

HEALTH & SAFETY GUIDANCE FOR CONTRACTORS

V3 (Feb 2025)





WELCOME

Welcome to the Coventry University Group Health & Safety Contractor Rules & Guidance booklet.

All contractors must complete induction prior to commencing any work across the Coventry University Group.

This guidance has been designed to abridge various larger documents and sit alongside the induction process.

Coventry University continues to support a safe working environment for Staff, Students, Contractors, Visitors and members of general public alike.

Since October 2022 changes and improvements have been made to existing University processes and systems of safe working. These have been captured in this booklet issue. Contract Support hope you will find this latest version of the booklet of use to you whether you are attending the campus for the first time or as a returning contractor.

These guidelines will be reviewed on an annual basis or sooner upon significant change. The process effectiveness will be reviewed regularly and an annual review of the process will take place to ensure continuous improvement.

Many thanks for your support of safe working.

TRACY CROSS,
Access Control Manager,
Coventry University



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INTRODUCTION

- This schedule is intended to provide Contractors with guidance and information on the standards expected when working at any University Campus. All Contractors will be expected to follow this guidance. This document does not provide an exhaustive list of all hazards encountered during work processes. Where a particular aspect of work is not covered in this document, suitable and sufficient information must be provided to your designated University Contact.
- A copy of this guidance document should be provided to the Contractor before any work begins in order to facilitate adequate planning and execution of works.
- Any of the following points which apply to the work being carried out, should be discussed by all parties involved before work starts.
- The contractor will be required to sign in and out daily. Please speak to your University contact to establish how this needs to be done. This may differ between each regional campus.



CODES OF PRACTICE

All work shall be carried out to the appropriate code of practice i.e. IEECodes BS Codes ASME, ENII Codes, University Safety Policies, Codes of Practice, Estates Office Control Documents etc. Contractors shall notify their University Contact or a Health & Safety Officer if they consider that they are being requested to carry out work in a manner that will infringe any appropriate code of practice.

LEGISLATION THAT APPLIES

Primarily, the Contractor is bound by the duties contained within the [Health and Safety at Work etc. Act 1974](#). This places duties upon the University Contact and the Contractor to ensure the health and safety of employees and others, who may be affected by the work. [The Management of Health and Safety at Work Regulations 1999 \(as amended 2003\)](#), require co-operation and co-ordination of work activities where two or more employers share a workplace, whether temporary or on a permanent basis. For construction, refurbishment, maintenance and repair work such as redecoration, the [Construction \(Design and Management\) Regulations 2015](#), will apply. These regulations place duties upon the client (those who let the contract), Principal Contractors, Principal Designers, Site Supervisors, Designers and Contractors to plan, co-ordinate and manage health and safety throughout all stages of the project.

Dependent upon the nature of the work involved, other legislation may apply, for example, the [Control of Substances Hazardous to Health Regulations 2002 \(as amended \(2003\)\)](#). Legal duties cannot be delegated by contract. Managing health and safety requires collective effort and commitment of all the parties involved. Health and safety law embodies this principle.



GENERAL REGULATIONS

Before commencing work with us you'll be allocated a University Contact. This will be your direct contact should you require any further guidance whilst on site.

Your University Contact could be a Project Manager, Contract Manager or Contract Controller from the Estates Department, a University College or School Manager, a member of staff or someone else appointed to you on behalf of the University. It's important that you know who your University Contact is, and please ensure that you have their contact details on hand at all times.

Before commencement of work Contractors must familiarise themselves with the University Health & Safety Policy and the policies and procedures of the Department specifically with regard to hazards and risks on the site and the location of fire prevention equipment and procedures.

The Contractor shall ensure that their employees, agents and subcontractors obey all of the University's rules whether written or commonly understood, e.g. Clean or No Smoking areas, and that they behave in a responsible manner when using the University facilities, their person and clothing shall be clean and respectable. All visitors / site operatives must undertake the online induction prior to their visit to campus.

The contractor will be required to sign in daily, please speak to your University contact to establish the means to do so, this may be in the form of a sign in & out book or a digital touch screen.

Car parking facilities will only be available through special arrangement. Contractors are to take note of their own designated work areas, and work within them. Impolite or improper behaviour and language will not be tolerated, and operatives could be asked to leave campus. Work wear should be appropriate for the task at hand, contractors must wear safety boots, either company branded clothing, or company Hi-visibility vests. A contractor lanyard and photo ID access card must be worn whilst working on campus.

Work safely and efficiently and with due regard for the health and safety and the welfare of others including employees, students and members of the public. Report accidents and incidents as per the accident reporting procedure. Report all unsafe conditions that arise, co-operate with site management and the local or senior investigation team when accidents require investigation. Do not interfere or misuse anything provided by the University in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions. Contractors/visitors must comply with statutory obligations and requirements of the Codes of Practice.



Ensure you complete an assessment of all substances hazardous to health that are brought onto any University occupied site. Ensure that any equipment brought onto any University occupied site is safe and without risk to health. Provide a written safety policy, ensure a full risk assessment is undertaken of all hazards identified within their company and operations and implemented safe systems of work. All works will be directly supervised by and shall be the responsibility of the Contractor who must have adequate knowledge of the whole works. All items of equipment shall be new or in new condition and properly fixed in the approved manner. On no account shall any service (temporary or permanent) be supported on any fire sprinkler fixing, fitting or pipe work.

Should any services require disruption, powering down or isolation, prior warning must be given to Contract Support with a minimum of 48 hours' notice and permission granted to proceed with any works effecting the services.



Before Contractors commence any work likely to affect building services such as water, gas, electrical or data services they shall first ascertain the position of the services below ground. Contractor's employees, agents and sub-contractors operatives shall maintain a safe and tidy working area. At no time shall their equipment restrict escape routes, passageways or exit doors unless prior approval has been given by their University Contact. At the completion of each day's work, Contractor's operatives shall fully clear up the area and remove all redundant equipment and materials to either scrap bins, recovery areas or to such areas as directed by the person in charge and shall leave equipment and services in a safe condition before leaving the work place. Prior to commencement of work within an area, Contractor's personnel shall obtain permission from the College or Departmental Manager. Any difficulty in obtaining this permission should be reported immediately to their University Contact or Contract Support 02477 657272.

If prior arrangements have not been made for out of hours working, the University reserves the right to refuse admission at no cost to the University. Irrespective of access arrangements the contractor must liaise with their University Contact for all necessary passes before entering site. Contractors who wish to work outside the normal hours of work MUST do so only with the agreement of Contract Support/Access Control. Normal Hours of Work are Monday - Friday 8am until 5pm.

Where deliveries are being made to an established Contractor's area, this shall be in accordance with the rules agreed for that site. Contractor's personnel shall not engage in private trading on the site.

The Contractor shall ensure that all employees, agents and sub-contractors are fit, able and competent to carry out their functions at all times whilst on University premises. Any condition that would render such an employee liable to put themselves or others at risk shall automatically

preclude them from working at the University's site whilst that condition is present.

Gambling or betting on site is strictly prohibited. Any person found contravening this rule is liable to be escorted from site and may not be permitted to return at any future time. If any Contractor's personnel are or appear to be under the influence of intoxicating liquor or substances whilst on University premises, the University reserves the right to request their immediate removal from site and to refuse their admittance at any future time.

Contractors Health and Safety Competence Assessment

It is essential for the University to only appoint Contractors who have demonstrated their ability to comply with health and safety law through competence assessment. To this end the Estates Office expects ALL its main Contractors to meet the pre-qualifying level of competence. Predominantly the Estates Office would prefer the Contractors Health and Safety Assessment Scheme (CHAS) to be used for this purpose.

