

Contractors' Health & Safety Induction



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Purpose

To raise contractors' awareness of the risks associated with working at Northumbria University.

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1.0 Introduction

Northumbria University is committed to ensuring that the health, safety and welfare of its employees, students, contractors and visitors is not adversely affected as a result of the work it does or by the condition of its buildings.

The Contractors' Health and Safety Induction Booklet has been produced to assist the University in making contractors aware of the hazards present on site, our safety arrangements and emergency procedures.

The information contained within this booklet has been produced to provide contractors with key information that will help them protect their own and others health and safety when working at the University. This information is not intended to be exhaustive and should you have any queries or concerns while working you must stop work immediately and seek further advice and information from the member of staff responsible for your contract.

Each contractor is responsible for ensuring that each of their employees and subcontractors are fully acquainted with the contents of this booklet. Failure to comply or provide competent personnel will prejudice contractors being awarded future work.

2.0 Parking and Rules for Vehicles Accessing the Site

City Campus

Contractor parking is to be limited to the north end of the City Campus East car park in the designated area. Ten spaces will be provided; five will be made available for pre-booking to allow departments to plan and complete works as required. Five will be retained for booking on a daily basis for contractors required to attend site to undertake urgent works. All spaces will be booked by the University staff member requiring the contractor's attendance on site.

Two permits will be retained by Security for issue in the event of an emergency attendance on site i.e. lift entrapment.

Once the booking has been made the contractor can collect and sign out a swipe card pass which will allow them to access the required area of the car park. This should be displayed visibly on the dashboard of the vehicle. When signing out the permit the contractor will have to advise of:

- a) their own name (id must be shown to confirm)
- b) contact telephone number

The permits must be returned at the end of each working day or a fine of £25 will be charged for late return.

Coach Lane

At Coach Lane, because there is no off-site parking nearby, restricted parking for contractors has been agreed. However, there is still a requirement to sign in at the Reception at Coach Lane and provide all the information required as outlined. The contractor will be issued with a permit which must be returned to Coach Lane Reception.

Note: If the contract runs for more than one day the contractor should identify how long the permit is required and must return it at that date. After that date there will be a charge of £25 for each day it is not returned.

Policing

Security will intermittently police the contractors' parking area to ensure they are displaying a valid permit. A fixed penalty ticket will be issued to any contractor vehicles parked anywhere else on campus.

2.1 Driving on Campus - General Rules

The maximum speed limit for the site is 10mph.

- Where possible reversing vehicles will have a banks man in attendance.
- All vehicles being driven on campus must have their headlights on dipped beam at all times.
- The use of mobile phones when driving is strictly prohibited.
- Parking/driving must be done in accordance with local signs and restrictions.

3.0 Arrival at Site - Sign In / Out Procedure

For health, safety and security reasons it is very important that Northumbria University knows when contractors are on site, where they are, the type of work they are doing and what time they are expecting to leave.

3.1 Work at City Campus, Bullocksteads and Satellite Premises

Between the hours of **07:30 – 17:30 Monday to Thursday** and **16:30 on a Friday**, all contractors must sign in prior to commencing work, and sign out when leaving site at the reception at 4 North Street East.

If Contractors are on site before or after these hours then they must report to the Security Office at Sutherland House, College Street in order to sign in and out.

3.2 Work at Coach Lane Campus Premises

Between the hours of **08:30 – 17:00 Monday to Thursday** and **16:30 on a Friday**, all Contractors must sign in prior to commencing work, and sign out when leaving site at the reception at Coach Lane Campus West.

If Contractors are on site before or after these hours then they must report to the Security Office at Coach Lane Campus West in order to sign in and out.

3.3 Contractors Will Be Asked to Provide/Produce the Following:

- Who it is they are working for?
- Where they will be working?
- What type of work they will be doing?
- What time they expect the work to be finished?

To provide contact telephone numbers, personal and head office (this will assist the University in tracing the whereabouts of a contractor should they fail to log out).

To ensure that contractors are safe and have not been injured when working on campus it is essential that the Campus Services Department know they have left the site safely.

Please note – on projects where one or more employees is engaged, it is acceptable for one member of staff – usually the Supervisor or Foreman - to sign in/out on behalf of their colleagues BUT it is their responsibility to ensure all of their colleagues have left the site safely. In this instance the Supervisor or Foreman should also provide the Department with the total number of employees that will be on site.

