



UNIVERSITY OF
WOLVERHAMPTON

CONTRACTOR HEALTH AND SAFETY INDUCTION



Welcome

- We consider all people who work, study, visit or who make use of University facilities to be members of our community
- We are committed to providing a safe and healthy environment for all members of our community
- In return, we expect all members of our community to:
 - Respect the policies, rules and regulations of the University
 - Act reasonably, be well-behaved and show respect to others
 - Carry out their work or activities in a way that safeguards:
 - their own health and safety
 - the health and safety of anyone else who could be affected



What we expect of contractors

- When you work for the University you are representing us.
- You should always be dressed appropriately and wear company ID so that you can be easily identified
- You need to be wearing – and using – the required Personal Protective Equipment to do your job safely
- Work safely and think about the safety of others who may be affected by your works
- Follow any local rules or procedures set by the department you are working in



Working Safely

- Follow these safety guidelines.
- If you fail to do so you (and your company) may be removed from site permanently.
- If you have any doubts about what is required of you, please ask your University contact.
- Remember – **ALWAYS WORK SAFELY**



Risk Assessments and Method Statements (RAMS)

- The University requires contractors to provide written risk assessments and method statements whenever there is a significant risk of injury associated with a job or activity.
- RAMS identify the things that could cause harm and injury and what needs to be put in place to protect you, your workmates and others from harm.
- You should NOT start any work until these have been provided to your University contact.



Risk Assessments and Method Statements (RAMS)

- You must make sure that you have read and understood any RAMS for your work.
- You must make sure that you properly follow the RAMS including properly implementing identified control measures.
- Report any concerns to your supervisor



Works on Building Fabric and Services

- Works on University building fabric, services and infrastructure is tightly controlled.
- Regardless of who you are working for, all such work has to be approved by the Department of Estates & Facilities.
- Your University contact is responsible for gaining approval for this work to be done.
- Estates & Facilities will need to be provided with your RAMS so that they can confirm they are happy for you to proceed.



Works on Building Fabric and Services

- You should not start any such work until you have the necessary permissions in place. Types of work falling under this include (but are not restricted to):
 - Drilling, penetrating, attaching to, rubbing down, painting, taking down, altering existing or constructing new walls, partitions, ceilings and all other parts of a building's structure
 - Anything that could compromise fire safety (compartments, fire doors, means of escape and alarm systems)
 - Accessing above suspended ceiling or risers or ducts, including floor ducts
 - Works on the fixed electrical system (including any equipment hard-wired into the system)
 - Works on University heating systems including any associated pipework
 - Plumbing work that alters or connects into a building's hot or cold water systems

If in doubt speak to your University Contact



Permits to Work

The University operates a number of permits to work. These are issued by the Department of Estates & Facilities. Your University contact will need to arrange the issue of permits in advance of you carrying out any works.

You will need to provide RAMS for the work that you will be carrying out and these will need to be approved by Estates & Facilities before a permit is issued.

Permits are required for each of the following:

- Roof works / access
- Electrical works
- Works on building gas supplies
- Excavations / Ground penetrations
- Penetration of Passive Fire Materials
- Asbestos works
- Hot works
- Work on pressure systems
- Isolation of fire alarms
- Powering down safety critical equipment such as fume cupboards



ASBESTOS

Many University buildings contain asbestos.

Asbestos does not pose a risk unless it is disturbed or damaged.

The Department of Estates & Facilities holds the University's asbestos register. No works should be carried out on building fabric, services and infrastructure unless the asbestos register has been checked to confirm that it is safe to proceed.