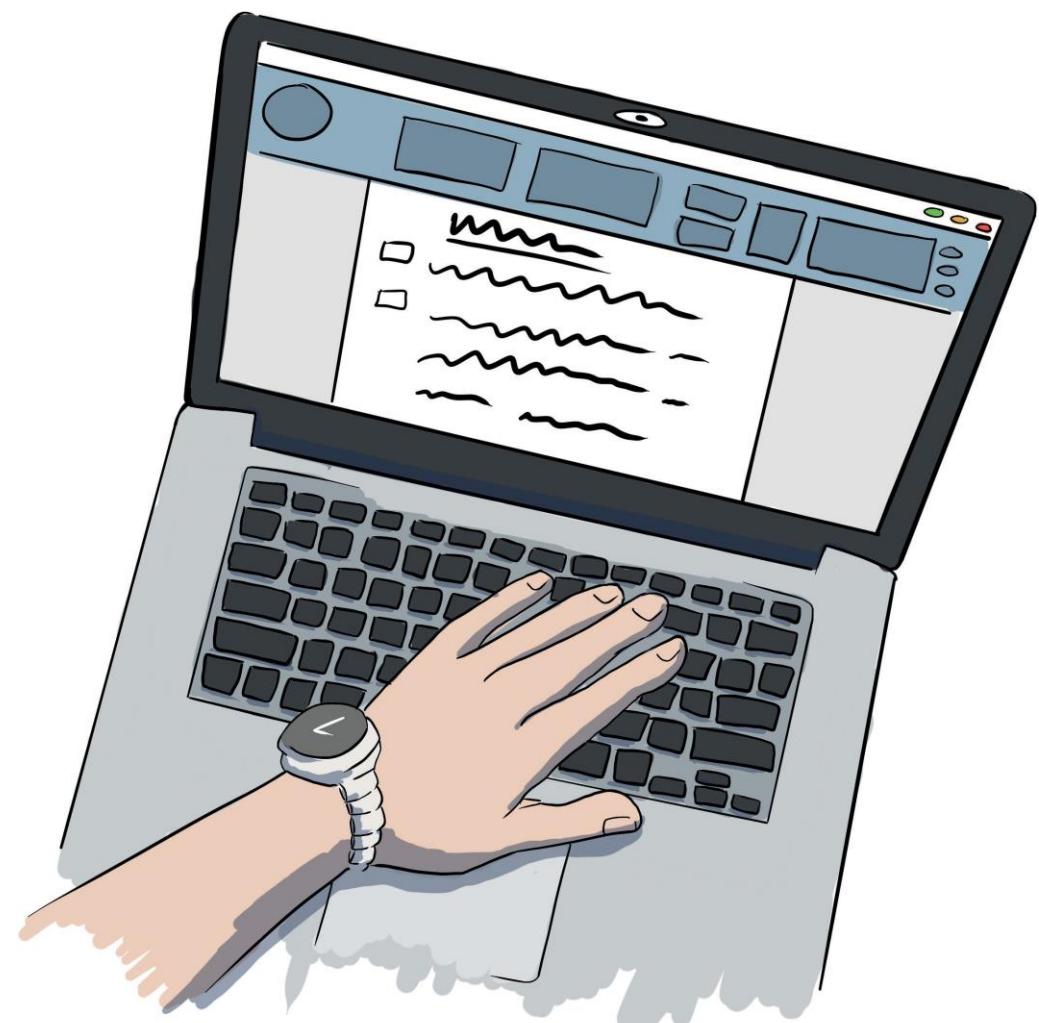
Pre-Site Meeting

All works must begin with a formal meeting before the site works begin chaired by their University Contact, and a record of this meeting kept. It is essential that all relevant parties are invited to this meeting. It is important that all relevant considerations are taken into account for example as to the project from Site Security, to who pays for site supplies (electric, water gas etc.).

Contractor Insurance

Contractors must maintain suitable and sufficient insurances to comply with the [Employers' Liability \(Compulsory Insurance\) Act 1969](#) and the [Employers' Liability \(Compulsory Insurance\) Regulations 1998](#) or any subsequent amendment. Public Liability & Professional Indemnity Insurance of a minimum of £5,000,000. Contractors are required to provide copies of their current certification on a yearly basis.

Contractors should also provide Estates Contract Support with a copy of their Waste Carrier License and any training certificates or proof of accreditation for the company and its employees.





Safeguarding for Students and Vulnerable Adults

The University does not require Contractor's staff to hold any clearance or enhanced disclosure from the Disclosure and Barring Service (previously CRB) as the work undertaken does not fall under the definition of "regulated activity" as defined by the Safeguarding Vulnerable Groups Act 2006. The University does however expect all Contractor's staff to be aware of situations when they may put themselves at risk of individual contact with students and have training and knowledge to prevent such risks being realised.

Construction (Design and Management) Regulations (CDM)

All work must be completed in line with the Construction (Design and Management) Regulations 2015.

In line with the Estates Office Documentation for dealing with CDM the Estates Office must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: Appointing the Contractors and Designers to the project in writing (including the Principal Designer and Principal Contractor on projects involving more than one Contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- Allowing sufficient time and resources for each stage of the project.
- Making sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project.
- Making sure suitable welfare facilities are provided for the duration of the construction work. Maintain and review the management arrangements for the duration of the project;
- Provide pre-construction information to every designer and Contractor either bidding for the work or already appointed to the project;
- Ensure that the principal Contractor or Contractor (for single Contractor projects) prepares a construction phase plan before that phase begins;
- Ensure that the Principal Designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

- Notify HSE in writing with details of the project.
- Ensure a copy of the notification is displayed in the construction site office.

Work in Areas Wholly Handed Over to Contractors

The Contractor should ensure that all operations are conducted, and all plant and materials are placed and used in such a manner as to prevent injury to persons or loss of access to agreed essential services or thoroughfares.

Plant and materials should not be left unattended on balconies, corridors, hallways, and staircases or in other common areas without adequate safeguards, including roof spaces and external areas.

All site visitors and Sub-Contractors should report to the Contractor's site supervisor on arrival. Notices informing site visitors and Sub-Contractors of this requirement and any additional requirements agreed with their Estates Contact and should be posted by the Contractor at entrances to the premises.

The Contractor or Site Supervisor shall provide their University Contact with reasonable warning before any direct employees of the Contractor or any Sub-Contractors begin new work or restart work in parts of the buildings or grounds outside the perimeter fence of the building works and of any work inside the perimeter fence which may affect the University.

The points below apply to work areas wholly handed over to the Contractors, being areas vacated by the employees and visitors etc. Specific precautions may also apply to work in these areas.

Parts of the premises not required by occupiers or the public for access should be enclosed within a boarded or sheeted perimeter fence at least 2m high which is sufficient to prevent access by unauthorised people particularly children, unless this is already achieved by an adequate boundary wall or barrier.

All aspects of fencing and protection should be confirmed at a site hand-over meeting. The perimeter fencing should be erected before the works begin and when the surrounding areas are clear of employees and the public etc. Due regard should be paid to the possible presence of underground services.

The Contractor should provide all necessary padlocked entrance gates and ensure that they are closed when they are not in use and are locked whenever the site is unattended.

If fencing is to be removed or adapted during the works, this should only be undertaken when the surrounding areas are clear. All fencing should be dismantled and removed at the completion of the works.

All site visitors should report to the Contractor's liaison officer, agent or general foreman when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed by their Estates Contact and the Contractor should be posted by the Contractor at entrances to the site.

All locks and keys are to be suited to existing Coventry University suites.



It is important that at the end of the contracted work any relevant documentation such as Health & Safety Files, Operations & Maintenance Files and as built records, are issued by the Contractor to the University Contact.

The Contractor must ensure that all relevant equipment and materials have been removed and that the work area has been left in a safe condition. Any damage to fixtures, fittings, floor surfaces etc. should be made good. If the contracted work has involved installation of equipment, then safe operating procedures, maintenance routines etc. must be clearly identified and understood and any necessary documentation handed over.

Where an area can be clearly defined as a Contractor's Site, the Contractor shall erect a notice stating such. This will then be deemed a Contractor's Site throughout the contract period and safety regulations within that site shall primarily be the responsibility of the Contractor.

Where the works are more minor in nature then sufficient measures must be taken to clearly identify the work area and ensure that the safety of staff, students and members of the public is maintained at all times.

Safeguarding Public Access to Parts of Site

Those parts of the site that must remain open to the occupiers or the public should be provided with all necessary footpaths, guardrails and other protective measures to ensure the safety of the occupiers or the public. The Contractor should also provide and maintain temporary access facilities where necessary.

Interference with Services

No diversion of the existing services other than as shown on the drawings or included in the building contract should be carried out without the prior written agreement of their University Contact.

Any temporary disconnection of the services which may be necessary should require the Contractor's liaison officer to give their University Contact a reasonable period of notice in advance. (There must be prior notification and formal agreement prior to disconnection.) The Contractor should maintain unobstructed access to dry and wet riser inlets and outlets, service cupboards, switch rooms etc.

Stability of Buildings

The Contractor should take all necessary precautions to ensure that nothing is done which is likely to endanger the stability of the works or buildings whether new or existing, or adjoining properties.

The Contractor should also provide all shoring, strutting, needling and other supports and shall take all other precautions and adopt such other expedients as may be necessary to preserve the stability of buildings and/or other properties and to protect them from damage and/or settlement. No part of these protective measures should be taken down or removed until all risk of damage or settlement is passed, and all such work should minimise the risk as far as possible.



Noise and Dust

The Contractor should take measures to minimise the effect of construction noise.

The Contractor should use the most effective noise reduction measures available and plant likely to cause a disturbance should only be used within the periods previously agreed by their Estates Contact.