4.0 Security

The University and its building are extensively covered by CCTV cameras and Security staff patrol the campus 24 hours a day. You should contact them for any security problems e.g. damage, theft or fire, etc.

- Security contact telephone 0191 227 3999
- Security Emergency contact telephone 0191 227 3200
- To maintain the security of University buildings you should ensure that:
 - Doors fitted with door entry controls are not propped open
 - All tools and materials are secured at the end of each day
 - At the end of the work contractors must ensure that all windows in the area they have been working are closed.

5.0 Noise and Disturbance

Because of exams and lectures, etc. noise produced as a consequence of work being carried out on campus can be problematic. Prior to starting work on site you should check with the University employee responsible for your contract if there is any restriction in place e.g. use of radios, time restrictions. Works should be sequenced to minimise disruption at all times.

6.0 Code of Conduct

While on campus, offensive behaviour of any kind will not be tolerated including swearing, gesturing, shouting or passing comments that are or could be considered to be threatening or of a demeaning or sexual nature.

Dress Standards

Contractors should ensure that their employees and subcontractors are dressed appropriately at all times for the environment they are working in and the type of work they are doing. Wherever possible the company's logo should be prominent on work wear.

Use of Mobile Phones

The use of mobile phones is allowed provided external communication is a requirement of the role they fulfil and that they can be used safely and without disruption to others.

NOTE: There are some areas where the use of mobile phones is prohibited, these areas are well signed and these restrictions must be observed.

Use of Radios

Radios should only be brought to site if they can be used safely and without disruption to building occupants. If radios are played excessively loudly and/or cause disruption, contractors will be asked to remove them from site.

Alcohol and Drugs

Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on University grounds.

7.0 Risk Assessment

A risk assessment is nothing more than a careful examination of an activity to find out what harm could be caused to you, your colleagues or other people working at or visiting the University.

The aim is to make sure that no one gets hurt or becomes ill.

Accidents and ill health can ruin lives and businesses too.

You are legally required to assess the risks in the work you do.

The important things you need to decide are whether a hazard is significant, and whether your precautions are adequate to ensure the risk is suitably controlled.

Remember to take account of your location and surroundings as well as the actual job you're doing.

Where a Principal Contractor is appointed they are required to ensure that suitable and sufficient health and safety documentation is provided by subcontractors.

8.0 Monitoring Performance

Contractor's health and safety performance on site will be monitored by the Campus Services Department and the University Health & Safety Adviser.

In the event that health and safety performance deteriorates to an unacceptable level it will affect the likelihood that contractors will be engaged for future contracts.

9.0 Incident/Accident Reporting

In the event that you or one of your colleagues have an accident or are involved in a near miss, dangerous occurrence or other incident e.g. violence, exposure to asbestos, etc. while working at the University it must be reported immediately to the University employee responsible for your contract, who in turn will report it to the University Health & Safety Adviser.

In the event of serious personal injury or serious damage to premises, plant or machinery, the area must be cordoned off and left undisturbed and the University Health & Safety Adviser contacted immediately.

10.0 Housekeeping & Waste Disposal

Housekeeping is one of the easiest things to get right, so why do so many people get it wrong?

As well as making you and your company look unprofessional bad housekeeping is one of the biggest causes of accidents work.

Poor standards of housekeeping increase the risk of slip, trip and fall accidents, fire and occupational diseases.

Ensure your work and rest area is kept clean and tidy, spills are reported and cleaned up immediately and waste is kept secure in skips and disposed of frequently.

When you're finished on site:

- Ensure that all skips are removed from site

- Remove all waste and excess materials from the work area
- Sweep up
- Make good any damage caused directly or indirectly by your work.

Failure to maintain housekeeping to a high standard while working for the University may impact on the contractor being awarded future contracts. When housekeeping falls below an acceptable standard or if you leave site without having first clearing up we will undertake this work for you, invoicing you as necessary.

11.0 Plant Rooms

Because of the equipment installed in plant rooms they can be extremely hazardous places to work. Access to all plant rooms at the University is strictly controlled.

You cannot enter a plant room unless you have been given permission to do so. In the event you need to enter a plant room you must first contact the University employee responsible for your contract who will give you permission as appropriate and will tell you what hazards are present and what you need to do to avoid them.

