

# Code of Practice 51

10<sup>th</sup> Edition, September 2020

## SITE RULES FOR WORKING ON UNIVERSITY PREMISES

For contractors and consultants



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Director, Projects	N Wingfield	6682
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Head of Programme Maintenance	C. Hellier	7283
Construction and Health & Safety Advisor	N Bathurst	7290
Asbestos & Safety Compliance Adviser	A. Pistorius	079297 16675
Health & Safety Services office	Enquiries	8888
Fire Safety Adviser	D Sharp	8282
Security Services Manager	D Amin	6967
Energy & Sustainability Manager	D Fernbank	5075
Head of Grounds Maintenance	R Taylor	8312
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## 1.1 Introduction

It is the University of Reading's policy to ensure a high standard of safety on campus and to protect the environment. These rules are designed to alert contractors to hazards, special considerations and protocols that apply to all works being undertaken on University premises. It is also a reminder of some of the statutory requirements that apply.

Contractors shall observe their duty not to endanger University members, their own staff or others by their activities when working on University premises. If you have any doubt about the task, work requirements or specialist instructions your staff are being asked to undertake, you must seek advice from your University project manager.

## 1.2 Competent Contractors

To be accepted onto the preferred lists of contractors, all applicants must be registered with an accreditation scheme as described in the HSE Safe Procurement Guide i.e. Contractor Health and Safety (CHAS), Safe Contractor, Construction Line, Achilles, BM Trada, Exor and NHBC Accreditation Schemes, and be competent for the range of works being undertaken. It is an essential component of the competence and suitability of preferred contractors and suppliers that the rules contained in this document are adhered to.

This guide must be read and understood by the senior management of all contractors and suppliers. It is incumbent upon the senior manager of the organisation to bring the University's Site Rules to the attention of all staff, including sub-contractors, working on their behalf at the University, through work instructions or induction. It is the duty of all contractors to have knowledge of this document and all applicable legislation and to take account of it in the pricing, planning, management and execution of all work on University projects.

The University of Reading also has a simple pocket sized 'Tradesman's Guide' available for you to issue to your staff.

Where the word 'Contractor' is used this equally applies to sub-contractors and Estates construction related operatives, supervisors and managers.

Before any work is carried out, the contractor shall confirm, in writing using the Declaration of Compliance form at Appendix 1, to the Estates Director, Head of Function that this guide has been read and understood and will be applied to all subsequent work.

The contractor is expected to be familiar with the document: 'Absolutely Essential Health & Safety Toolkit for the Smaller Construction Contractor' (INDG 344). The contractor should also be familiar with the Approved Codes of Practice for the Management of Health and Safety at Work Regulations 1999 (as amended 2006); Workplace (Health, Safety & Welfare) Regulations 1992; and the Construction (Design and Management) Regulations 2015.

## 1.3 Purpose of These Rules

These rules provide written guidance on our expectations and general safety advice for working on the University, and may be referred to in the contractual preliminaries. They do not amend or replace any statutory requirement. Any reference to Regulations, British Standards, Codes of Practice, Guidance Notes etc. referred to within this document are those deemed generally applicable and is not exhaustive.

## 1.4 University Appointed Project Manager

Your contact point will generally be the designated University of Reading Appointed Project Manager (PM) or for works originating from the University of Reading maintenance team, the Maintenance Manager (MM) for the project or his nominated representative. The role of the PM/MM is to administer the running of the project and monitor its progress. Generally, communication between the University and the contractor will be via the PM/MM. The contractor will be advised if a Clerk of Works is to be employed. For the purposes of this document, any reference to PM will be the same as those roles undertaken by the MM or Clerk of Works.

For its part, the University will assess risks of our work activities or on-site hazards that might put the Contractor at risk or require him to take added precautions and communicate these residual hazards to the contractor. The PM will alert the contractor to any hazards or activities that may impact on the planned work.

# CONTENTS IN ALPHABETICAL ORDER

## Accidents, Incidents and First Aid

The contractor shall record all accidents/incidents, which arise out of the contract works in areas under his control as required by legislation. Whilst the University understands the need to protect information under the Data Protection Act, the University expects the contractor to include broad details of types of accidents in its monthly or interim project reports and in particular, the remedial steps they have put in place to prevent reoccurrence.

Reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be made by the contractor to the appropriate authority on Form F2508 and broad details i.e. information that does not breach the Data Protection Act should be communicated to the University PM who will inform the University Health and Safety Services (HSS) team.

The University always retains the right to investigate accidents/incidents on University property and all contractors will be required to co-operate in any investigation.

In the case of any accident/incident, requiring more than first aid there is an Accident and Emergency Department at the Royal Berkshire Hospital, Reading.

Serious injuries should be dealt with by calling an ambulance if necessary. Dial 999, then University Security **MUST** be notified on **0118 378 6300** to alert them to the fact that an ambulance has been called. Be ready to give them details of the location of the accident. Informing Security will help in getting the emergency services to the correct location as promptly as possible.

The contractors must have current first-aid trained staff with numbers appropriate to the size of undertaking and task/work activity. It is unacceptable to rely on others to fulfil first-aid obligations. Provision of first aid supplies must be made by the contractor.

Any accident or incident involving a member of the University staff, students or members of the public on university property must be reported to the University PM immediately, who will inform the HSS team by the quickest possible route.

If an environmental incident occurs please contact Security 0118 378 6300 and the designated University of Reading PM.

All environmental accidents, incidents or near misses should be reported to Sustainability Services and an Environmental Incident Form should be completed by the person reporting the issue. This form can be found on the Sustainability Services website – [www.reading.ac.uk/sustainability](http://www.reading.ac.uk/sustainability) or by contacting Sustainability Services:

Email – [sustainability@reading.ac.uk](mailto:sustainability@reading.ac.uk)

Call – 0118 378 6837

## Alcohol and Drugs

Contractors personnel shall not bring alcohol or drugs (except with good medical reason) of any kind onto site. Any contractors staff who are, or appear to be, under the influence of alcohol or drugs may be asked by a University representative to leave site immediately and may be refused admittance at any future time.

## Asbestos

Some buildings owned or occupied by the University of Reading were built or refurbished at a time when the use of asbestos containing materials (ACMs) in their construction was common. Management surveys (Formerly Type 2) have been carried out on all of the older properties. However it is likely that not all of the ACMs will have been located. The remainder may be in inaccessible areas that will only be located by destructive testing such as within partitions, ducts and voids, under floorboards and as permanent shuttering to underground ducts. It is essential that a cautious approach is taken. Asbestos warning labels are used in areas of perceived high risk on a case by case basis. However labelling may not always be considered, particularly where they may cause anxiety to the building occupants. The absence of a labelling is not a confirmation that ACMs are not present and the asbestos register must be consulted in all cases.

**All Contractors personnel working on University property must have received asbestos awareness training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012**

A record of all ACMs is held on the Asbestos Register Staff, Consultants and Contractors can access the register through the Electronic Document Management System (EDMS).