Where site activities are possibly going to create a large amount of dust (not including asbestos) then specific precautions should be undertaken. Some alternatives are:

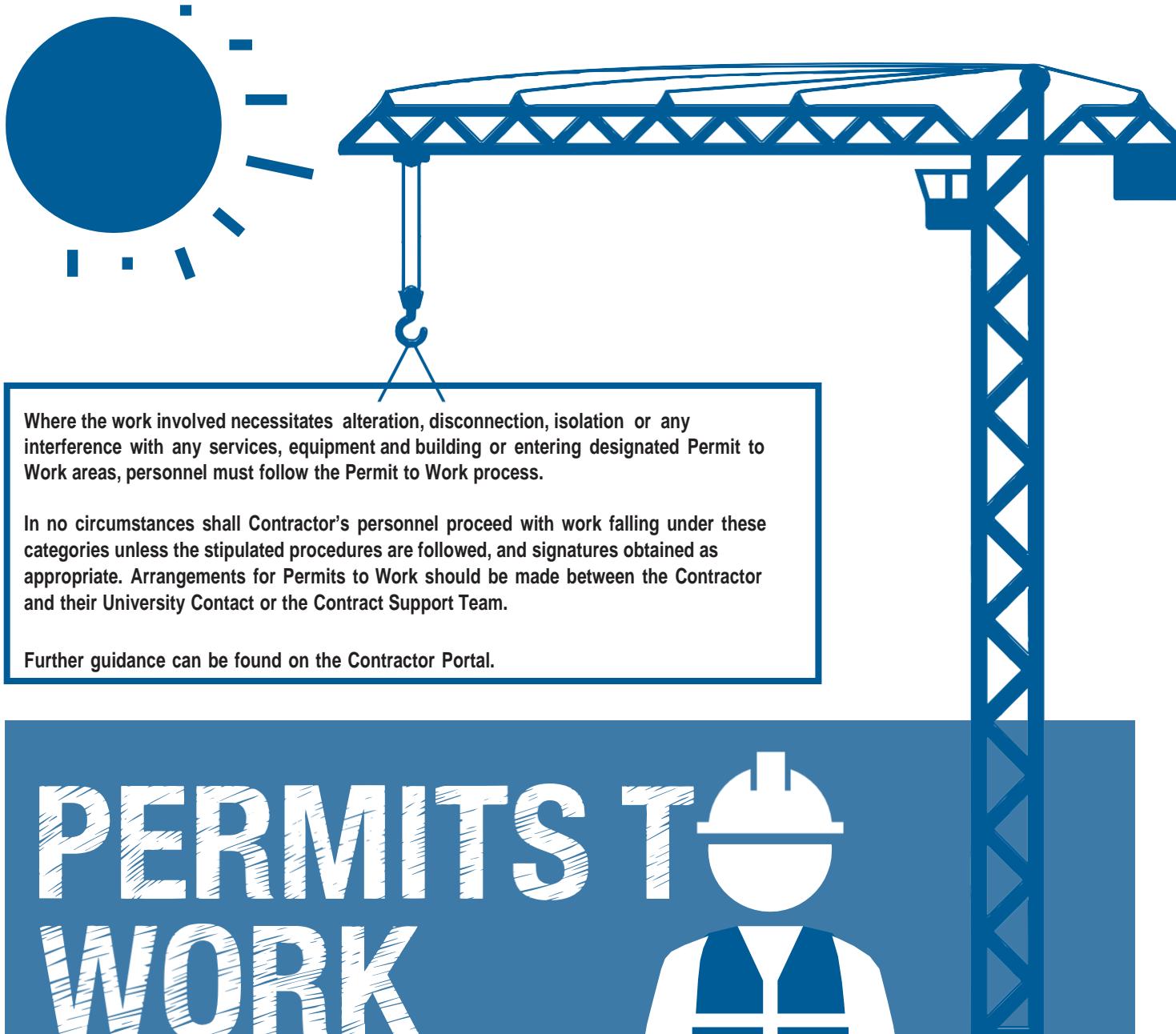
- Sealing all openings adjacent to the works
- Totally enclosing the work area
- Damping down work area
- Localised dust extraction
- Temporary Isolation of fire alarm services

Even with these precautionary measures incorporated into working procedures, their University Contact should be forewarned of such problems so that additional cleaning provisions may be considered for the duration of the activities.

Work in and Around the Occupied Buildings

Whenever it is reasonably practicable to do so, work areas should be physically separated from areas used by University employees, students, and all other persons. Details of the separation should be established at a pre-site meeting and be acceptable to all concerned. Changes throughout the contract should be similarly agreed.

Graduation and open day contract works may have to be suspended if they are deemed to interfere with such events, areas of work should be made safe, tidy and secure. Specific instructions on such dates will be given to the Contractor.



Where the work involved necessitates alteration, disconnection, isolation or any interference with any services, equipment and building or entering designated Permit to Work areas, personnel must follow the Permit to Work process.

In no circumstances shall Contractor's personnel proceed with work falling under these categories unless the stipulated procedures are followed, and signatures obtained as appropriate. Arrangements for Permits to Work should be made between the Contractor and their University Contact or the Contract Support Team.

Further guidance can be found on the Contractor Portal.

Areas currently requiring permits to work are:

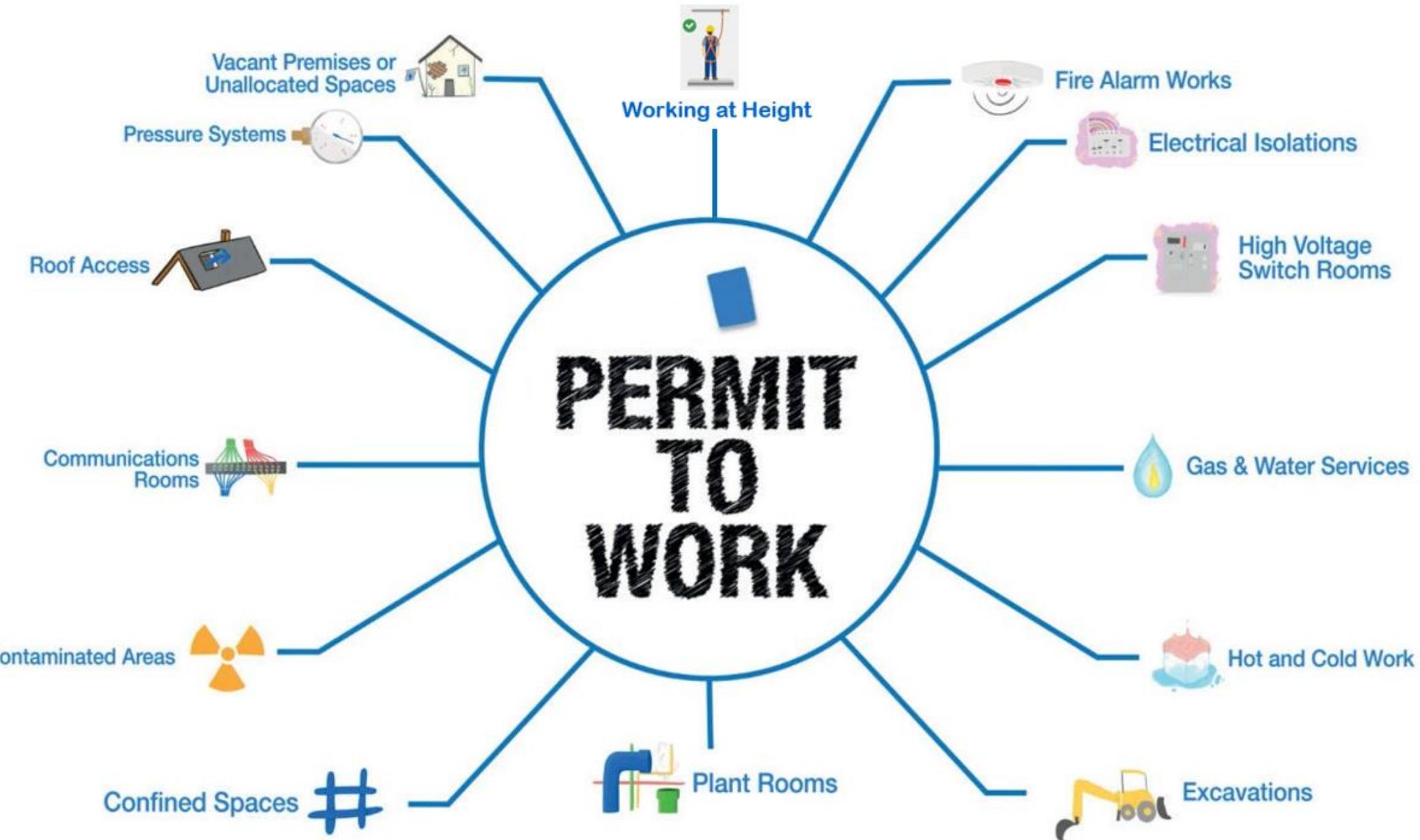
- Fire Alarm Works
- Electrical Isolations (LV)
- Gas Services
- Working at Height
- Hot Work
- Excavations
- Confined Spaces
- Contaminated Areas
- Roof Access
- Water Alterations
- Pressure Systems
- High Voltage
- Vacant Premises/Unallocated Spaces

For any work being undertaken that involves burning, welding, blow lamps or the use of a naked flame, a Permit to Work shall first be obtained electronically or from Estates Contract Support, University Contact. The delegated Estates representative will authorise the isolation of smoke detector system zones.