12.0 Fire & Emergencies

12.1 Emergency Evacuation

Upon arrival at site contractors must familiarise themselves with the location of:

- The nearest means of escape – these are indicated with green and white signs
- The assembly point for that building will be identified on a blue and white sign (fire action notice) posted at the entrance to the building
- The location of fire fighting equipment
- The location of and means of raising the alarm (usually a break glass).

This information is also available on the University web site at:

http://www.northumbria.ac.uk/sd/central/estates/healthandsafety/est_fe/

12.2 Evacuation Procedure

In the event of an emergency that requires the building to be evacuated, for example in the case of fire or bomb scare a continuous alarm will sound.

If you hear the alarm you must immediately make safe any equipment you are using (as necessary) and leave the building by the nearest exit proceeding to the assembly point.

When at the assembly point try to contact the University employee responsible for your contract.

You must not re-enter the building, even if the alarm stops sounding until you are told it is safe to do so by the fire marshal, a security officer or a member of the fire service.

12.3 If You Discover a Fire

Shout for assistance (fire, fire) or operate the nearest fire alarm break glass and evacuate the building as above.

In the case of a fire, only attempt to fight the fire if it is safe to do so and you have been trained to use fire fighting equipment.

As soon as possible after leaving the building you must contact Security Control (0191 227 3200) and provide them with the following information:

- nature of the emergency
- its location
- number of casualties (if any)
- which emergency services are required

Once Security Control has been notified of the emergency you must attempt to notify the University employee responsible for your contract.

12.4 Retention of Fire Safety Systems and Means of Escape

Contractors must ensure that existing fire safety systems, including fire alarms, compartments, signage, fire fighting equipment and means of escape are maintained at all times. If the works require alterations to the systems, alternative suitable arrangements must be made, agreed with the University Employee responsible for the contract and communicated to the fire response team and building occupants.

12.5 Fire Detection and False Alarms

Creating dust and fumes can cause automatic fire detection systems to be activated which in turn would cause a false alarm.

In the event that your work is likely to cause dust and or fumes to be produced then you must liaise with the University employee responsible for your contract and agree which form of isolation of the fire detection system is most appropriate.

12.6 General Fire Safety Do's and Don'ts

- Don't block fire escape routes or exits
- Don't leave gas cylinders unattended, do not leave them on site overnight
- Don't store flammable liquids near heat sources
- Don't prop open fire doors (with fire extinguishers)
- Don't smoke
- Don't obstruct fire safety signs or equipment with materials or tools, etc.

- Don't use portable heating devices unless specific permission has been granted by the University employee responsible for the contract
- Do store flammable liquids in designated flammable liquid stores
- Do seek permission from the University when doing hot work and always use the University's hot work permit to work system
- Do keep the area tidy and dispose of waste frequently and at the end of each working day.

13.0 First Aid

Contractors must assess the risks associated with the type of work they do and provide first aid as appropriate.

13.1 Location of Nearest Accident and Emergency Department

The nearest accident and emergency department is located at the Royal Victoria Infirmary (RVI) Queen Victoria Road, Newcastle upon Tyne.

14.0 No Smoking

Smoking is not permitted on any part of Coach Lane Campus including buildings and associated areas and only in designated areas at City Campus.

15.0 Working in Laboratories e.g. biological, chemical or engineering laboratories.

The laboratories at Northumbria University contain many potential hazards.

Contractors must never enter a laboratory unless they have first contacted the School Safety Officer or Technician for that particular lab.

The School Safety Officer/Technician will tell the contractor what the potential hazards and risks are and how to protect themselves while working there.

The School Safety Officer/Technician will also inform the contractor of any rules that they must adhere to when working in the area, for example wearing lab coats to avoid cross contamination.

15.1 General Advice for Contractors Working in Labs

- Never enter a lab unless you have first spoken to the School Safety Officer or Technician for that particular lab.
- Never touch or move anything in a lab unless given specific permission to do so.

- Always abide by the rules specific to working in that lab. The rules can differ from lab to lab depending on what work is being done there.
- Always ensure you wash your hands thoroughly after working in a lab.
- If in doubt about anything at all stop work and ask for advice.

16.0 Asbestos

As the University are owners and occupiers of many premises and have maintenance and repair responsibilities for those premises, there is a duty to assess them for the presence and condition of asbestos containing materials. This duty is undertaken by Campus Services on behalf of the University.

Where asbestos is present Campus Services will ensure that the risk is assessed, that a written plan identifying where asbestos is located is prepared and that measures to manage the risks are set out in the plan and implemented.