<https://edms.reading.ac.uk/sites/EF/WrenSS/SitePages/Asbestos.aspx>

You will need a University Username and Password which you can obtain by completing your details here- [http://www.reading.ac.uk/web/FILES/its/User\\_registration.pdf](http://www.reading.ac.uk/web/FILES/its/User_registration.pdf)

The register is managed by the University's Asbestos Co-ordinator (AC). For maintenance tasks the University's asbestos database will be automatically checked and a warning printed on the Wren order. For all other work in buildings constructed before 2000 the SO/AC or the Principal designer (PD) will provide the contractor with a copy of the asbestos register as part of the project brief. Where the work is likely to disturb known ACMs arrangements will be made to remove the ACM if reasonably practicable or alternatively the design will be changed to avoid the ACM. **Only one of the University's approved asbestos framework contractors may undertake work with ACMs.** Please note that asbestos may exist in areas yet unidentified (in areas previously stripped or not), so it is important to proceed with caution and to consult the SO or AC if any doubt arises, before there is any risk of asbestos fibres being released. **The contractor must not commence work where the asbestos register has not been provided.**



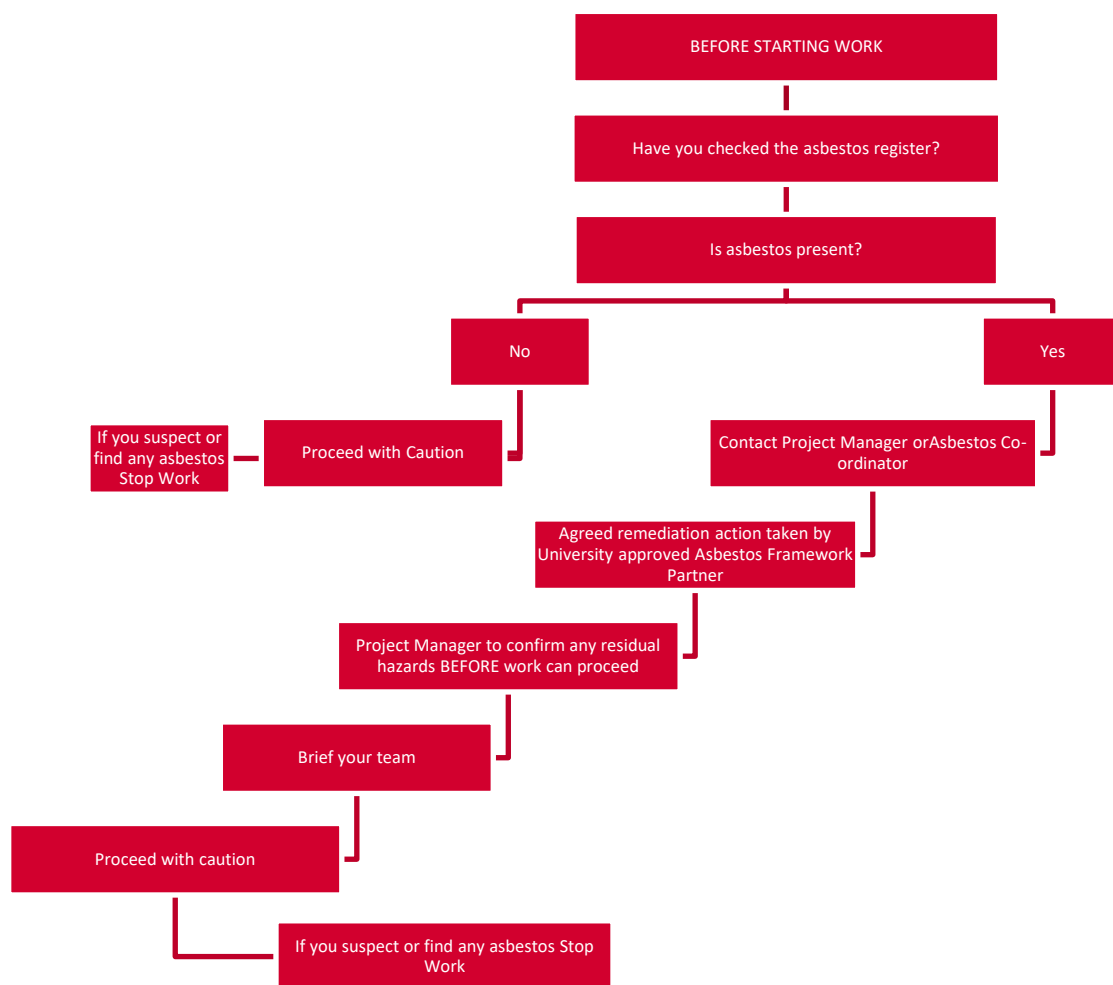
Where intrusive refurbishment is anticipated the AC will undertake a suitable and sufficient inspection which may include taking additional samples or the commissioning of a full refurbishment and demolition survey (formerly Type 3). Survey information will be available from the health & safety file in the case of projects falling under CDM or directly from the SO/AC. The asbestos register will be updated by the AC. **The contractor must not commence work where the asbestos information has not been provided.**

Where reasonably practicable any ACMs affecting the project will be removed as enabling works either as a separate contract or part of the main contract in the case of phased works. **This does not mean that all ACMs will have been removed from an area.** Following any asbestos remediation work and **before** any project work can take place the AC will provide a statement of the work that has been undertaken and a summary of any residual hazards that remain; **this statement must be received before the main works start.** The AC will also update the asbestos register.

**A statement on the known ACMs must be included in the contractor's site induction to all employees and sub-contractors.** Where considered relevant the AC can provide a briefing/tool box talk to form part of the site induction.

Any damage to known or suspected ACMs must be immediately reported to the SO and work must stop to enable abatement works to be carried out. At all times the contractor must comply with the provisions of the University of Reading Asbestos Management Plan and the Control of Asbestos Regulations 2012.

## Asbestos Flow Chart



## Behaviour

The contractor will ensure that employees are fully clothed and suitably dressed above and below the waist for the type of work being undertaken. If the contractor allows staff to wear shorts and T-shirts the contractor must ensure that they are protected from the effects of sun by applying sun barrier cream if needed.

Contractors employees and sub-contractors must respect all other users of the campus. Foul, abusive or suggestive language, excessive horseplay and whistling at any time whilst on campus will result in the employee being asked to leave campus, it may also result in a complaint to Thames Valley Police.

## Bio-Hazards

Biological hazards are present in some University buildings, particularly laboratories. Where the hazard is present the door to the laboratory will be marked with a sign and subject to a 'Permit to work in Laboratories'.



The contractor will be informed by the Departmental Representative when the area is safe to enter. See *LABORATORIES*.

## Children

No children under the age of sixteen are permitted to be in building areas where construction work is taking place or external areas where contractors are working. This prohibition includes the children of staff, students, visitors and contractors.

## Confined Spaces

These are areas where there may be dangerous gases or lack of oxygen leading to asphyxiation or explosions. This can include open trenches, enclosed rooms or outbuildings containing machines or test equipment capable of venting gases or extracting oxygen from the air. Otherwise areas that are difficult to get in and out of are classed as restricted access spaces.

Contractors' employees may not enter any tank, pit chamber, pipe, duct, flue, or area that has been identified as a confined space without a full risk assessment and training. Evidence that operatives have confined space training and the appropriate procedures are in place is required before accessing the work area. Some plant rooms also have confined spaces.

A steam district heating system exists on the Whiteknights campus with some parts passing through large underground ducts. Access to any of these ducts or plant rooms is strictly controlled by a 'no unauthorised access' statement and a permit to work system controlled by Estates.