If asbestos based products are suspected, then these must be notified to their University Contact or the delegated Estates representative and should be dealt with in accordance with the [Estates Asbestos Control Documentation](#).

No overhead works shall be carried out without first informing Estates Contract Support.

Where the works being undertaken may affect staff or students within the area of the operations there must be close liaison between the Contractor and University Contact to ensure that risks are kept to a minimum and that staff are informed of any potential hazards resulting from the work.





VEHICLES & PARKING



Being a city centre location, parking around campus is sometimes not possible. We discourage long term parking, and Contractor parking in and around university property should ordinarily be for dropping off or collection of plant and equipment, unless by prior agreement. A 15 minute window has been allowed for this purpose. This should be factored in to any contract and relayed to any contractors attending campus.

Parking on campus is subject to a University parking pass being displayed at all times AND a valid Pay and Display ticket. **The tariff is £4 per day for Staff & Visitors, £3 per day for Students.**

Parking passes can be requested via the Contractor Portal/University Contact. Vehicles must be parked within a designated and approved contractor parking bay unless by prior agreement. No parking is permitted on university grass verges, curbs, footpaths or roadsides.

When signing in, collecting keys and/or meeting your University Contact, there may be areas around campus buildings you can park short term for free, please check with your University Contact before your arrival.

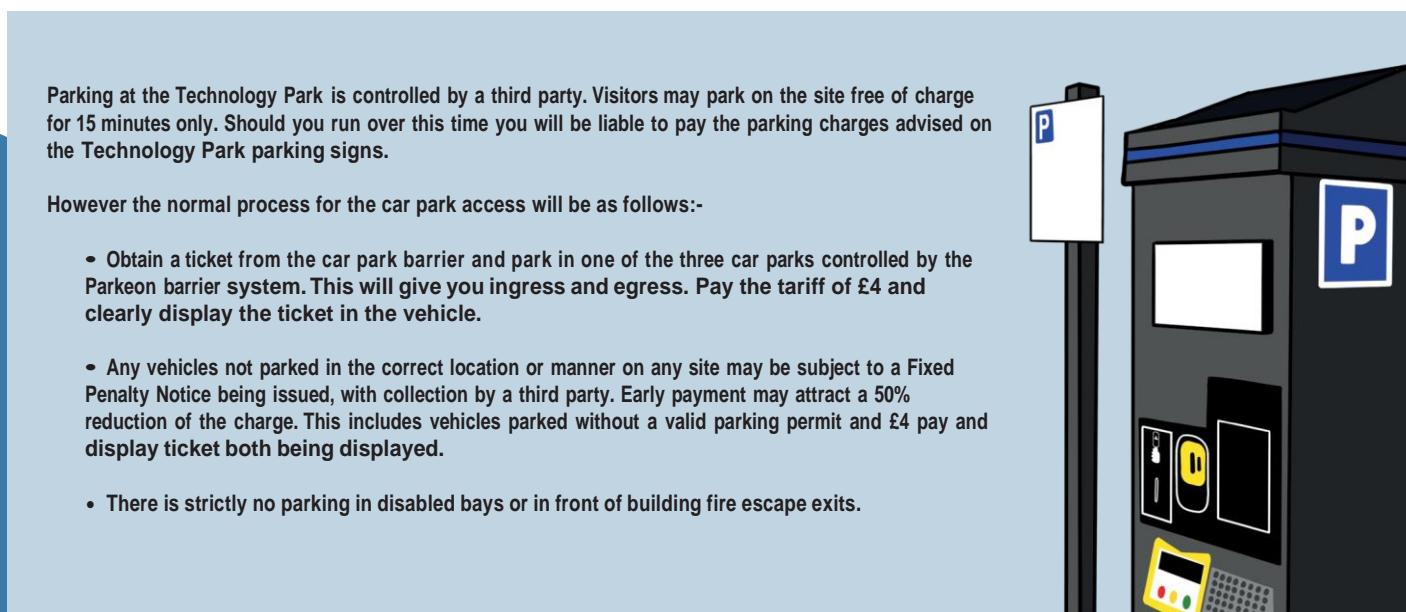
Vehicles moving across site must comply with the speed limit and use hazard warning lights and must provide a banksman when reversing/maneuvering.

The Contractor should take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers arising from the movement of all Contractors and / or Sub-Contractor's vehicles about the site including entrances and exits. This should include where practicable, separate access to the site for Contractor's personnel, plant and equipment for the whole duration of the work and a traffic system which eliminates or reduces reversing. Details should be agreed with their University Contact.

Parking at the Technology Park is controlled by a third party. Visitors may park on the site free of charge for 15 minutes only. Should you run over this time you will be liable to pay the parking charges advised on the Technology Park parking signs.

However the normal process for the car park access will be as follows:-

- Obtain a ticket from the car park barrier and park in one of the three car parks controlled by the Parkeon barrier system. This will give you ingress and egress. Pay the tariff of £4 and clearly display the ticket in the vehicle.
- Any vehicles not parked in the correct location or manner on any site may be subject to a Fixed Penalty Notice being issued, with collection by a third party. Early payment may attract a 50% reduction of the charge. This includes vehicles parked without a valid parking permit and £4 pay and display ticket both being displayed.
- There is strictly no parking in disabled bays or in front of building fire escape exits.





Technology Park Visits for Contractors

It must be noted that Estates issued parking permits are not valid for use in any of the Technology Park car parks including the Mile Lane car park area that is occupied by the Coventry University Group.

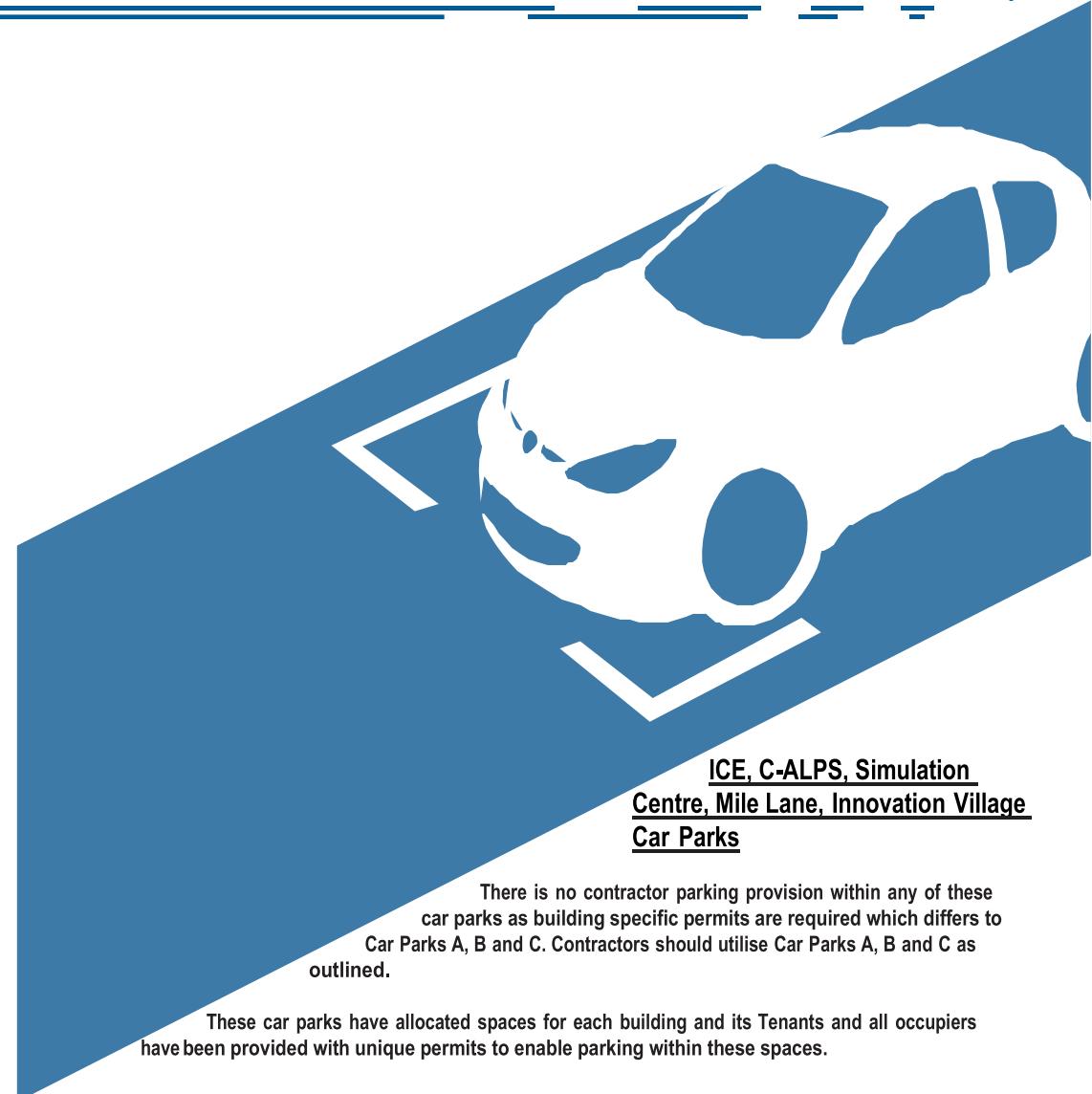
During normal business hours, any Contractor visiting the Technology Park will be required to report to the Technology Park Reception, located on the ground floor of the Conference Centre. They will be expected to sign in and provide details around the nature of their visit including the building in which they will be working in. They will also be expected to sign out upon departure.