All work on the building fabric, services, plant or equipment, whether carried out by University employees or external contractors, will be managed and conducted in a way that eliminates or at least minimises exposure to airborne asbestos fibres, so far as is reasonably practicable;

All Contractors must have membership of the **Asbestos Aware Contractors Scheme (AACS)**, or demonstrate an equivalent commitment to training.

Because of the age of many of the University's buildings and some of the equipment being used in them it is likely that asbestos will be present.

Before you are asked to carry out any work on behalf of the University, the University employee responsible for the contract will instruct you to consult the University Asbestos Register.

The register is a detailed document of all known asbestos in Northumbria University's premises. You will also be requested to sign the register to confirm that you have consulted and understood the information provided.

This approach will limit the likelihood that you will encounter asbestos while working at the University but will not completely remove the risk. You must always be vigilant and proceed with caution.

Looking for Existing Information on Asbestos Containing Materials (ACM's)

When a project or maintenance work is planned, the first step is to establish what information on ACMs is held for the areas in which persons will be working. Where work is done on behalf of Campus Services, the job will first be entered on the BADGER system which will indicate on these forms whether ACMs are present in the following way:

-
- | | |
|----|--|
| a. | Hazard 1 – asbestos identified in this room/area |
| b. | Hazard 2 – asbestos identified in this building |
| c. | Hazard 3 – asbestos not identified, proceed with caution |
| d. | No asbestos in this building – new build |
-

Using this to alert you to the presence of ACMs known to the Asbestos Register discovered by survey or sampling, you should then refer to the information in the actual register for details of its exact location and extent, product type, material condition and asbestos type. This is contained in written form, with photographs and marked floor plans also.

From the information in the asbestos register, you can decide if there are ACMs within the area in which the work will be carried out or not, bearing in mind that the scope of the work may move beyond the room or area originally planned.

Work in Area Where ACMs Have Been Identified

If ACMs are identified within the work area, the University employee responsible for the contract must decide if the work planned is likely to disturb the ACMs, and what action they need to take to avoid exposing anyone to airborne asbestos fibres, if any.

Where ACMs can be left undisturbed by the work, the University employee responsible for the contract is to monitor that they remain undisturbed as the work progresses.

If there is a risk of ACMs being disturbed by the proposed work, the person in charge of the job must consult with the University employee responsible for the contract for an assessment to be carried out - this may involve its removal or encapsulation.

Work in Area Where No ACMs Have Been Identified

Where no ACMs have been identified in the survey, but dismantling or demolition of part of the building, its fabric, services, plant or equipment is involved, a Refurbishment and Demolition Survey (see HSE's HSG 264 Asbestos: The Survey Guide) should be commissioned unless there is good reason not to do so. This should be documented for reference. "No work that would involve dismantling or demolitions of part of the building shall commence until the report has been issued to all parties and fully understood".

Emergency Response when ACMs are Damaged

This section deals with how contractors should respond when they damage ACMs during the course of their work. The aim here is to avoid exposure to airborne fibres and minimise contamination of the area until a licence asbestos removal contractor can be called to clean up any debris.

- All persons in the area must stop work immediately and the area closed to access
- Other people should be prevented from entering the area

- If any person has got dust or debris on their clothing or overalls, they should remove these and place them in a plastic bag, find facilities to wash or shower as soon as possible, and leave the shower/washroom in a clean state
- The incident must be reported immediately to the University employee responsible for the contract or the Health and Safety Adviser.

Out of Hours Arrangements – Emergency Response

To ensure the safety of those working out of office hours i.e. from 19:00hrs to 07:00hrs and weekends and bank holidays, the following procedures have been implemented:

A copy of the Asbestos Registers will be held by the Security Team at City Campus.

All emergency response contractors must report to the main security office to sign in and collect keys.

The Security Team will be responsible for ensuring that before keys are given out to any contractor or member of staff coming on site to respond to an emergency, that the relevant Asbestos Register is consulted.

