dmu.ac.uk
DE MONTFORT UNIVERSITY
LEICESTER

Health and Safety Policy and Code of Practice

SP3/29/04
Managing Contractors on University Premises

This policy and code of practice is applicable to all contractors working within the university including building contractors.

This document forms part of the University Health & Safety Policy

Contents

1 Managing Contractors Policy Statement

DMU is committed to protecting the health, safety and welfare of our Staff and students. This policy and code of practice will apply to all staff in the university. Deans and Heads of Support Departments are responsible for implementation and for providing the necessary resources.

Legal situation

The Health & Safety at Work Act 1974 places a duty of care on employers to ensure the health, safety and welfare of their employees and others affected by their activities, including contractors, visitors and students.

The Management of Health and Safety at Work Regulations require the university to undertake a suitable and sufficient written risk of all hazards at work, a hazard being anything which has the potential to cause harm. They require cooperation between the University and contractors on health and safety matters.

Two other key sets of regulations are:

The Control of Substances Hazardous to Health Regulations which aim to protect people from hazardous substance on the site.

The Construction (Design and Management) Regulations require that health and safety is taken into account and managed through all stages of the construction process.

Policy

Deans and Directors/Heads will ensure that a Contractor Checklist is completed for each new contractor they intent to employ and information reviewed regularly. They must appoint a Supervising Officer to act as liaison between the University and Contractor and ensure that this safety policy is adhered to. Where the contractor id employed by Estates the Faculty or Support Department should normally appoint a Supervising officer to ensure close liaison between the three parties.

The university will consult with Trade Union Safety Representatives on plans and proposed changes affecting the health and safety of employees. The university will provide training for managers, supervisory and other staff in good management practices, risk assessment, stress awareness and coping skills. The university will provide adequate resources to enable Deans, Heads and managers to implement the agreed Management of Contractors policy and code of practice.

Responsibilities

Director of Estates (in addition to the duties as Director of Support Dept)

- To manage contractors appointed by the Estates in accordance with the Codes of Practice attached and the university HAS policy
- To produce risk assessments for activities of contractors working in Estates Controlled and areas signed over to Estates.
- To cooperate with Faculties and Support departments in preparing risk assessments and implementing controls where contractors appointed by Estates will be operating in areas under Faculty control or to which DMU staff will have access.
- To produce local rules where necessary to supplement this policy and codes of practice
- To monitor the work of Estates appointed contractors
- To introduce systems to control roof access and produce a "roof risk assessment" from which contractors can prepare a safe method of working.
- To transfer responsibility for areas as set out in the accompanying Code of Practice

Deans and Directors/Heads of Support Departments

The following should either be carried out directly or through the OH&S structure set out in the Statement of Safety Organisation and the university H&S policy:

- Ensure that contractors are competent, have completed a contractors checklist, and operate to safe systems of work
- To ensure that the staff of "their" contractors receive adequate Induction on H&S within DMU
- Conduct risks assessments for the activities of contractors working within areas under their control and/or cooperate with those appointing contractors working within their jurisdiction on joint assessments.
- Notify the Director of Estates if roof access is required
- Ensure good communication between the contractor, university management and the individuals affected by the work.
- Ensure staff are fully trained to discharge their duties.
- To appoint a Supervising Officer where the contractor is employed by the Faculty/Support Department or a Project Liaison Officer where Estates have employed the contractor and the Faculty is in the role of client.
- Monitor the work of the contractors and the safety of the area.
- Ensure all appropriate staff are trained on the management of contractors.
- Encourage staff to report any accidents, near misses or breaches of safety policy

Safety Co-ordinators

- To monitor the work of contractors employed by their Faculty or Support Department
- Undertake Safety Sampling where the contractor is undertaking work in areas occupied by their staff or where the work will affect the safety of staff accessing or leaving such areas.

Occupational Health and Safety Staff

- Provide specialist advice and training.
- Undertake monitoring, audits and inspections as appropriate to identify strengths and weaknesses with the management process.
- Train and support managers in implementing risk assessments.
- Refer to specialist agencies as required.
- To keep a central register of formal transfer of areas.
- Inform the management and the Health and Safety Committee of any changes and developments in the management of contractors.