## Consultation

All construction work now falls within the scope of the Construction (Design and Management) Regulations 2015 (CDM). However, not all construction work requires notification or the appointment of a 'Principal Designer'. If during the planning stage it becomes clear that it is a notifiable project, the PM will appoint a 'Principal Designer' and written notification made to the Health and Safety Executive, also a Pre-tender Health and Safety Plan will have been prepared detailing residual risks.

Risk assessments are required by law for all tasks that present a significant risk; the HSE do permit generic assessments backed up by dynamic or in situ revision. Where a generic assessment has been modified by factors local to the task, it should be documented if only for the improvement of the generic assessment. Any significant changes to the work, not forming part of the original risk assessment, must be discussed with the University of Reading Appointed Project Manager beforehand and may require that a new written assessment be done.

The contractor should discuss the following matters with the University of Reading appointed Project Manager (or his nominated representative) before tendering and before work commences:

- The defined area of work – storage and working area and site activities;
- Signing in and out procedures – whether at the building reception or at the main site hut;
- Safe routes and methods of delivering and removing equipment and materials;
- Emergency procedures;
- Arrangements for the safe storage of chemical substances or gas bottles (e.g. acetylene or LPG) or fuel for portable compressors;
- Any specific hazards which may be present within the defined work area (e.g. presence of asbestos, or hazards arising from the particular area, i.e. laboratory, chemical store etc.
- Whether there are heat or smoke detectors in your area of work which might be affected by your operations;
- Arrangements for access outside normal working hours (only if necessary);
- Whether additional copies of this booklet or guidance notes are needed;
- Whether the University Health & Safety Services should be involved at this stage;
- Contractors' Health and Safety documentation and methods of work;
- Provision of fire extinguishers locally, or where called for, depending on type of work;
- Who has the right to insist work is stopped if dangerous;
- Requirement for permits to work;
- What equipment, plant or services may / may not be used;
- The use of personal protective equipment and who will provide it;
- The arrangements for waste storage and removal (this is responsibility of the contractors unless agreed with Sustainability Services);
- Specific environmental risks and the procedures in place to minimise these risks e.g. fuel spill and the provision of mobile spill kits.

At post-commencement co-ordination meetings, health & safety should be a standing item on the agenda.

## Competence

All contractors working on university property must be trained and competent to carry out the contracted work. They should also be briefed on the dangers of working outside of their competency. **The University reserves the right to request evidence of competency.**

The HSE defines competency as:

**A competent person is one who has the required knowledge, experience, training, maturity and authority to do the work in a safe manner. Where a training standard is mandated by legislation, this will be the minimum to be achieved.**

## Contractors Visitors

No contractor is to arrange for persons not connected with the task, to visit them on site unless prior written permission has been obtained from the PM. If the visitor arrives unannounced and has legal rights to access the site – Police Officer, HSE Enforcement Officer, Environmental Health Officer, Environment Agency and so forth – the contractor shall inform the PM and H&SS immediately and in that order.


## COVID 19 Requirements - University of Reading

The University of Reading requires that all contractors follow all requirements as stipulated by the UK Government and any additional local measures deemed necessary by the University of Reading concerning Covid 19 protection measures.

Local University of Reading processes or procedures must be followed and any contractor failing to adhere to them may be subject to further action.

## Danger Boards

The contractor shall not touch any equipment if an **Isolation Notice** or Danger Board is attached to any electrical or mechanical equipment. If the contractor is expected to work on the equipment, he must seek out the person whose name is shown on the Danger Board or notices and consult the PM before commencing work.

 <b>DANGER</b>	Reason for isolation												
This equipment <b>must not</b> be used	Extent of isolation												
This tag <b>must not</b> be removed except by the undersigned or by an authorised person	Isolation Certificate No <input type="text"/>												
<table border="1"><tr><td>Signed</td><td><input type="text"/></td></tr><tr><td>Wren Number</td><td><input type="text"/></td></tr><tr><td>Isolation Date</td><td><input type="text"/></td></tr></table> <p style="text-align: right;">See over</p>	Signed	<input type="text"/>	Wren Number	<input type="text"/>	Isolation Date	<input type="text"/>	<table border="1"><tr><td>Signed</td><td><input type="text"/></td></tr><tr><td>Print Name</td><td><input type="text"/></td></tr><tr><td>Contact No</td><td><input type="text"/></td></tr></table>	Signed	<input type="text"/>	Print Name	<input type="text"/>	Contact No	<input type="text"/>
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Print Name	<input type="text"/>												
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Where locking off arrangements are in operation the contractor should follow the procedure detailed in the University Code of Practice for Safe Working on Low Voltage Electrical Installations. See *ELECTRICAL SAFETY*.

## Deliveries

The contractor must ensure that the drivers of the vehicles delivering materials are aware of the precise job location. Failure to ensure delivery vehicles have the correct information will result in delays and may result in the vehicle being refused access. No materials are to be delivered to University premises unless the Contractor's representative is there to receive them, unless specific arrangements are agreed with the PM. Storage areas will be agreed with the PM prior to commencement – see *CONSULTATION*.

## Documentation on Installed Equipment

Contractors installing any electronic or mechanical systems must provide information on the operations and maintenance of the installed items. Details of this requirement are available from the Project manager.

## Drainage Systems

Care should be taken when dismantling internal drainage systems as these may contain hazardous substances. In the case of laboratories, a permit to work on the drainage will be required, as these may need decontamination and written confirmation from the departmental representative. The disposal of liquid radioactive waste is usually via a dedicated sink and waste run direct to the foul sewer. The Radiation Protection Supervisor will be able to confirm that it is safe to work on the system. If in any doubt, the PM should be contacted. See *LABORATORIES*.

External drainage systems will present many of the hazards detailed above, however at this stage the concentrations should be much lower due to dilution. Risks here are more likely to be focused on confined space issues and vermin. Personal protective equipment should be worn such as disposable suits and gauntlets. Breathing apparatus may be required. Contractors' employees must wash their hands after carrying out work on drainage systems. See *CONFINED SPACES*.

All Whiteknights Campus External drainage systems drain into the University of Reading's Onsite Lake. Consideration of this must be ensured and any contamination and subsequent works/legal action will be the responsibility of the contractor deemed responsible.

## Dust and Fume Control

The contractor must ensure a dust/fume proof seal between his area of work and the remainder of the building before commencing any works that cause dust or fumes. No internal combustion or compression ignition engine is to be used within university buildings unless suitable arrangements have been made to conduct the exhaust gases to the open air or to provide adequate ventilation sufficient to prevent a dangerous concentration of gases.

Any equipment that emits fume or exhaust gases must be set up well away from any air intakes or windows for buildings.

The Contractor must adequately control the creation of dust or fumes, which could be injurious to health, offensive or cause damage to equipment. All equipment to cut a chase into walls, floors etc. must be fitted with local extract ventilation connected to a dust collection system.

Contractors are reminded of the effect of dust and fumes on fire detections systems and the need to isolate and protect detector heads. See *PERMITS*.

## Electrical Safety

The University is served by a high voltage (HV) distribution system comprising HV sub-stations at various locations on the campus and a low voltage distribution network. The HV sub-stations require a permit-to-work for entry.

