



Safe Working Practices for Contractors



UNIVERSITY OF
WOLVERHAMPTON

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SECTION 1: ESTATES AND FACILITIES CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS

1.1 Introduction

The University has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its undertaking. The University's Health and Safety Policy recognises this duty, and due to the range of work activities carried out on University premises, by contractors, it has in place this Code of Safe Working Practice. This Code of Practice does not in any way relieve the contractor of their legal obligation to comply with all Statutory Provisions. A contractor is by definition; a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job

1.2 Purpose of the Code

This Code applies to all work undertaken by Contractors associated with new buildings, alterations to, adaptation of, or extensions to existing buildings, or site installations and other works, the maintenance of buildings, properties and sites owned or occupied by the University and to the modification or maintenance of equipment held in University departments. The Code of Practice has been prepared to assist contractors and their employees to work safely within the University and to prevent accidents and injuries to themselves, University employees, students, visitors and others. Contractors are to be reminded that persons with sight, hearing and mobility impairments are to be expected in the vicinity at any time. The observance of the Code of Practice does not in any way relieve contractors of their own legal and contractual obligations. For all construction projects, the requirements of the Construction (Design and Management) Regulations 2015 will be implemented. It is the contractor's responsibility to ensure that all their employees, and those of their sub-contractors, who will be working within the University Estates and Facilities are aware of the requirements of the Code and the Health and Safety rules of the department or area in which they are working. Contractors or their sub-contractors in complying with this Code shall make no requests for additional expenditure. Failure to comply with the requirements of this Code will prejudice contractors from being awarded future work by the University.

1.3 Communication

In all cases health and safety will be dependent on the establishment of good communications between the contractor and their point of contact within the University. This is the job owner who is responsible for overseeing all aspects of the project or maintenance services from start to finish and is often the person named on the official order or the nominated project officer. This point of contact is described throughout this code as the 'University Representative'.

In case of doubt regarding the application of this code or in any circumstances affecting safe working practice not covered by the code, advice should be sought from the University Representative.

1.4 Risk Assessments and Method Statements

Before any work commences the contractor shall prepare a written Method Statement detailing how the works will be completed and how any risks identified in their Assessment will be mitigated. The contractor must also complete a point of work risk assessment for the works to be carried out. Where works are planned to take place in any occupied areas where staff or students may be present then the contractor must include this additional specific risk within their risk assessment and identify adequate measures of control. The method statement must also include specific detail on the segregation method of University staff and students from the area of works. Both the Method Statement and Risk Assessment (produced by the contractor) must be provided to the University Representative for review. This must be at least 24 hours prior to any complex maintenance works, and for projects these documents must be submitted at least 5 working days before the start date. Where low risk repetitive maintenance work is undertaken a generic RA and MS will be acceptable.

If there are any changes to the agreed work method during works then both the Method Statement and Risk assessment must be reviewed and amended on site. The revised documents must again be provided to the University Representative for review

1.5 Commencement of Work

Contractors shall not be permitted to work on the Estate until they have read and understood this Code of Practice. This means that all contractors' staff must sign the Acceptance Form at the back of this booklet individually. This Code of Practice applies to all subsequent work undertaken by the contractor on the estate until further notice. No work may commence unless the University Representative has been consulted and adequate time has been allowed to complete and arrange any Health and Safety requirements. Contractors shall ensure that their employees and those of their subcontractors are adequately trained and competent to carry out the work in question. Copies of Licences and training certificates should be available upon request.

1.6 Parking and Site Locations

Contractors' works vehicles used for purposes of transporting materials, tools and equipment may be permitted on campus without charge subject to obtaining and displaying a Contractors Parking Permit. Any person who brings a vehicle on to the University private land and car parks agrees to abide by the Regulations for the Management of Traffic at the University of Wolverhampton for Staff, Students and Other Persons. A permit to park must be displayed in the windscreen of your vehicle (Mon to Fri, 8am-5pm), and all vehicles must be parked in a marked bay, in accordance with the permit issued. This does not apply to delivery drivers and their vehicles who will agree with a university representative on suitable arrangements.

