Directorate Representatives / Contractors / Designers / CDM Co-ordinators and other Consultants must ensure relevant persons are made aware of the relevant sections of this document when planning or undertaking construction or maintenance activities on behalf of the Facilities Directorate.
These arrangements are in support of legislation, guidance and current best practices and must be complied with when working for the Facilities Directorate. Should it be deemed necessary to deviate from these requirements this must be sanctioned in writing by your Facilities Directorate Representative.

You are advised to keep a copy of the document readily available for future reference and inspection. Adherence to these standards will be monitored by Directorate personnel.
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Introduction

General
Welcome to the University of Leeds, a University that holds the health, safety and welfare of its staff, students and visitors as a primary priority. The University commits itself to deploy high standards of health and safety through the appointment of competent service providers, a trained workforce, strong policies and procedures and an ethos of continual improvement aimed at ensuring the delivery of world-class education and research.

The Facilities Directorate (FD) has a unique role to play in achieving world-class status by ensuring the physical environment is fit for purpose, of high quality and is easy to maintain whilst reducing the impact on our environment.

The FD depends on a large number of contractors to supplement our in-house staff. These contractors may undertake routine maintenance, attend to breakdowns, carrying out compliance checks on specialist equipment as well as undertaking more traditional construction and refurbishment works. Routinely this work is done in occupied areas where teaching and research activities are taking place, as well as high-risk areas such as plant rooms, roofs and duct spaces.

Typically, contractors will be unfamiliar with the sensitivities of a live University campus and particularly some of the more unique dangers our environment can pose, such as those found within an active laboratory. Maintaining people’s safety is challenging, but it is a crucial aspect in any work we undertake. This document provides a guide to the minimum requirements that the FD expects of its contractors and their operatives.

What the Law says
Whilst at work we all have a legal and moral responsibility to maintain our own safety and health, as well as that of other people who are affected by our actions or omissions. We also have a legal duty to protect the environment and to prevent pollution. By following the requirements outlined in this document, you will help to ensure that everyone remains safe and healthy and the effects of your activities on the environment are minimised.

The Health and Safety at Work Act requires the University to conduct its business in a way that does not expose non-employees to risks to their health and safety. The above legislation is reinforced by The Management of Health and Safety at Work Regulations 1999. This specifies wherever contractors are working, they must be provided with information and instruction on the relevant risks to their health and safety which are peculiar to the premises or the activities carried out in them.

It is therefore crucial that all contractors undertaking physical work on University premises are made aware of our safety requirements and arrangements to control risk to ensure their health and safety and that of our students, staff and visitors.

Dennis Hopper
Director of Facilities Management
Key Aims
The key aims of this document are to encourage the integration of high quality health, safety and environmental standards when the FD commissions maintenance activities and construction projects. Specifically its aims are to encourage:

- the safety of students, staff, visitors, operatives and members of the public
- the improvement of planning and management of work from the very start
- identify hazards early in the process, so they can be efficiently addressed during design
- effective management of remaining risks
- targeting effort where it can do the most good whilst discouraging unnecessary bureaucracy.

Time and thought invested in meeting these requirements will pay dividends not only in improved standards of health, safety and environmental compliance but also in:

- reductions in the overall cost of ownership of buildings by introducing more efficient maintenance and cleaning regimes
- reducing delays originating from complaints from our Faculties, Schools and Services
- providing more reliable costing and completion dates
- improved communication and co-operation between key parties
- improved quality of the finished product.

Application
All references to ‘contractor’ hereafter refer to contractors, principal contractors, suppliers and consultants who have a direct contract with the FD and any third party contracted to fulfil any obligations emanating from that contract. This principally applies to construction and maintenance operations managed by Estates although aspects of it will apply to other contractors working for other functions of the FD namely Sports and Physical Activities, Residences and Commercial Services.

The contents of this document should be seen as forming a material part of the terms and conditions of any agreement or purchase order between the contractor and the University.

The FD requires all contractors to make operatives aware of these values and expectations as detailed within the document. Evidence of awareness/briefing sessions will be required as confirmation that this requirement has been successfully completed.

This document has been produced to provide specific details of the environmental, health and safety arrangements expected from those involved in construction and maintenance activities at the University that fall within the remit of the Construction (Design and Management) Regulations 2007 and subsequent revisions. The document takes extensive reference from “Construction Site Safety” (GE700) published by CITB Construction Skills.

Contractors shall afford access, and co-operate with FD Representatives in seeking compliance with the arrangements detailed within the document. They are required to conform to the provisions detailed within this document; however compliance does not relieve the contractor of his legal or contractual obligations. All contractors and their operatives should be conversant with any specific safety rules of the department or area in which they are working, e.g. in laboratory areas / workshops.

If during the process of design or construction it becomes apparent that deviations from these arrangements are necessary, this shall only be with the prior approval in writing, of the FD Representative / Directorate Safety Team.

Current Version
The information contained within this document supersedes the previous document Creating and Maintaining a Safe Environment dated July 2011. When referring to this document, it is the responsibility of the individual to ensure that it is the most up-to-date version which can be freely downloaded at www.leeds.ac.uk/estate_services/safety/index.htm.

Feedback
The FD welcomes feedback, comments and suggestions on how to improve this document. These should be addressed to:

Construction (Health and Safety) Manager
Estate Services
Facilities Directorate
Woodhouse Lane
Leeds LS2 9JT
Tel: 0113 343 5958
Email: r.hutchins@leeds.ac.uk
Health, Safety and Environmental Goals

Primary Goals
The primary health, safety and environmental goals of the FD are:
- to ensure that work is completed with the least possible impact to the learning and research environment whilst safeguarding staff, students, site operatives and members of the public against injury or occupational disease
- to ensure buildings are safe and efficient to maintain, easily cleaned and which provide a safe and healthy environment for our students, staff and visitors
- to ensure so far as is reasonably practicable the Directorate, consultants and contractors comply with relevant statutory requirements whilst seeking to achieve best practice.

Our Commitment
To achieve the above stated goals the FD recognises the need to:
- avoid conflict between meeting the health, safety and environmental goals and the immediate short-term needs of the University
- provide adequate resources in terms of allocating sufficient funds and time
- seek early appointment of competent and informed contractors
- ensure clarity of roles, functions and responsibilities between members of the project teams, FD representatives and those within our Faculties and Schools
- encourage and facilitate good communication, co-ordination and co-operation between project teams, FD representatives and our contractors
- provide information to our contractors to allow them to plan and manage their work in a timely manner
- use a number of techniques to proactively monitor the health, safety and environmental standards of construction and maintenance activities
- where poor standards are identified, positively encourage and support a change in behaviours and attitudes
- discontinue using the services of contractors that repeatedly show a poor attitude in achieving the FD stated goals.
University - Significant or Unusual Hazards

Contractors should recognise the unique challenges associated with the University environment: the main campus is constricted in nature having grown organically since the 1830s with an Estate comprising of approximately 400 occupied buildings.

The University provides a learning and research environment for over 31,000 students (whose lectures tend to start and finish between ten minutes too and ten minutes past the hour) and over 7,500 staff. It is essential that contractors consider the following significant issues in order to reduce the level of risk:

- potential for encountering asbestos containing materials (ACMs) within buildings that predate the year 2000
- potential for contact with live services, including live redundant services, spurious feeds and those that are hidden and buried
- equipment that presents a danger even when isolated capacitors within electrical equipment, compressed gases and liquids within pressure systems and moving equipment within air handling equipment
- the potential difficulty in identifying building services, the limitations, vulnerabilities and possible knock-on effects of undertaking unplanned isolations
- potential contact with biological, radiological and chemical agents – particular consideration should be given to encountering residues within sinks, waste traps, benching, finishes and waste pipes located above suspended ceilings
- laboratory processes including the use of Nuclear Magnetic Resonance (NMR) which emit strong magnetic fields. These can be particularly hazardous if using ferrous tools or if individuals are fitted with a pacemaker. Objects likely to be made of ferrous material include keys, coins, watches, jewellery (including piercings) and may include surgical implants.
- processes involving radiation, nano-technologies and the use of lasers
- Workshops that contain equipment (robots) that can start remotely or without warning e.g. the car and flight simulator and combustion engines
- work within places that may be deemed a confined space including 2.8km of underground service ducts
- Inherent dangers associated maintaining stability during dismantling / demolition of Channel Assisted Blockwork widely used in our 1960’s style concrete framed buildings. Attempts to take down such walls by removing the top layer “first” will leave the wall highly unstable.
- roofs with limited edge protection, fragile materials, a potential for effluent discharges that are potentially toxic to health. Some roofs also have microwave transmitters and telephone base stations placed upon them.