Contractors must:

- Obtain in writing the consent of the University High Voltage Duty Holder before making any connection to the University electricity supplies.
- Ensure that cables, plugs and sockets are free from defects and that the fuse rating is suitable.
- Avoid trailing leads whenever possible and agree adequate protection, if it is necessary to route the leads across corridors, footpaths or roadways.
- Provide suitable step-down isolation transformers where necessary for all work, or provide alternative means of protection (such as residual current devices) where low voltage equipment is not available. All equipment to have a current test certificate.

Low Voltage systems are subject to the University's Code of Practice for Safe Working on Low Voltage Electrical Systems, which detail the competency required, and the levels of authority. Permits will be required before any works commence. Contractors working on these systems must be authorised by the University Low Voltage Duty Holder.

Allied trades working in sub-stations and LV switch rooms such as carpenters and decorators must have electrical safety training or be escorted by a competent person.

## Environmental Sustainability

The University takes its environmental responsibilities seriously and aims to manage its operations in ways that are environmentally sustainable. As such, the University is committed to protecting the environment and minimising the negative impacts of its operations, in order to achieve the highest standards of environmental performance. The University sets challenging objectives and targets to continually improve its environmental performance, and has developed an Environmental Management System (EMS) that meets the international ISO14001 standard.

As part of the EMS, the University has an Environmental Policy, which sets out its commitments to protecting the environment and complying with relevant obligations. A copy of the Environmental Policy can be found on the University website or by contacting Sustainability Services via [sustainability@reading.ac.uk](mailto:sustainability@reading.ac.uk).

The commitment and support of our contractors and consultants is essential to our ability to protect the environment. Working on the University's behalf, you have the responsibility to

minimise your negative impacts on the environment and work in an energy efficient manner. Daily activities, including disposal of waste and the use of energy and water, should comply with the University's Environmental Policy. See *ENERGY, HAZARDOUS SUBSTANCES, NATURAL ENVIRONMENT, NOISE, AIR QUALITY AND NUISANCES, WASTE MANAGEMENT* and *WATER* for information that is more detailed.

## Emergencies

When using mobile phones in an emergency contact **999**.

The University internal telephone number for getting help in an emergency is:

**Ext. 6300 for all emergencies (Tel: 0118 378 6300)**

This number connects to the Security Control Room, which is responsible for contacting the Emergency Services who will then meet the attending service and guide them to your location. The Control Centre is manned 24 hours a day throughout the year.

If University internal phone is being used to call the emergency services, it will require prefixing with a 9 to gain an outside line.

University buildings are equipped with fire detection systems, fire extinguishers at strategic positions in corridors and adequate signposting to alternative exits. Many fire detection systems are connected through to the Security Control Room. Working with tools and equipment that may make smoke or dust must be done under a permit system where the detection system is hooded. See *DUST AND FUME CONTROL*.

When working within a building, the contractor must make sure that their employees are made familiar with these fire detection features, and if necessary, should ask the University of Reading Appointed Project Manager (or his nominated representative) to point them out. In addition, the use of fire extinguishers should be reported to the University of Reading appointed Project Manager so that they can be replaced.

## Energy

The University has committed itself to an ambitious carbon reduction target of 45% by the end of 2020/21. To support this target, the University has developed an Energy and Water Policy, which sets out the University's commitment to robust and sustained energy and water management practices and to continual improvement in energy performance. A copy of the energy and water policy can be found on the University website or by contacting [energy@reading.ac.uk](mailto:energy@reading.ac.uk).

The University has developed an Energy Management System (EnMS) that can be viewed by contacting [energy@reading.ac.uk](mailto:energy@reading.ac.uk). Sustainability Services welcomes suggestions on improvements to the EnMS as well as how to improve energy management across the University. If you have any suggestions please contact the Sustainability Services.

The commitment and support of our contractors and consultants is essential to our ability to meet these standards. Working on the University's behalf, you have the responsibility to minimise your impact on the environment and work in an energy efficient manner by adhering to the Energy and Water policy.



If you require any further guidance or have questions on the University's energy and water Policy, EnMS or energy management in general please contact Sustainability Services.

## Equipment and Portable Tools

The contractor shall ensure that all equipment is in good order, appropriate for the tasks and complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All portable tools are to be of low voltage. Step down transformers are to be provided from 240V to 110V with a centre tap or midpoint earth. All portable equipment cased in metal and any flexible metallic coverings to conductors must be earthed. Cables supplying portable electrical equipment must be of the correct number of cores and be properly connected to standard properly fused plugs and sockets. All portable electrical tools must have evidence of a satisfactory test pass in the previous 12 months. Battery operated tools are preferred.

Contractors are to ensure cables are not trailed to be unsafe to anybody in the vicinity. Portable electric lamp necklaces are to be of the moulded type and the lamps protected with effective guards.

Contractors should limit the open arc voltage of AC arc welders to 40V. They must also ensure they use the correct earth lead and it is properly connected at all times.

Tools that create dust (saws, sanders, routers etc.) are to be fitted with local extract ventilation connected to a dust collection system. See *DUST AND FUME CONTROL*.

## Excavations

A Permit to Dig system is in operation, before starting work, obtain plans of underground services and consult the PM as to whether the contractor or the University will scan the area with detecting equipment. A minimum of 5 working days is required for a permit to be issued. Use safe excavation methods as described in the HSE Construction Information Sheet. If underground warning tape or a change in soil material (such as pea shingle or sand) is noted, stop any mechanical digging immediately and consult the PM. In exceptional circumstances, hand digging may only proceed with a fork.

An adequate safe working area must be allowed. Many excavations are classed as confined spaces in that they have restricted access and egress along with hazards that may be increased due to the restriction of access and egress and therefore, plans and systems must be in place to aid evacuation.

Adequate shoring and access to the base of the trench must be provided. Placement of spoil must not cause a nuisance or hazard or cause the excavation to collapse and its location is to be agreed with the Head of Grounds. If spoil is to be placed on a grassed area, the grass should be protected, by plywood or strong polythene. Roads and footpaths must be kept clean and swept or washed to prevent slip and skid hazards for vehicles, cyclists and pedestrians.

Ensure that all excavations or areas where the surface of pathways has been disturbed are guarded with suitable signs and barriers as appropriate. If the area is not well illuminated by external lighting, then flashing beacons will be needed during the hours of darkness. These must be secured to prevent theft. Carry out all reinstatement to the satisfaction of the PM, which may include, redressing the surface six months later when compaction is complete.

If excavated material is found to be hazardous, it must be deemed safe before disposal or reuse. This can be done by ensuring that risks to human health and the environment have been assessed and are found to be adequate given the proposed use of the materials.

On site, treatment should be progressed under an appropriate Environmental Permit or Waste Exemption.

If the excavated material is being sent to landfill, a Waste Acceptance Criteria (WAC) test must be completed before leaving site.

## Explosives

No explosives are to be brought onto site without the express permission of the Director of Health and Safety Services.

## Fire Safety

The contractor must include in his plan of work methods for fire protection and evacuation. Extra precautions will be required where *HOT WORK* is intended. Contractors' should be familiarised with the location of fire alarm call points, fire extinguishers, emergency exits and fire assembly points. If a contractor hears the alarm, he must evacuate the building even if his actions triggered the detection system or alarm cables were cut. Any contractor-activated alarms must be reported to the Security Control Room or the buildings evacuation officer immediately.