Employees

- To raise issues of concern with their line manager or occupational health and safety or safety representative

Function of Safety Reps

- Safety Representatives will be meaningfully consulted on any changes to work practices or work design.
- Safety Representatives must be meaningfully involved in the risk assessment process through the agreed procedures and regular meetings with the staff of the OH&S Department.
- Safety Representatives will be provided with paid time away from normal duties to attend any Trade Union training, DMU internal courses and to perform their functions as a safety representative.
- Safety Representatives will be provided with facilities to conduct joint inspections of the workplace in accordance with agreed procedures to ensure that contractors are properly controlled.

Role of the Safety Committee

- The University Safety Committee will perform a pivotal role in ensuring that this policy is implemented
- The Safety Committee and its sub-committees will oversee monitoring of the efficacy of the policy and other measures.

Code of Practice

2 Application and Scope

This code applies to all situations were contractors, or their staff, are employed to work on University premises or grounds. Self employed, and sub-contractors are included within the scope of this document. It does not apply to new and completely separate building sites, fenced and fully under the control of a building contractor. If, however, access to such sites is across University land to which DMU staff have access, relevant sections of the policy will apply. The policy on contractor appointment and approval will also be applicable to such sites. Where DMU staff enter such sites the University will retain responsibility of its employees with the need for risk assessment etc.

3 Who is a Contractor?

A contractor is anyone undertaking work within DMU who is not an employee. This will include those undertaking service and maintenance tasks, repairs, installation, construction, etc. It will also include contract cleaners, contract caterers and agency staff. There will be occasions when employees of more than one contractor are working in the same area.

Accidents are more likely to happen where the contractor's work or activity is excluded from the normal health and safety procedures and safe systems of work, which apply to University staff and students. This may occur when the hazards of the job have not been identified and steps taken to reduce the risk, or where there is insufficient monitoring to ensure that the contractor follows health and safety rules. Accidents involving contractors can, in addition to involving the contractor's own employees or sub-contractors, involve University staff or students. There is a particular risk when staff are unaware that a contractor is working nearby or undertaking activities which could affect the work of staff, e.g. working on local exhaust extract systems etc.

Contractors must be integrated within the DMU health and safety procedures. The Dean / Director or Head of Support Department employing the contractor must ensure that they are aware of:

a) Hazards on the site, or in adjacent areas of DMU.

b) DMU rules and safety procedures.

c) The use of appropriate protective clothing.

d) Any special equipment they need to use in respect to DMU hazards.

e) What to do in an emergency.

f) DMU alarm, evacuation procedures and assembly points.

4 The Law

All work activities are covered by health and safety legislation. In respect to contractors the four main requirements, affecting their work, will be on the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations and The Control of Substances Hazardous to Health Regulations. In some cases the Construction (Design and Management) Regulations will also apply.

Specific regulations will apply to such items as working platforms, guard rails, lifting tackle and welfare requirements. In most cases these will not be a responsibility of the University.

4.1 Health and Safety at Work Act

The Health and Safety at Work Act applies to all working activities, it requires employers to ensure, as far as is reasonably practicable, the health and safety of their employees, other people on the site, including contractors and members of the public (including students), who may be affected by their work. Contractors have a duty to take care so as not to endanger themselves or any other persons, e.g. any DMU staff, students or visitors who may be affected by their work. In the main contractors are engaged by the University, the activities of the University and the contractor interact so that co-operation and communication is needed in order for all parties to meet their obligations.

4.2 The Management of Health and Safety at Work Regulations

These regulations apply to everyone at work and require assessment of the risks which might affect employees and anyone who might be affected by work undertaken. This would include the risk to contractors from DMU activities and the risks to DMU staff and students from activities of contractors. The risk assessment must be in writing (see SP3/7). The regulations specifically require the establishment of emergency procedures, training, co-operation with others on health and safety matters and provision of health and safety information to temporary workers, including contractors. In addition they require co-operation between the contractor and DMU and co-ordination between the two parties. Provision is also made for the appointment of a competent person to advise the employer on health and safety matters. In the case of DMU this role is performed by the HOHS.

4.3 The Control of Substances Hazardous to Health Regulations

These regulations aim to protect people from hazardous substances on the site. As with the Management of Health and Safety Regulations, they require an assessment to be carried out. Areas where problems are often encountered, within the University, involving COSHH and contractors are where solvent based adhesives are used in carpeting, tiling etc.

4.4 The Construction (Design and Management) Regulations

The CDM regulations will apply to most construction–related work but not routine small building maintenance, modification or repair tasks. The Regulations also cover all design work carried out for construction purposes and demolition/dismantling work. The CDM Regulations require that health and safety is taken into account and managed through all stages of the construction project (See SP3/62). In general CDM will not apply to maintenance work on fixed plant.