Our Challenges

- occupied premises - segregation of works from students, staff and members of the public
- confined nature of the campus e.g. limited space for site compounds, material storage, parking, drop-off and welfare units
- potential for concurrent and co-located construction/maintenance activities requiring co-ordination of activities
- maintaining existing fire escapes, access routes and entry points including access for emergency vehicles
- maintenance of existing fire alarm and detection / emergency lighting / security systems / fire compartmentation and reducing false fire alarm activations
- access to site via Calverley Street leading onto Willow Terrace involves crossing a 7.5T mgw weight restricted bridge
- noise, odour, dust and vibration sensitive issues – sensitive areas, processes, equipment and times
- environmental considerations/hazardous waste including that within redundant equipment
- a congested site with high volumes of pedestrian movement some of whom may be partially sighted, wheelchair users, hard of hearing and/or mobility impaired
- adjacent land uses e.g. neighbouring hospital, dental school, and residential premises.

Note: the above list should be seen as indicative and not exhaustive.

Where the works are not notifiable under the Construction (Design and Management) Regulations, the FD will highlight “significant” risks originating from University premises or processes via the directorate representative. Where the works are notifiable under the said regulations then this information should be included within the pre-construction information.
Permit-to-Work & Access Authorisation

The FD and wider University have identified a number of activities that present particular hazards that need to be controlled using a ‘Permit to Work’ system.

These include:

**Permit to Work**
- Hot Works
- Works on pressurised/steam systems (including the steam distribution and compressed air)
- Work in confined spaces
- Work on medical and industrial gases
- Work on high and low voltage systems
- Entry into switch rooms and substations – (known as a Limitation of Access Permit)

Permits are issued by specialist members of staff and typically require extended lead-in times to ensure the necessary arrangements and consultation is in place. In addition, work requiring a permit will require particular evidence of specialist competencies to be provided.

In addition to Permits we have identified a number of locations which present particularly significant or unusual hazards. Access into these areas are controlled via ‘Access Authorisation’ issued by a FD Representative or a specialist member of our Faculties and Schools.

**Access Authorisation issued by the FD**
- Entry into service duct spaces (once assessed as a non-confined space)
- Entry onto flat roofs
- Access into plant rooms, risers and similar spaces
- Out of hours access

**Access Authorisation issued by Faculties & Schools**
- Access into NMR rooms
- Access into radiation and laser rooms
- Access into operational biohazard / chemical laboratories including prep rooms
- Access into operational engineering workshops and similar areas
- Access into clean areas

It is imperative that work involving the need for a Permit to Work or an Access Authorisation is properly managed and controlled and undertaken in full consultation with the FD Representative and specialist Faculty staff. Further assistance can also be gained via the FD Safety Team.
Other High Risk Activities

When work involves any of the activities identified below it should be expressly brought to the attention of the nominated FD representative to ensure that suitable written management arrangements are put in place to control the risks and ensure that advice is sought from dedicated safety professionals either within or external to the University.

Specified high-risk activities include, but are not limited to;

- Those requiring isolation of electric, gas, steam or water supplies
- Demolition of or part of a structure as defined under the Construction (Design & Management) Regulations
- Storage of flammable fuels, oils or other hazardous substances in greater quantities then 205 litres
- Any activity requiring the moving or removal of existing source of radioactivity or explosives or the use of radioactive or explosive substances including but not limited too; x-ray and gamma rays typically used to inspect welds or investigate metal fatigue and the use of explosive such as cartridge activated hand tools for rapid fixings.
- Delivery or removal of materials and equipment by articulated vehicles
- The need to enter any excavation with a greater depth than one metre

3rd Party Risks

Work involving activities that present a significant risk to students, staff or members of the public should be brought to the specific attention of the FD representative so that we can ensure that specific considerations have been made.

Specified 3rd party risks include, but are not limited to;

- Use of cranes outside a designated and fully hoarded site
- Working at height on mobile platforms within occupied areas
- The erection and dismantling of significant scaffolds in areas adjacent to pedestrian routes
- Works that will generate large quantities of dust, noise, vibration, vapour or noxious smells within occupied areas
- Manoeuvring site vehicles in pedestrianised areas
- Activities affecting emergency escape routes to occupied buildings
Monitoring Performance

Directorate Initiated
The FD shall retain the right to visit any workface or construction site to determine the health, safety and environmental performance of service providers. The Directorate uses the following techniques for the purposes of monitoring health, safety and environmental standards:

Site Set-ups
For all works that present 3rd party risks or where the contractor is on site and in one place for more than 24hrs but does not benefit from a CDM Co-ordinator, the FD representative is tasked to complete a site set-up pro-forma prior to work commencing. Where a project benefits from a CDM Co-ordinator then they will complete the check and provide written confirmation to the FD representative that the site meets specified minimum requirements before works commence. Weaknesses identified during this check can be dealt with immediately in liaison with the contractor or more formally via a Corrective Action Notice.

Safety Tours
Safety Tours are typically undertaken on larger projects on a monthly basis by a member of the Capital Development Team or the Directorate Safety Team, and will periodically involve the executive management team. Safety Tours are intended to raise the profile of the Directorate as ‘Client’, at a site level and aim to positively influence health, safety and environmental standards. Concerns are typically raised directly with the site management during the tour.

10 Point Check
The “10 Point Check” is a straightforward simple health and safety check designed to be completed weekly by Directorate Representatives. Weaknesses identified can be dealt with immediately with the site management or more formally through a Corrective Action Notice.

Reduced Inspection
Reduced inspections are undertaken periodically on notifiable CDM projects (including enabling works) by a qualified and experienced construction safety professional who has benefited from a NEBOSH Construction Certificate qualification. Weaknesses identified can be dealt with immediately in liaison with site manager or formally raised through a Corrective Action Notice.

Full Compliance Inspection
Full Compliance Inspections are undertaken by a qualified and experienced construction safety professional (NEBOSH Construction Certificate minimum). Typically, this is the appointed CDM Co-ordinator who is tasked to complete one during the construction process on all large / complex projects (i.e. capital works). Members of the Directorate Safety Team may also be tasked to undertake a Full Compliance Inspection. Weaknesses identified will be raised at the time of the inspection with site management or more formally through a Corrective Action Notice.

Key Performance Indicators
The Directorate undertake quarterly KPI measurement of service providers which include health and safety performance and quality at the following intervals:
- March
- June
- September
- December
Non-Compliance Notice

The Directorate seeks to encourage adherence to these requirements and statutes by positive discussions, encouragement, assistance and direction. Where necessary more formal means of registering weaknesses may be used, this includes:

For Minor Deficiencies
- By direct discussions with individuals including senior management
- The issue of a Corrective Action Notice (CAN). CANs are typically issued by a member of the Directorate Safety Team or the Directorate Representative aimed at seeking a more formal response to a minor / short-term deficiency identified whilst undertaking site visits or 10 point safety checks etc.

Repeat or Serious Deficiencies
- Improvement Notice – issued for cases of significant or repeated non-compliance with legal or client requirements, a risk of injury, damage to property or an infringement of statutory regulations.
- Prohibition Notice – reserved for the most serious issues where a clear and immediate risk to life or a major injury is evident or a significant loss or damage of plant and equipment or serious infringement of statutory regulations.

Improvement Notices or Prohibition Notices are issued sparingly and are reserved to focus the attention of the organisations senior management in relation to a significant deficiency. Following receipt of two notices within any twelve month period, the Directorate Safety Team would seek the removal of a Contractor from the FD Approved Register for a minimum period of 6 months.

Where a particular significant incident occurs FD Management reserves the right to permanently exclude individuals or organisations without necessitating the issue of notices or adherence to the two strikes and out policy.

Note: The Contractor will be held responsible for the failures of their subcontractors.

Competence of Appointees

Contractors appointed by the Facilities Directorate have previously provided evidence of their respective competence. In support, they are to ensure:

■ that a competent employee, of suitable experience and training is designated as the Site Foreman/Manager. This individual or an approved deputy should always be present on site in order to supervise and direct the works and to receive and implement instructions from the Directorate Representative

■ where the works are notifiable under CDM a competent Site Manager/Foreman must be able to evidence competence via the successful completion of the Site Managers Safety Training Scheme (CITB) SMSTS or similar. Dependent upon the nature of the work, dispensation may be given to this particular requirement by the Directorate Safety Team

■ operatives (and those of any subcontractor employed) should be adequately trained and experienced to carry out their work safely. Evidence of this competence may include trade skills cards such as CSCS (advisory), CCDO (mandatory for demolition operatives), CISRS (mandatory for scaffolders) and PAL and CPCS (mandatory for plant operators) and PASMA (mandatory for those erecting or dismantling tower scaffolds). Details of available competence cards can be found at www.citb.org.uk

■ specific hazards likely to be experienced, whether notified or discovered, must be brought to the attention of the workforce together with any precautions and local rules via site inductions.