SECTION 2: GUIDANCE OF SAFE WORKING PRACTICES

2.1 Signing in/out

All contractors working on the University's Campuses campus must sign in and out daily with Campus Security. See Access Points attached as Appendix 1.

On the first day of works the Contractor must liaise with their Estates and Facilities Representative for any additional induction on potential local hazards and precautions. **Failure to meet the signing in/out requirements of the University of Wolverhampton as set out in this procedure may result in work being suspended.**

2.2 Permits to Work

Where work involves agreed High Risk hazards such as:

- Working in confined spaces
- Hot works
- Penetration of Passive Fire Materials
- Work on roofs
- High and low voltage electrical work
- Working with asbestos
- Excavations
- Work in laboratories
- Working in occupied areas
- Pressure systems

OR where contractor's operations are required to be co-ordinated with those of the University to ensure health and safety, then operations may need to be controlled by means of a formal 'Permit to Work' system.

This will include a review by the University Representative of the Risk Assessment(s) and Method Statement(s) provided by the Contractor to include details of the additional safety measures required and agreed segregation of staff and students from the work area to mitigate any risks AND a declaration by the Contractor regarding the arrangements in place to minimise the risk of working in an area occupied by staff, students, or members of the public. It is the University Representative's responsibility to assess risk and they are accountable for their decision on whether a 'Permit to Work' is required. If the University Representative decides that the 'Permit to Work' is not required based on the above criteria, they should note this decision on their copy of the Contractor's Risk Assessment.

A 'Permit to Work' covers the full duration of a piece of work UNLESS: there is a break of more than 72 hours in the works at which time a new Permit to Work must be issued OR there is a change in the works which results in an increase in danger to the contractor, their staff, members of the University or others. All other 'Permits to Work' for works involving particularly High-Risk hazards are only applicable for 24 hrs as outlined in the University's Permits to Work Procedure. All Permits to Work shall be reviewed by the Estates and Facilities Compliance Team. Contractors must make themselves aware of the University's Permits to Work Procedure.

No work shall commence that falls within the categories listed above without first liaising with the University Representative who will if required issue the relevant Permit to Work. Where staff, students, visitors, or members of the public fail to abide by the contractor's safety rules and procedures or refuse to cooperate then the contractor must immediately suspend any works and report to their University Representative or nominee and advise Campus Security.

2.3 Services

Contractors must not interfere with any fire alarms, alarm wiring, fire equipment or any other safety installation provided to protect building occupants without specific permission from the University Representative. Similarly, permission must be obtained prior to the connection of any equipment to the gas, electrical, water

or any other services and any relevant Permits to Work issued. Entry to substations, switchgear and plant rooms is prohibited unless the University Representative has given permission. Specialist arrangements apply to High Voltage sub-stations.

2.4 Tools and equipment

All plant, tools and other work equipment used by contractors on the University's estate must be appropriate for the work to be undertaken, comply with all relevant legal standards and must be maintained and inspected in accordance with appropriate safety standards and statutory provisions. Tests certificates should be available on demand. All portable tools, so far as is reasonably practicable, shall be operated at 110V or less. In certain circumstances, where agreed by the University Representative, an alternative device may be used which must incorporate an earth leakage/residual current device. Cartridge fixing tools must not be used on the University estate without the prior permission of the University Representative. Should permission be granted, they must be used in compliance with the relevant Health and Safety Executive Guidance Note. When working in or around occupied buildings, particularly those used for teaching and examinations, contractors should be sensitive to excessive noise generated when using pneumatic and cutting tools and be prepared to carry out excessively noisy work when teaching\ examinations are not in progress by prior agreement with the University Representative. Contractors must not use University owned plant, tools or other work equipment without prior permission.

2.5 Guards, fences, screens and enclosures

Guards or fences must not be removed from any machinery or plant without the previous permission of the University Representative. Guards or fences must not be removed while the machinery/plant is in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery plant is restarted or energised. All contractor's machinery and plant brought on to the University estate must comply with the regulations relating to that type of equipment and must, where appropriate, be securely guarded or fenced. The contractor shall provide rigid barriers/enclosures around all working areas throughout the course of the works and shall be responsible for the maintenance of such barriers/enclosures and signage.