Outside normal business hours, any contractor visiting the Technology Park will be required to report to the security guard based within the main TechnoCentre Reception detailing the nature and location of their visit.

Technology Park Car Parks A, B and C

When approaching the car park barrier press for a ticket and the barrier will open. Parking is free of charge for Contractors providing the ticket is validated by the Conference Centre Reception Team. Whilst on site, all Contractors will need to ensure that they park in a car parking bay within one of the three main Technology Park Car Parks A, B or C. A permit is not necessary in this incidence.

If a contractor is unable to find a parking space within car park A, B or C then they need to contact the Reception Team immediately on 02476 158990 who will then either present them with a valid Technology Park exemption parking permit and outline the terms of use for this or add their vehicle registration number to the exemptions list for that day only. The permit must be returned to the Reception Team upon departure. Whilst on site they must adhere to all the parking terms which are displayed around the car parks. Failure to do so will result in a Parking Charge Notice (PCN) being issued.



ICE, C-ALPS, Simulation Centre, Mile Lane, Innovation Village Car Parks

There is no contractor parking provision within any of these car parks as building specific permits are required which differs to Car Parks A, B and C. Contractors should utilise Car Parks A, B and C as outlined.

These car parks have allocated spaces for each building and its Tenants and all occupiers have been provided with unique permits to enable parking within these spaces.

If a contractor needs to park outside the relevant building in these car parks due to the nature of their work then they need to contact Reception Team immediately. Contractors will be issued with a PCN if they park in these allocated spaces regardless of purchasing and displaying a pay & display ticket, however, the unallocated spaces in the middle of the car park may be utilised if available.



WORKING AT HEIGHT & SCAFFOLDING



Scaffolding

All Contractors should consider using ladders and steps for access only where practicable and provide tower platforms or scaffolding whenever possible. All scaffolding must be erected and inspected by competent persons. Scaffolding contractors must hold certificates issued by NASC, CITB, EITB or PASMA for temporary scaffolding. Scaffold tags must be applied to scaffolding before use. Where scaffolding is to be left for any length of time, it must be made safe to prevent unauthorised access.

Contractors shall normally supply all access equipment, tools, jigs and fixings that may be required and shall ensure that these are serviced and in good working order. Contractors shall use no equipment being the property of the University without the prior approval of their University Contact or their delegated representative.

When access equipment is to be in position for less than a working day, a clear demarcation of (at least) warning tapes or similar should be provided and maintained 2m clear of the ladder, scaffold or cradle.



During this period, ladders, scaffolds etc. should not be left unattended when erected. All ladders are required by law to be securely fixed at their upper resting point or where this is impracticable, either be fixed at or near their lower end, or be footed. If possible, such equipment should not be located near doorways or main passageways.

Restrictions on movement of mobile scaffolds and long ladders:

Mobile scaffolds and ladders should only be moved in occupied or open access areas when these areas are clear. If there is a need to move such plant at other times, their University Contact should be informed of the start time and likely duration of such movements before the work begins and be consulted on the need for any temporary barriers.

General requirements for scaffolds and hoists:

The Contractor is fully responsible for all aspects of scaffolding including the selection of competent Sub-Contractors for this work. The scaffolding must be capable of supporting the loads for which it is intended, including such allowance as is necessary for wind loading etc.

The following are specific legal requirements and recommended precautions to ensure the safety of University employees, students, visitors and the general public outside the barrier or perimeter fencing

All scaffolds are required to be rigidly connected to the building or other structure unless the scaffold is so designed and constructed as to ensure stability without such connections. All scaffolds must be designed and constructed to cope with the materials to be stored on it;

The scaffold must be tied to the building at regular intervals as the work proceeds. Tying should not be delayed until the scaffold is completed. Specific care should be taken to ensure stability of the scaffold during dismantling;

Effective barriers or warning notices must be in place to stop people using an incomplete scaffold, e.g. where working platforms are not fully boarded;

All scaffolds, towers, cradles etc. are to be maintained in a safe condition. It is the Contractor's responsibility to obtain hand-over certificates from scaffolders etc., to subsequently inspect the equipment and sign the statutory registers.



Satisfactory storage arrangements for scaffold tubes and fittings should be agreed with their Estates Contact prior to the arrival of the tubes and fittings on site;

Ladders and ropes should be secured out of reach of unauthorised people;

At the end of the working day any hoist motors should be immobilised with the platform at ground level. If the hoist is not within the barrier fencing, the platform gates should be padlocked;

Any hoists require inspection once a week. Test certificates must be provided before any hoist is put into use and thereafter thoroughly examined every six months after any substantial alteration or repair.

Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security problems than normal. When work areas are bounded by substantial perimeter fencing, this is not always an adequate measure to prevent intruders gaining access to the premises. The following additional security measures should be considered either individually or in combination to achieve an acceptable level of deterrence to intruders. These measures should be defined and agreed at the pre-site meeting.

All windows in the vicinity of the access equipment secured to prevent entry. Screens / plywood panels fixed to an area of high risk, e.g. audio-visual/ICT suite rooms, unless alternative storage has been arranged or unless the University Contact deems existing security arrangements adequate.

Additional fencing around higher elevations of scaffolding, i.e. near entrance railings. Additional fencing or boarding could also secure lower lifts. Additional patrols of Contractors or security personnel. Where scaffold ties pass through open windows, these should be secured, and plywood screwed to the inside of the windows over the open area.

Ensure the procedures for checking security especially on painting activities or other works of maintenance to windows. All points of Contractor's access to the premises to be adequately secured at night; Contractors to ensure that all existing external window grilles and/or locks are replaced on completion of the work.

Scaffolding or other building works not to interfere with or provide access to any part of the alarm system, i.e. alarm wiring, sensor units, door contacts, control panels, strobe light units etc. Use made as appropriate of artificial lighting for higher risk security areas at night.

Their Estates Contact will need to consider timing of the operations, the effects on employee movements around the site, general access and egress issues and the presence of vehicles on the site.

Areas which are sensitive to being overlooked (e.g. toilets, changing rooms, showers etc.) should be screened before works are undertaken. Normally this means prior to any scaffolding works and not after its completion.



Protection Against Falling Objects & Falls From Height

Protection at scaffolding:

All working platforms in use on scaffolding must by law be adequately supported and fully boarded out. This includes the provision of guard rails and toe boards and where there is a risk of materials being displaced, brick guards together with extra sheeting or sealing of the working platform, should be provided. This is particularly important where demolition or similar operations are being carried out;

Where there is a risk of debris within the confines of the barrier fencing, this fencing should be of solid construction, i.e. boarded or sheeted.

Protection against falls through and from roofs etc.:

Where works are to be undertaken on or in roofs etc. which are above or adjacent to occupied rooms, either all necessary protection should be afforded to the occupants of rooms immediately below, evaluated for the duration of these works;

Notifications should be given to their University Contact before the start of each work to agreed timing. Daily consultation may be necessary;

Before any works are undertaken in the vicinity of glazed roof lights or similar fragile material, these areas should be suitably protected from damage by falling objects. Any similar areas, which may be affected by scaffolding or other works, should also be protected

Examples of such protection might include the boarding of asbestos cement sheeting along valley gutters used for access, the netting of roof trusses etc. This may be necessary for the protection of workmen as well as the public.

All roof work must be adequately assessed for risk, considering measures to protect against falls from height. Where there is a foreseeable risk of falling, adequate measures must be taken; this might include the erection of edge protection in the form of barriers or "man-safe" systems in the form of harnesses and fall arrest equipment. There will be an assumption of no lone working when working on roofs or at height, unless risk assessment shows this to be unnecessary.