NB: The subcontracting of services should be with the written authorisation of the Directorate Representative. If approval is given, Contractors are responsible for checking the competence of those appointed by them. Evidence of this should be available upon request.
Communication and Liaison

Between the FD Representative and the Project Team
Continuing liaison with the FD representative shall be maintained throughout the duration of a project by the following means;
- site walkrounds
- client meetings
- pre-start meetings
- user group / liaison meetings
- Faculty/Service/School liaison officer
- monthly client reports
- formal correspondence
- telephone and email communication.

In addition to the above the Project Team shall also liaise with the FD representative to ensure the following:
- the safety of those undertaking the works
- to facilitate co-operation and co-ordination between other designers and the client’s operations.

Between the Project Team and CDM Co-ordinator
CDM Co-ordinators are empowered by the FD to assist in driving continuous improvement in the health and safety performance of our Designers, Consultants, Principal Contractors and Contractors. Our CDM Co-ordinators are also empowered to stop entire operations/projects or specific tasks should they feel that they present a serious and immediate risk of danger. CDM Co-ordinators are also expected to bring breaches of legislation, or behaviour considered not supporting the University primary goals to the attention of the Directorate Safety Team. Exceptional practices and good design will also be formally reported so this information can be used to collectively improve standards.

The Project Team shall liaise with the CDM Co-ordinator by the following means;
- design team and progress meetings
- formal correspondence
- issue of drawings, incorporating annotated hazard and risk information
- collation of project hazard and risk register (where used)
- issue of design and access statement(s)
- telephone and email communication.

Between the Project Team and the Contractor
The Project Team shall liaise with the Contractor by the following means;
- design team meetings
- formal correspondence
- issue of drawings, incorporating annotated hazard and risk information
- collation of project hazard and risk register (where used)
- issue of design and access statement(s)
- telephone and email communication.

Key Contacts
FD representatives shall be included at an appropriate point within the design period, construction phase and handover for due consideration of their particular expertise, namely:

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control, CCTV, Barriers &amp; Powered Doors</td>
<td>0113 343 4944</td>
<td>Steve Binns</td>
</tr>
<tr>
<td>Asbestos Management Team</td>
<td>0113 343 5994</td>
<td>Steve Wood</td>
</tr>
<tr>
<td>Asset Management Team (PPM Administrator)</td>
<td>0113 343 5918</td>
<td>Maurice Smith</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>0113 343 3434</td>
<td>Janet Willis</td>
</tr>
<tr>
<td>Construction (Health and Safety) Manager</td>
<td>0113 343 5958</td>
<td>Rik Hutchins</td>
</tr>
<tr>
<td>Electrical &amp; Energy Services Manager</td>
<td>0113 343 5979</td>
<td>Adele White</td>
</tr>
<tr>
<td>Head of Engineering Services</td>
<td>0113 343 6988</td>
<td>Simon Gough</td>
</tr>
<tr>
<td>FD Health and Safety Manager</td>
<td>0113 343 5910</td>
<td>Jolene Firth</td>
</tr>
<tr>
<td>Services Drawings</td>
<td>0113 343 7256</td>
<td>Louis Hynes</td>
</tr>
<tr>
<td>Health and Safety Services</td>
<td>0113 343 4201</td>
<td>Switchboard</td>
</tr>
<tr>
<td>Head of Health &amp; Safety</td>
<td>0113 343 4207</td>
<td>Paul Veevers</td>
</tr>
<tr>
<td>Fire Alarms and Emergency Lighting</td>
<td>0113 343 4944</td>
<td>Steve Binns</td>
</tr>
<tr>
<td>Fire Safety Manager</td>
<td>0113 343 8004</td>
<td>Emma Watson</td>
</tr>
<tr>
<td>Grounds and Gardens Team</td>
<td>0113 343 5956</td>
<td>Steve Ainsworth</td>
</tr>
<tr>
<td>Water Hygiene / Legionella / Plumbing</td>
<td>0113 343 4979</td>
<td>Dave Mara</td>
</tr>
<tr>
<td>Lifts (Installations &amp; Maintenance)</td>
<td>0113 343 5988</td>
<td>Ian Stead</td>
</tr>
<tr>
<td>Head of Maintenance &amp; Operations</td>
<td>0113 343 5999</td>
<td>Steve Winter</td>
</tr>
<tr>
<td>Mechanical Services (Authorised Engineer)</td>
<td>0113 343 4978</td>
<td>Martyn Spence</td>
</tr>
<tr>
<td>Electrical Services (Authorised Engineer)</td>
<td>0113 343 5988</td>
<td>Ian Stead</td>
</tr>
<tr>
<td>Maintenance Manager</td>
<td>0113 343 5956</td>
<td>Steve Ainsworth</td>
</tr>
<tr>
<td>Security and Support Services</td>
<td>0113 343 5494</td>
<td>Main Switchboard</td>
</tr>
<tr>
<td>Radiation Protection Service</td>
<td>0113 343 4202</td>
<td>Andrew Cowling</td>
</tr>
</tbody>
</table>
**Co-ordination / Co-operation with other Contractors**

Although information will be provided in relation to other works via the FD representative or through pre-construction information issued by the CDM Co-ordinator due to the scale of the University campuses it is not always feasible to know conclusively where or when smaller projects (especially minor maintenance projects) are taking place. The contractor should therefore assume other works are taking place in or adjacent to their location.

Contractors will be made aware of adjacent construction projects during the tender stage and / or through various meetings as these become known. The FD representative will make appropriate arrangements for site managers / foremen of adjacent sites to initially meet. Ongoing liaison between site managers / foremen whilst advisable need not involve the FD representative unless there is disagreement and requires them to act as a mediator.

Contractors should not allow other contractors access within their work location unless it has been requested by the FD representative. Contractors that are approved will then need to receive a site induction by the contractor controlling the site before entering.

**Co-ordination / Co-operation with the wider University**

It is primarily the responsibility of the FD representative to liaise with faculties / services prior to the work commencing and provide details of the impending works together with the anticipated impact. Contractors however are encouraged to liaise with nominated local representatives to highlight day-to-day issues and local interface issues thereby elevating unanticipated disturbance and resulting complaints.
Design Objectives

Whilst designers are encouraged to be creative and innovative as we strive to deliver first-class buildings they must so far as is reasonably practicable:

- ensure best design principles are applied by providing the University with buildings that can be built, used, cleaned, maintained, adapted, decommissioned (mothballed) and removed at the end of their useful life without undue risk to safety and health of individuals or a resulting significant impact to the environment

- ensure minimal impact on the University’s functions and maintenance of business continuity as a result of design decisions taken without the prior acceptance of the FD representative

- provide safe access to, in and around, and egress from the buildings for both pedestrians and vehicles (including emergency vehicles) whilst avoiding the need for vehicles to manoeuvre, reverse or traverse pedestrian areas

- allow for adequate site compound space for the construction activities

- ensure that significant health, safety and environmental risks associated with the works are considered and reduced to the lowest practicable level. Details of those significant risks which remain should be formally recorded within ‘tender’, ‘construction’, ‘as-built’ drawings, access for maintenance strategies, included within the Health and Safety File and brought to the attention of the FD representative, Directorate Safety Team and CDM Co-ordinator (where appointed)

- formally highlight to the FD representative and project CDM Co-ordinator (where appointed) any significant rise in risk as a result of value engineering exercises

- reduce waste levels through design and good practice, aiming to maximise the reuse of materials and maximising the specification of recyclable materials, where feasible

- seek to reduce energy consumption wherever feasible, whilst providing opportunities to monitor energy consumption

- take measures designed to reduce the risk of Legionella

- domestic hot water systems shall be designed to ensure the hot water flow temperature off the calorifier of 60°C and a return temperature of not less than 50°C

- record the design decisions taken which represent either a significant increase or decrease in risk to health, safety or the environment

- prohibit the installation of ‘man-safe’ roof systems without the written approval of a member of the Directorate Safety Team

- provide information in a timely manner to the CDM Co-ordinator (where appointed) for inclusion within Health and Safety Files, Fire Manuals and O&M Manuals

- use procurement routes likely to encourage sound design and high standards of safety and health

- identify specialist design requirements e.g. containment level 3, cryogenic facilities and obtain competent advice from University specialist. Facilities and equipment designed for radiation or laser work must be subject to an Engineering Substantiation Assessment prior to incorporation into the design.
Design Standards

Designers are in a unique position to reduce the risks that arise during construction work, and have a key role to play in assisting the Directorate to achieve its primary goals. Designs develop from initial concepts through to a detailed specification, often involving different people at various stages. At each stage, designers from all disciplines can make a significant contribution by identifying and eliminating hazards, and reducing likely risks from hazards where elimination is not possible.