Any isolation of the fire detection system must be agreed in advance with the PM who may call for advice from H&SS. A certificate of isolation can then be obtained from E Maintenance Services. Any protection over fixed heat or smoke heads must be removed at the end of the working day and reinstated the following day if appropriate. Fire doors must not be propped open unless Contractor's employees are in attendance. Escape corridors and fire exits must not be blocked by the storage of materials or waste and trip hazards such as trailing cables should not be present. See *HOUSEKEEPING*.

Any penetration of fire compartmentation in buildings by pipes, cables and the like, must be reinstated to at least the existing fire rating (1/2 hr, 1 hr etc.) and in any event to the satisfaction of the PM.

## Gambling

Gambling or betting on site is strictly prohibited. Any person found contravening this rule is liable to be required to leave campus and may not be permitted to return at any future time.

## Gas Safety

The University has a number of different types of gas systems operating within its campuses. Liquid Petroleum Gas and specialist gases are piped around the university in either its internal network or national suppliers.

Any contractor's employee working on a gas installation subject to the Gas Safety (Installation and Use) Regulations 1998 must hold current Gas Safe Registration for the appropriate type of work (i.e. domestic and/or commercial).

For gas installations not subject to this legislation i.e. compressed gases in the form of nitrogen, CO<sub>2</sub> or other laboratory gases we expect the contractor to be a member of a suitable trade body e.g. the Compressed Gas Association.

Proof of registration and the competence of operatives are to be provided prior to the commencement of work. On completion, a Gas Certificate, certifying the soundness of the installation, is to be issued to Estates.

## Grounds

The University grounds are maintained to an extremely high standard and finish. Any works that involve penetration of the ground may require a *Permit To Dig* to be completed, Consult the Permit to Work section for additional information.

Additional protection may be required to protect the buried infrastructure of the campus or tree root protection. Guidance needs to be sort from the PM or the Head of Grounds Maintenance if works will affect the ground.

## Hazardous Substances

The University recognises that some contractors will be using substances, which are classed as hazardous. These may be substances which are routinely used and are not always understood to be hazardous (e.g. fuel, wet cement), or they may be substances which are infrequently used in specialist operations. Hazardous substances have the potential to cause harm to the environment or human health if they are incorrectly stored, handled or accidentally spilt.

Contractors should ensure that their activities follow any procedures required by the University Health and Safety Services. In addition, they should ensure that good practice is applied for pollution prevention. These may include (but are not limited to) having a procedure for containing and clearing spillages, providing appropriate spill kits/containment measures, not storing chemicals close to drains or watercourses, storing chemicals in a secure area (ideally banded) to prevent unauthorised access, refuelling large plant in appropriate designated area, refuelling small plant in an appropriate manner (using funnels and drip trays/drip mat if required) and check containers for leaks. Hazardous substances should be disposed of appropriately and it is the responsibility of the contractor to do so. Radioactive Materials are restricted – see section on Radioactive Materials.

See also *ACCIDENTS, INCIDENTS AND FIRST AID*

Hazardous substances in the context of the University include materials such as paints that may cause an adverse reaction. It is therefore, important to consider the effects of substances on third parties, This will be particularly important in residential accommodation or other occupied areas where paints, adhesives, pesticides or timber treatments are being applied. Special arrangements may be needed in areas where ventilation is poor, and these need to be planned in advance.

The contractor will be asked to provide the University with a copy of any written COSHH assessment and in some cases, there may be a need to discuss the implications with H&SS before work starts.

Apart from the health hazards, which are covered by the COSHH regulations, it is important to ensure also that flammable and explosive gases, such as acetylene, butane and propane, are used and stored safely. The University of Reading appointed Project Manager (or their nominated representative) should be informed of any difficulty connected with the use or storage of these dangerous materials on premises.

Any proposal to bring acetylene onto campus must be notified to the University appointed Project Manager and if necessary, the University Fire Safety Adviser must be consulted.

For its part, the University will take all reasonable steps to advise the contractor about any hazardous substances, which may be present in the area of work. The presence of asbestos in buildings is covered elsewhere see *ASBESTOS*, but it should be noted that there may also be mineral fibre insulation in some suspended ceilings which should be treated with care. The special hazards of work in laboratory-based departments are also covered separately. See *BIO-HAZARDS* and *LABORATORIES*.

Contractors must not deposit any waste, chemical or any other substance whatsoever into storm or foul drains on any University premises, unless express permission in writing has been given by the Sustainability Manager via the PM. Storm drains discharge into the Whiteknights campus lake, which in turn discharges off campus to larger more significant water bodies such as the river Thames. The Thames is also a vulnerable receptor at Greenlands Campus. The 'polluter pays' principle applies to water pollution, as well as atmospheric and land contamination.

## Hot Work

Many fires occur whilst repairs and alterations are being carried out to buildings. The most hazardous operations are those using heat or generating heat, i.e. for welding, drilling, soldering and brazing and using blowlamps or bitumen boilers.

Before undertaking hot work within or on buildings, contractors must obtain from the Project Manager a hot work permit and agree the steps that will be taken to achieve adequate fire safety standards.

These will include:

- ensuring that the area is made as safe as possible before work starts, by removing or protecting flammable material from the effects of flames or sparks;
- considering the risks of leaving bitumen boilers unattended;
- the danger of heat being conducted by metal from a hotspot to combustible material;
- the particular dangers of fires starting in concealed spaces behind the place of work;
- the precautions which are needed if work is being undertaken on plant or containers which contain (or have contained) flammable liquids, powders or dusts, or which may give off flammable vapours when heated.

In every case, it is essential that suitable firefighting equipment be provided close to the place of work. In the case of work, which is, being done in out-of-the-way places, such as roof spaces it is especially important to ensure that suitable appliances are ready to hand. A solitary person should not carry out hot work, so that assistance can be provided without delay should a fire start.

Work in areas which are not normally occupied is especially risky and it is essential that the location is inspected at the end of every working day and or one hour after the hot work has ceased to

ensure that smouldering fires have not started. Contractors must ensure that their work schedule allows time for this to be done before work ceases.

## Housekeeping

Housekeeping on sites will be to a high standard. Dust and rubbish must not be allowed to accumulate. Rubbish should be removed from the working area at least daily. All steps, ladder access, gangways and corridors will be kept free from obstruction and swept, mopped and dried frequently. Material storage must be only in an identified area away from the works whether in buildings or externally. Any waste not cleared which causes a hazard will be cleared by University staff and the cost charged to the contractor or debited to the account of the offending contractor.

Waste must not be allowed to accumulate and must be removed from the working area as soon as possible and placed in a covered skip if appropriate.

The University is committed to reducing and managing its waste responsibly. Contractors should note that they are not permitted to use University waste bins on site for any of their waste and that they must make their own provisions. See also the section on SKIPS, which provides information on their suitable location.

## Identification Badges

All contractors are required to carry a means of identification when entering any University property, and shall present the identification when requested to do so.

The identification shall provide:

- The name of the company
- The telephone number of the company
- A photograph of the bearer
- The name and title of the bearer

The identification requirement is for security of the users of the building. Personnel without identification will be required to leave the premises immediately and the University will not be liable for any loss or expense of abortive time.

## Induction

All contractors are expected to carry out a site induction with their staff when working on UoR premises. This is expected to be a minimum of a general induction to the area and the particular needs of the University as expressed in this document and wherever possible a specific induction to cover the specific hazards of the work they are undertaking.