2.6 Work above ground

All scaffolding contractors working on the University's Estate shall be members of the National Access and Scaffolding Confederation. When the work involves the erection of any scaffold support, shoring or similar structure the contractor is responsible for providing whatever additional safety features such as walkways, covers, warning lights, etc. that may be necessary for safety

Action must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases. Any scaffold must be erected and dismantled in a safe and competent manner in accordance with relevant regulations and industry guidance, to avoid damage to property and injury to others. Contractors installing and using hoists etc. must provide copies of test\examination certificates prior to their use. This equipment and all associated lifting attachments must be suitably rated for the maximum load that will be lifted. Wherever possible ladders shall only be used as a means of access to a working platform or stage. The use of ladders should be strictly in accordance with the relevant Health and Safety Executive Guidance Note and British Standards. Class 3 – Domestic ladders are strictly prohibited from use. Access to roofs is not permitted without the permission of the University Representative and completion of the relevant Permit to Work if appropriate. It is the contractor's responsibility to ensure the safety of their employees and persons below whilst working on roofs.

2.7 Work below ground

No excavations on the University's estate may be carried out without the permission of the University Representative. Whilst the Estates and Facilities Department will advise as far as possible to the location of buried services, it is the contractor's responsibility to ensure that adequate checks are carried out to locate any services, and to proceed with the excavation work with due care. The work site must be made and kept safe by means of barriers, warning notices, lights etc., at all times. When work is complete, the site must be made good and any markers, protective covers and warning notices removed. All trenches and excavations,

particularly those adjacent to roads and existing buildings, must be adequately shored. Excavations should be fenced off or boarded over when work is not actually proceeding and be inspected to ensure its integrity at least every 24 hours, 7 days a week and before each shift.

2.8 Entry into confined spaces

Contractor's employees may not enter any confined space without the permission of the University Representative. If permission is given, precautions stated on the Permit to Work and those outlined within Health and Safety Executive Guidance shall be strictly followed. A minimum of two employees shall be present at all times. A schedule of identified confined spaces can be found with the Permit to Work.

2.9 Personal Protective Equipment (PPE)

The contractor is responsible for providing their employees with appropriate personal protective equipment and clothing as may be required for the work being undertaken with the minimum being a high visibility vest and safety boots. The University may require proof of adequacy or specification of the protective equipment or clothing provided. The contractor shall ensure that their employees, when necessary, wear the correct PPE.

2.10 Control of pollution

Contractors shall not deposit any waste, chemical or other substance into any drains, skips or bins on the University's estate, unless the University Representative has granted permission.

Where applicable, contractors shall ensure that they:

- Prevent pollution and be suitable prepared for emergencies (if oils or other hazardous/polluting liquids are used on site, contractors should carry the appropriate spill kits)
- Do not deposit any waste, chemical or other substance into any drains, skips or bins on the University estate, unless the University Representative has granted permission
- Minimise emissions to air from paints, solvents, vehicles and machinery through good management practice
- Prevent detriment to green spaces, biodiversity and amenity
- Avoid or minimise environmental nuisances (noise, dust)
- Avoid wasting energy, water, materials or other resources. In the event of a spill or accidental release of hazardous liquids, either:
 - Contain and clean up the spilled material in accordance with local procedures and notify the University representative of the incident
 - If you are unable to deal with the incident on site, please contact campus security immediately on 01902 322106.

2.12 Asbestos

The University has a separate Guidance Note 'Working with Asbestos' which identifies procedures for the identification and removal of asbestos in line with the University's Asbestos Policy. Whilst the University takes steps to ensure that contractors will not encounter asbestos unexpectedly, it cannot be guaranteed. The Asbestos Register has been prepared from a Management Survey and subsequent audits and does not identify asbestos that may be hidden or could be uncovered during demolition or internal structural alterations. Where access has not been obtained it should be presumed that asbestos containing materials are present, until proved otherwise. All associated precautions should be adhered to. Where contractors unexpectedly encounter material, they suspect to be or to contain asbestos, work should be stopped immediately and the University Representative informed.