Designers’ earliest decisions can fundamentally affect health and safety both for the positive and the negative. Decisions taken by designers can be extremely costly to unravel. Poor designs not only lead to increased risks to those commissioned to undertake the work but this can spread to maintenance operatives and even the end user. Poor design often attracts significant costs to our maintenance department as they seek to overcome problems caused by the finished design. Therefore, consultants engaged in executing designs on behalf of the Directorate must have a robust design review methodology in place.

The Directorate’s preferred option is for significant hazards to be highlighted to those that require the information by means of annotated pictorial symbols and notes on drawings as appropriate throughout each stage of the project development e.g. ‘tender’, ‘construction’, and ‘as-built’.

A suggested format is as follows;

### Health and Safety Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Indicates a residual risk as a Warning.</td>
</tr>
<tr>
<td><img src="image" alt="Prohibitive Action" /></td>
<td>Indicates a residual risk requiring a Prohibitive Action.</td>
</tr>
<tr>
<td><img src="image" alt="Information" /></td>
<td>Indicates a residual risk for Information.</td>
</tr>
<tr>
<td><img src="image" alt="Compulsory Action" /></td>
<td>Indicates a residual risk requiring a Compulsory Action.</td>
</tr>
</tbody>
</table>

### Examples

- ![Warning](image) Site Investigation Report has highlighted very low concentrations of Asbestos in some fill materials below the site.
- ![Prohibitive Action](image) Weak bridge (7.5 tonnes) crossing the public highway. Construction traffic should not utilise this route.
- ![Information](image) Existing retaining structure to be maintained. Potential support or underpinning required.
- ![Compulsory Action](image) Existing building will remain open throughout the contract period. Building users/visitors will need to be protected.

For larger/more complex projects, designers may also wish to record significant hazards within a project hazard and risk register, usually ‘owned’ and created by the CDM Co-ordinator.

All reasonable efforts must be made to eliminate and/or reduce and/or mitigate such hazards through elimination and substitution whilst managing remaining risks.

In the event that an item considered to represent a significant risk is to be employed, this will require documented justification mitigating its inclusion within the design and shall be subject to the specific agreement of the FD representative and/or the Directorate Safety Team.
Construction Objectives

Contractors are required to assist the Directorate in achieving its health, safety and environmental goals by complying with statutory requirements and adopting recognised industry standards with the aim:

- To have zero fatalities and major injuries as prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- To have 50% fewer injuries than the industry average as detailed within the current HSE statistics
- To prevent unauthorised persons, most notably students and children, from gaining entry to construction sites
- To highlight buildability issues to the FD representative, Designer and CDM Co-ordinator (where appointed) associated with the design which pose an increased risk so that alternative solutions can be identified
- To provide safe access to and egress from each place of work for both operatives and vehicles
- To reduce the risk of traffic-related incidents during construction, maintenance and use
- To provide operating conditions so that the lowest reasonably practicable levels of noise, vibration, dust and odour are generated
- To ensure that all accidents and near-miss incidents are formally reported to the Directorate Safety Team and are logged and investigated
- To avoid environmental damage and take immediate action to remedy any adverse environmental incidents that may occur
- To have effective methods in place for tracking and reporting waste movements from our sites
- To provide evidence of recycling rates (currently 90% for Capital Projects, 80% for Design and Development Projects and 50% for M&O Projects) and be able to demonstrate that Site Waste Management Plans are in place and being proactively monitored and supported.
Contractor Standards

1. Access – General Information

Operative Inductions
All contractors who undertake physical work on site and consultants who impact on design or need to access high risk locations should have benefited from a FD induction, log their presence on and off site using SOTER and carry their FD Approved Contractor ID Cards. Specifically those working for

- Maintenance & Operations – individuals should be inducted and be carrying an ID Card and log their attendance on and off site via SOTER. For infrequent (less than three visits a year) and low risk work then the FD representative will brief the contractor of the pertinent issues.

- Design Office – individuals and regularly used subcontractors should be inducted, carry an ID Card and log their presence on site via SOTER. Where the works are notifiable then the use of SOTER is relaxed to requiring only the Site Manager to log their presence on / off site, indicating that the site is operational or not.

- Capital Development – Site Managers and key site personnel need to be inducted but do not need to log in on SOTER or carry an ID Card.

- FD Appointed Consultants – must also attend the FD Consultants Induction, carry an ID Card and log their presence on and off site using SOTER.

- New Staff / Rarely used subcontractors – These can work under the direct supervision of someone who is inducted. Similarly they report their presence on site via the individual supervising them on SOTER. New staff should also be booked on the next available induction.

- Others – Enabling works / Defect Maintenance Contractors – where feasible they too should be inducted and log their presence on / off site using SOTER. Where this is not feasible, they should receive a briefing by the FD representative and report on /off site via using a signing-in book. Successful completion of this induction will result in the operative being issued a FACILITIES DIRECTORATE APPROVED CONTRACTOR ID card, issued by the University at a cost of £10 each.

Inductions are periodically held on a Monday between the hours of 09.15 and 13.30. Operatives anticipated to attend site must book onto this induction prior to undertaking work, via the Estates Business Support Office esooffice@leeds.ac.uk / 0113 343 1234. Operatives attending attending site rarely (e.g. once per year) and for short duration works (e.g. less than a day) may complete the works under the direct supervision of an individual who is inducted with the express permission of the FD representative. The Directorate Heads of Service may relax this requirement when a genuine business need is identified for example, for emergency repairs.

SOTER – Booking In and Out of Site
The FD utilises an electronic method of booking contractors in and off site known as SOTER. A brief explanation of using the system will be given during the FD Induction and is available via the FD Estates website www.leeds.ac.uk/estate_services/safety

Once inducted a unique SOTER ID will be assigned to each individual after which SOTER should be used as the sole means of logging on and off site when working for the FD via a website https://estsql2.leeds.ac.uk/soter (see Appendix C for SOTER User Guide) or via touch screens terminals in Facilities Directorate Helpdesk and the Security Office.

General requirements
Contractors must be aware that they will be working in occupied premises with teaching and research activity potentially in progress. Whilst every effort will be made to afford access to areas, allowances will have to be made for teaching to proceed without undue disruption. As such, the following restrictions apply:

- University examinations will always take precedence over works
- access and work restrictions may be applied during key activities such as graduation ceremonies, open days, conferences, summer schools and other events as deemed necessary by the University. Information can be gained via the University Calendar available on www.leeds.ac.uk or from the FD representative

- Contractors must not enter occupied areas or living accommodation such as student bedrooms without the express permission of the FD representative and the local area representative or relevant Accommodation Manager. Typically a minimum of 48hrs notice is required unless specifically agreed with the FD representative / Accommodation Manager

- where works are carried out within one location for a duration greater than 24hrs contractors shall display at all times, identification clearly indicating their name, trade (or profession) and company address, together with a contact telephone number

- operatives are required to update SOTER on commencement and completion of their daily works to book in and out of the University. Difficulties in accessing SOTER should be directed to the FD representative

- Contractors’ operatives are strictly forbidden from accessing areas (other than public areas) that are outside their working boundaries without the prior written agreement of the FD representative

- the Directorate reserves the right to request the removal of any operative from site for breach of these requirements or other unacceptable behaviours.

The University's normal working hours are 8.00 to 17.00 Monday to Friday. It is expected that contractors will conform to these working hours. Work carried out outside of these hours will be by special arrangement with their nominated Directorate Representative and will require the issue of an Access Authorisation, where relevant, in consultation with the School or Faculty concerned.

Issue of Keys etc
Keys and other means of access can be issued to contractors where a clear need is identified. The arrangements for issuing of keys will be made via the FD representative and typically should be returned daily to the Facilities Directorate Helpdesk prior to 17.00.