A Permit to Work will be required for Contractors Roof Access to gain access to roof areas – this should be arranged with their University Contact.

All harness work requires evidence of training and competence, and a rescue plan if relevant.



Precautions during Lifting Operations

Lifting equipment is also work equipment so the **Provision and Use of Work Equipment Regulations (PUWER) 1998** will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

Please see L113 (Second edition) for further guidance



PERSONAL PROTECTIVE EQUIPMENT

Adequate protective clothing and equipment, suitable for the work being undertaken, must be provided by the Contractor for the use by their employees.

All Contractors Should have access to the following protective equipment, and disposable coveralls for infection prevention. The requirement for PPE should be identified in your site-specific Risk Assessments and Method Statements. PPE will not be supplied by the University for Contractors.



SAFETY SIGNAGE

Provision of Warning Notices

The Contractor should implement a system of sign-posting to warn University employees, students, visitors and members of the public etc. of dangerous operations, plant and chemicals and of freshly applied materials. In addition, it may be necessary to provide the signs in different languages according to the local ethnic communities. Such needs will have been decided at the pre-site meeting.





EMERGENCY PROCEDURES



Fire Alarm Procedures

In order to comply with Health and Safety legislation it is important that Contractors are familiar with and understand the alarm procedure.

It shall be the Contractor's own responsibility to nominate a person, if not themselves to act as a Co-ordinating Person for the company. The Nominated Person will be expected to ensure that all employees of the Contractor have successfully evacuated the building and that this information is passed to the site coordinating person.

Alarm Testing - Most of our buildings undertake weekly fire alarm testing, please check with the University Contact when these take place.

Housekeeping - Familiarise yourself with the location of call points, emergency exits & assembly points. If working in a live building do not block escape routes such as signage, call points and extinguishers. Do not prop or wedge fire doors open, if a fire door is held back whilst moving equipment it must be closed immediately afterwards. Any blocking or re-routing of escape routes or exits to enable works must be consulted and approved by Contract Support or the University's Fire Safety Advisor.

Procedural Arrangements - If you discover a fire: sound the alarm by pressing the nearest fire alarm call point. Attempt to extinguish the fire if safe to do so and you are competent in the use of emergency firefighting apparatus. Head to your nearest assembly point and dial 999 to call the Fire Service - provide details on the location and cause/size of fire if known and any other relevant information.



On Hearing the Fire Alarm: leave the building by the nearest exit, close doors behind you and make your way to your nearest assembly point. Ensure your plant and equipment is made safe but do not delay your evacuation or use the lifts.

Please make sure you have taken the necessary steps to ensure any work you undertake does not accidentally activate the fire alarm. Work processes that have the potential to inadvertently activate fire alarm systems or contaminate the detector heads may require isolations or capping to be applied. If required, this should be requested and permitted through Contract Support to ensure all safety necessary measures have been considered.

Acts of Terrorism

What to do if you discover a suspect package:

If a suspect package/unattended bag, parcel or briefcase is noticed, a few minutes should be spent trying to establish whether the owner is nearby. **DO NOT TOUCH/TAMPER WITH THE SUSPECT PACKAGE.**

If the owner cannot be found, you must notify Protection Services on 02477 657363 who will contact the relevant site representative. If a member of Estates or the Contractors employees have received a call stating that a bomb is within the building or for some other reason suspect a bomb is located within the premises, you must leave site immediately. The alarm must not be sounded.

Procedures outlined under the fire drill procedure should be followed if the alarm sounds. The Contractor's Nominated Person would also have the additional responsibility of moving the Contractor's employees to a safe area, to prevent them from being hurt by flying objects. Once the all clear has been given by the person in control of the incident, Contractors can continue with their work.

PERSONS MUST NOT LEAVE THEIR BELONGINGS UNATTENDED.



ACCIDENT REPORTING

Accident/Incident Notification Procedures

It is a responsibility of the Contractor's employees to notify their immediate supervisor of any accidents, assaults, injury or dangerous occurrence without delay and ensure that it is recorded on an accident/incident report form and the report added to the CU Groups EcoOnline H&S System. If they are unable to, then a colleague must undertake the responsibilities. All accidents, no matter how trivial or insignificant they appear at the time, must be reported.

Details of accidents and assaults, including dangerous occurrences (non-injury accidents) are required, both to meet the requirement of a report to statutory authorities and in order to analyse events and prevent recurrence. All accidents (including non-injury) must be reported as soon as possible after the event. This is because subsequent investigation is made easier if the facts are established with a minimum of delay.

In the case of a death or other injury to, an employee reportable under RIDDOR or of a disease suffered by an employee under RIDDOR, it is the responsibility of the employer of that person to notify the enforcing authority. In all other cases, it is the responsibility of the person for the time being having control of the premises to notify the Enforcing Authority in line with statutory responsibilities.

An accident is defined as, "an undesired event, which results in physical harm and/or property damage, usually resulting from contact with a source of energy above the ability of the body or structure to withstand it", i.e. something has gone wrong, which has resulted in human or property damage.

Arrangements must be put in place for reporting and investigation of accidents, assaults and incidents. The Contractor is responsible for recording accidents and incidents involving their Employees or Sub-Contractors; this includes reporting to the HSE required under the RIDDOR Regulations. The Contractor is expected to report any such incident to the University Contact.

Effective lines of communication between their University Contact and those responsible for the contracted work must be clearly established; especially where arrangements for first aid provision, for example, include the facilities provided by the establishment.

Any injury, however minor, must be reported immediately to their University Contact or their delegated representative.

The University investigates all accidents that occur on our premises and the Contractor shall co-operate in a full investigation with a view to prevention of reoccurrence.



REPAIRS & REPORTING

When you are attending to undertake a repair, please make sure you keep work areas clean and tidy, that you have protected any existing services, and that you have the equipment to clean up once finished. Please ensure you regularly report back to your University Contact (or to Protection Services when out of hours) to inform them of progress. When a repair is completed, please inform your University Contact and forward any relevant documentation at the earliest opportunity to the Estates Compliance Team: estates.compliance@coventry.ac.uk, so we can close the job and inform the customer. Any invoices can then be submitted to Finance: eng.pur@coventry.ac.uk. If you have been unable to complete the repair, and need additional or replacement parts, please ensure that you inform your University Contact, so we can update the customer quickly. Please ensure any quotations for additional works, are forwarded to your University Contact within 48 hours, to ensure a prompt resolution of works.

Restitution for Damage

The Contractor shall be responsible to the University for any damage to the University's property or people by the Contractors' employees or by the Contractor's vehicles howsoever occurring. The Contractor shall be solely responsible for making full restitution for all such damage.

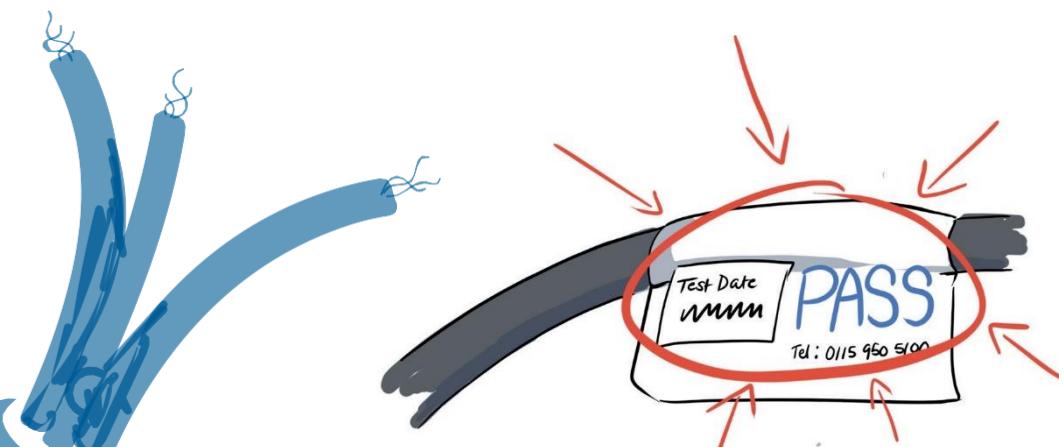




ELECTRICAL RULES



All electrical equipment with leads passing through areas still occupied should be operated at or below 110v. Hand-held portable electrical equipment should not be left unattended in these common areas. Larger items of the Contractor's electrical equipment should be electrically isolated when left unattended. Any connections to the premises' electrical supply should be approved by Coventry University's Electrical Manager, installed by qualified personnel, into correctly sized isolators, be easily identifiable, and removed once not required, making good any damage to CU property. No work should be carried out on or near a live conductor (unless suitably insulated) where a risk of injury may occur. Work on electrical equipment must only be carried out by suitably qualified and competent personnel. All electrical work must be completed in accordance with the Electricity at Work Regulations 1989 and the current version of the IEE Regulations. All electrical work must follow the HSE's Electrical Safety-First procedures for safe isolation of systems. Works involving isolation, disconnection, connection and testing will be overseen by a qualified, authorised person within the Estates department.