To support contractors in this the UoR has produced a pocket sized 'Tradesman's Guide' for issuing to individual contractors. This is available from the Project Manager.

## Keys

Keys and entry swipe cards if required will be arranged by the PM. Any security access equipment provided to the contractor must be returned on the day of the project being completed, unless

this time period is explicitly extended by the PM. If such equipment is not returned promptly, the contractor may be held responsible for any costs involved in the replacement of security access equipment including changing locks and reprogramming entry systems.

## Laboratories

The University's laboratories contain equipment and containers of substances, which may be dangerous if not handled correctly. Much of the equipment is also highly valuable. For this reason, contractors are not permitted to work in any laboratory without written authorisation from the departmental representative of the School responsible for the laboratory and a 'Lab Permit to Work'. This will be arranged by the UoR PM via the Building Support Officer.



**PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS**

This permit is required for all maintenance, servicing and non-routine cleaning work in the University laboratories and workshops. The permit must be issued by the person responsible for the area or a designated individual who has adequate knowledge of the area where the work is to be performed and will be retained on file for a minimum of two years.

Permit issued to:			
Estates and Facilities Maintenance Dept			
Date issued:		Unique Permit Number:	
WREN Number:			
Building Number:		Room number:	
Period of validity			
From Time & Date		To Time & Date	
<i>A further permit will be required if the work is not completed within this time</i>			
Permit issued for (purpose/nature of work)			
Hazards present in the area			
	Details	Precautions	
Chemical			
Other			
Slips, trips and physical hazards			
Services which might be affected by the works			
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Local Exhaust Ventilation
<input type="checkbox"/> Other			
Further details			
<b>Declaration – Before work can begin</b>			
I, the person responsible for the area/designated individual issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
I, the person conducting/responsible for the works (contractor/engineer/FMD/cleaning etc) have read and understood this form and received additional information (where necessary) and agree to the conditions and requirements specified			
Signed	Print name	Date	Time
<b>On completion of work</b>			
The person conducting/responsible for the works (contractor/engineer/FMD/cleaning etc) confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	Time
The person responsible for the area/designated individual hereby cancel this permit as all necessary procedures have been completed			
Signed	Print name	Date	Time

Although it will be expected that hazards are so far as possible removed or brought to your notice, it is essential that laboratory equipment is not interfered with. If anything has to be moved, a technician or other laboratory person should be asked to do it for you. Experiments and experimental equipment may be dependent on mechanical and/or electrical services. These services must NOT be switched off or valve off without prior written consent by the departmental

representative. Attention is drawn to orange 'please keep running' cards, which accompany unattended experimental apparatus.

You must not eat, drink or smoke in any laboratory and you should wash your hands on leaving.

Some laboratories have special risks. They are identified with 'Biohazard' or 'Radiation' signs and special precautions will be taken to ensure that they are safe before you work in them.



Other risks, such as from lasers and strong magnetic field, will also be indicated by suitable signs. Do not enter these areas or start work in them until these precautions have been taken and you have written confirmation (in the form of a permit) that work may start. Please talk to the PM who will contact H&SS in case of doubt.

## Ladder Safety

Contractors should only use ladders where work is of short duration or it is impracticable to use scaffolding or mobile elevated work platforms. Ladders must conform to BS EN 131 standard and should be tied at the top to a solid fixing (not rested against guttering) even for short duration, and secured at the base or footed. Ladders should be regularly inspected and defects repaired or the ladder replaced. Nobody should work off a ladder for more than 30 minutes. Any tools and materials should be secure in a belt around the waist. When ascending or descending the ladder, three points of contact should be maintained at all times – one hand, two feet or vice versa. See *EQUIPMENT & PORTABLE TOOLS*.

## Legionella

The management of Legionella in water is now controlled by a variety of different legislation. Responsibility for ensuring compliance with this legislation within the University of Reading for fixed water systems has been delegated to Estates. Schools/Directorates are responsible for any non-fixed equipment that they own. "Safety Note 43 – Control of Legionella in Departmental Equipment" provides guidance on this aspect of Legionella control.

Responsibility for the implementation of the Control of Legionella bacteria within water systems, along with the management of Legionella rests with the Duty Holder. The Duty Holder will appoint other 'duty holders' who will be responsible for management of the control of Legionella.

The Duty Holder will ensure that all appropriate personnel are familiar with the contents of the Control of Legionella bacteria within water systems, in so far as it is relevant to their roles and responsibilities. A copy of these policies and procedures can be obtained from your PM.

## Lifts

No access is permitted to lifts, lift shafts and lift motor rooms without the express permission of the Lift Duty Holder.

## Lone Working

Contractors, especially the self-employed, should ensure that if working alone on University premises they have suitable controls in place for the safety of the lone worker such as mobile phones, calling-in procedures, or two-way radio. Employers are responsible for their employees' safety. See HSE INDG73 (rev 3) 'Working alone in safety'.

## Maintaining Access

University buildings are in use at most times of the day (during exam periods up to 23.00hrs). Proper consideration must be given to ensure that means of access for staff, students and visitors are safely maintained. Some students or visitors may be blind or partially sighted. Some may be wheelchair users. It is essential that their special needs are taken into account.

Within buildings, corridors must not be obstructed since they form part of the fire escape routes. Fire doors must be kept closed whenever possible.

Outside of buildings, the campus is open for public access at all times, so it is important to provide adequate barriers or guards around areas of work. Bear in mind that the possible presence of children may require more secure guarding. Note that a public right-of-way exists through the Whiteknights campus from Whiteknights Road to Shinfield Road.

The University roadways are narrow in places, and must not be obstructed by unattended vehicles, skips or building materials in a manner that could delay access by the emergency services. Contractors external working area, parking for contractors' vehicles, the siting of skips etc., must be agreed in advance with the PM, liaising as necessary with the Head of Grounds. See *CONSULTATION*.

Building materials must be stacked safely and neatly within defined and agreed areas to occupy minimum space and rubbish must be cleared regularly. Rubbish/refuse must be placed outside the building in skips or in specified collection areas. It MUST NOT be dumped in foyers or directly outside exit doors. All egress areas from exit doors are to be kept clear.

## Natural environment

The University has three beautiful campuses, full of green space and wildlife, and Whiteknights Campus holds the prestigious Green Flag Award. Contractors are asked to consider how their activities will impact upon wildlife, biodiversity and open spaces. Some areas may require special protection measures due to the type of habitat or species of wildlife found there and some may be protected by law.

Contractors should apply best practice which may include (but is not limited to) limiting disturbance to natural habitats and wildlife where possible, comply with relevant legislation (including that for protected species), not undertaking clearance of vegetation during ecologically sensitive times of the year, complying with Tree Protection Orders, avoiding disturbance of tree roots (unless necessary to do so) and ensuring that invasive species are managed appropriately.



## Noise, air quality and nuisances

The University recognises the need to be a good neighbour, both to the community outside the Universities Campuses and properties, as well as to staff and students at the University itself. Contractors should be mindful of what effect that their works may have on these communities, and aim to minimise disruption and disturbances where possible. If you receive any complaints regarding any of these issues, please remain polite and notify your PM.

The University also has set quiet periods where noisy works are not permitted. These are during the University exam periods, your University PM will inform you of any such periods that may fall during your works and dictate the action needed.