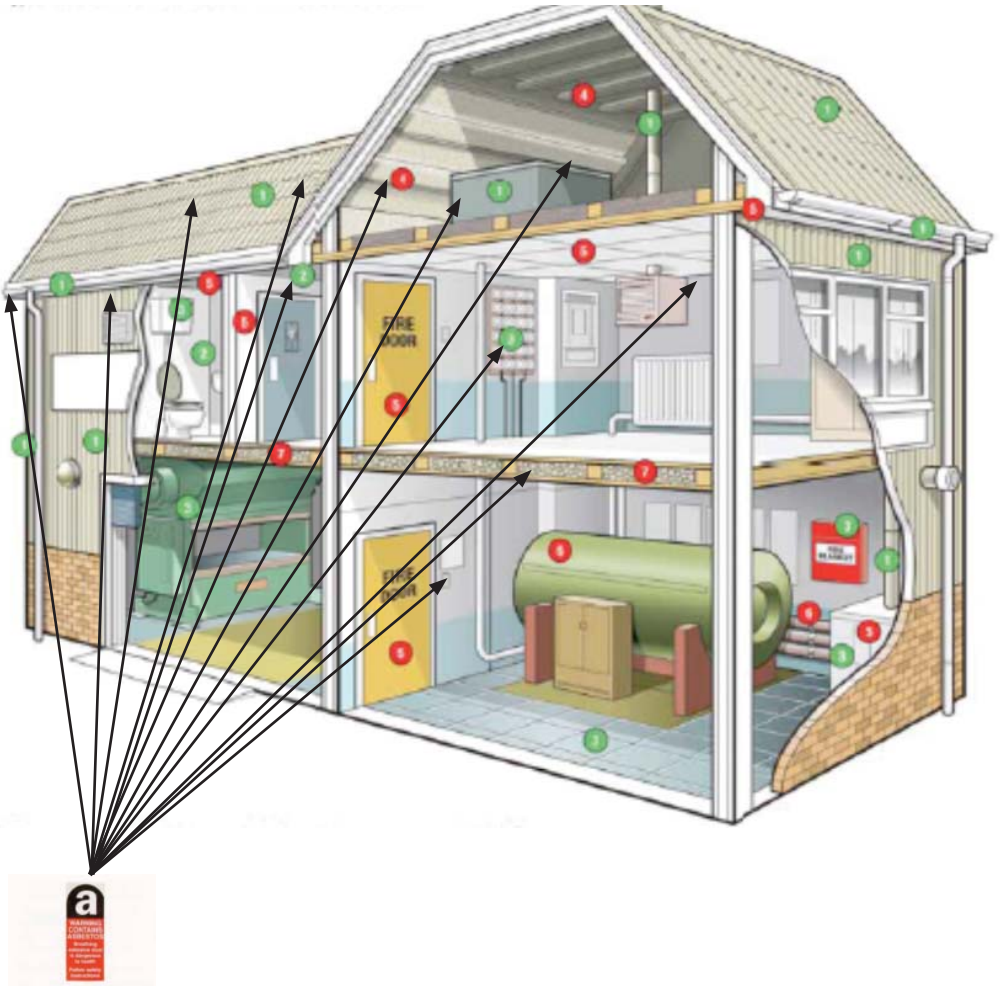
The Contractor or member of staff will then sign a duplicate register sheet to acknowledge they have been informed of the content of or actually consulted the register.

You must always proceed with caution and should you encounter any material you suspect could contain asbestos you must stop work immediately, vacate the area and inform the University employee responsible for your contract.

Please ensure your employees are aware of the content and have read and understand the University's policy on controlling exposure asbestos.

http://www.northumbria.ac.uk/sd/central/estates/healthandsafety/hs_pol/asb/

16.1 General Asbestos Awareness



The discs on the picture above can be used as a guide to show where asbestos can be found, however asbestos isn't limited to these areas.

The photographs below are further examples of where asbestos can be found



Asbestos cement wall panel



Asbestos cement



Textured coating



Textured coating



Floor tiles



Asbestos fire blanket



Sprayed coatings on ceiling, walls, beams/columns



Sprayed coatings on wall



Asbestos insulating board ceiling tiles



Asbestos insulating board panels



Asbestos insulation on pipes



Asbestos lagging on pipes

17.0 Permits to Work & Other Controlled Activities/Areas

Some work activities or locations are considered to be so potentially dangerous e.g. roof work, work on fume cupboards, work in confined spaces, hot work, digging, etc. they are strictly controlled with the use of “Permit to Work Systems” or other control systems.

The Permit to Work procedures and other control systems lay down specific ways that things must be done to minimise the risks associated with the work you do, the environment in which the work is being done or a combination of both.