Where keys are lost that require locks to be changed or new keys issued the contractor may be charged to cover the cost.
Permission to Proceed - All Works
Prior to works commencing on site, the Directorate requires that a formal documented start procedure is adopted:
- where works are envisaged to be located in one place and last in excess of 24hrs the FD representative must complete a ‘Site Set-up Minimum Requirements Inspection’

Permission to Proceed - Notifiable Projects
Additional procedures specifically related to notifiable controls including:
- in the first instance, no work may commence until written confirmation that this document has been read and understood by the Contractor, with relevant aspects passed to subcontractors
- the FD representative must be in possession of a statement issued by the CDM Co-ordinator, confirming that the Construction Phase Plan is suitable and sufficiently developed in accordance with the criteria specified in Appendix 3 of the Construction (Design and Management) Regulations to permit initial construction activities to commence
- the FD representative must also be in possession of a completed ‘Site Set-up Minimum Requirements Inspection’, undertaken by the CDM Co-ordinator. Absolutely no work is to be undertaken (this includes the erection of scaffolding or removal of furniture etc) until written clearance has been received from the CDM Co-ordinator confirming the adequacy of the site set-up.

The CDM Co-ordinator duties are extended to include on-site monitoring during the construction phase, thereby providing additional support and assistance to the Directorate and its contractors with relation to health and safety throughout the construction process. When attending the site the CDM Co-ordinator is required to give due consideration to issues of buildability, future access for maintenance and cleaning or occupation as the structure develops on site and becomes three-dimensional.

2. Access – To Specific Areas

Ceiling Voids
Due to the range of potential hazards that may exist in ceiling voids, namely live services, asbestos containing materials (ACMs) and fragile surfaces a safe system of work is required before entry into these spaces. A copy of the safe system of work should be made available to FD Directorate and include:
- a clear acknowledgment that redundant cables and ACM’s have been identified as a potential hazard
- confirmation that the contractor will undertake a sweep of the work area to establish the location of live services and early identification of any cables which may have been left in an unsafe condition
- prior to concealment of any electrical services a commitment to ensure that a visual inspection is carried out to confirm that services have been left in a safe condition and the standard of workmanship is acceptable.

Confined Spaces
Contractors’ operatives may not enter any tank, pit, chamber, pipe, flue, manhole or a similar location without the express permission (and authorisation) issued by an Authorised Person within Estates. Such locations will be assessed (in consultation with the contractor) by the Authorised Person to establish whether a full Permit to Work or an Access Authorisation is required. Permit to Work for Confined Spaces will require full confined space trained operatives and controls comparable with these risks.

Access Authorisation will require operatives to have benefited from confined space awareness training and receive a ‘man-down radio’ and an oxygen monitor issued via the Facilities Directorate Helpdesk.

Underground Ducts
The University has a large complex of underground service ducts, the majority of which will not fall within the typical definition of a confined space but are physically enclosed spaces. Nevertheless access is restricted and depending upon the work activity being undertaken may become a confined space.

Contractors should therefore ensure a confined space assessment is undertaken by an FD Authorised Person. The FD representative will liaise with the Authorised Person to ensure the location and the activity is assessed (in consultation with the contractor) to establish whether a full Confined Space Permit to Work is required. Should the Authorised Person deem the activity and location is a confined space, a Permit to Work will be required and confined space trained operatives and controls comparable to the risks. If after the assessment it is not deemed a confined space then an Access Authorisation will be required requiring operatives to have benefited from confined space awareness training and to be in receipt of a ‘man-down radio’ and an oxygen monitor issued via the Facilities Directorate Helpdesk or if outside of normal working hours the security office.

Note: Any contractors entering a duct system must also be in possession of a hard hat/bump hat, functional torch/flashlight and should have received industry standard confined space awareness training. The requirement for confined space awareness training may be relaxed after consultation with the FD Safety Team if the untrained operative is undertaking short-term work or surveying for future works and they are accompanied by someone who has benefited from the training.

Pitched / Sloping Roofs
Pitched and sloping roofs present particular hazards e.g. falls from unprotected edges, falling materials and falls through fragile roofing materials etc. In most cases, straightforward planning of the activity and physical protection measures can prevent the majority of accidents.

Any work at height particularly roof work must be subject to risk assessment in accordance with the Work at Height Regulations 2005. This should follow the hierarchy of controls e.g. presuming that the work cannot be avoided then collective protection systems should be put in place such as scaffolds, MEWP, cherry pickers etc should be deployed before measures that only protect the individuals i.e. harnesses. The hierarchy of controls should be followed systematically, only when one level is not reasonably practicable may the next level down be considered.

The contractor should be able to demonstrate a sufficient knowledge of the particular type of roof work they are being asked to carry out and the risks it will entail together with experience of the techniques and equipment used to prevent falls.

A competent person should prepare a safety method statement before work starts on a roof appropriate to the scale and complexity of the work. In all cases, it should recognise significant risks and detail the appropriate control measures. It should include details of working positions, access routes to the roof and on the roof and specifically:

1. How falls are to be prevented, or where this is not possible, minimised
2. How danger to those at work below, and to the public, from falling materials is to be controlled
3. How risks to health will be controlled – e.g. lead possible emissions from roof place stacks and base stations;
4. What equipment will be needed
5. Who will supervise the job ‘on site’
6. Who will check that the system is effectively controlling risk
7. Consideration for wind speed, snow, ice, frost and fog.

Safety Method Statement/s produced should not allow for ambiguities or generalisations, which could lead to confusion. They should be produced for the benefit of those carrying out the work and their immediate supervisors and not be over-complicated. Equipment needed for safe working should be clearly identified and available before work starts.

Flat Roofs – On Campus
Access onto flat roofs requires an Access Authorisation provided by the FD representative, the need to book onto the roof through the Facilities Directorate Helpdesk and issue of a ‘man-down radio’.

Specific information relating to access requirements and hazards for each flat roof is available via the Roof Access Database issued by the FD representative. This database provides an outline of the likely risks associated with the area and details some controls. Contractors should follow specialist advice provided and seek clarifications where necessary.

Before Authorisation is granted the contractor should ensure;
- they have suitable risk assessments in place, which should be relevant to the type of work being undertaken
- the mean wind speed is in the region of 17 mph (and not gusting over 26mph) or appropriate to the activity being undertaken. Information can be sought on http://news.bbc.co.uk/weather/forecast/18?area=LS2
- consideration is given to the potential for snow, ice, frost and fog.

Note: The radio is a vital communication link which is also used to warn of danger, e.g. a fire within the building. It should be noted that the radios have an inbuilt man-down alarm button and a 55 minute alarm system. The radio will go into alarm when either the man-down button is pressed or the radio is not used within a 55 minute timeframe. Persons are to radio in to the helpdesk/security regularly (within 55 minutes). If activated, the alarm is picked up by the Helpdesk/Security and assume there is an emergency and commence a search. To avoid false alarms staff should carry the radio with them at all times and ensure radio communication link is made between themselves and the Helpdesk/Security at intervals of approx. 50 minutes.

Flat Roofs – Satellite Sites
At residences contractors requiring access to a flat roof off the main campus must gain an Access Authorisation from their FD representative before reporting directly to the site office during normal working hours and provide information regarding the nature of their work.

Contractors will be required to complete the booking in and out sheet/book at the residential site office providing names of individual(s), company details and mobile telephone numbers for emergency contact in addition to logging onto SOTER.

During out of normal working hours and at the weekends contractors must contact Security Services to book in and out of all satellite sites and log their presence on-site via SOTER.

Operational Restricted Areas (e.g. Laboratories / Nuclear Magnetic Resonance (NMR) Rooms / Rooms with Radioactive Sources / Laser Rooms)
Prior to entering such areas contractors must either:
Obtain a written Access Authorisation. This will inform you of the risks associated with the environment and will detail the necessary controls. Contractors should follow specialist advice provided and seek clarifications where necessary. Access Authorisation should be immediately available on-site for inspection. Access Authorisations for restricted areas are obtained from Departmental Delegated Nominees. Your FD representative will be able to provide more specific information.

or

For short duration work and in lieu of the Access Authorisation, the Departmental Delegated Nominee may decide it is more efficient to accompany you whilst you undertake the work and provide instructions to your Operatives directly.

If any concerns become apparent during the course of the work, the contractor should stop work and immediately contact their FD representative who will liaise with the appropriate Departmental Delegated Nominee.

Vacated Restricted Areas and Laboratory Equipment
Prior to undertaking work in a vacated restricted area e.g. a laboratory, NMR Room, a room previously containing radioactive sources or lasers or on equipment that is or has been operational in laboratories e.g. fume cupboards, sinks, traps and laboratory benching contractors are to ensure that written Handover Certificate is provided. This will inform you of any significant or unusual risks and will detail specific controls. The Handover Certificate must be displayed at the entrance to the work location or be immediately available on site for inspection.

