



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**Campus Services  
(CS)**

**Contractor  
Working Practices**

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## **INTRODUCTION**

Bangor University (BU) has a statutory obligation to ensure so far as is reasonably practicable the health, safety and welfare of staff, students and visitors to the University. This includes the University's responsibilities with regards to the impact its own activities and / or Contractors' activities being undertaken on behalf of the University could have on Contractors' employees, members of the University (staff, students, and visitors), the general public and the environment.

**NOTE:** For the purpose of this document the term 'Contractor' includes Consultants, Principal Contractors, Principal Designers, CDM Advisors or any other similar person/agent appointed to work on the University Estate.

The primary purpose of this document is to set out minimum working practices that are mandatory whilst working for Bangor University. These requirements may be expanded upon at specific stages by the Project Officer / Manager (PO), who is a member of the University's CS Team who will act as your main contact and University representative for CS related activities.

Whilst working at BU you will be expected to:

- Protect the health and safety of BU staff, students, visitors and others who may be affected by your activities.
- Manage and maintain the health and safety of your employees and your Contractors.
- Manage your work so that it does not have a detrimental impact on the environment, or the day to day activities of the University.
- Co-operate, communicate, and consult with University staff and others involved with and / or affected by your work.
- Comply with all relevant health and safety legislation, follow your own industry standards / best practice and follow all specialist guidance given when working in higher risk University areas.
- Wear a HI-VIZ or other item of clothing to identify yourself as a Non-university Staff/ Contactor.

Those with specific design responsibilities, including Contractors working in a Design and Build (D&B) Contract have a specific duty to:

- Eliminate, as far as reasonably practicable the hazards or environmental impacts associated with a material or process and / or where this is not achievable implement adequate control measures to minimise the potential risk to people, the environment and assets e.g. buildings, when using the material or process.
- Prepare Design Risk Assessments in connection with their designs with copies provided to the PO on request.

## **COVID 19**

All CS managed contractors must comply with all site rules and those issued by the Welsh / UK Government (as applicable).

Contractors must comply with the following University requirements:

- Not come to site if they are exhibiting any of the symptoms associated with Covid-19
- Follow all site rules, notices and posters etc.
- Wear a face covering (unless have an exemption) whilst in University buildings.
- Maintain good hand hygiene at all times – this includes sanitising hands-on entry / exit into a building.
- Follow social distancing at all times with activities that do not allow for social distancing reviewed and risk assessed. Relevant information must be communicated to CS as necessary.
- Document names of all employees, workers, visitors, third parties, and all other individuals present on the University work site for whom the Contractor is responsible.

- Be responsible for cleaning / sanitisation of contractor managed work sites.
- Construction Phase Plans and associated risk assessments must detail the contractor's onsite controls for the mitigation of Covid-19.

Contractors must notify the University, as soon as possible, if an employee, worker, visitor, third party, or any other individual for whom the Contractor is responsible and who was at the work site:

- Leaves the University work site due to symptoms that could be associated with COVID-19
- Tests positive for COVID-19

## **INSURANCES**

Before starting any work at the University Contractors must provide the PO with a copy of their Public Liability Insurance Certificate and, on request, copies of any other relevant insurance cover and /or bonds (*for example Employers Liability Insurance*).

As part of this process Insurances must be maintained until project completion. **Contractors MUST also provide a Schedule of any Exclusion(s) contained within their Insurance policies.**

**NOTE:** You must notify the PO as soon as reasonably practicable of any incident that could give rise to a claim / potential claim.

## **GENERAL HEALTH AND SAFETY ARRANGEMENTS**

The information provided from this point forwards outlines the arrangements / working practices, you as a Contractor and your employees are expected to follow as a minimum whilst working at Bangor University.

### **CONTRACTOR SELECTION**

The University expects you to have suitable health and safety arrangements in place for the type of work being undertaken. Although the University encourages membership of the Safety Schemes in Procurement (SSIP), as minimum construction contractors are expected to be compliant with the Contractors Health and Safety Assessment Scheme (CHAS) or other similar accreditation scheme. Specific requirements (examples below) may also be specified by the PO.

In some instances, particularly for specialist works, where a Contractor does not have formal accreditations the CS Compliance & Safety Co-ordinator and PO will carry out an internal assessment to verify suitability.

<b>Specific Contractor Activities</b>	<b>Competency Requirements (or equivalent)</b>
Asbestos Removal	HSE Licensed ARCA - member
Building Services Engineering	CIBSE
Demolition	NFDC (dependant on nature of work)
Electrical	National Inspection Council for Electrical Installation Contractors (NICEIC), and Electrical Contractors Association, and The Electrical Safety Assurance Scheme / Electrical Safety Register
Gas	Gas Safe – registered member
Heating and Ventilation	B&ES- registered member
Compressed Air and Laboratory / Medical Gases	BCGA – member of British Compressed Gases Association
Oil Fired Safety Schemes	OFTEC – registered Contractor

*(the above list is not exhaustive)*

### **BANGOR UNIVERSITY (BU) INDUCTIONS**

In addition to your own Company's Induction scheme, all Contractor staff associated with the project must attend a formal recorded CS Induction before starting work on site, provided by either:

- A member of the CS Team.
- A Measured Term Contractor appointed by CS.