2.13 Road safety

The University estate presents danger in respect of road safety and drivers are expected to exercise a high degree of care. The presence of large numbers of young people must be constantly borne in mind. Parking on the University estate is subject to University regulations. Advice as to parking arrangements should be made with the University Representative. Contractors shall ensure that all construction site vehicles and plant

are operated by trained and competent persons and are adequately maintained and used in accordance with recommended guidance and safe working practices (also see 1.7).

2.14 Fire safety and emergency procedures

The integrity of fire alarm systems, passive fire materials and escape routes must be maintained in any occupied building at all times. Escape routes must be kept free from obstructions and combustible materials. When work involves the breaking through of fire compartments the University's policy 'Breaching Building Fabric' **must** be strictly followed. The breakthrough point should be suitably fire stopped immediately. If in doubt the University Representative should be consulted prior to commencing work.

Smoking is strictly prohibited within University buildings and within 5 metres of their perimeter. The use of flame, naked lights, or the application of heat in activities such as welding and burning is prohibited unless the necessary Permit to Work has been issued by the Estates and Facilities Department. Highly flammable solvents, or materials containing highly flammable solvents, may only be used after seeking prior permission from the University Representative. Contractors must obey alarm signals whilst on the University estate and make themselves aware of local fire procedures. They must report to Campus Security after the building has been evacuated following an emergency

Contractors should be aware that University staff and students would regard accidental tripping of fire alarms by their work activities as a genuine emergency and the building will be evacuated immediately. The Contractor should make every effort to ensure that such false alarms are not caused. The location of automatic detection devices and the work to be undertaken must be considered prior to starting work and the University Representative advised if there is any likelihood of a false alarm being caused. Automatic detectors must not be covered at any time without written authorisation by the University Representative, who will preferably arrange for the detectors to be isolated electronically rather than by covering and specify/agree arrangements to compensate for detectors temporarily out of service (fire watching). If covers are used, they must be removed by the end of the agreed period and in any event before completion of the works and handover.

2.15 Emergency calls for fire and ambulance

If it is necessary to summon the Fire Brigade or Ambulance Service telephone Campus Security on 9999 from the nearest telephone. Should your employee be in an area where there is no telephone then they may ring 999 direct via a mobile telephone and contact 01902 322106 as soon as possible after making the emergency call. The contractor shall ensure that provision is made to comply with the First Aid Regulations.

2.16 Reporting of accidents and dangerous occurrences

Whilst contractors have responsibilities for recording and reporting injuries and dangerous occurrences to their employees, such incidences should also be reported immediately to the University Representative and the University accident report form completed.

2.17 Departmental rules

Special rules apply to access and to work carried out in some departments in relation to work in laboratories. These must be followed by all contractors' employees and will be notified to the contractor by the University Representative.

2.18 Safety and warning signs

Contractors must ensure that they prominently display the appropriate safety signs and notices in accordance with the relevant regulations and as detailed in their agreed RAMs. Contractors should note the importance of providing advanced warning signs to the users of the campus which should include contact information.

2.19 Hazardous/harmful substances and materials

Contractors shall ensure that any hazardous substances are used and stored in accordance with the appropriate legislation and manufacturers recommendations and requirements. The University

Representative will require a risk assessment and method statement to be prepared and approved prior to commencement of the work. Data sheets for hazardous or harmful substances and materials shall be kept on site.

2.20 Welfare facilities

Contractors are responsible for providing all site welfare facilities as required by the relevant regulations. However, the University Representative may allow in certain circumstances that the University's WC facilities and various restaurant and café facilities be used. Contractors may only use these facilities if suitably dressed and clean and where pre-approval has been granted.