Construction/maintenance works are often noisy and can cause disturbance. Please consider what actions can be taken to reduce noise disturbance. This may be to limit works to certain times of day, to provide acoustic screening or to switch off plant when not in use. Due regard must be given to noise levels which can be enforced by Local Authority Environmental Health Officers. Tasks that involve noise may also need to be controlled due to University needs such as exams.

Avoid impacting air quality. Dust, emissions and odours result in air pollution, potentially causing a nuisance, damaging important wildlife areas or causing an unpleasant environment to work, study or live in. Please ensure that you follow best practice. Depending on your activities, this may include (but will not be limited to) using dust suppression, lids on containers which might emit dust or litter, communicate as appropriate with the project manager if you identify any activities which might require special action. Please do not bring mud on to the roads (either University or public roads) – rinse wheels of vehicles if necessary before leaving your working area.

## Non-Academic Premises

Many contractors will be working in or around University buildings that are not used as academic or administrative buildings. Such premises may be occupied by residential and commercial tenants and, in the case of farms, by farm and domestic animals. The contractor must, except in the case of an emergency, inform the University Property Services team of the need to enter in sufficient time to allow them to give the required notice to the tenant one working day, of entry to the premises. In all cases the Contractor must liaise with the Property Services, Director or his nominated representative, or the Group Residences Manager for Halls of Residence. The PM can advise who the contact will be.

## Out of Hours Working

If you require access to a particular building or secure area outside agreed or normal hours, the UoR appointed Project Manager (or the nominated representative) should advise the Security Control Room on extension 7799 and the building manager to arrange entry in accordance with your requirements. Emergency situations should always be referred to the security control room on extension 6300 (tel: 0118 378 6300).

You should be aware that security patrols operate within the campus and you must be able to properly identify yourself, the nature of your work and provide your senior manager's name and contact telephone number.

## Parking

Parking is not available to contractors except when previously agreed and within either site compounds or agreed spaces. Contractors vehicles not parked in marked bays outside of their compounds are likely to be clamped or have a warning or penalty notice affixed which may be pursued through the civil courts. Breaches of parking regulations may result in the offending vehicle and or driver being prohibited from entry to campus.

## Personal Protective Equipment

Contractors will be responsible for ensuring that their own employees or any authorised visitors are provided with and use appropriate protective equipment when visiting work sites.

## Permits to Work

The purpose of a permit to work is to ensure a safe working environment in what is normally a high risk. The permit confirms to the contractor that the hazard has been removed or controlled and allows the holder to work for a set period of time, usually not more than a day in a particular area. The permit must be returned at the end of the working day and a new permit issued if work is to continue the following day. The University operates a number of permits to work for high risk operations. These are:

- Hot Work
- Working in laboratory areas - BSO
- Working on Roofs E.G. Telecoms (UPP Windsor Hall), Science Buildings (Estates) etc.
- HV Electrical (entry to substations)
- LV Electrical
- Entry to Confined Spaces E.G. Old Steam Ducts etc.
- Excavations/Ground Penetration/Heavy Vehicle Movement/Cranes
- Limited Access
- Working on UoR gas networks

For any work associated with these risks the contractor must agree a safe system of work in advance with the PM. Permits to work are issued by the Estates Maintenance Services team in the main Estates building.

## Plant

Contractors must note that some of the University's plant and equipment is remotely and automatically controlled through a Building Management System. Accordingly contractors should, before commencing work, receive appropriate authorisation from the PM that any equipment they have been instructed to work on has been isolated from the control system.

No employee of any contractor may operate plant or use tools without adequate suitable training and being competent in its use; certification may be required by the PM. No contractor's employee shall operate another contractor's plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant. Hired equipment must come with evidence of maintenance and testing. See *EQUIPMENT & PORTABLE TOOLS*.

## Radios

Only two-way radios for remote task and safety communication are permitted on site. The use of mobile phones for this use is not permitted as they are not reliable enough.

## Radioactive Materials

No ionising radiation materials or equipment is to be brought onto site without the express permission of the Director of H&SS.

Radioactive materials are used in some University buildings. The laboratories where such materials are used are clearly marked. No work should be undertaken in such areas until the Departmental Representative has confirmed that the area is free of contamination and all radioactive sources have been stored securely.

Disposal systems for liquid radioactive waste are normally marked yellow and should not be dismantled until the departmental representative has confirmed that the area has been safely decontaminated. See *DRAINAGE SYSTEMS*.

## Road Safety

Contractors are required to follow directional and speed limit signs posted round campus. Drivers must take special care due to the large amount of pedestrian and cyclists traffic on the campus and that they should never exceed the speed limits. Over the majority of the campus this is 20MPH but some areas are only 10MPH.

## Roof Working

When the need arises to work on roofs, the contractor must have completed site specific risk assessments and method statements, these must be agreed in advance by the Project Manager. Differing hazards occur on different roofs such as edge protection, fume cupboard flues and guy ropes, fragile roofs, roof lights and glazed areas, telecommunications masts etc. The employees must be suitably trained for working at height. Collective protection such as edge protection and crash mats are far more desirable than individual protection such as man-safe systems. A rescue and fall arrest management system must be included for rescuing the victim; it is unacceptable to rely on the emergency services whilst the individual is dangling on the end of a rope. A permit to work system operates for roof work and this must be discussed in advance with the PM.

## Science Buildings

Any works to be undertaken with any Science Buildings needs to be coordinated between the Contractor, PM and Building Support Officer. All necessary permits need to be obtained prior to any works being commenced.

## Scaffolding

Prior to the erection of any scaffolding by the contractor, the means and method for the erection of and maintenance of the scaffold will be agreed with the PM. Any scaffolding erected or dismantled on the contractors' behalf shall be done so in a safe manner; throwing or dropping of scaffold components is not permitted under any circumstances.

Erection, alteration or dismantling of scaffolds must only be undertaken by operatives with a Scaffold Training Record Card. The responsibility for statutory inspections and maintaining the scaffold register rests with the contractor. Additional inspections will be required in the case of inclement weather.

Ensure that the statutory scaffolding register is maintained by a competent person. Ensure security measures are observed by the removal and stowing away of ladders when scaffolding is unattended. The security control room are to be made aware of scaffolding erection on any building.

Prior to any scaffold being erected over a glazed area including roof lights or a fragile roof, the area will be protected with crash mats or guarding as appropriate and will remain in place until the scaffold has been removed.

All scaffolds erected on University premises which overlook roads, footpaths or thoroughfares and when over or adjacent to fragile roofs will be fitted with micromesh netting to the full height of the scaffold.

The security of the scaffold must be maintained at all times when it is unsupervised by scaffold board fans, lighting, removal or rendering un-climbable of ladders as appropriate. University security should be asked to carry out more frequent out of hours inspections where required.

All pavement licenses, pavement closure applications etc. will be the responsibility of the contractor who will meet any fees or costs in meeting the terms of the license. As soon as practicable a gantry will be erected between the scaffolds, the vehicle and the scaffold for moving scaffold materials across the footpath.

All scaffolding is to be erected in accordance with BS EN12811-1 and NASC guidance.

All hoists are to be fitted with close mesh rigid fencing to a height of 2 metres; the remainder of the hoist tower to be enclosed in securely fixed micromesh netting.

## Security

Please be attentive to building sites and other work areas that are especially vulnerable to opportunist thieves. Tools and materials should be securely locked away or adequately protected. Site huts are attractive to burglars, motivated by curiosity as much as anything else. Stored equipment and materials will attract more ambitious thieves.