Additional Inductions may also be required if working in specific locations e.g. Halls, Laboratories.

**NOTE:** Records of all CS Inductions given by your Company on behalf of Bangor University must be forwarded to the CS Compliance & Safety Co-ordinator

### **SUB-CONTRACTING**

You must undertake your own selection procedures (unless otherwise directed by the PO) to assess the competence of sub-contractors you procure directly with details given to the PO before the sublet company may start on site.

You must ensure any sub-contractor associated with your BU related work (either employed direct or nominated by BU) is aware of / and will abide by the requirements of this document with their staff inducted as above. **Second (2<sup>nd</sup>) Tier subletting will not be allowed without prior permission of the PO.**

## **PROJECT / WORK H&S INFORMATION**

CS will appoint a PO to represent the University's interests and who will also act as the main Client contact. In addition, the PO will be responsible for giving all relevant information to you, which will include, but is not limited to, significant hazards or environmental constraints associated with the work area.

For the purposes of this document, significant hazards are defined as:

- Those not likely to be obvious to a Contractor or other Designers.
- Unusual hazards which may be found at the University:
  - **Laboratories:** Chemical, Biological and Radiation.
  - **Restricted Areas:** Plant, Electrical Switch Rooms and Lift Rooms.
  - **Vulnerable Areas & Services:** Animal House, Aquaria, Nitrogen, hydrogen and oxygen feed-lines.
  - **Specific Fire Risks:** Chemical stores.
  - **Plant and Equipment:** MRI Scanner, X-ray, Magnetic fields, Lasers.
  - **Staff and Student Interaction:** Shared workplaces, Halls, vehicle management etc.
- Hazards difficult to manage effectively.

Where appropriate, the PO will arrange specific meetings with you before and / or during the project to confirm the arrangements needed to manage the identified significant hazards.

## **CONSTRUCTION PHASE PLAN (CPP)**

You must develop an adequate project CPP, which addresses all high / significant hazards identified by the PO to ensure any risks associated with your works are adequately managed and controlled. The CPP must be presented to the PO in sufficient time, before work commences, to allow for suitable consideration and evaluation.

Once agreed the CPP must be held on site and communicated (including updates) to all site staff. It must also be readily available for review by the PO.

## **H&S FILE**

Any Contractor associated with a project must provide information as requested by the PD for inclusion in the project H&S File. PO's will inform Principal Contractors (PC) immediately if the PC is to take over responsibility for completing and handing over the H&S File as per the requirements of the CDM Regulations 2015.

## **GENERAL CONTRACTOR RESPONSIBILITIES**

As a minimum any Contractor, and their employees working at the University will be expected to:

- Work in accordance with this document and general *Site Rules* (Appendix 1).
- Maintain adequate site supervision for the duration of the project.
- Have 'on site' a copy of the associated Risk Assessment and Method Statement (RAMS) and / or Construction Phase H&S Plan (CPP), as applicable.
- Cooperate, communicate, and consult as necessary with University staff and other contractors involved or affected by the project.
- Plan, manage and monitor their own work to ensure their own and others safety.
- Stop work and notify immediately the PO or the CS Helpdesk of any significant unforeseen circumstances / unsafe condition, which cannot be managed effectively within the scope and competence of the Principal Contractor / Main Contractor.
- Report health and safety and environmental accidents and incidents/near misses to the CS Safety & Compliance Manager / PO, as soon as possible. This includes any injury to a member of university staff, students, visitor, and member of the public or other contractor.

- Notify the PO of any incident, which results in damage to University buildings, the environment, equipment and infrastructure and / or which could impact upon University or others activities.
- Provide and / or compile information for the project H&S File and O&M Manuals.

### **Access Arrangements**

The PO will inform you about specific access requirements. All controls must be followed with any loss of keys etc. reported to the PO or the Main Arts Security Lodge at the earliest opportunity. Loss may incur costs. In addition, Contractors must:

#### **Shared Occupancy Sites:**

- Never start work on site without prior PO approval and, if needed, without building users notified.
- Maintain a Site Attendance Register (if practicable) to record who is on site.
- Contractor staff to carry some form of identification e.g. staff card and / or CSCS card and be clearly identifiable by their work attire e.g. logo on Hi-Viz tabard.
- Contractors staff to sign in as follows:
  - **Mon – Fri 08:30am – 18:00pm:** Sign in as directed by the PO.
  - **Mon – Fri 18.00pm – 8.30am, Sat & Sun:** Sign in at the Pontio Security Lodge,
  - **Halls of Residences Mon – Fri: 08:45am – 17:00pm:** Sign in at the Halls Office, Idwal Building, Ffriddoedd Site, or if outside of these hours with Main Arts Security.

#### **Sole Possession (Corralled) Sites:**

A site area in its own confines and not connected to other University buildings i.e. connected to other University services. You will be expected to operate your 'id Card and 'Signing in and out' procedures and comply with any PO request to undertake a BU Induction.

If whilst working on Sole Possession Sites you need to access areas / buildings outside your designated site boundary or occupied by the University, the *Shared Occupancy Sites* controls apply.