5 Managing the Contractor and Work

The key factors in respect to the management of health and safety are:

a) Policy: That there are adequate policies.

b) Organising: That those within DMU, and the contractor's staff, are aware of the lines of communication and authority.

c) Planning and Implementation: That practical arrangements and methods of work are used, with consultation with the managers of all those who may be affected by the work.

d) Monitoring: Recording monitoring and inspection, so as to keep track of what actually happens during the work.

e) Reviewing: Reviewing all stages of the process upon completion of the task, checking on actual performance and learning from any incidents or accidents.

6 Choosing a Contractor

It is necessary to assess the contractor's competence before selection. It is not unusual for an organisation to ask for the contractor's health and safety policies, but rarely do anything with them. It is important that, in interpreting the policy, the manager should identify the arrangements the contractor has for putting the health and safety policy into practice, the existence of central procedures, working practices and how their serious accident rate compares with the national average (SIC). Health and safety matters and procedures should be spelt out in the contractor's certification.

Contractors should be required to give an undertaking that they will manage any sub-contractors safely and ensure that they comply with site safety rules, working procedures and methods. For the system to operate effectively DMU managers should build a relationship with contractors so that they may take into account their past performance. For this reason a list of approved or preferred contractors is recommended.

7 Agency Staff

Agencies supplying office staff may be classified as contractors. In addition to checking the agency Deans and Heads should ensure that the work undertaken by the agency staff is covered by a risk assessment. In the case of office staff Temporary workers supplied by employment agencies will be using Display Screen equipment (DSE) equipment become users (employees) or operators (self-employed people) and subjected to the regulations. Where a DSE worker supplied by an agency becomes and employee of the university the duties under the DSE regulations will fall upon the university. In other situations where the worker is an employee of the agency or is self employed both the agency and university will have duties under the DSE regulations.

The university should:

- Assess the risk to agency workers using DMU workstations.
- Ensure all work stations within the university comply with the minimum requirements.
- Ensure activities are planned so the agency workers can have breaks from DSE work.
- Provide training to agency workers when they use any workstations or when it has been modified.
- Provide information to agency workers about risk assessment and risk reduction methods and additionally to use information about breaks and training when a workstation is modified.

The employment agency should:

- Provide their staff with eyesight tests on request.
- Provide health and safety training.
- Provide training about eye tests and check that the university has carried out risk assessments to the work stations to be used.
- Ensured that the workstations will comply.
- Ensure that there are planned breaks.
- Provide information to agency workers.

It is essential that host faculties and departments ascertain whether the agency worker will be employed by the university or by the agency.

8 Planning

The job should be clearly defined and hazards identified. The DMU responsible person, appointed by the Dean or Director, should consider the hazards that can affect DMU staff, students and visitors, and those hazards that DMU staff have produced which could affect the contractor’s employees.

9 Building and similar work

9.1 Contractors Controlled Sites

In the case of building works if the activity is to be within a contractor's controlled site, e.g. construction of a new building, DMU will have little involvement in the actual planning of the activities within the fenced off areas. However, if the contractor enters or crosses DMU property to get to the site, detailed assessment would need to be undertaken of the risks associated with that process.

In the majority of cases contractors will be operating within a DMU occupied building or in an area to which staff and students may have access. The risk assessment may show that the contractor working in an occupied University building will need to work within a designated safety zone. In this, and all cases other than for a contractor's controlled site, DMU staff should be involved in identifying the hazards, assessment and control.

9.2 Contractors Controlled Zone

Contractors Controlled Zones (CCZ): a whole room, corridor or floor in which a contractor is working to which DMU staff do not have access. The zone will be protected by a locked door or barrier such as plywood etc. Tape is not acceptable as a barrier to a CCZ except in an emergency. Estates and OHS staff may require access to carry out their duties of monitoring the work and/or compliance with DMU procedures and policies but other staff may only enter with the express permission of, and accompanied by, the contractors. A formal notice of transfer must be completed when the area is passed to the Estates or the contractor and "signed off" and returned to the control of the faculty.

9.3 Contractors Safety Areas

Contractors Safety Areas: a small safety area protected by tape or temporary barriers around a machine or piece of equipment etc. The area remains under the control of the faculty and the contractor must liaise with the safety manager for the area or other person delegated by the faculty management.

