

Contractor Induction

ESTATES LOCAL RULES

Work MUST not start on site without a valid contractor risk assessment and method statement. All operatives must read all relevant site method statements and risk assessments before starting work, this documentation must be available on site at all times.

Arrival to Site

All operatives arriving or leaving site must sign in at the Estates Services Reception.

All contractors' personnel will present themselves to DMU Estates Services Reception. A photo will be taken of each person and printed onto a pass which is to be worn visibly by the individual at all times.

Before carrying out work, contractors must visit the reception of faculties and departments where they are working in to make their presence known. Also, knocking on office doors and requesting access when required.

When leaving the campus at any time for more than 30 minutes passes are to be handed back to the Estates Services Reception. If a person is to return that day the individual must inform the Estates Services Receptionist who will retain the pass for re-issue later the same day.

Any keys required will be requested at Estates Services Reception and will be signed for by the individual.

When leaving the campus at any time, no matter for how long the duration, all keys issued are to be handed back to the Estates Services Reception prior to leaving.

Estates Services Reception is available 24 hours each day and is operated out of normal hours by security personnel.

Parking

1. Car parking for contractors engaged by DMU to work at DMU sites cannot be guaranteed.
2. Contractors engaged by DMU (whether by the Estates Department, Faculty or other Support Departments) who require parking for their vehicles on DMU premises whilst they carry out that work should apply as follows-

Leicester City- in person at the Estates Services Reception at the Estates Services Building on Gateway Street, opposite Gateway House.

Other Campuses - parking permits are not required but all contractors should sign in at the Estates Services Reception at the Estates Services Building on Gateway Street, opposite Gateway House before proceeding to Site.

Permission to park close by the building will only be given where such parking is essential to enable the work to be carried out. All other parking will be in the Main Car Park. If parking is not available close by the building then materials tools etc may be unloaded and vehicle moved to an alternative car park.

3. When permission is granted, contractors will be issued with a distinctive Car Parking Permit with a clear expiry date and the name of the building they are working in written on it.

4. Contractors' vehicles parked on DMU property which are not displaying a permit, and a valid pay and display ticket are liable to a parking charge of £80 (reducing to £40 if paid within 14 days) as per the DMU Car Parking Policy.

5. Contractors' vehicles displaying the appropriate permit but parked in disabled bays, blocking fire exits, causing an obstruction or in any other way contravening the DMU Car Parking Policy are liable to a parking charge of £80 (reducing to £40 if paid within 14 days).

Deliveries directly to the DMU site are strictly by prior arrangement with the DMU authorised officer.

A banksman shall be used for all reversing vehicles.

First Aid and Emergency

Contractors are responsible for their own first aid treatment and should have access to a first aid box which, dependant on their own Risk assessment, must be at the place of work, in the designated rest or welfare area, or kept in a vehicle. The location of the first aid box to be specified in site health and safety documentation.

In an emergency assistance may be obtained by calling the Estates Help Desk on 0116 250 6366 or DMU Security out of hours on 0116 257 7642

Accident/Incident reporting all accident and safety incidents and near misses are to be reported to DMU within 24 hours of the incident. Initial report may be verbally or by phone or email.

Fire safety


The Evacuation action posters are displayed in each building in prominent positions.

Each contractor will make themselves familiar with the evacuation procedures for each building they are working within.

In the event of any fire alarm or other evacuation each employee will make their way to the evacuation point identified on the poster and report to the DMU building evacuation controller. The evacuation controller will be identified with high visibility jacket and white hat.

The responsible person/site supervisor / foreman / manager is responsible for reporting that all of the contractors personnel are out of the building.

No individual is to return to the building for any reason until the all clear has been given by the evacuation controller.

EVACUATION ACTION	
ESTATES SERVICES BUILDING Gateway Street, Leicester LE2 7DP	
In Case of Fire	
The person discovering a fire should:	
1. Raise the alarm.	
2. Phone 9-999 to call the Fire Brigade.	
3. Leave the building.	
4. Only attempt to put out the fire if safe to do so.	
On Hearing the Alarm:	
1. Leave the building by the nearest exit route.	
2. Close the doors behind you.	
3. Report to assembly point.	
Word of Mouth Evacuation: Bomb Alerts	
1. Collect bags and personal belongings.	
2. Turn off equipment.	
3. Leave the building. Do not return until authorised to do so.	
	
If unable to use the stairs, wait in the Refuge or lobby by the staircase for rescue	
Assembly Points	
Fire: Pavement outside building	
Bombs: Castle Gardens	

Personal Protective Equipment (PPE)

Clothing carrying the contractor's logo is to be worn at all times.