### **Laboratory Access**

Laboratories are assigned with one of two access categories - '**No Entry**' or '**Caution**'.

Before working in any of these labs' contractors must have:

- Attended Laboratory Safety Access training – provided by the University
- Supervision from someone with experience of working in the laboratory
- The necessary permits to allow work to proceed
- Taken into consideration the “downstream” services from controlled areas – such as waste pipes and extraction.

### **PERMITS TO WORK**

The PO will inform you of **Permit to Work** requirements before starting work on site. Although these will generally relate to standard Permits such as Working at Height and Hot Works the University does operate Permits for areas you will probably not be familiar with, for example laboratories, aquaria, animal houses.

Contractors in sole possession of a *corralled* site will be expected to operate their own *Permit to Work* systems with the PO notified immediately of any work which could encroach the site boundary.

## **WORK ALTERATIONS / WORK CESSATION**

As a contractor you must seek prior agreement and authorisation from the PO before altering work in any way, for example using a different material or working method. The PO must also be contacted immediately if you are asked to stop work by university staff and / or others.

**NOTE:** Before leaving the work area you must check all significant hazards / risks are made safe with the work area left tidy and secure



## **WORKING PRACTICES**

It is imperative that when working at Bangor University you consider the impact of your work upon the people using our facilities as well as our day to day activities. For example, noise, dust and fumes entering a building causing discomfort to staff and students, unplugging an electrical item which stops a laboratory experiment, dropping a paint brush when working overhead hitting someone below.

The following information details specific controls which should hopefully prevent such occurrences.

## **SAFETY AND SECURITY IN AND AROUND THE WORK AREA**

Contractors must comply with the controls outlined in *Access Arrangements* above. In addition, you must ensure your staff etc. are suitable to work on the BU estate, with police vetting undertaken if required. Whilst working for BU your employees must keep their work area safe and secure at all times, e.g.:

- Control / clear trip hazards as soon as possible.
- Undertake regular monitoring.
- Secure the work area at all times.
  - Fence sole possession sites, e.g. Heras fencing, and display appropriate signage.
  - Secure shared occupancy sites as far as is reasonably practicable, e.g. temporary barriers, ladders removed and excavations protected etc.
  - Prevent access by unauthorised persons, including children.
- Ensure your employees only remain in the designated work area.
- Display appropriate signage (Welsh and English).
- Keep the work area tidy with fire exits, escape routes, passageways, doors ways kept free from obstructions unless prior agreement is made with the PO.
- At the end of each day store work equipment and materials safely.
- Where possible remove waste from site or stored as agreed with the PO until disposal.

## **WELFARE FACILITIES**

You must ensure adequate welfare facilities are available for your employees. As a general rule, University welfare facilities must not be used unless authorised by the PO. If your staff have been given permission to use our facilities, they must behave appropriately and wear clean clothing and boots. A charge may be made for any making good required including cleaning.

## **EMERGENCY PROCEDURES**

Contractors are expected to comply with the *First Aid Regulations*. In addition, you will be expected to provide the PO with details of your own emergency procedures, and in return, the PO will provide relevant BU emergency contacts. **NOTE:** All emergencies must be reported to the PO and / or Main Arts Security Lodge on:

**01248 382795 (external phone) / 333 (internal phone)**

The nearest hospital(s) with Accident and Emergency Facilities are:

<b>BANGOR:</b> Ysbyty Gwynedd, Penrhosgarnedd, LL57 2PW	<b>St ASAPH:</b> Glan Clwyd Hospital, Rhyl, LL18 5UJ	<b>WREXHAM:</b> Wrexham Maelor Hospital, Croesnewydd Road, Wrexham, LL13 7TD
Tel: +44 (0) 1248 384 384	Tel: +44 (0) 1745 583 910	Tel: +44 (0) 1 978 291100

## **STORAGE AND DISTRIBUTION OF MATERIALS / EQUIPMENT**

BU areas **may not** be used for storage unless authorised by the PO. If approved, stored items must be kept to a minimum and held securely within the site boundary / agreed area. Storage should be captured in your RAMS with specific COSHH and Fire Risk Assessments carried out if required.

Consideration must be given to carrying equipment and materials through 'live' buildings, specifically during 'peak times'. It is also vital that you consider placement of waste materials during the duration of the project, taking into account wind direction and speed and allurement of 'metals' and other perceived valuable items.

## **SERVICES DISRUPTION**

It is essential Contractors, their employees etc. **never** disconnect, connect or interfere with the operation of any University mechanical / electrical service unless prior authorisation and appropriate arrangements, e.g. **Permit to Work**, have been agreed with the PO.

## **ENVIRONMENTAL MANAGEMENT**

BU has committed to continually improving its environmental performance and reducing negative environmental impacts through its ISO14001:2015 accreditation. Contractors are expected to identify the potential environmental impacts of their work with suitable controls put in place to mitigate these and all necessary environmental permits / authorisations obtained for the duration of their work. In addition, every effort should be made to reduce, re-use and recycle waste and use energy and water efficiently. A copy of the University's Environmental Policy is available.