10 Risk Assessment

In addition to the hazards associated with the job itself, access, the proximity to plant or equipment that has to be kept in operation, handling chemicals or hazardous substances, environmental risk and the risk of falling objects etc. should be considered. When hazards are identified, the risks should be assessed and appropriate systems introduced. Where there are significant hazards the issue of permits to work will form part of the control measures. The job should be agreed with the contractor. DMU health and safety requirements and the contractor's responsibilities should be given in writing. Provision should be made to ensure that the contractor is aware of DMU procedures and any local rules appertaining to the work area there should be an induction process to ensure that the contractor's employees, attending DMU to undertake the work, are also aware of the procedures and fire safety requirements.

The DMU staff responsible should plan the contractor's job with them. Risk assessments and method statements should be agreed. The DMU risk assessment and those produced by the contractor should be complementary. For contractor's performing relatively routine or standardised tasks, such as service engineers, contract cleaners and those undertaking smaller building works, e.g. glazing, heating and ventilation a generic risk assessment can be undertaken. This will only need revising when changes occur (See SP3/7). As with all risk assessments a copy will need to be made available to those undertaking the work, together with details of the controls agreed to ensure safety. In other cases any generic assessment should be regarded a source of information and hazard ratings from which a specific assessment can be based.

11 Contractors on Site

The following policy applies to all contractors using DMU sites

11.1 Arrival

Contractors should be required to check in and out, so that DMU is aware of which contractors are working on site and where they are working. The procedure for this will vary with the campus and the activity. Where building work is being undertaken all contractors staff must report to Estates to receive a contractors ID. For roof work the contractor must sign in with Estates and comply with Estates rules at all times. If the work is be carried out in an area not formally designated a contractors controlled zone, with DMU staff excluded by means of barriers, the contractors must also report to the Faculty coordinators or safety managers. Other contractors e.g. maintenance engineers are required to report to the designated faculty or support department manager who will normally in the building in which they plan to work.

The manager of the work must ensure that the contractor's employees actually doing the work are aware of the relevant DMU safety policy and any particular hazards associated with the site or the activity. The Code of Practice, appended to this document, may be given to the contractor's employees as part of the induction where this is appropriate.

They also should be given the name of a site contact that will:

a) Check what precautions are necessary, any risk involved and whether a permit to work is needed.

b) Ensure that everything has been done to protect the safety of DMU staff and students and adherence to good working practices.

c) Ensure further contact and supervision as appropriate.

Contractors should be required to sign out whenever they leave building or site. A pass or identity card should be issued on arrival.

11.2 Controlling Work

Contractors are responsible for supervising their own work and ensuring the health and safety of their own staff, however, while on DMU premises they must be monitored, both in respect to their own activities and activities which could affect DMU staff and students. The amount of monitoring will be dependant on the hazards and risks associated with the job and the time at which the work is undertaken. HSE, in guidance on the management of contractors, indicate that the start and finish of the day are important times for going through the job and reviewing progress, they state, however, that the contractor should expect to see their site contact (Supervision Officer) at other, unspecified times when the contact will be monitoring safe working practices and looking out for hazards. This need not necessarily entail additional visits to the work area, but could be combined with other visits.

A Supervising Officer from the Faculty / Support Department responsible for the work must be appointed to oversee the project or activity. This person must be competent to carry out the role having both knowledge of the work and Health & Safety Requirements. In the case of building work where the contractor is appointed by Estates the supervising officer will normally be a professionally qualified member of the Estates department. In addition they would be expected to have completed the CIEH Foundation, Risk Assessment course and the Ladder Safety course if the work involves working at height. For work other than construction the (Faculty / Department) Supervising Officer should normally have completed the CIEH Foundation, Risk Assessment and any other specific unit for specialist areas e.g. Spills, Clinical Waste etc. The Supervising Officer is responsible for managing contractors in accordance with this safety policy, carrying out routine monitoring through use of the contractor safety sampling checklist, liaise with the contractors on risk assessment and ensure that necessary DMU forms and permits to work e.g. general permit or electrical systems made dead are completed. They will also need to see that contractor's staff are advised of DMU procedures and will have had an induction, receiving a copy of DMU Contractors Booklet.

In the case of building work organised by Estates, where a Faculty acts as a client, the Faculty should normally appoint a Project Liaison Officer to work with Estates and the Contractors.

The site contact should encourage contractors to report incidents, near misses and injuries, even minor ones, as this would give DMU the opportunity to look at any underlying causes, put matters right and introduce appropriate controls before anyone is hurt.

