

Estates and Facilities Department of the University of Bradford – In partnership with ICT Services

# Contractors Code of Practice

Issue	Date	Comments
1 <sup>st</sup> Draft	19/5/2010	Distributed as per consultation procedure
2 <sup>nd</sup> Draft		
Issued		Distributed to all E & F staff to implement

Document Review Date	
----------------------	--



## 1. Introduction

As the controller of premises, the University of Bradford has a statutory and social duty to ensure, so far as is reasonably practicable, the health and safety at work of all its employees, and further, to take steps to ensure that the activities undertaken by the University do not endanger others who may be affected thereby.

The University's statement of policy on health and safety recognises these duties, and states also that specific arrangements will be made to cater for special hazards, either of a permanent nature, or which may arise from time to time. In view of the many and varied activities carried on by contractors on University premises, it is thought appropriate that a general code of safe practice should be introduced. It should be noted however, that this code is not an "Approved Code of Practice" within the meaning of Sections 15, 16 and 17 of the Health and Safety at Work Act 1974.

## 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, the Construction Regulations and with the terms of the contract.

All Contractors working on University premises must conform to the provisions of this code. The observance of this code however, does not in any way relieve the Contractor of his legal or contractual obligations. All Contractors and their employees should be conversant with the safety rules of the department or area in which they are working and the Contractor's Representative has the responsibility for ensuring that this is so.

In any case of doubt regarding the application of the code, or in any circumstance affecting safe working not covered by the code, advice should be sought from the Director of Estates & Facilities from whom additional copies may be obtained.

Except where the contractor has exclusive occupancy of the site, duly appointed officers of the University shall have the right to inspect it to ensure that the terms and conditions of this code are complied with.

## 3. Starting Work

Before work commences on each contract, the **Responsible University Contact** must be informed so that the appropriate arrangements for health and safety can be made. A safe system of work must be agreed between the Contractor, the Responsible University Contact, and, where appropriate, the Department concerned, before Contractors' operations are allowed to begin.

#### **4. Special Hazards**

Where Contractor's operations are expected to create special hazards, e.g. access ceiling voids, in the application of heat, demolition work, the use of dangerous articles or substances, the attention of the department/area concerned and the Responsible University Contact must be specially drawn to the hazards, so that adequate precautions may be taken. Contractor's employees may be at risk when working in certain areas, in which case the hazards will be detailed by the Department concerned. It is the Contractor's responsibility to acquaint his employees with these hazards.

#### **5. 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 Director of Estates & Facilities.

#### **6. Tools and Equipment**

All plant, tools, tackle and equipment used by Contractors on University premises must be suitable for the work to be undertaken, must comply with all relevant legal standards, and must be maintained in accordance with appropriate safety standards.

Contractors may not use University plant tools, tackle or equipment without the express permission of the responsible University Officer.

#### **7. Electrical Plant and Equipment**

The contractor and his employees shall not enter any substation, switch room or similar area without the express permission of the Director of Estates & Facilities.

Portable electrical tools and equipment must be efficiently earthed or double insulated. In appropriate cases, such as work in wet conditions, they must be of a voltage not exceeding 50 volts for lighting and 110 volts for portable tools, by means of a double wound transformer with the secondary centre tapped to earth. Alternatively, an earth monitoring device may be used which will switch off the supply in the event of the earth connection being broken.

#### **8. Guards, Fences, Screens and Enclosures**

Guards or fences must not be removed from any machinery or plant without the previous permission of an authorised person as described in Section 6.

Guards or fences must not be removed while machinery/plant in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery/plant is re-started or energised. All contractors' machinery and plant brought onto University premises must comply with the regulations relating to that type of equipment and must, where appropriate, be securely guarded or fenced. Where the

Contractor is carrying on work on University premises such as the breaking or dressing of stone or concrete, grinding of metals, etc.; he is responsible for the installation and maintenance of such screens or enclosures as may be required to protect persons other than his employees who may be endangered.

## **9. Work above Ground**

When work by the Contractor involves the erection of any scaffold, support, shoring or similar structure, he is responsible for the incorporation, of features such as walkways, covers, guardrails, warning lights, etc. as may be necessary for safety. Steps must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases and is a competent operative holding the relevant qualifications. Contractor will comply with relevant legislation e.g. working at Heights Regulations.

## **10. Work below Ground**

Ground on University premise may not be broken without the express permission of the Director of Estates & Facilities. Underground services must be positively located, and their presence pointed out to those persons carrying out the excavations.

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

## **11. Entry into confined Spaces**

Contractor's employees may not enter any tank, pit, chamber, pipe, flue, or similar confined spaces where there may be dangerous fumes or lack of oxygen, without the express permission of the Director of Estates & Facilities. If permission has been given, work in such places shall be carried on using the methods and taking the precautions outlined in the Health & Safety Executive Guidance.

## **12. Permits to Work**

In the case of especially hazardous work, or where Contractor's operations may need to be especially co-ordinated with those of the University to ensure safety, the work may need to be governed by means of a formal permit system. The relevance of such a system to the work envisaged will be discussed wherever possible at an early stage and the system of work agreed before work commences.

### **13. Road Safety**

The University Campus presents unusual dangers in respect of road safety, and drivers of vehicles are expected to exercise a high degree of responsibility and restraint. The presence of large numbers of young people must be constantly borne in mind, and contractors and their employees are asked to remember that much of the Campus is essentially a pedestrian precinct, to which vehicles are allowed access only for loading, unloading and parking, subject to the car parking regulations of the University.

### **14. Control of Pollution**

Contractors may not deposit any waste, chemical, or any other substances whatever into drains on University premises, unless express permission has been given by the Director of Estates & Facilities.

### **15. Cartridge Operated Fixing Tools**

Cartridge fixing tools may not be used on University premises without the prior permission of the Director of Estates & Facilities. If this has been given, such tools may be used only in compliance with the standards set out in the Health and Safety Executive Guidance.

### **16. Fire**

Smoking, the use of flame, lights or the application of heat as in welding or burning, 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 as in Section 6, but in the absence of any specific restrictions, must assume that smoking etc. is prohibited.

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved. Contractors and their employees 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.
- The location and method of operation of the nearest fire alarm.

Contractors must obey alarm signals, including practice evacuation exercises, whilst on University premises.

### **17. Personal Protection**

The contractor is responsible for providing for his 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.

## 18. Radios

The playing of radio/CD players on University premises is forbidden because of the annoyance which this can cause. The contractor should therefore advise his employees against bringing portable radios etc. to the University.

## 19. Contacting Emergency Services

The telephone is the most effective way of summoning help. In the event of an emergency, dial 4499 (the number is shown on every phone).

This connects with the University's Security and Emergency Service at the continuously manned Security Office in the Main Building.

If called upon, the Security Assistant on duty will summon the Fire Brigade, the Ambulance Service or the Police.

**IT IS USELESS TO DIAL 999 ON UNIVERSITY PHONES AS THIS DOES NOT CONNECT YOU WITH THE PUBLIC TELEPHONE SERVICE.**

In all cases in when contact with emergency services is being made, it is important to remember certain basic principles if confusion is to be avoided.

- **KEEP CALM.** Ask clearly and concisely for the service you require.
- **GIVE A SPECIFIC LOCATION**, e.g. Chesham Building, First Floor, Students Common Room, Room No C1.8 (the numbers of all rooms are on the door).
- If one is needed send a reliable person to act as a guide.
- When using the telephone in darkness remember that the last digit on the telephone in "0".