If you discover asbestos whilst working:

- Stop work immediately
- Make the work area as secure as possible
- Alert your University contact immediately and the Department of Estates & Facilities



Fire Safety

- Never cover smoke or fire detectors unless you have been specifically authorised to do so
- Remember, Hot Works may only be done under a permit to work
- Keep fire exits and routes clear at all times
- Do not wedge fire doors open
- Tidy up as you go – waste should be put in appropriate bins
- Store flammable materials as directed
- Smoking is not allowed:
 - In any University buildings
 - Within 5 metres of any buildings



Fire Safety Arrangements

- University buildings are fitted with automatic fire detection and audible alarms
- We carry out weekly fire alarm tests in all buildings. Testing is carried out on Wednesdays
- We have fire wardens in all buildings. Fire wardens will check designated areas to make sure that everyone has left the building in the event of an alarm.
- There is a designated assembly point for all buildings
- Information on tests and assembly points should be provided by your University contact
- Make sure that you know where your nearest exits are



Fire evacuation

If you discover a fire

- Activate the alarm by pushing a red call point
- Fire extinguishers are provided in all buildings
- You should only tackle a fire if you are confident to do so
- Exit by the nearest fire escape route and go to the assembly point

If you hear the alarm

- Stop working and make your area safe
- Do not take possessions with you
- Leave the building by nearest available route closing doors and windows behind you
- Go to the assembly point and await further instructions

Never put yourself or anyone else at undue risk



First Aid

First Aiders

Our security team act as the University's First Response in the event of an emergency. If you require first aid or if you need an ambulance:

Contact security rather than calling 999. They will call the emergency services and will meet them upon arrival to direct them to where you are working.

We also have first aiders in each of our buildings. You should check contact details with your University contact.

All first aiders are fully trained and have access to a first aid kit. Defibrillators are available, your University contact will advise on the nearest location



Incident Reporting

All accidents, near misses and incidents must be reported to the University as soon as possible after they have happened.

You should do this by telling your University Contact. They will complete the University's report form but they may need certain details from you:

- What happened
- Details of who was involved
- Any injuries or damage caused
- What has been done to make the situation safe or prevent a recurrence.

Remember

First Responders (Security) will attend all incidents

- If requested to do so by phoning 5555 or 01902 322106
- In the event of a fire alarm being actuated

DO NOT CALL THE EMERGENCY SERVICES DIRECT



Electrical Equipment

Appliances

Wherever practicable use battery operated equipment. Where this is not possible, 110v equipment should be used.

All electrical equipment should have an in date PAT Test

Extension Cables

Use wisely

Never use more than one extension cable at a time with each appliance

Avoid using extension cables with high wattage appliances such as kettles

Portable heaters should not be used



Housekeeping

- Keep floors clear to avoid slip, trip or fall
- Tidy and restrict cables to prevent them from becoming a hazard
- Clear up spills immediately
- Do not leave work equipment or materials unattended
- Tidy rubbish as you go
- Do not obstruct corridors or doorways
- Make sure that fire exits are kept clear



Parking and Driving on Campus

- Contractors can use Pay and Display car parks.
- You must not park on:
 - Pavements or in reserved, named or car share bays
 - Hatched areas
 - Double yellow lines
 - In front of emergency exits
- Spaces reserved for electrical vehicles must only be used for parking or charging electric vehicles
- Accessible parking spaces can only be used by people with a “Blue badge”
- Drive slowly when on campus and observe all speed and road traffic signs.
- Be aware of pedestrians and cyclists



Acceptable behaviour

- We expect all members of our community to treat each other with dignity and respect. Please do not use inappropriate language.
- We will not tolerate unacceptable behaviour and anyone found to have broken this rule will be removed from site.
- Whilst on site we expect you to observe our site rules. In particular:
 - Do not smoke in or around buildings
 - Do not use mobile phones when working at heights, driving or doing other work tasks that require your proper attention
 - When you are in and around University buildings, please be considerate of other users, especially when using phones or having conversations with other people
 - Radios and similar should not be used on site
 - Wear appropriate clothing at all times and your ID card where applicable.



Checklist

You should now be aware of:

- Our commitment to health and safety
- Your responsibilities including Acceptable behaviour (conduct, smoking and working on site)
- Risk Assessments and Method Statements
- Rules for working on building fabric, services and infrastructure
- Parking and Driving on site

You should now know what to do if:

- You discover asbestos
- You hear the fire alarm
- You discover a fire
- You need to report an incident
- You need first aid treatment or the emergency services

Remember, if you have any concerns about working at the University then please speak to your University contact.

Thank You and Any Questions?



THE UNIVERSITY OF OPPORTUNITY