Handover certificates are obtained from Departmental Delegated Nominees, via your FD representative. Contractors should follow specialist advice provided and seek clarifications where necessary.

If any concerns become apparent during the course of the work, the contractor should stop work and immediately contact their FD representative who will liaise with the appropriate departmental delegated nominee.
Electrical Substations, Plant Rooms and Similar Spaces
Contractors shall not enter any Electrical Substation, Plant Room and Similar Spaces without permission from their FD representative who will specify the nature and extent of the work and issue or gain Permits and Access Authorisation as necessary. Contractors should follow specialist advice provided within the Authorisation and seek clarifications should this be deemed necessary. Contractors are required to prevent unauthorised access whilst working within such areas and to re-secure the space on completion of the work.

If any concerns become apparent during the course of the work, the Contractor should stop work and immediately contact their FD representative who will liaise with the appropriate Engineer.

Operational Buildings Out of Hours
Contractors shall not enter any operational building out of hours (before 8am or after 5pm Monday – Friday) without permission from the FD representative and in consultation with the School / Faculty Representative, who will specify the nature and extent of any controls etc.

Occupied Student Accommodation
Unless reacting to an emergency where planned works or visits are required, contractors MUST provide a minimum of 48 hours’ notice to the appropriate residential site office, so that the appropriate 24 hour notice can be served to the occupants. In regards to reactive maintenance requests, these are viewed as being initiated by the occupants and therefore no advance notice will be required.

Contractors are required to book in and out of the appropriate residential site office. This will ensure that you are informed whether the area you are going is occupied and allow you to communicate with local staff of the intended works and to sign out keys/fobs as required. Contractors MUST return all keys/fobs to the site office on completion of works or by the end of the working day. Any requirements for retaining keys overnight or for a period must be agreed with the site manager/staff prior to commencement of work. Failure to return keys or fobs will make the contractor liable for costs incurred in replacement of keys/fobs and replacement locks if required. Please note this can potentially run into many thousands of pounds.

Access will not normally be allowed to residential accommodation until 10.00 am onwards, unless in response to an emergency repair.

Upon arrival at a property, contractors must:
- Knock on the front door of the property/flat, or use a door-bell/entry-phone where appropriate
- Wait a reasonable length of time for a reply
- If no response, repeat the knock and wait process for a second time
- If no response received, let themselves in to the property by means of the key/fob, and call out the reason for the visit, e.g. “Heating Engineer, come to fix the boiler”.

Repeat the same double-knock procedure if further access is required to a kitchen, study/bedroom, OR en-suite shower pod. If the room is occupied and the occupant is asleep, then the contractor must vacate the room immediately, and report back to the site office.

If the occupant answers, then they should be allowed a reasonable time to vacate the room, if they wish. If a contractor enters a room and encounters an irate occupant, then the contractor must offer his/her apologies, vacate the room and report the incident immediately to site staff. Contractors MUST only move items when required for the work to be completed and MUST leave the room locked and as found, with all items in their original place.

NB Where works require further investigation in adjacent rooms, the contractor(s) must seek authorisation for access from site staff before entering the rooms.

Upon leaving the flat/room, the contractor must leave a completed copy of a Job Completion Slip, to inform occupants of the status of the works, whether completed, or incomplete, e.g. awaiting parts. Contractors must report back to the site office; inform site staff as to the job status and provide a completed copy of the Job Completion Slip and return all keys/fobs.

In the event of an emergency response required out-of-hours (gas leak, water leak, loss of lighting, or loss of central heating plant), the complete procedure above must be applied out of hours, but the main security office on campus will be the point of contact for the receipt and issue of keys.
3. Accreditation to SSIP (Safety Schemes in Procurement)

Certification and maintenance of SSIP Approved Membership scheme is a mandatory requirement to appear on the FD Approved List of Contractors. Contractors certified should ensure their scheme is “deemed to satisfy” their particular skill set ensuring their company details are uploaded to the SSIP database. Information can be gained at [www.ssip.org.uk](http://www.ssip.org.uk).

In exceptional circumstances FD Heads of Service may at their discretion relax the need for SSIP dependent upon individual circumstances.

4. Asbestos Management

The total use of asbestos containing materials (ACMs) was not banned in the UK until 1999. This means any building built or refurbished before the year 2000 could contain asbestos. Therefore, prior to starting any work on any University building predating the year 2000 (where there is a likelihood of disturbing the fabric of the building) the Contractor should obtain written details of an asbestos survey from either directly accessing the Asbestos Register where access has been provided or their FD representative. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is present – proof of the absence of ACMs is still required.

Information must be readily available on the site and communicated to site operatives. Prior to commencing intrusive activities within any area(s) not covered by the asbestos survey, the contractor must contact the Estates Asbestos Management Team (0113 343 5994) for further advice.

In the event that suspected asbestos containing materials (ACMs) are uncovered / inadvertently disturbed, work must cease immediately in the area, ensuring unauthorised access into the area is prevented whilst passing details of the incident to the Asbestos Management Team for further advice.

Asbestos Awareness Training

All building and maintenance personnel planning to work on University premises must have received formal ‘Asbestos Awareness’ training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012. Training should be given by a recognised trainer/training provider covering the topics as laid out in the Control of Asbestos Regulations at intervals not exceeding 3 years. This should be supported by refresher training provided on an annual basis, although this may be included as part of other health and safety updates and undertaken by in-house competent persons.

**Note:** Asbestos removal works will only be carried out under the close liaison of the Directorate, who will provide a list of named specialist FD Approved Contractors. An independent analyst will be contracted directly by FD Estates.
5. Asset Information

The Asset Management and Technical Support Team of Maintenance and Operations (M&O), manage and keep up-to-date records of over 80,000 items of plant and equipment (assets). These assets are located across the University’s building stock portfolio.

The purpose of the assets records is to enable the Directorate to carry out statutory inspections to ensure compliance with current legislation. In addition the records also aid M&O to put planned preventative maintenance regimes in place and monitor and inspect the items of plant and equipment. These regimes help to maintain warranty guarantees and extend plant/equipment life-cycles.

It is the responsibility of the contractor on completion of any project / scheme, to ensure that any new / removed assets are recorded in the correct format and the information is handed over to the FD representative. Asset information and guidance can be obtained from either the FD representative or by contacting the M&O PPM Administrator, Tel: 0113 343 5918. Email: M.F.Smith@leeds.ac.uk

6. Building Services

Some of the Directorate’s plant and equipment is remotely and automatically controlled through a “Building Engineering Management System” (BEM). Fire alarm and detection panels are controlled by a ‘Gent’ System. Contractors must not work on or isolate any aspect of the BEM or isolate any device on fire panels without the necessary authorisation from the FD representative and specific competencies.

No connections may be made to electricity, mains gas, compressed air, steam, water or gas bottles, without authorisation of the relevant Estates’ staff, (see key contacts) and where appropriate, the Departmental Delegated Nominee of the academic area concerned.

Where suspected redundant services are identified which have not been detailed within the contract, these must be brought to the attention of the FD representative with a view to verification prior to their removal.

7. Control of Legionella

General

Where appointed the Principal Contractor shall be responsible for Water Hygiene and Legionella control from the date of possession to the date of practical completion if the requisite works. As such they should consult with FD Estate Services Legionella Control Team (Tel: 0113 343 4979. Email: D.Mara@leeds.ac.uk) at the design stage with the Mechanical Services Engineer developing a written water hygiene plan for the duration of the works.

If works require alteration to domestic hot or cold water services due consideration must be given to the immediate and future risks associated with Legionella. Where appropriate, the area being worked on shall be drained and isolated from the main system ensuring that no dead legs / blind ends are created.

If it is not possible to isolate the required working area from the operational side of the building then weekly flushing shall be undertaken to all outlets throughout the duration of the contract. This flushing shall involve each and every outlet run for a period of no less than 3 minutes and shall ensure that hot water to every outlet/temperature mixer valve is above 50°C and that cold water is maintained below 20°C. Records of these activities shall be maintained by the contractor and shall form part of the handover documentation at the end of the contract works and be recorded within the Health and Safety File (where applicable). Information that needs to be captured includes:

- person undertaking activity and signature
- date activity was carried out
- details of areas / outlets flushed.

It should be recognised that this activity is a key requirement in managing the risks identified above and as such should be undertaken by a competent person, without the generation of an aerosol.