Please note that contractors are responsible for their own equipment and site security arrangements. However, the University security team can assist in certain cases and this must be arranged via the PM.

If you see anything suspicious telephone the control room on extension **7799 immediately**. This is manned 24 hours a day, 7 days a week, or if you require any crime prevention advice, please contact the security manager on 6967.

## Skips and waste containers

Skips and other waste containers must not be placed near buildings where the contents may be combustible and cause building elements including windows, doors and eaves to come into contact with potential skip fires. Skips must be sited as agreed with the PM within the contractors area see *CONSULTATION*. In any event skips should be located at least 8 metres from a glazed face of a building, flammable or gas cylinder store. All skips should be covered and may need to be

lockable. Skips must be emptied as soon as possible when full, please see further information in *WASTE MANAGEMENT*. Any damage to surfaces caused by the dropping or removal of the skip is to be made good by the Contractor to the satisfaction of the PM.

## Smoking

No smoking or E-cigarette use is permitted in any of the University buildings or in any substantially enclosed space. Additionally, smoking/E-cigarettes are not permitted within 10 metres of any University building. After smoking all smoking materials are to be extinguished and disposed of in smoking bins/receptacles provided or nominated.

## Special Precautions

As well as laboratories, special precautions must be followed for work in the following areas:

- on the roofs of buildings, i.e. particularly where there are fume cupboard extracts and risk of electromagnetic radiation from aerials;
- in electrical sub-stations;
- in sewers and underground inspection chambers;
- in other confined spaces;
- above any suspended ceilings or roof space directly above a suspended ceiling;
- plant rooms/boiler rooms.

## Supervision

Supervision of contracting staff should be proportional to the complexity, technical considerations and health and safety requirements. Every task on University premises employing 2 or more staff will have a nominated **on site** supervisor who is competent and briefed on the requirements of UoR for safe and effective control. The qualification for supervisors should be:

- CCNSG one day supervisors course;
- Holds a CSCS card for Advanced Craft/Supervisor;
- Holds a suitable qualification from a trade body i.e. NVQ Level 3 Advanced Scaffolding;
- For electrical works, qualified to 17<sup>th</sup> edition IEE;
- For other types of engineering works, they should be qualified to a suitable level commensurate with supervisory responsibilities;
- Holds a letter of appointment from the company stating that they consider the holder competent to supervise.

## Vehicle Movements

Contractors should be aware that there is heavy pedestrian and cycle traffic on University sites. In addition there are pedestrians who are partially sighted or hard of hearing. Vehicles operating on site must follow the safe systems in order of preference:

- avoid reversing manoeuvres or keep to a minimum,

- where reversing is required on a regular basis during a project exclude pedestrians from the reversing area by physical barriers as agreed with the PM,
- ensure that vehicles are fitted with serviceable reversing alarms, reversing lights and hazard warning lights,
- wherever possible ensure reversing manoeuvres are supervised;
- Do not leave any vehicle of plant unattended with the keys in the ignition in areas accessible by students, staff and members of the public.

## Waste Management

Contractors will manage and control waste arising from operations and activities in line with current environmental and waste legislation, as well as the University's Environmental Policy and commitment to waste minimisation.

Waste is defined in the Environment Act 1995 as: "any substance or object which the holder discards or intends to, or is required to discard, or any substance or object included in Annex 1 of EC Directive 91/156.

Prior to work commencing contractors will apply the waste hierarchy as required in the Waste Regulations 2011. This means planning work to allow waste to be avoided, re-used or recycled where possible, including waste arising from end-of life decommissioning.

Waste should be disposed of promptly and long term storage of waste should be avoided. Contractors should ensure that waste is kept securely prior to disposal, to prevent unauthorised removal and to prevent pollution or littering.

To comply with legislation, waste must only be sent to a suitable waste disposal facility, which has a valid Environment Agency Permit or Exemption for the waste type. Do not deposit any waste in to bins around Campus. Contractors, consultants and suppliers must have written permission from the Head of Buildings Maintenance prior to depositing waste within the maintenance yard.

Waste may not be burned on University land without written permission from the Project Manager and Sustainability Services.

Waste carriers must have a Waste Carriers Licence and you must provide a Waste Transfer Note or suitable alternative (or Consignment Note for Hazardous Waste) to the Project Manager when waste is removed from site. This is in line with The Waste (England & Wales) Regulations 2011.

## Water

The University is committed to using water responsibly by minimising use where practicable and managing effluent. Certain effluents can cause significant environmental damage when released in to the environment.

Contractors should ensure that their activities which affect water comply with any relevant legislation (including abstraction and discharge consents) and follow environmental best practice. This may include (but is not limited to) preventing water contaminated with chemicals, oil, concrete washings, wheel washings or sediment from entering drainage systems, the Whiteknights lake or any other waterbody. Contractors should also not discharge other effluents of any type to the drainage system without consent from the appropriate authority, ensuring suitable spill kits/containment measures are in place and ensuring that equipment using water is fit for purpose and does not leak.

Any water leaks should be reported at a priority to the PM and Sustainability Services.

## Welfare

The contractor must not commence work until he is satisfied that there is suitable local provision of toilets; clean water, washbasin, soap and a towel or similar; and a first aid box. For wet weather work there should be suitable waterproof clothing provided and somewhere to dry wet clothes. In most circumstances the contractor will be allowed to use University toilets and refreshment areas – see *BEHAVIOUR*.

## Working at Height

Consult with the PM on the proposed system of work and methods of access. Suitable precautions must be taken to protect persons below from falling objects. This is especially important when work is to be carried out above footpaths or entrances to buildings. In the latter case, it may sometimes be possible to arrange a temporary closure of the entrance, but this will have to be agreed well in advance and the University Fire Safety Adviser must be consulted if it is designated as an emergency exit.

Display 'Warning' signs around the work area. These must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996. In many cases, it will also be necessary to cordon off the work area with cones, tapes or temporary fences. Agree with the PM the most appropriate method. In any case, the methods used to keep persons outside the danger zone should seldom rely only on warning signs – some kind of physical barrier will be needed.

Mobile elevating working platforms must only be operated by suitably qualified individuals.

If your work is to be on the roofs of buildings, where there are laboratory fume extracts, mobile phone aerials or satellite dishes, a permit to work will be needed. The PM should be consulted. See *ROOF WORKING, PERMIT TO WORK*.

## Working with the Landscape

Special attention is drawn to the separate document 'Supplementary Specification: Building Sites and the Landscaped Environment' to be issued to contractors where outside work is anticipated. Liaison with the Head of Grounds Maintenance is essential.

## APPENDIX 1 – Declaration of Compliance

Site Rules & Guidance for Contractors, Consultants and Estates staff working on behalf of Estates, The University of Reading.

Name of Contractor:

.....

Address:

.....

.....

.....

Tel No:

.....

Designated Senior Manager:

.....

I hereby confirm that this guide has been brought to the attention of, read and understood by all staff, including sub-contractors, working on behalf of our company on University premises and will be adhered to.

Signed on behalf of the Contractor:

Position

.....

.....

Print Name:

Dated:

.....

.....

This form is to be completed and forwarded to the Project Manager, before any work is carried out as part of the preferred contractors' list application.



## APPENDIX 2 – Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX