additional air samples taken by an appointed agent. The Contractor will also be responsible for arranging for the proper transport and disposal of removed material. If requested, Estates Office will arrange for air samples to be taken in areas close to the asbestos removal operation.



## **19. Demolition Work**

It is the responsibility of the Contractor to ensure that all demolition work is performed in accordance with relevant legislation.

Special attention should be paid to the erection of any necessary screens and barriers and to the posting of warning notices.

Where premises etc are to be demolished particular care must be taken if asbestos is present or is suspected to be present and attention is drawn to the previous section on Asbestos.

## **20. Fume Cupboards**

Work which involves fume cupboards and fume cupboard ducting or work which is likely to disturb fume cupboards and/or the associated ducting must not be started before permission is given, in writing, by the Director of Estates Office. The Contractor is warned that many fume cupboards and ducts may be contaminated with toxic/hazardous substances and suitable precautions may have to be taken and appropriate decontamination notices issued by the University prior to any work on fume cupboards and associated pipework.

## **21. Accidents and Dangerous Occurrences**

The Contractor is to have in place emergency arrangements for dealing with such instances. In addition to following his own system of recording accidents and dangerous occurrences the Contractor should notify the University Safety Adviser immediately if either should occur (Tel: 01334 462750)

## **22. Site Traffic**

The Contractor must control the speed of his site vehicles and must not permit parking at areas which would restrict access to emergency services or which would block fire exits. It is appreciated that loading and unloading must take place but this should be done as quickly as possible and the driver should be available at all times. Site Traffic Management Plans should be established and agreed prior to any start on site.

## **23. Noise**

The Contractor must ensure that his workmen are not exposed to noise which is in excess of the statutory limits imposed by the governing legislation. If it is not reasonably practicable to reduce excessive noise levels to acceptable levels then adequate protection must be provided. The Contractor may not expose University personnel to noise levels above the limits and at all times the Contractor should seek to reduce noise levels as low as reasonably practicable.

## **24. Disposal of Waste**

The Contractor must remove all hazardous or noxious waste, resulting from contract work, from University premises as soon as practicable, unless prior agreement has been reached with the Director of Estates for safe storage. All Contractors have a “duty of care” to ensure that waste materials and related activities are controlled in line with the relevant environmental legislation, regulations and procedures implemented by the

University of St Andrews. Where safe storage has not been authorised by the Director of Estates it is the Contractor's responsibility to ensure that all waste is removed upon completion or at the end of each working day in compliance with relevant governing legislation. Contractors may not dispose of any material, hazardous or not into any University drains or within the University area without permission of the Director of Estates.

“Minor Spills” - where the substance is known and there is little or no risk to Health and Safety an attempt should be made to stop the source and contain the spill. The event must be reported to the Estates Office.

“Major Spills” - where the substance is unknown or thought to be potentially hazardous, any attempt to stop the source or contain the spill should not be attempted unless appropriate PPE is worn and the Estates Office notified immediately.

## **25. Permits to Work**

The Estates Office currently adopt procedures/permit to work systems to control certain types of work that are potentially dangerous. These include:

- hot work;
- confined spaces;
- work on fragile roofs
- work on roofs with extract systems;
- occupied premises - paintwork, electrical - high and low voltage.

Contractors are required to consult with the Estates Office prior to carrying out any of the above activities.

## **26. Performance Monitoring**

Estates will routinely visit sites where contractors are working to check that the work is being carried out in compliance with all performance standards, including health and safety standards, stated in the contract specification.

## **27. Insurances**

The Contractor must take responsibility and indemnify the employer against interalia

- \* Public liability (all contracts)
- \* Personal injury
- \* Injury to property
- \* Third party insurance

Ensure that all appropriate insurances are in accordance with the respective Conditions of Contract.

**UNIVERSITY OF ST ANDREWS  
CONTRACTORS WORKING ON UNIVERSITY PREMISES -  
ARRANGEMENTS FOR HEALTH AND SAFETY**

The work described in Part 1b is to be undertaken by Contractor's personnel. To secure the health and safety at work of Contractor's employees and to ensure that Contractor's activities do not endanger University staff, this form should be completed as follows:

- Part 1 - By Director of Estates
- Part 2 - By Responsible School/Unit Officer for Building/Area Affected
- Part 3 & 4 - By Contractor

**PART 1**

- (a) SCHOOL/UNIT and LOCATION OF WORK:
- (b) DESCRIPTION OF WORK:
- (c) AREA(S) AFFECTED BY CONTRACTORS OPERATIONS:
- (d) EXPECTED/ACTUAL DATE OF COMMENCEMENT OF WORK:
- (e) ESTIMATED DURATION OF WORK:
- (f) HOURS OF WORK (DAILY):
- (g) NAME OF CONTRACTOR:
- (h) CONTACT (NAME AND POSITION):
- (i) Contractors have been given the information in part 2 and have been handed the University Code of Safety Practice for Contract Operations

.....Signed for the University

**PART 2 - SCHOOL/UNIT - KNOWN HAZARDS**

(a) SIGNIFICANT HAZARDS PARTICULAR TO THIS SCHOOL/UNIT:

(b) SIGNIFICANT HAZARDS IN THE AREA OF CONTRACT WORK:

(d) TIMES AT WHICH ACCESS TO SCHOOL/UNIT/AREA IS PROHIBITED/RESTRICTED:

(e) SPECIAL NOTES:

(i) INDICATE ANY SPECIAL HAZARDS AND THEIR LOCATION TO WHICH THE CONTRACTORS ATTENTION MUST BE DRAWN:

(II) ANY NEW SPECIAL HAZARD ARISING DURING THE COURSE OF WORK WILL BE NOTIFIED AT ONCE TO ESTATES OFFICE. (TEL: 463999).

SIGNED ..... RESPONSIBLE SCHOOL/UNIT OFFICER

**PART 3 - CONTRACTOR'S ACCEPTANCE**

NOTICE HAS BEEN RECEIVED OF THE CONDITIONS AND CIRCUMSTANCES AFFECTING HEALTH AND SAFETY DESCRIBED IN PART 2. THESE HAVE BEEN COMMUNICATED TO OUR EMPLOYEES, AND TO THE SUB-CONTRACTORS, IF ANY, WHO WILL CARRY OUT THE WORK.

THE WORK WILL CAUSE THE FOLLOWING OPERATIONAL HAZARDS:  
(Enter NONE if appropriate)

**SPECIAL NOTE:**

ANY NEW HAZARD ARISING DURING THE COURSE OF THE WORK WILL BE NOTIFIED AT ONCE TO ESTATES OFFICE (TEL; 463999).

SIGNATURE.....

POSITION .....

DATE.....

-----  
**PART 4 - SERVICES REQUIRED**

INDICATE SERVICE(S) WHICH WILL BE REQUIRED BY TICKING APPROPRIATE BOX. IF SERVICE WILL BE REQUIRED FOR DURATION OF CONTRACT, MARK "D.O.C."

	From	To
GAS		
WATER		
ELECTRICITY		
COMPRESSED AIR		
TOILET/FOUL DRAINAGE		

## **Appendix 2**

### **Access to Estates Health and Safety Library**

The Estates Office maintains, for its own use, a comprehensive library of current Health and Safety Legislation. This library also includes British Standards and other documents relevant to work carried out by contractors.

These documents are available for viewing by contractors employed by the University.

Contractors wishing to arrange a viewing should telephone the Estates Office for an appointment. (Tel. 01334-463966).