Cartridge Tools

The Provision and Use of Work Equipment Regulations 1998 (PUWER), requires that any employee who uses work equipment must be adequately trained for the purposes of health and safety. Training evidence and competency will be required in the safe and correct use of powder actuated cartridge tools. Please see the Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22 (4th Edition) for further guidance.

Portable Tools

Regulations require that electrical systems and equipment must be maintained, so far as reasonably practicable, to prevent danger. This requirement covers all items of electrical equipment including fixed or portable equipment. Effective maintenance of portable electric equipment can be achieved by a combination of:

- Checks by the user;
- Formal visual inspections by a competent person;
- Where necessary a combined inspection and test, also known as a portable appliance test (PAT), by an electrically competent person.

All portable appliance and leads are required to be fit for purpose prior to use. Please see HSG107 (Third edition) for further guidance



WATER SYSTEMS - LEGIONELLA

Before any works are carried out on our water systems, you must contact the Estates Office responsible person for Legionella.

You will then be informed of the safe works and practices required to ensure that the work complies with the L8 approved code of practice.

All persons working on live water systems must have undertaken Legionella Awareness Training and any contractor must be LCA accredited. Any works that affect the water systems must take into account chlorination of equipment prior to installation on site. All chlorination and test certificates must be sent to the Estates Compliance Team.



GROUNDS & THE ENVIRONMENT

No parking, travelling over or storage of equipment is permitted on grassed or other soft landscaped areas without prior agreement with your Estates Contact & the Grounds Team. If your works have the potential to impact these areas, including shrubs or planting we will require you to protect ground, root zones and adjacent paving.

Care should be taken when loading, unloading and storing equipment and materials on to soft or paved areas – photos should be taken before and after works have taken place, and be left clean and tidy during and after any works proceed. Most of our trees around Campus are protected or are within a conservation area, you or your company will be held accountable for any damage, including intentional pruning, caused to our tree stock as a result of you or your suppliers' operations.

Work that involves a man-made cut, cavity, trench or depression in the earth surface formed by earth removal, cannot proceed unless by prior agreement from your Estates Contact and the Grounds Team. All personnel using and working near mechanical plant should be competent and be suitably trained. No disposing of any oils, liquid chemicals or any other substances down drainage systems, all relevant COSHH legislation must be adhered to. For further Guidance regarding Tree Protection please liaise with the Head of Grounds & Public realm team.



Environmental Controls

Contractors are expected to support the University's environmental commitments outlined in Coventry University's Environmental Policy which is available on the University website. The university and all contractors have a legal responsibility to ensure waste is stored, transported and disposed of in accordance with regulations and environmental best practice. Waste should be minimised, and recycling opportunities utilised. Correct Storage & disposal of waste is essential. Our drains, gulley's, grass and shrubs are not to be used to dispose of waste liquids or materials, flora and fauna are to be protected at all times. The clean-up of any spills is your company's responsibility. All spills must be reported to Environmental Sustainability Manager, and Grounds team. Contractors must consider the environmental aspects of any work carried out in terms of harmful releases to air, land or controlled water. Control measures should form part of your Method Statement. All releases must be reported. Special or hazardous wastes must be removed by Licensed carriers and a waste transfer certificate is required.

Any chemicals brought onto site must have had a full COSHH assessment. This means not just the data sheet but an assessment of how that chemical is going to be stored, used and disposed of. A copy of the COSHH assessment must be provided within your RAMS prior to commencing work. Substances not required for the work must not be brought onto campus even within a vehicle. Substances which emit vapours and fumes must not pose risks to vulnerable persons. Any spills must be cleaned up immediately using suitable absorbent material; this must then be bagged and disposed of in accordance with the details outlined in your COSHH risk assessment Hazardous waste must be stored and disposed of separately to non-hazardous waste. Common hazardous wastes include oils, certain paints and chemicals, batteries, monitors and televisions, and fluorescent tubes. The University is a registered hazardous waste producer and our premises code is available on request from the Environmental team. N.B. No waste is to be taken off the University Site without authorisation and reference is made to the power of search by University Protection Officers. Copies of waste management licenses should be provided and updated annually.





COSHH

The Contractor shall comply with all the requirements under the COSHH regulations and shall give the University written details in advance of any hazardous substances being brought onto the site. If working in a live building, substances must not be used which could pose risks to pregnant women and unborn children without prior discussion and approval from your University Contact and the University's Health and Safety team. At a pre-site meeting, the Contractor should provide the relevant information on any dangerous noxious or offensive substances or processes to be handled or used on site, which might present a risk to health, safety and environment. The information provided should include details of the substances or processes to be handled or used and the precautions the Contractor intends to take for the protection. Precautions to be considered include storage restrictions.

Excavations

The University requires that prior to commencement of excavations, soil samples must be obtained and offered to your University Contact for analysis and underground services must be mapped prior to starting works. No excavation is to take place until clearance has been obtained from their University Contact & the Estates Grounds Team. All excavations in open access areas (i.e. not within barrier fencing) must be covered while they are not in immediate use. In addition, all excavations more than 1m deep must be fenced. Suitable warning notices should be conspicuously displayed. Appropriate checks should be made for underground services before excavations are made.

Standard precautions such as making reference to site plans, consulting with local gas, electricity, water boards and the use of cable location equipment should be taken. Any excavation must be supported by a Permit-to-Work. A Permit-to-Work is a time bound document. Your University Contact will ensure that this procedure is followed and that this requirement is communicated to the appointed Contractor, who must comply with this requirement and feature the operation of the Permit-to-Work mechanism within the risk assessments and method statements relating to the project. Plant operators and banksmen must show competence and be suitably qualified.

Precautions with the Storage and Use of LPG

The precautions relate to small numbers of LPG cylinders (i.e. less than 300kg capacity in total) stored within a fenced-off working area adjacent to open areas. Precautions with larger quantities of gas are detailed in Health and Safety Executive's guidance notes. General precautions relating to no smoking rules, warning signs and firefighting precautions will apply. It is essential that all cylinders are accounted for at the beginning and end of each work day.





WASTE STORAGE & DISPOSAL

The University and all Contractors have a legal responsibility to ensure waste is stored, transported and disposed of in accordance with regulations and environmental best practice. Waste should be minimised, and recycling opportunities utilised. The location of any skips must be agreed with your University Contact. Proof of Transfer of Waste and Waste Carrier Licence details should be provided to your University Contact. Skips should be enclosed or have an adequate cover are to be sited at least 6 metres away from any building.

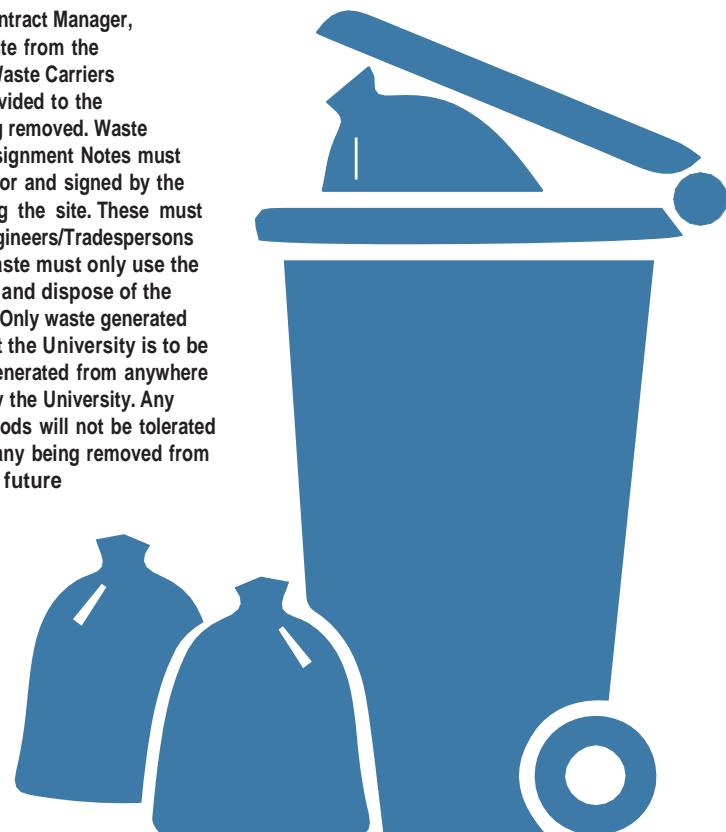
Waste, dust, dirt and other debris caused by the building operations or other work should be cleared regularly and placed in skips. All building waste to be taken off site and disposed of correctly, no rubble, plaster, sub soil etc., however minor, to be disposed of in and amongst shrub borders. Plasterboard cannot be mixed with other wastes and taken to landfill. This must be disposed of separately to other waste. If skips are not within a bariered fence, they should be adequately fenced off from the surrounding areas still in common use.