DMU staff should also report incidents, near misses and accidents affecting DMU staff, students or visitors. These should include items such as obstructed escape routes, trip and impact hazards, working without guards or barriers and failure to use the appropriate permit to work, e.g. Hot Work Permit.

11.3 Monitoring

Monitoring the work is an essential part of the management of health and safety as even the safest system of work will fail unless correctly checked and monitored to ensure that the work is going according to plan. Heads should decide the frequency and extent of the monitoring. This should be based on the risk assessment and rating. For high risk jobs, where, for example, a permit to work is required, a greater degree of contact is needed. As part of the monitoring process contractors should be encouraged to report incidents, near misses and accidents.

For projects exceeding 1 day safety sampling must be undertaken. For longer contracts sampling should be repeated every 2 - 3 weeks, this period may be extended if 3 consecutive samples have been conducted without finding any hazards. For works of short duration, i.e. less than 1 day, sampling should be undertaken at least once every 6 visits.

In addition to Safety Monitoring by Estates Faculty Supervising Officers should conduct Safety Sampling where the contractors work impinges onto areas used by the Faculty. The Results of both sets of sampling should be discussed at the site meetings

12 Reviewing the Work

There should be a formal health and safety review at the end of the work. The review should be used to evaluate the quality of the work against the job and the contractor's performance. The health and safety review may form part of the wider review of the contract, but should include the planning, choice of contractor, work, monitoring and the effectiveness of the contract and supervision. This should then be included as a topic and discussed at the Faculty / Department Safety Committee.

12.1 The Work

The review should identify whether the planning, hazard identification and risk assessment were adequate. Specific items would include whether the work was undertaken as agreed and in accordance with the method statement, whether all necessary testing had been undertaken and recorded and all permits signed off. Consideration should be given, in the case of building work, to the revision of building plans as part of the review. Where plans are modified three revised copies should be forwarded to the Health & Safety Department for inclusion in the Emergency Manual.

12.2 The Contractor

Identify any health and safety problems, and whether it is necessary to take action at this stage as a result of the problems. The contractor's housekeeping and whether it was necessary to point out failures of control or supervision to the contractor and any important parts of the review. If there are problems with a contract Purchasing should be notified in case a decision should be taken as the whether the contractor should remain on any approved list operated by the Finance Department.

Details should also be provided to OH&S so that the list of contractors published on the Intranet can be revised.

DMU Health and Safety Policy

Contractors General Code of Safe Practice

Appendix to H&S policy SP3/29

The following Code of Practice may be reproduced by Faculties and Support Departments for issue to contractors as part of the induction process.

Appendix to SP3/29

CONTRACTORS GENERAL CODE OF SAFE PRACTICE

Contents

1 Introduction

As the controller of premises, De Montfort University has a duty to reasonably ensure the health and safety at work of all its employees and that the activities undertaken by the University do not endanger others.

The University's policy on health and safety recognises these duties, and states also that specific arrangements will be made to cater for special risks, some of which may result from the activities of contractors.

2 Purpose of The Code

The Code has been prepared to help Contractors and their employees to work safely and to prevent accidents and injuries to them and to University personnel. The Code also aims to assist contractors in complying with the Health and Safety at Work Act, with the statutory regulations which may affect contractor's operations and with the terms of the contract.

3 Responsibilities

All employers, employees and the self-employed have responsibilities for health and safety.

a) Employers are responsible for protecting people from harm caused by work activities

b) Employees have to co-operate with their employer on health & safety matters and not to do anything that puts others at risk.

c) The self-employed must not put themselves or others in danger.

d) Suppliers of equipment, machinery and chemicals must make sure that their products are safe and provide information to the user.

As the relationships on a site such as a university can be complicated you, and your employer, needs to share information and agree what is to be done, the method of working, who is in charge and who is responsible for different aspects of the work. It is also necessary to ensure that the work does not interfere with the work of DMU staff or others.

4 Starting Work

Before work commences you must contact the University Department or Faculty responsible for the contract. They will undertake a brief induction so that you are aware of the appropriate arrangements for health and safety. Depending on the results of the risk assessment and safety plan appropriate permit(s) to work must be completed, and a safe system of work arranged.

5 Hazards and Risks

Where your work is expected to create hazards, e.g. wet floors, the use of hazardous substances, demolition work or obstruction of fire escapes etc., the attention of the University must be specifically drawn to the hazards, so that adequate precautions may be agreed and taken. This will normally be done by

means of the risk assessment completed by your employer in conjunction with the University.