In summary:

<b>Waste Management:</b>	<p>All waste associated with your work must be stored securely and safely until its final and correct disposal. <b>NOTE:</b> BU waste collection facilities may not be used. In addition, on the PO's request you must provide:</p> <ul style="list-style-type: none"><li>• Details of relevant authorisations / registrations e.g. Natural Resources Wales.</li><li>• Copies of completed Waste Transfer / Consignment Notes - note BU has Hazardous Waste Registration Numbers for all sites</li></ul>
<b>Fuels, Oils:</b>	<ul style="list-style-type: none"><li>• Containers must be strong enough to hold contents and stored in an impervious bunded area away from any water course or surface / foul water drains.</li><li>• Containers must be clearly marked with their content and held in a secure location when not in use.</li><li>• Bunds must hold the full contents of the container plus an additional 10%.</li><li>• Small generators etc. must be placed on drip trays to collect minor spills / leaks.</li><li>• Spill kits must be accessible and placed near to containers</li></ul>
<b>Refuelling Vehicles etc.:</b>	<ul style="list-style-type: none"><li>• Refuelling of mobile plant should be carried out in a designated area, preferably on an impermeable surface, well away from any drains or watercourse.</li></ul>
<b>Site Drainage:</b>	<ul style="list-style-type: none"><li>• Only uncontaminated drainage may enter any sewer, watercourse or land drain.</li><li>• Prior approval of Natural Resources Wales and / or the Sewerage Undertaker must be sought if dewatering of excavations is necessary.</li><li>• You will be charged for remedial works to address unauthorised or other drainage discharges which causes blockages or damage to the BU system.</li></ul>

## **FIRE**

**Contractor Responsibilities:** All Contractors and their employees must:

- On starting a project, familiarise themselves with the local fire alarm procedures.
- Obey alarm procedures and evacuate the premises when the alarm sounds.
  - **DO NOT interfere with any fire detection system unless authorised to do so by the Project Officer (FA5 Form (see below) must be issued by PO)**
- Not interfere with fire extinguishers, with those used during their work reported to the PO.

**Contractor Work Related Responsibilities:** All Contractors and their employees must:

- If possible, maintain a Site Attendance Register at the Assembly Point.
- Seek the PO's permission (at least 1 week notice) before disabling or covering fire equipment with the relevant Form completed and authorised:
  - Up to 8hrs Duration: ***FA5 Prevention of Actuation of Automatic Fire Detectors Resulting from Work Activities Form.***
  - Over 8hrs Duration: ***UMAL Fire Protection Impairment Form and any impairment to fire protection system exceeding 8hrs notified to the University Insurance Officer.***
- Inform the PO if they have accidentally set-off, disabled or damaged fire detection equipment – ***you must not re-set the fire detection equipment.***
- Evacuate and immediately contact Main Arts Security if they accidentally set off an alarm.
- Not light open fires on the University estate.
- Seek prior approval from the PO before storing items / equipment on BU premises.
- Keep the site clean and tidy at all times and site waste to a minimum.
- Never block fire exits and escape routes (the PO will agree other routes if needed).
- During and at the end of each shift check the site for fire risks and ensure any fire detectors are returned to normal use after the agreed switch off period.

## **HOT WORKS**

The PO will inform you if ***Hot Works Permits*** and the ***FA5 or Fire Protection Impairment Form*** (as detailed in Fire above) are required and agree working practices to protect fire systems before works commence. If during the course of your work you need to undertake hot works or need to adjust the fire system please notify the PO immediately – you may only proceed once authorisation has been given.

Irrespective of your own procedures, 'hot works' must cease **one hour** before end of shift, with the area **inspected before leaving at the end of the shift** (i.e. one hour after work has ceased) and a record made of these checks.

**NOTE:** Contractors in sole possession of a site must operate their own *Hot Works Permit*, with the PO notified immediately of any works that could impact on University areas / buildings outside of this.

## **ASBESTOS CONTAINING MATERIALS (ACMs)**

Only licensed Asbestos Contractors are authorised to work with ACMs with all enabling works coordinated directly by the University. General contractors are not permitted to work with ACMs on the BU estate.

All your staff working at the University must have current Asbestos Awareness Training (i.e. course or refresher within the last 12 months) provided by one of the HSE recommended organisations or other approved University provider. Evidence must be provided on request by the PO.

**University Responsibilities:** In compliance with the *Control of Asbestos Regulations*, the University has undertaken an Asbestos Survey of the University estate to identify and locate asbestos as far as is reasonably practicable to do

so. Before a project starts, all known asbestos in the work area will be notified by the PO to you. A HSG 264 compliant 'Demolition / Refurbishment' Survey and / or remedial work will also be arranged by the PO if required.

#### **Contractors**

**Before commencing any work, the contractor must receive up to date asbestos information (via the Asbestos Register) for all buildings worked in and have 'signed up' to and be aware of the Contractor Working Practices document and associated procedures.**

All contractors undertaking activities on the estate must, as a minimum, have 'Asbestos Awareness' Training (refreshed on an annual basis) and receive a CS H&S Induction which summarises the core requirements of the University Asbestos Management Plan (AMP) and the Contractor Working Practices document. This includes the requirement to ensure asbestos information is provided to their staff before undertaking any work on the University estate, accessing asbestos information out of hours and emergency procedures if accidental disturbance of asbestos occurs, 'suspect' asbestos is found or personal contamination occurs. Other contractor staff may then require specific training dependent on their role.