PPE must be worn in line with the risk assessment. Anyone found not wearing the correct PPE will be asked to leave the site.

Portable Appliances and Machinery

All portable tools must have been PAT tested or be new, certificates or purchase receipts must be carried. All equipment must be 110V or battery powered, unless agreed in advance.

Guards must not be removed without the authority of the DMU authorised officer in charge.

When it is necessary to operate a machine with a guard removed a Safe System of Work must be used and the machine segregated from other employees. Any guard that has been removed must

be replaced and secured and inspected by the DMU authorised officer in charge before the machine is restarted.

Contracts involving working with machinery are to include a handover certificate procedure to ensure that machinery is handed over in a safe condition or that any hazards and additional control measures required are specified in writing.

Hazardous Substances

Where work is to be carried out within an area where hazardous substances are present the DMU authorised officer in charge will advise upon hazards and arrange for any precautionary measures to be put in place.

Where contractors are working with hazardous substances they must operate a Safe Working procedure, use such Personal Protective Equipment as is required and have equipment available for dealing with spillage.

Permit to Work

These will be issued by DMU authorised officer in line with DMU policy.

Activities that require a permit include, but are not limited to, the following:

- Isolation and/or impairment of all fire alarm systems for any reason
- Isolation of electricity supplies to facilitate safe working in accordance with the Electricity at Work Regulations 1989
- Isolation of any mechanical devices associated with any type of system where any type of stored energy is present
- Isolation of lifts including lift cars
- Hot works (Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved)
- Work at Height – Specifically roof work
- Out of hours work
- Excavations
- Confined spaces

All Permits should be requested a minimum of 1 working day in advance, failure to do so may result in a delay in authorisation.

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.

Roof Access

Roof areas without edge protection that complies with legislation, will require the issue of a Roof Access Permit. All such areas will either have a DMU provided fall arrest cable system and the contractor will provide suitable lanyards and harnesses or the contractor will erect suitable temporary edge protection or barriers.

Roof areas with edge protection are controlled access and keys are obtained from Estates Services Reception.

Estates will refuse access to any roof in high winds, typically at wind speeds greater than 25 mph, and if over 15 mph dependent on work to be carried out and actual exposure.

Storage Housekeeping and Waste

Storage locations must be agreed with the DMU project officer. Hazardous and flammable materials may not be stored in DMU buildings, all flammable materials must be removed from buildings when not in use.

DMU operates a strict tidy as you go policy. Poor housekeeping will not be tolerated.

No DMU waste facilities will be used for contractor's waste at any time unless specifically authorised by a DMU authorised officer. Contractors will remove all their own waste at their expense in line with their advertised policies and will comply fully with the relevant waste regulations and WEEE Regulations at all times.

Any skips on DMU property are by prior arrangement, must be located 6m from the building and be lockable.

Waste transfer notes must be available for inspection at anytime.

Asbestos

Before building/maintenance work is commenced the area should be checked for the presence of asbestos, DMU will provide a copy of the appropriate survey.

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:

1. A representative of the University Department for whom you are working, if the asbestos is in equipment;
2. Or the Estates Department, if the asbestos is in the building fabric;
3. If the relevant person is not available contact the University Health and Safety Department (Tel 0116 2577683).

Welfare

Contractors may use DMU toilets in the vicinity of the work area. They must be maintained in original condition. Rest facilities are available around campus in the form of a number of coffee shops and the campus centre.

This is a no smoking site. 10m no smoking 'exclusions zones' are designated around buildings. Bins are provided for cigarette ends. Please use them and avoid creating litter.

Road Safety

DMU is a city centre campus with a large throughput of traffic. Care must be taken to observe the speed limits on campus and consideration given to the large number of pedestrians on site.

Students

Please be aware that this campus has a large student population who may not be aware of the risks created by the contractor activity.

Communications

DMU operates an open door policy. Please contact your designated DMU authorised officer if you have any queries or concerns.

Regular site meetings and briefings will be conducted to facilitate communication.

The Site Supervisor / Foreman / responsible person must carry a mobile phone which can be used in emergencies.

Do's and Don'ts

Health and Safety is a major priority.

If in doubt always ask.

We accept reasonable and justifiable errors (the first time).

If you have a problem tell us.

Do refer all questioners to your DMU contact.

Don't offer opinions to anyone but DMU contact.

Don't accept extra work – but ask DMU contact.