The Fletcher building has a Paternoster lift, you must not take building materials or equipment i.e. step ladders onto this lift. It is for passengers with small hand luggage only.

You may be at risk when working in certain areas as a result of hazards present in the University e.g. laboratories. These risks should also be identified on the risk assessment, method statement and, if appropriate, on any permit to work. Your induction should confirm that you understand the system and procedures. A copy of the risk assessments should be available for inspection on the site and provided to the University Health and Safety Department prior to work commencing.

6 Services

Contractors must not connect to, or interfere with, the compressed air, electrical, gas or other services of the University without the express permission of the relevant University Department or Faculty (Connection of portable electrical tools such as drills, by means of standard plug tops, is exempt from this rule). This permission should normally have been given at the risk assessment stage and details included on any method statement, but please check before starting such work.

7 Tools and Equipment

All plant, tools, tackle and equipment used by Contractors on University premises must be suitable for the work to be undertaken and must comply with all relevant legal standards. You must not use University plant, tools, tackle or equipment without the express permission of the responsible University Officer.

8 Electrical Plant and Equipment

You must not enter any sub-station, switch room or similar area without the express permission of the University Estates Department.

Portable electrical tools and equipment must be efficiently earthen or double insulated. Where possible they must be of a voltage not exceeding 50 volts for lighting and 110 volts for portable equipment. The risk assessment and method statement will give further information.

9 Guards, Fences, Screens and Enclosures

Guards or fences must not be removed from any DMU machinery or plant without the previous permission of the relevant University Safety Manager.

Guards or fences must not be removed while any machinery/plant is in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery/plant is restarted or energised. All Contractor's machinery and plant, brought onto University premises, must comply with the

regulations relating to that type of equipment and must, where appropriate, be separately guarded or fenced.

You are responsible for the installation and maintenance of any barriers, screens or enclosures as may be required to protect persons, including University staff, students, visitors and the public from risk. Tape barriers should not be used on work areas in which the risks will remain when you are not present as students tend to ignore such barriers.

10 Work at Height

If your work involves the erection of any scaffold, support, shoring or similar structure, you and your company are responsible for the incorporation, in addition to the safety of the above, of features such as 'fans' walkways, covers, guard-rails, warning lights etc. as may be necessary for safety. Ladders or other means of access must be removed when work ceases and the area is unsupervised. Step ladders must not be left unattended in areas where they may be accessed by DMU staff or students unless they are locked so that they cannot be used.

Your attention is drawn to the special risks attached to roof and other work above ground, access to any roof is not permitted without the permission of the Estates Department and the completion of a permit to work. In these cases and in all cases where there is the risk of falls from above ground, it is the responsibility of the Contractor to take such precautions as are necessary for the safety of his employees and of others who may be endangered by their activities.

Such precautions may include temporary guard rails, barriers or fences, safety harnesses and safety belts. Ladders must be secured so as to prevent slipping. This may be by means of tying the head of the ladder to a secure point, such as a scaffold component, a sound and secure gutter bracket, or other appropriate method. If the ladder head cannot be tied, the foot may be secured by staking and tying, wedging, being 'footed' etc. The overall objective is to be the prevention of falls of personnel and materials. Work above ground must be conducted in accordance with the relevant Regulations governing construction and associated work and the advice published by the Health and Safety Executive.

11 Works below Ground

Ground on University premises may not be broken without the express permission of the Estates Department.

Underground services must be positively located and their presence pointed out to those persons carrying out the excavations. This should occur at the risk assessment stage, if in doubt please check.

The work site must be made and kept safe by means of barriers, warning notices, lights etc. at all times.

When the work is complete the site must be made good and any markers, protective covers and warning notices restored.

All trenches and excavations, particularly those adjacent to roads or existing buildings, must be adequately shored, and falls of material prevented by 'battening back', caissons, or other effective means. In particular, the safety of children should be constantly borne in mind and excavations boarded over when work is not actually proceeding.

12 Entry into Confined Spaces

Contractor's employees may not enter any tank, pit, chamber, pipe, flue, or similar confined space where there may be dangerous fumes or lack of oxygen, unless details are given on the risk assessment and method statement. A Confined Spaces Permit to Work must be issued if you need to enter such a space, details given on the assessment and statement and you must get permission of the Estates Department or the controller of the space.

If permission has been given work in such places shall be carried out in compliance with the precautions detailed in the relevant Health & Safety Executive guidance.