#### **Consultants/Project Managers**

Where the University employs external consultants as Project Managers for capital works, that consultant will be responsible for ensuring appropriate refurbishment survey(s) and asbestos remedial works are identified and planned. This includes completion of the Asbestos Refurbishment Survey Request Form (Appendix 2) with at least 5 working days' notice given. Information must be shared with the Estates Management Team promptly. This includes Asbestos Survey Reports, Clearance Certificates and Hazardous Waste Consignment Notes.

If the asbestos removal works is undertaken in an occupied building, background re-assurance air sampling will be required.

#### **ASBESTOS SURVEYS / RE-INSPECTIONS**

- Estates Management Appointed Contractors (includes those via the MTC) and Principal Contractors – Shared Sites: Unless otherwise agreed with Estates Management, all Asbestos Surveys must be undertaken by the appointed University Asbestos Consultant, this coordinated with the MTC and / or Estates Management Staff.
- Principal Contractors – Corralled Sites: Principal Contractors may only directly arrange Asbestos Surveys for corralled sites. A corralled site is that which is completely independent i.e. no connecting services, utilities, equipment or structure with other University premises and / or potential for affecting University activities and its staff and students. Following completion, the Asbestos Survey Report must be sent immediately on receipt to relevant Estates Management staff for record purposes.

#### **EMERGENCY ARRANGEMENTS**

##### **Discovery of and / or Accidental Disturbance of Suspect ACMs**

The following procedure should be followed whenever suspected, previously unidentified ACMs are found and / or disturbed:

1. **STOP WORK IMMEDIATELY.**
2. **In the event of personal contamination see 'Personal Contamination' below.**
3. Based on the type of material found/disturbed, isolate the area, i.e. shut / lock doors and windows etc. For example:
  - i. Discovery of suspected ACM floor tiles may not require isolation of the work area.
  - ii. However, if AIB (Asbestos Insulating Board) is drilled into, stop work immediately and isolate and secure the area.
4. As 3 above. Post warning notices stating do not enter the area – include contact details.
5. Report this to the Security (01248 38 2795) and relevant BU Project Manager.
6. Project Manager to notify the HEM and Asbestos Consultant.
7. The HEM & Asbestos Consultant will decide on a procedure based on the potential risk.
8. Necessary action will be taken as agreed above.

**NOTE:** In circumstances where a 'site' is under the control of a Principal Contractor and ACMs are discovered the procedures contained in the Construction Phase Plan should be followed and the University Project Manager informed as soon as practical.

### Personal Contamination

Where accidental personal contamination has occurred, the person(s) concerned **must remain in the area**, isolate the area and contact their Line Manager **and** University Security (01248 38 2795) who will contact the HEM, Asbestos Consultant AND Head of Health, Safety and Campus Wellbeing.

Each situation will then be subject to a coordinated plan of work prepared in conjunction with the HEM, Asbestos Consultant and Head of Health, Safety & Campus Wellbeing. Records will also be kept as required e.g. Asbestos Exposure.

### Incident Recording and Report

The University's Accident & Incident Reporting Procedure must be followed for all incidents with completed Forms forwarded to central Health and Safety immediately. The Head of Health, Safety & Campus Wellbeing will facilitate any communication with the HSE.

## **TRAFFIC SAFETY**

The University is very busy in terms of vehicles and pedestrians with many areas, including car parks treated as pedestrian precincts with pedestrians having priority over vehicles. Contractor staff must take extreme care when driving / manoeuvring vehicles, driving in accordance with the *Highway Code*, specific University controls and / or other requirements set by the PO. In summary:

<b>General:</b>	<ul style="list-style-type: none"><li>• Unless otherwise displayed the speed limit at the University is <b>5MPH</b>.</li><li>• Road condition must be maintained at all times e.g. sweeping debris, cleaning vehicles before leaving site.</li><li>• Traffic management / pedestrian safety must be considered in RAMS as needed.</li></ul>
<b>Loading / Unloading:</b>	<ul style="list-style-type: none"><li>• To be arranged to take place at the least disruptive time e.g. before 08:30am / after 18:00pm Monday to Friday, at the weekend.</li></ul>
<b>Parking:</b>	<ul style="list-style-type: none"><li>• The PO will advise you of parking arrangements with restricted parking generally only available to Contractors on a 'needs' basis for loading and unloading.</li><li>• Vehicles must be parked in designated bays and may not be left, even briefly, in 'No Parking', double yellow, hatched yellow or Blue Badge areas.</li><li>• <b>A charge may be made for vehicles parked inappropriately or without a parking permit.</b></li></ul>
<b>Public Highways:</b>	<ul style="list-style-type: none"><li>• Any risks associated with vehicle movements from the University estate onto the public highway must be considered in your RAMS.</li><li>• The Local Authority must be notified, and permissions sought as required.</li></ul>

## **VULNERABLE AREAS / LABORATORIES**

At the University there are activities / areas, you will probably never have encountered before e.g. laboratories, animal areas, aquaria, chemical stores, which may require unique **Permits to Work**. If you and / or your employees are asked to work in such areas and no Laboratory Training and / or supervision has been provided **do not proceed** with the work and contact the PO immediately.