The Contractor should ensure that there is no throwing or tipping of materials from upper storeys into skips unless an enclosed chute is used. Skips and waste collections must be regularly emptied to avoid the build-up of combustible material and they must be placed at least 6 meters from buildings where they are unlikely to create a risk of flames spreading to adjacent buildings/properties. A "Waste Assessment" is to be carried out as part of any planning works that will create significant levels of waste.

The University's current preferred supplier of skips has passed all Duty of Care checks to ensure they are legally compliant in handling the University's waste. The Contractor may contact the preferred supplier and even set up an account for multiple skip hire stating they are a Contractor working for the Coventry University Group. (Contact details can be supplied through the Waste & Recycling Manager). The Contractor pays the preferred supplier directly. The preferred supplier sends information on waste quantities etc. to Coventry University.

Waste	Skip Location & Access	Information
General Bulky Waste	Alma Street (rear of building)- Priory Street Service Yard	Not to be used for electrical, hazardous materials, plasterboard.
Cardboard	Alma Street (rear of building).	Access via Storekeeper, Boxes to be flattened, no paper.
Electrical Skip	Alma Street (rear of building) Priory Street Service Yard.	To include monitors, TV screens. Not to be used for hard drives or base units for PC or laptops. See IT for disposal of this equipment.
Metal Skip	Skip located Priory Street Service Yard	Metal only, not available for metal attached to other materials. e.g. wood, plastic etc.
Fluorescent	Alma Street (front of building) Priory Street Service Yard	Tubes and lamps only - NO fittings or cardboard
Others Oil, Gas Etc.	TBC	Disposal routes will be agreed as part of any contract.

Where it is agreed by the Contract Manager, Contractors may remove waste from the University, but must have a Waste Carriers Licence and this must be provided to the University prior to waste being removed. Waste Transfer Notes or Waste Consignment Notes must be completed by the Contractor and signed by the University for all waste leaving the site. These must be provided to Estates. All Engineers/Tradespersons that create small levels of waste must only use the following skips to segregate and dispose of the waste created from their visit. Only waste generated from the works carried out at the University is to be disposed of and not waste generated from anywhere else. This will be monitored by the University. Any abuse of these disposal methods will not be tolerated and could lead to your company being removed from the preferred supply list for future





This guidance does not deal with the planned removal of asbestos. The subject is covered fully in various Health and Safety Executive guidance notes and further Estates documentation and Asbestos Policy.

Coventry University makes every effort to ensure compliance with current legislation regarding the management of asbestos. As such, it expects all Contractors working on its site have completed asbestos awareness training.

Estates has surveyed all its buildings and infrastructure to identify asbestos containing materials (ACM). The details of these surveys are recorded on the asbestos register. The register contains the whereabouts, type, last inspection date and the condition of identified and suspected ACMs. As part of pre-start planning, your University Contact should provide any relevant information about the potential for asbestos in the area you are working.

Every effort has been made to identify all sources of asbestos but there remains the possibility that unregistered asbestos exists within the University's buildings and infrastructure. If you suspect any material may be an unidentified ACM do not disturb it and report the concern to your University Contact before continuing.

If the building materials used in the construction are not fully and confidently documented, the Contractor should proceed with appropriate caution. If materials typically containing asbestos are encountered in the work, these materials should be left undisturbed and their University Contact contacted immediately.

ASBESTOS



WELFARE



The University's catering facilities are available to Contractor's employees. The Contractor and their employees must always act in the best interest of their respective companies and be courteous to University staff and students. Contractors must always be clean and presentable when using these facilities.

Welfare, toilets, cleaning facilities and drinking water are located within all buildings all with hot and cold running water. Facilities should be left clean and tidy after use, and waste should be disposed of appropriately, Contractors using University facilities should ensure facilities used are appropriate to their needs

Food and drink must not be consumed in any work area. Contractors must provide welfare facilities, or our Catering facilities may be used only when clean clothing are worn. There are various eating areas around campus, these can be utilised if they are left clean and tidy after use, and waste before disposal is separated.



CONCLUSION

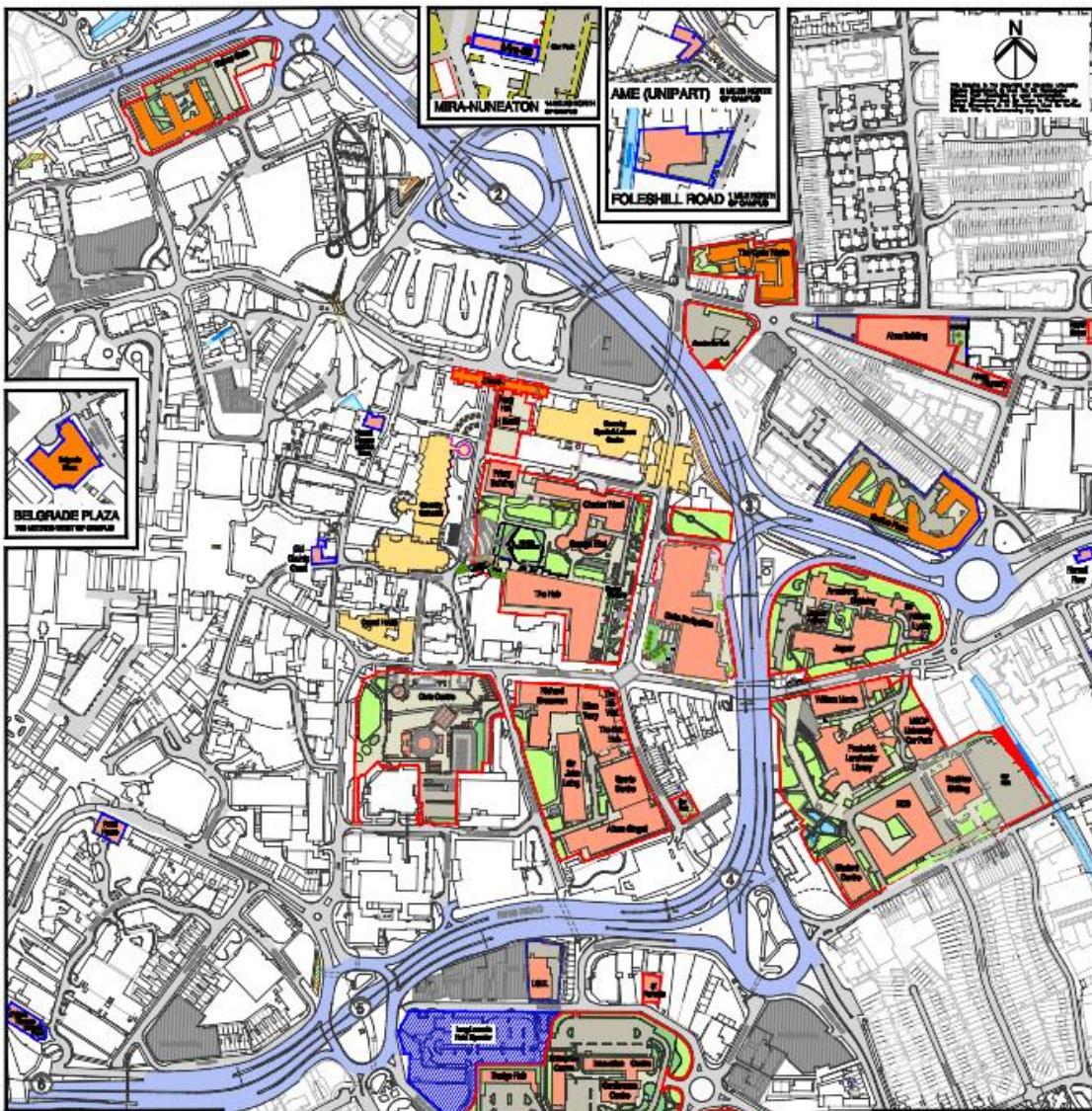


Ensure you know who your University Contact is, and that you have their contact details before arriving on site. Treat the University and its staff and students with respect and courtesy. Please adhere to speed limits and only park in designated areas. Protect our Environment, safeguarding anything that is growing, disposing of waste responsibly, and cleaning up after yourselves. Report all accidents to your University Contact, and please ask if you're unsure about anything.

For guides, policies and other information please visit the Coventry University Group Contractor Portal - <http://estatesportal.coventry.ac.uk> or use the QR Code here -



Thank you for supporting safe working within the Coventry University Group.



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CU London – Dagenham Campus
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