Where a permit to work or other control system exists for a particular type of work or location you must use it. The University employee responsible for your contract will be able to provide you with the necessary permits.

Hot work

Hot work, such as welding, grinding, braising, heating, etc. must not take place in any building without a permit; to attain a permit Contractors must contact the University Employee responsible for their contract. Hot work must cease at least two hours before the end of the working day.

Excavations

Before work commences, the contractor must consult the Campus Services Department to authorise the work and advise on the existence of electrical cables, drains, gas, water mains, etc. that may be affected.

There will also be the risk of undocumented services and contractors risk assessments and method of working should adequately address this risk. All trenches and excavations must be adequately shored and falls of material prevented by “battering back” with cuissons or other effective means.

All excavations must be adequately fenced and when considered necessary, red lamps or flashings must be used during the hours of darkness to highlight the excavation.

Working at Height & Roof Work

Contractors must ensure that all work at height is risk assessed and that it complies with the requirements of the Work at Height Regulations 2005 and that only access equipment appropriate for the task is used taking into account the activity, the tools being used, the duration of the task and the environment

The member of University staff responsible for the contract will identify the specific requirements for access and site specific risk assessments and method statements that are necessary before work commences.

The Roof Access Register must be consulted and signed prior to any work commencing.

Electrical Work

The University is committed to providing for the safe operation and maintenance of electrical systems and to ensure all electrical systems are managed without giving rise to danger.

It is the duty of any contractor to ensure that any employee working on electrical systems is thoroughly conversant with all legislation governing the work and is trained and competent to do so.

No-one will work on any low voltage systems (50v-1000v ac) unless authorised to do so by the University employee responsible for the contract and any electrical equipment brought to site must be low voltage.

The University's Electrical Safety Policy and House Rules can be accessed from the University employee responsible for the contract.

Electrical Plant

The Contractor or employee must not enter any substation, switch room or similar area without authorisation from the Director of Campus Services or his representative.

Danger Boards

In the event of a "DANGER" board being attached to any electrical or mechanical equipment the contractor must contact the Director of Campus Services or his representative prior to commencing work.

Entry to Confined Spaces

Contractors' employees must not enter any tank, pit chamber, pipe, funnel or similar confined space where there may be a build up of hazardous fumes or lack of oxygen without the permission of the Director of Campus Services or his representative.

If such permission is granted a suitable and sufficient risk assessment and method statement must be submitted prior to the work commencing.

18.0 COSHH - Control of Substances Hazardous to Health

There are a large range of hazardous substances, including chemicals, stored and used at the University. University Employees, contractors and staff should be aware of this and ensure the work area is safe.

All Contractors must ensure that COSHH assessments are available and followed for all substances hazardous to health being used or produced as a by-product of the work activity.

Chemicals or substances de-canted into unmarked containers are not permitted on site.

19.0 Gas Cylinders

Acetylene – Because Acetylene is particularly dangerous in a fire situation, the Fire and Rescue Service will evacuate everyone within 200 metres of a cylinder when it is involved in a fire. No one, without exception, is allowed to enter the area for at least 24 hours after the fire has been extinguished.

For these reasons Contractors must get permission from the University employee responsible for the contract before they bring Acetylene to site. In all cases other gases must be given preference.

All gas cylinders – the rules

- Only minimum quantities must be brought to site
- Cylinders must never be left unattended
- Cylinders must be removed from site every night

20.0 PPE - Personal Protective Equipment

Contractors must observe the Universities rules with regard to wearing PPE in specific areas e.g. plant rooms, walk in ducts, etc.

Contractors must also wear all PPE specified in their own risk assessments and COSHH assessments.

21.0 Useful Telephone Numbers

University Health and Safety Adviser – 0191 243 7318

Security Emergency – 0191 227 3200

Security Control – 0191 227 3999

Campus Services Helpdesk – 0191 227 4070

Induction checklist for use by University employee responsible for the contract

| Topics | Covered |
|---|---------|
| Location of any asbestos | |
| Personal Protective Equipment – required for the area | |
| Permits to work and other control systems required | |
| Parking requirements and rules | |
| Welfare facilities | |
| Fire Safety & Emergency procedures | |
| Risk assessments | |
| Method statements | |
| COSHH assessments | |
| Access arrangements | |
| University contacts | |
| Notification of school | |
| Local hazards to be aware of | |
| Signing in/out procedures | |