In addition, it is extremely important when accessing areas with fume stacks / extraction systems fitted e.g. roofs, that you confirm these are safe before proceeding with the work.

## **PLANT AND EQUIPMENT**

All plant, tools, and equipment used on University premises must comply with all relevant legal requirements and be inspected, tested and maintained as necessary. Any plant and equipment left unattended must be secured to prevent unauthorized use.

**NOTE:** The PO must give prior approval before any University plant, tools, equipment are used.

## **PORTABLE ELECTRICAL EQUIPMENT**

All portable electrical equipment used on University premises must be suitable for the environment it is to be used with items inspected, tested and maintained as required. Electrically powered hand tools should be battery operated, or 110-volt or less, used with an approved single-phase transformer.

**NOTE:** Contractors may not connect to University electrical services without prior permission of the PO.

## **WORKING AT HEIGHT**

Working at height **and / or designs** which results in a requirement to access or work at height must meet the requirements of the *Work at Height Regulations*. As part of this, it is essential your employees have the appropriate competence for the work or designs they will undertake, e.g. Design Risk Assessments, IPAF, PASMA training (or equivalent) if using an access tower/MEWP.

Suitable control measures must be put in place (including design stage) to protect against falls, prevent unauthorised access to working platforms / areas and to protect others from falling objects. Control could include banks man while moving plant equipment, work area secured, signage, covered walkways, ladder guards.

<b>Controls:</b>	<p><b>NOTE: Applies to Designers and Consultants advising on designs</b></p> <p>The Hierarchy of Controls as detailed in the <i>Work at Height Regulations</i> must be followed with the hierarchy only moved up (i.e. from 1 to 2 as detailed below) if following assessment a control is not practicable.</p> <ol style="list-style-type: none"><li>1. Avoid the need to work at height.</li><li>2. Use collective measures to prevent falls e.g. guardrail.</li><li>3. Mitigate the distance and consequences of a fall e.g. fall arrest system.</li></ol>
<b>RAMS:</b>	<ul style="list-style-type: none"><li>• Unless otherwise directed by the PO site specific RAMS will be required for any working at height.</li></ul>
<b>Permits:</b>	<p>The PO will advise about <b>Permits to Work</b>. In general Permits are required for:</p> <ul style="list-style-type: none"><li>• Work with Mobile Elevated Work Platforms (MEWPs).</li><li>• Work on BU roofs.</li><li>• Areas identified with a significant hazard e.g. Difficult to Access, Fragile Roof.</li></ul>

## **SCAFFOLDING / SCAFFOLDING SYSTEMS**

Contractors erecting and dismantling scaffolding should be a member of an accredited organisation such as the National Access & Scaffolding Confederation (NASC) or the Prefabricated Access Suppliers' & Manufacturers' Association (PASMA). All Contractor employees involved with the work must be competent (or in the case of trainees, supervised by a competent person) for the scaffolding work to be undertaken and hold a valid Construction Skills Certification Scheme (CSCS) and affiliated Construction Industry Scaffolders Record Scheme Card (CISRS).

Unless a scaffold is in a basic configuration described in recognised guidance for tube and fitting scaffolds e.g. *TG20: NASC Technical Guidance TG20* or manufacturers' guidance for system scaffolds, the scaffold should be designed by

calculation, by a Competent Person. The design should be available on site for reference and inspection purposes with a copy provided to the PO on request.

All scaffolds must be erected in compliance with *NASC Technical Standard SG4 / 15* with Scaff tags (or other similar system) affixed to display the status of the scaffold and inspection details.

A **Permit to Work at Height** will be required for the majority of all scaffolding / system scaffolding work – check with the PO before proceeding.

## **LIFTING OPERATIONS**

Contractors must ensure they make suitable provisions in accordance with the requirements of the *Lifting Operations and Lifting Equipment Regulations (LOLER)* to ensure any lifting operation involving the use of lifting equipment is properly planned, organised, supervised, and performed by competent persons.

All lifting equipment and lifting accessories must have their Safe Working Loads marked and have been subject to ongoing thorough examinations and inspections by a Competent Person.

A Lift Plan, completed by an *Appointed Person* must be submitted to the PO **before** any lifting operation. This process must include consultation with the PO to ensure all risks associated with the lifting environment are considered e.g. busy pedestrian / vehicle traffic, ground stability, the location of underground and overhead services, overhead obstructions and over-sailing of adjacent property.

A **Permit to Work** will also be required.

## **CONFINED SPACE WORK**

The PO will inform you if any work is to take place in a BU identified Confined Space. A **Confined Space Permit** will be required for any such work which will be issued by an authorised member of the CS Team, or for sole possession sites, the Contractor with overall responsibility for the site.

In accordance with the *Confined Space Regulations* you will be expected to put in place suitable arrangements, including those needed to manage an emergency situation. This includes ensuring any person entering the confined space has appropriate training and equipment, preparing a site specific risk assessment and a detailed method statement.