13 Hazardous Areas

There are some hazardous work areas in the University where contractor's operations may need to be especially co-ordinated with those of the local manager and access may need to be restricted. Such areas will include laboratories; the hazards are normally indicated by a yellow and black hazard warning sign on the door, e.g. Radiation Hazard, Biohazard, Laser Area. The controls should be discussed during the planning and risk assessment stages, if in doubt ask for further information. A general Permit to Work system may need to be operated.

14 Road Safety

Some of the University Campuses present unusual dangers in respect of road safety. Drivers of vehicles are expected to exercise a high degree of responsibility, the presence of large numbers of young people must be constantly borne in mind.

Protective measures at road works, e.g. by the use of cones, barriers, signs, warning lights etc. should conform to the standards normally applied to work on public roads. In particular, scaffolds and other means of access, erected at places adjacent to University roadways, must be carefully protected, illuminated and signs posted. More details are contained in the University safety policy and these should form part of the controls introduced as a result of the risk assessment. If in doubt ask.

15 Control of Pollution

Contractors may not deposit any waste chemical, or any other substances whatever into drains on University premises, unless permission has been given by the Estates Department. You must remove all rubbish at the end of the work and maintain a good standard of housekeeping while on DMU sites.

16 Cartridge Operated Fixing Tools

Cartridge fixing tools may not be used on University premises without risk assessment and the permission of the Estates Department. If this has been given, such tools may be used only in compliance with the current standards.

17 Fire

Smoking is prohibited in university buildings. The use of flame lights or the application of heat, as in welding or burning, or the production of sparks i.e. by angle grinding is prohibited in many areas of the University for a Variety of reasons. Contractors and their employees must seek prior permission for these activities from an authorised person and complete a hot work permit. A hot Work permit must be issued by DMU before such work can be undertaken.
Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved. You should, on arrival at the work site, check for the following fire safety matters:

The nearest means of escape in case of fire.
The location, type, and method of operation of the nearest fire fighting appliance(s).
The location and method of operation of the nearest fire alarm.

Contractors must obey alarm signals when on University premises. If you are working in a University building you must report to the building evacuation point when the alarm sounds. The location of the assembly point should be made clear during the induction and is given on signs throughout the building. You, or your foreman/site agent, must inform the University's Building Evacuation Controller (who will be wearing a white hard hat) that you have evacuated safely.

18 Personal Protection

The Contractor is responsible for providing for their employees such personal protection as may be required for the work in hand such as, for example, eye protection, head protection, respirators and breathing apparatus.

Work involving asbestos and/or asbestos bearing materials is strictly controlled by legislation, and by the University's policy. Before building/maintenance work is commenced the area should be checked for the presence of asbestos. The university maintains an Asbestos Register but a more detailed survey may be required depending on the work to be undertaken. If, during the course of a contract, the work involves or is likely to involve disturbing asbestos then you must cease work, withdraw from the area and report immediately to:

a) A representative of the University Department for whom you are working, if the asbestos is in equipment.

b) Or the Estates Department, if the asbestos is in the building fabric.

If the relevant person is not available contact the University Health and Safety Department (Tel 0116 2577683).

19 Highly Flammable Liquids

Many paints, thinners, solvents, adhesives and cleaning fluids present a serious risk of fires and explosions due to the ignition of vapours. The use of such substances on University premises is normally restricted and every effort must be made to use non-flammable alternatives. Where the use of highly flammable liquids is unavoidable, you must ensure that the risk has been identified on the risk assessment and adequate controls have been agreed.

20 Toxic, Harmful and Corrosive Substances

The use of toxic and harmful substances is prohibited unless a written risk assessment has been carried out. Contractors are responsible for conducting their own assessment on any harmful or toxic substances that they might use, but you must liaise with University staff so that we can assess the risks to our staff and student.

21 Liquefied Petroleum Gas (LPG)

LPG in cylinders and cartridges is used to fuel plant and equipment ranging from fork lift trucks to room heaters and portable lighting. In order to reduce, as far as possible, the risk of fires and explosions, the amount of LPG brought on to University premises by contractors must be limited to that required for immediate use. Where storage of cylinders and cartridges is essential, this must be in the open air, but not on the roof.

LPG cylinders and cartridges taken into buildings must be connected to suitably designed, constructed and maintained plant and equipment. When equipment is not in use for any appreciable length of time, it must be either disconnected from the cylinder/cartridge, if that can safely be done, or the equipment removed from the building until required again.