2.21 Waste

Contractors are responsible for their own waste and must not use the University's facilities (waste compounds, wheelie bins, skips) except for minor personal items via local litter bins, e.g., food packaging. Unless within a fenced compound operated by the contractor, all skips must be marked/signed according to the University's scheme. Open skips and any other combustible waste (or materials) must be situated at least 8 metres from any building. Closed, fire resisting skips may be sited closer to buildings but arrangements must be in place to ensure they remain locked and secure.

Estates and Facilities Department Code of Safe Working Practices for Contractors

Acceptance Form

This form must be completed and signed by every contractor prior to undertaking any construction, maintenance, or other similar works on the University's estate. The completed form should be sent to: Estates and Facilities and Facilities Department, Compliance Team, University of Wolverhampton, The Housman Building (MX), Camp Street, Wolverhampton, WV1 1AD.

• I have received a copy of the University's Code of Safe Working Practices for Contractors undertaking work on the University estate.	
• I have read the Code of Practice referred to above and understood the requirements and expectations of the University.	
• I agree to comply with all current legislation governing construction works and associated activities and the specific rules and procedures detailed in the University's Code of Practice.	
• I understand that any contravention/breach of relevant health and safety legislation and the specific rules and procedures detailed in the University's Code of Practice may lead to termination of the contract and removal from the University's approved list of contractors.	
Signed:	
Name: (in BLOCK CAPITALS)	
Designation: (job title)	
Company name:	
Dated:	
Signed:	
Name: (in BLOCK CAPITALS)	
Designation: (job title)	
Company name:	
Dated:	

Appendix 1
City Campus

Building	Location	Number
Wulfruna (MA) City Campus South	Wulfruna Street Wolverhampton WV1 1LY	01902 322395
Rosalind Franklin (MB) City Campus South	Stafford Street Wolverhampton WV1 1NA	01902 322390
Ambika Paul (MD) City Campus South	Wulfruna Street Wolverhampton WV1 1LY	01902 322396
George Wallis (MK) City Campus North	Molineux Street Wolverhampton WV1 1DT	01902 322391
Lord Swraj Paul (MU) City Campus North	Molineux Street Wolverhampton WV1 1SG	01902 322398
Facilities and Support Services Information Hub Wulfruna Building (MA130) City Campus South	Wulfruna Street Wolverhampton WV1 1LY	01902 322746
Maintenance Team (MLb05) ML Building City Campus North	Deanery Row Off Molineux Street Wolverhampton WV1 1DT	01902 321621 01902 323882
Post Room (MA050) City Campus South	Wulfruna Street Wolverhampton WV1 1LY	01902 322502
Post Room (MXb03) City Campus North	Camp Street Wolverhampton WV1 1AD	01902 321202
Accommodation Services City Campus North	Lomas Street Wolverhampton WV1 1QU	01902 321268 01902 321269

Science Park

Technology Centre (PA)	Glaisher Drive Wolverhampton WV10 9RU	01902 323000
Creative Industries Centre (PC)	Glaisher Drive Wolverhampton WV10 9RU	01902 323100
PD Building	Glaisher Drive Wolverhampton WV10 9RU	01902 323800
Facilities and Support Services Information Hub (PA055) Technology Centre	Glaisher Drive Wolverhampton WV10 9RU	01902 321253

Walsall Campus

Jerome K Jerome (WA)	Gorway Road Walsall WS1 3BD	01902 323200
Maintenance Team WI Building (WI004)	Gorway Road Walsall WS1 3BD	01902 323214
Facilities and Support Services Information Hub Jerome K Jerome (WA046)	Gorway Road Walsall WS1 3BD	01902 518961

Telford Campus

SA Building	Shifnal Road Telford TF2 9NT	01902 323900
Maintenance Team SA Building	Shifnal Road Telford TF2 9NT	01902 323900
Facilities and Support Services Information Hub SA Building (SA010)	Shifnal Road Telford TF2 9NT	01902 321273

Weekend access

Wulfruna Building (MA128) – Security Control room – 01902 322106

Estates Health, Safety Compliance and Risk Manager – Samantha Bevington
University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY
<mailto:S.Bevington@wlv.ac.uk>

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