## **EXCAVATIONS**

The PO must authorise any excavation work on University premise with a **Permit to Excavate** completed by a suitable person to make sure all necessary precautions are in place e.g. barriers to control falls risks, warning notices, lights, backfilling / fencing / boarding over when work is not actually proceeding or when the excavation is left unattended.

The PO will give you information on existing underground services, where these are held. However before works start you must check you have the latest underground services drawings and should confirm if there could be services that are not always live i.e. switched on at certain times only.

If services are likely to be present survey cable locating equipment should be used with a trial excavation / trench dug using hand tools. You must stop work and notify the PO immediately if any cable, pipe, duct etc. is discovered during excavation works which was not included in the information provided.

## **SKIPS ON SITE**

Skips on site must be placed so that they minimise:

- The likelihood of fire and /or vehicle / pedestrian collisions
- The likelihood of people accessing skips for shelter/sleeping.
- Any associated health and environmental issues and

That safe means of access to and egress from the campus site is maintained at all times.

Each skip must be no larger than 5 metres in length by 2 metres in width.

Where possible, they should have lockable lids, if this is not possible then a locked/secured HERAS Fence (with suitable signage) must be erected.

Permission must be sought from the CS Compliance and Safety Coordinator if a skip, containing combustibles, cannot be placed at least 10 meters away from any building. Skips containing rubble only may be placed next to a building where there is a safe hard standing area.

*See CS\_SOP\_Skips on BU Premises (as amended)*

## **CONTRACTOR MONITORING AND REVIEW**

### **Progress Meetings**

The PO will arrange Progress Meetings with appropriate representatives from your Company as required.

Health and safety, the finding of inspections and audits, accidents / incidents / near misses and HSE Enforcement and Statutory Inspection visits should be standing items on every Agenda (dependent on the project/work being undertaken). Risks to staff, students, visitors, public etc., University activities and the environment should also be raised at Progress Meetings with suitable risk assessments and method statements presented, which detail how risks will be controlled. Information must be presented in a timely manner to allow the PO time to coordinate activities with others if necessary.

Contractors will also be expected to monitor health and safety as per their own Company's procedures with copies of Inspection and Audit Reports provided to the PO on request.

### **Post Contract / Project Review**

On project / contract completion, an internal CS Review may be carried out to review Contractor performance during the work that will include the management of health and safety and environmental compliance with any specific requirements detailed in this document.

It should be noted that the findings of Reviews will be held on record and will be considered during future tender invitations.

### **Additional Monitoring**

The PO and the University's Health and Safety Services Unit may, from time to time undertake site inspections and audits. Please cooperate fully with such inspections and audits.



## **APPENDIX 1: General Procedures / Site Rules**

When working at the University, Contractors' employees, Sub-contractors, Agents, Designers etc. must:

<b>A</b>	<p><b>Accidents and Incidents:</b> Report them immediately to their Site Supervisor and / or CS PO.</p> <p><b>Alcohol and Drugs:</b> Never be under the influence of alcohol or drugs or drink alcohol or take drugs (other than medication) on University premises.</p> <p><b>Asbestos:</b> Never interfere with the fabric of a building until asbestos information is received.</p> <p><b>Authorisation:</b> Never start work without prior permission of the CS PO.</p>
<b>B</b>	<p><b>Bedrooms:</b> Never enter a student bedroom without Halls Office authority.</p> <p><b>Behaviour:</b> Be courteous to University staff, students and visitors at all times.</p>
<b>C</b>	<b>Cooperate / Coordinate:</b> Cooperate and coordinate work activities with Building Users.
<b>D</b>	<p><b>Dress:</b> Wear appropriate clothing and hi-vis vests whilst on University premises.</p> <p><b>Driving:</b> Drive carefully whilst on University premises, obeying all road and speed signs, etc.</p>
<b>E</b>	<p><b>Emergency:</b> Evacuate immediately on hearing a fire alarm.</p> <p><b>Emergency Assistance:</b> Note the University Emergency Number - <b><u>01248 382795</u></b>.</p> <p><b>Environment:</b> Protect the environment at all times. Manage waste in accordance with Regulations, report all incidents of pollution immediately to the CS PO.</p>
<b>F</b>	<p><b>Fire System:</b> Never interfere with any fire detection system unless authorised by the CS PO.</p> <p><b>First Aid:</b> Call University Security on <b><u>01248 382795</u></b> if First Aid is not available locally.</p>
<b>I</b>	<b>Identification:</b> Keep some form of ID e.g. CSCS Card on their person at all times.
<b>L</b>	<p><b>Laboratories:</b> Never enter laboratories unless trained and / or supervised.</p> <p><b>Language:</b> Never use offensive language e.g. swearing, sexist or racist comments.</p>
<b>M</b>	<b>Mobile Phones:</b> Keep mobile ring tones to a low volume to not disturb others.
<b>N</b>	<b>Noise:</b> Not play radios or shout unnecessarily.
<b>P</b>	<p><b>Parking:</b> Only park in designated areas or compounds.</p> <p><b>Pedestrians:</b> Take care when working where pedestrians may be present.</p> <p><b>Procedures:</b> Follow all University Procedures e.g. Permit systems.</p>
<b>R</b>	<b>Report:</b> Notify all unsafe practices / conditions to their Site Supervisor or CS PO.
<b>S</b>	<p><b>Signage:</b> Obey all University signage e.g. 'No Entry Areas'.</p> <p><b>Signing In / Out:</b> Sign 'In' and 'Out' as required and / or as stipulated in the Contract.</p> <p><b>Smoking:</b> Never smoke in, or within 5 m of any University building.</p>
<b>T</b>	<p><b>Training:</b> Attend BU Induction Training and other training as required e.g. Lab Training.</p> <p><b>Traffic Management:</b> Be mindful the impact their activities have on vehicle / pedestrian safety.</p>
<b>W</b>	<b>Work:</b> Appropriately and safely follow BU Rules and own Company's Rules, Risk Assessments etc.