Chlorination of Water Services

Any alterations to the domestic water services will necessitate the need for chlorination and under no circumstances should any area be reconnected to the site services without such work being completed. Chlorination works will be carried out in accordance with BS6700 Design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages.

Chlorination of hot and cold water services must be carried out as close as practically possible to the date of Practical Completion. However, if the period from chlorination to Practical Completion exceeds 7 days a separate risk assessment must be carried out by the project Mechanical Services Engineer in consultation with the Estate Services Legionella Control Team. An appropriate water management plan can be developed and agreed by the requisite parties, prior to occupation.

Water Hygiene Risk Assessments

Any alterations to the site services may necessitate the need for the existing Water Hygiene Risk Assessment to be reviewed. It is therefore a requirement that the contractor should liaise with the Facilities Directorate together with the incumbent water hygiene company to ensure that all appropriate amendments are recorded in the buildings risk assessment. All costs associated with these works are to be borne by the contractor.

Hot and cold main distribution pipework should be run separately wherever possible in order to reduce the possibility of Legionnaires disease. Cold water pipework shall be insulated wherever it is felt that heat from adjacent services could be transmitted to the cold water main.
On all hot and cold services, the following must not be used; rubber flexible connection pipes; oil based sealing compounds; hemp or similar. For new installations, as soon as hot and cold water systems are filled all outlets must be flushed weekly. This flushing must also be recorded and included in the hand-over documentation.

All hot and cold water services shall be drained, flushed out and chlorinated on completion of the works and a certificate provided to the FD representative as evidence. On completion of new projects the Contractor shall provide Legionella Risk Assessments and Schematics in accordance with the HSE Approved Code of Practice and Guidance L8 – The Control of Legionella Bacteria in Water Systems. Modifications to existing water services will require the existing Risk assessments and Schematics amending.

**Internal Buried Services**
If internal buried water services are to be taken out of normal and regular service (as determined by the risk assessment) for a period exceeding 7 days then it should be isolated at source, fully drained down or alternatively a flushing regime implemented. Evidence of flushing must be recorded in a dedicated logbook.

**External Buried Services**
If external (to the building) buried water services are to be taken out of normal and regular service (as determined by the risk assessment) for a period exceeding 60 days (in accordance with The Water Supply Regulation) then it should be isolated at source, fully drained down and a notification sent to Yorkshire Water.

**Hot water supply**
Domestic hot water systems shall be designed to ensure the hot water flow temperature off the calorifier of 60°C and a return temperature of not less than 50°C. The water temperature at any outlet shall not be less than 50°C within one minute of running the water. To provide information and assistance in monitoring / combating Legionella contamination of water supplies, a flow and return temperature gauge shall be fitted adjacent to the calorifier and where possible, a temperature sensor connected to the Trend Building Management System. Storage calorifiers shall be piped to reduce stratification taking place and a shunt pump fitted and controlled as per the HSE L8 Code of Practice and Guidance recommendations.

**Drinking Water**
Any new cold water facilities in kitchens or similar spaces are to be taken off the rising main, with one dedicated drinking water outlet positioned above a basin in new or refurbished toilets. These outlets are to be labelled “Drinking Water”. Pipework runs should be kept to a minimum and insulated where it is felt that heat from adjacent services could be transmitted to the cold water main.

**Header Tanks**
All water storage tanks shall be fitted with a removable lid and be insulated to reduce the risks of a rise in temperature and Legionella bacteria growth and incorporate a screened overflow + air vent to Local Bylaw WRG16. Onsite installation shall ensure there is always a flow of water across storage tanks. Storage capacity should be kept to a minimum and shall not exceed 24 hours storage.
8. Control of Substances Hazardous to Health (COSHH)

Contractors must ensure where ‘harmful substances’ are to be used that;

- COSHH assessments must be in place, on site and adhered to
- consideration of the building/adjacent occupiers should be made in respect of any fumes which may extend beyond site boundaries
- evidence that operatives are not being exposed to levels exceeding the Workplace Exposure Levels (WELs) stated on the assessment sheets should be available on the site for inspection

Individuals should be reminded that they should always;

- Follow instructions given by line management/supervisor
- read the labels on the item concerns and follow the basic requirements
- follow any instructions in the COSHH assessment (should a conflict arise with item 2 then this should be raised with line management)
- wear any necessary personal protective equipment.

9. Disclosure and Barring Service (DBS)

The Directorate may require contractors to have DBS checks (previously known as CRB checks) where it is foreseeable that their work could give them unsupervised contact with children or vulnerable adults. Where deemed necessary, the requirement for DBS checks will be included in tender documents and brought to the attention of the contractor via the FD representative.
10. Demolition and Dismantling Work

An engineering survey shall be made by a competent person prior to the demolition of any structure. The survey shall determine the condition of the framing, floors, and walls and the possibility of unplanned collapse of any portion of the structure, and the presence of hazardous materials.

Evidence of competence to undertake demolition works will be required to be available on site, for example: CCDO ‘Certificate of Competence of Demolition Operatives’ and/or a certificate of competence from the National Federation of Demolition Contractors (NFDC).

Note: Numerous buildings within the estate utilise a form of construction which incorporates and ties block work using metal channels generally known within the industry as ‘Channel Assisted Blockwork’. These are generally found in the 1960’s style concrete buildings such as EC Stoner, Physics Deck and Social Science. This type of construction presents inherent dangers should attempts be made to take down the wall by removing the top layer “first” as this will leave the wall unstable and a potential for collapse. This type of blockwork should be dismantled in a progressive manner working top to bottom in small areas.
11. Electrical Safety

Danger / Warning Notices
Contractors shall ensure that operatives / subcontractors do not work on any electrical or mechanical equipment if a ‘Danger Board’ or ‘Warning Notice’ is attached / displayed. If operatives are expected to work on this equipment, the contractor shall notify the FD representative and the person whose name is shown on the danger board or notices, prior to undertaking any works.

Where ‘locking-off’ arrangements are in operation under a permit to work system, these shall be in accordance with the University ‘Code of Practice for Work on Low Voltage Systems’.

All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work is in progress. ‘Approved type’ caution and warning notices are to be displayed, incorporating the date, name and contact details of the individual who has carried out the isolation.

The Directorate shall, on receipt of information from the contractor of redundant services being present within a scheme either, instruct the contractor tasked with carrying out the scheme to undertake the removal of the redundant services or alternatively, appoint and brief another contractor to carry out this work.

Isolating Services
Due to the potential disruption and costs arising from unplanned service disruptions, contractors must not effect service isolations without the written permission of the FD representative. Other than in emergencies, permission will only be given once the representative is satisfied that he/she has identified what areas will be affected by an interruption to services. They will need to ensure that relevant stakeholders have been consulted and that they have developed suitable plans to manage the impact of disruption.

Mechanical and Electrical Services
The contractor must be in possession of co-ordinated services drawings provided via the FD representative. If information is lacking to reduce the risk of injury / incidence during refurbishment works the contractor shall ensure that prior to any works commencing a detailed survey of the area of the building is carried out to identify building services. This activity will require a risk assessment and method statement to be submitted for approval by the FD representative prior to the survey work commencing.

Services which cannot be clearly identified and their source of supply confirmed must be brought to the attention of the FD representative who shall instruct the contractor on how to proceed.

Note: With the exception of loop testing and commissioning Live working on electrical services is not permitted under any circumstances without the written authority of the University Electrical Authorising Engineer.

Note: In the event that the contractor encounters any redundant services not detailed within the contract, the Directorate Representative must be notified with a view to removal.

Redundant Mechanical and Electrical Services
To reduce the risk of injury/incidence during refurbishment work the following procedures will be adhered to as defined in the responsibilities set out for each party:

Only suitably qualified and competent technical staff (NICEIC/ GasSafe etc) working on behalf of the contractor shall carry out the identification of the services. Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the FD representative who shall instruct the contractor on how to proceed.
Substation / Switch Rooms
The contractor or his operatives shall not enter any substation, switch room or similar area without permission from the University’s Electrical Technical Officers or Authorised Person, who will issue any necessary Limitation of Access or Permit to Work. Request for access shall be made a minimum of 48 hours in advance and be accompanied with the relevant form signed by the FD representative, together with method statements and risk assessments for the task being undertaken.

On completion of the work, any Limitation of Access/ Permit to Work will need to be cancelled by the person issuing the Permit.

Underground / Overhead Services
Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions must then be taken to prevent injury or damage to persons or property.