De Montfort University

CONTRACTOR CHECKLIST	
Company Name & Address:	✓ or Comments
EXPERIENCE Does the contractor have experience of work in HE?	
Is the contractor familiar with the type of hazards in the work area?	
Has the contractor done this type of job before?	
If so what were the main problems?	
Can the contractor produce risk assessments for similar jobs?	
Can the contractor supply references in respect to their safe working?	
HEALTH & SAFETY POLICY Does the contractor have a health & safety policy?	
Does the policy name individuals?	
What are the contractors health and safety arrangements for this work?	
Are subcontractors to be used	
Will risk assessments and a safety method statement be provided for the contractor's activities?	
Will the contractor co-operate in preparing DMU risk assessments relating to risks to DMU staff & students?	
What safety checks are made on equipment and materials?	
TRAINING & COMPETENCE Is the contractor a member of a trade body or professional body? If so please provide documentary evidence	
How do the contractors ensure that their subcontractors are competent, if used?	
If subcontractors are used how are they prepared by the contractor for working safely on site?	
What health and safety training does the contractor provide?	

SUPERVISION How does the contractor plan to supervise the job?	
Who will be responsible for health and safety on site?	
How will changes that arise during the job be dealt with?	
How will the contractor liaise with DMU?	
Will the contractor report all accidents to DMU?	
ENFORCEMENT ACTION (public databases may be checked) Have HSE/EHO ever issued Improvement Notices against the contractor's activities?	
Have HSE/EHO ever issued Prohibition Notices against the contractor's activities?	
Has any prosecution been brought against the contractor in the last 5 years?	
ACCIDENTS Number of reportable accidents in the last year. Average number of employees. Accident Incident Rate Number of reportable accidents x 100,000 Number of employees	

Health & Safety Standards Satisfactory / Not Satisfactory

Assessed By: _____ Date: _____

Faculty / Support Dept: _____

_____

A copy of this form should be forwarded to the Health & Safety Officer, Health & Safety Department upon completion

For H&S Use only
Date received
Acceptable / Not acceptable / Further information

Date Published on the Intranet

Clearance/Handover Certificate (CHC)

The CHC should be used when:

- Handing over an area from one Faculty or Support Department to another as a result of re-organisation, moves etc.

- Transferring an area from Faculty control to Estates or from Estates to a contractor to enable building work to be undertaken or for activities such as deep cleaning or decontamination.

- Temporary transfer of control to a contractor to enable a detailed inspection of an area to take place.

- The temporary transfer of responsibility for equipment to a service engineer where they will assume responsibility for the equipment and surrounding area. e.g. laser equipment and the room housing the laser.

- Certifying that equipment that might be contaminated by micro-organisms or chemicals has been decontaminated before being serviced by an engineer on site or returned to a supplier.

DMU Health & Safety Department

Clearance/Handover Certificate

For transfer of responsibility for:

A any area from one Faculty to another, to Estates or a contractor and temporary transfer of control for inspection.

B. Repair or return of laboratory or similar equipment which might have become contaminated in use.

To (Contactor / Manufacturer / Supplier)	From
Description of area or make & description of equipment	

A Has the area or equipment been exposed externally or internally to any of the following. Please answer all questions.

		Yes	No			Yes	No
1	Blood, body fluids, pathological special			4	Chemical substances hazardous to health		
2	Other biological hazards			5	GM material		
3	Biogradable material that could become a hazard			6	Radioactive substances		
	Other hazards (provide details in B below)						

B Please provide details of the hazard(s) indicated above

C Describe the decontamination methods and other systems used to make the area/equipment safe

PTO

D Give details of any areas of residual contamination or hazards being transferred

E Transfer from Faculty/Dept. normally controlling the area

I declare that the above information is true and complete to the best of my knowledge Authorised signature Name(print) Position Date Faculty/Dept.

F Acceptance of Transfer

I accept transfer of the above area/equipment. Authorised signature Name(print) Position Date Company/Faculty/Department
NB: Stages A-F : A copy of this form should be sent to OH&S at this stage

G Return of Control (if applicable)

The above area/equipment is returned to the control of the DMU Faculty/Support Department in a safe condition and I accept return of the above area/equipment. Authorised signature for individual returning the area (as in F above) Signature Name(print) Date
Stage G: A copy the completed form should be sent to OH&S, Gateway House, Leicester

Received OH&S	Stages A-F	Stage G