## **APPENDIX 1.1: General Procedures / Site Rules**

General Procedure for working within Halls buildings:

- Halls Operations reception is open from 9am-5pm Monday to Friday.
- Always sign in and out with Halls when working on site during standard working hours as well as security.
- Keys to Halls are always to be collected from Halls during standard working hours (*with exception of A Sub which is held by Campus Services*).
- Planned works - check with Hall's reception regarding occupied rooms and whether 7 days' notice was given...to Hall's.
- Reactive works – check with Hall's reception regarding occupied rooms / and how long ago the request was reported.
- All staff and contractors should follow the protocol of knock, wait, enter and announce their presence.
- Remember to lock doors after leaving room (swipe to lock in Enlli, Alaw, Peris & St Mary's site)
- Check whether any resident is under 18 and if so, enter room in pairs.
- Take the job number on phone/tablet/ paperwork with you to Hall's reception.
- Access to occupied Halls is not permitted before 9am unless as part of an urgent / emergency request.
- Works that are likely to mean 'no (hot) water' or 'excessive noise' are permitted from 10am.
- Don't touch anything belonging to resident in room unless necessary as part of the repair.
- If anything makes you uncomfortable / sets off any red flags – leave the room immediately and report to Halls / security.
- Please familiarise yourself with the fire exits when in each building and the fire alarm testing times that are displayed in all block foyer noticeboards.

## APPENDIX 2: Acceptance Sheet

## CONTRACTOR WORKING PRACTICES

Upon receipt of this document, you are required to complete this Acceptance Sheet, sending a finalised copy (***this page only***) to the:

## Compliance and Safety Coordinator

## Campus Services

Reichel Hall,  
Bangor University  
Ffriddoedd Road  
Bangor LL57 2TR

**NOTE:** When working at Bangor University Contractors will be deemed to have accepted the Terms and Conditions of the Contractor Working Practices document.

Name:	
Title:	<i><u>(this must be a Senior Company representative i.e. Managing Director, Director, Owner)</u></i>
Company Name:	
Address:	<div>Post Code:</div>
Telephone Number:	
Email:	
Signed:	
Date:	

## **APPENDIX 3: Definitions / Terminology**

### **Personnel**

- **Agent:** Person appointed / managed by a Contractor to advise on building materials / technique.
- **Building Representative:** College / Department contact for works in relevant buildings.
- **Client:** 'Bangor University' for whom a construction project is carried out.
- **Contractor:** Carries out the actual construction work. Can be an individual or a Company.
  - **Principal Contractor:** As defined by the HSE
- **Designers:** Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.
  - **Principal Designers:** Appointed by the University in projects involving more than one contractor. Can be an organisation or individual.
- **Project Officer (PO):** Appointed by CS to manage a project on behalf of Bangor University.
- **Sub-Contractor:** Either 'nominated' by Bangor University or appointed 'direct / domestic' by the Contractor but working under the control of said Contractor.

### **Project / Work Related Terms**

- **CDM:** Construction (Design and Management) Regulations 2015.
  - **CDM 'Notifiable' Projects:** Construction projects expected to last longer than 30 days (with more than 20 people working at the same time) or 500 person days.
  - **Non-notifiable CDM Work:** Construction work not 'notifiable' under CDM.
- **Corralled Site:** Site in its own confines and not connected to other University buildings / services.
- **General Contracts:** Non construction work carried out by Contractors.
- **Project / Work:** Job to be carried out - includes CDM 'Notifiable' Projects, Non-notifiable CDM work, Service Contracts, Measured Term Contractors and general contracts (see above).

### **Documents / Information Management**

- **Construction Phase Plan (CPP):** Required for every construction project. Outlines the arrangements for managing health and safety on site during construction work. Prepared by Contractor and / or PC if more than one contractor involved on project.
- **H&S File:** Collated by the Principal Designer (PD). Enables the University to manage health and safety risks during future associated maintenance, repair, construction work or demolition. **NOTE:** May be completed by the Principal Contractor if the PD finishes their role before project end.
- **PLANON:** Computer aided management software operated by the University.
- **Pre-construction Information:** Project-specific health and safety information provided by PO.
- **Pre-Qualification Questionnaire (PQQ):** Used to assess the suitability of a Contractor.
- **RAMS:** Risk Assessment and Method Statement.
- **Working Practices:** Refers to this document which details the minimum standards Contractors and their employees are expected to meet when working at Bangor University.