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AED’s Defibrillators
The University has 6 defibrillators located across the main campus (Worsley Building level 7, Parkinson Court, Leeds University Union, Mechanical Engineering Foyer, Maths/Earth Sciences level 10 and the University of Leeds Business School on western Campus). See appendix D.

Portable AEDs (defibrillators) are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but they are of benefit in a small proportion of acute emergencies.

An AED acts to restart or correct the heart by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival.

The type of AED installed by the University has been chosen as a type that is suitable for any person to use. It will not apply an electric shock to a casualty unless it is appropriate. At every stage, the equipment talks to the user, instructing them in what to do. Whilst many First Aiders may have also received additional training in the use of AEDs this is not a pre-requisite for their use. The following link http://lutube.leeds.ac.uk/cen6mdc/videos/8937 provides an overview of how the AEDs that the University has installed. As with any training film, in isolation, it provides only the fundamentals and therefore it is strongly recommended that your staff attend a familiarisation training session with the equipment.

12. Emergency Arrangements
Accident Reporting
Contractors shall be required to record all accidents, incidents, and near-misses, which arise out of the contract works in areas under their control. Copies of the relevant investigation reports and statistics shall be provided to the FD representative / Directorate Safety Team. Where these incidents have the potential or have impacted upon University staff, students or visitors these must be reported to the FD representative / Directorate Safety Team without delay. In addition all notifications that fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) must be brought to the attention of the Directorate Safety Team.

In the event that an ambulance is required to attend the site the contractor must do this via University Security Services, Tel: 0113 343 2222 or extension 32222 on any internal phone.

Note: For the purposes of definition, a ‘near-miss’ is regarded by the Directorate Safety Team as a term for those events which do not cause harm, but have significant potential to do so.

First Aid
Contractors should make their own arrangements for first aid in compliance with the Health and Safety (First Aid) Regulations. This should include ensuring that adequate numbers of trained first aiders and first aid equipment are present on site at all times. First aid provision must be adequate for, and available to, all persons on site including visitors and subcontractors. The provision of an ‘Appointed Person’ is not considered suitable or sufficient cover for construction activities.

Where specialist first aid instruction or training is required, for example in dealing with the effects of suspension trauma, the contractor should ensure that either they or appropriate subcontractors have received the instruction or training.

13. Enforcement Body
In the event of a visit by an HSE Inspector, regardless of the outcome the contractor must immediately notify the FD representative or the Directorate Safety Team.

Should enforcement action be taken, for example an improvement or prohibition notice issued (in accordance with S21 and 22 of the Health and Safety at Work etc Act 1974), then the contractor must immediately notify the Directorate and state the reasons for the Notice and the action they intend to take as a result. The contractor must comply with the terms of or appeal against the Notice within the appropriate time period. They must also attend any meetings called by the Directorate in relation to this issue.
14. Environmental Impact

Contractors must ensure least environmental impacts with particular reference to;

- Flora / fauna / archaeology / properties especially those protected by statute are protected – note St George’s Field is an existing burial site
- Listed and building / structures protected by English Heritage
- Dust, odour, smoke and noise should not be a cause of nuisance
- Preventing contamination or pollution to ground waters, drains and land
- Work activities do not result in roads becoming unduly muddy and should be kept free from debris
- Waste is disposed of in accordance with the “Waste Management Duty of Care”
- Chemical, flammable and combustible materials held on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage which may occur.

Where a Contractor’s impending work or services may have a significant impact on the environment, the effects of those activities shall be identified, evaluated (risk assessment) and discussed with the FD representative prior to the work or services commencing so that appropriate action may be taken, including the obtaining of consents.

Activities that may impact significantly on the environment would be deemed to include, but not be restricted to:

- Air emissions
- Discharge to drains (liable to reach controlled waters)
- Storage of fuel, oil and hazardous substances
- Significant volumes of deliveries or removal of material involving large volumes of vehicles
- Activities presenting a significant noise, dust or noxious smells.

The contractor should prepare to mitigate environmental risks. This shall include seeking to eliminate the hazard where feasible; if not feasible seek to reduce the impact on the environment to the lowest possible level. Practical examples include: providing appropriate spillage (drip-trays shall be provided for all static plant items, for example compressors and pumps), trained operatives and planned preventative maintenance regimes.

All static fuel tanks and drums regardless of size shall be stored in a suitably bunded area away from drainage systems/surface waters and on sealed ground. The volume of the bund should be 110% of the volume of a single tank/drum, or in the case of multiple tanks or drums being stored, 110% of the largest or 25% of the total volume whichever is the greater.

At fuel storage points all valves, including fuel delivery trigger valves shall be locked off when not in use with the keys kept by a nominated person responsible for the storage facility. Mobile bowsers shall be parked in a suitably bunded area when not in use.
15. Excavations

No one is permitted to dig into University ground without the express permission of the FD representative. The presence of electrical cables, telecommunications, drains, sewers, pipes or similar services must be determined and their location clearly marked before any digging commences. Information is available through Louis Hynes on 0113 343 7256.

All trenches and excavations, particularly those adjacent to roads or existing buildings must be adequately shored and falls of material prevented by battering back, caissons or other effective means. In particular, the safety of children / students should be borne in mind and excavations back filled, plated over and enclosed and fenced when work is not actually proceeding. In particular, open manholes should be protected at all times.

When work is complete, the site must be made good and any markers, protective covers and warning notices restored in accordance with industry standards.

Ref:  
HSG 185 Health and Safety in Excavations  
HSG 151 Protecting the Public – Your Next Move
16. Fire Safety

If work is to be carried out in areas which necessitate the temporary closure of, or restrict the use of designated exits, regardless of the duration, this situation must be brought to the attention of all persons working in, or using these areas and the alternative evacuation route clearly marked before the work commences. The comments/approval of the University’s Fire Safety Manager, Emma Watson on 0113 343 8004, should be obtained prior to making any changes to existing evacuation routes and designated exits.

Before commencing any work involving a naked flame / sparks with the potential to support combustion shall follow the University’s Hot Work Permit procedure issued via your FD representative. Under no circumstances shall University fire extinguishers be removed and used in respect of Hot Works.

Each year the University experiences a large number of false fire alarm activations with a large proportion of these resulting from construction activities. In an effort to reduce the number of false alarms and subsequent disruption to the University, contractors must not undertake any hot work within a building with a live early warning detector. Please note the vast majority of all rooms within the University will likely benefit from automated fire detection. Contractors wishing to undertake hot work should contact the FD representative with a view to isolating particular fire detection heads from the system electrically from the panel or changing the head from Smoke to Heat. If this isn’t feasible then the contractor should bag off the detector head with a clean polythene bag.

Note: Fire detection should be reinstated at the earliest opportunity.

The Directorate expects contractors to comply with the Fire Protection Association’s ‘Joint Code’ (entitled ‘Fire Prevention on Construction Sites’). The Joint Code of Practice states that projects with an original contract value of £2.5m or above should appoint a competent person to assess fire risks and develop / update a Site Fire Safety Plan in accordance with the Joint Code. On smaller projects, the Joint Code should be applied as ‘best practice’.

The FD representative will issue significant fire risk information relevant to the building / area as pre-construction information. The contractor should assess this when planning their work, and coordinate their Fire Plan with that of the building / area and advise the FD representative of any effects of the works on the existing plan.

On notifiable projects, a fire risk assessment and fire / emergency procedures should form part of the Construction Phase Plan. Note: A suitably annotated site plan can convey fire safety information.

On non-notifiable projects, fire risk will normally be considered as a potential hazard on relevant, general risk assessments. The Directorate expects contractors to have a specific fire safety plan showing escape routes and assembly points. Contractors should familiarise themselves with the fire evacuation procedures for the building / area where they are working.

LPG cylinders should not be stored inside University buildings. Suitable, secure external containers should be provided in compliance with the UKLPG Association code of practice “Storage of Full and Empty LPG Cylinders and Cartridges” (current edition: See www.uklpg.org) and the ‘Joint Code’.

Contracts are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved. Contractors and their operatives should on arrival at the work site, check for the following safety matters:

- the nearest means of escape in case of fire
- the location, type and method of operation of the nearest firefighting appliance
- the location and method of operation of the nearest fire alarm.

Contractors must obey emergency procedures for the evacuation of University buildings when called upon to do so. The University’s emergency instructions are as follows;

- if you spot a fire, alert those around you and break the glass of a manual call point
- if you hear the continuous alarm:
  - stop what you are doing
  - if safe to do so, make your work area safe (to prevent trip hazards/obstructions, etc) and ensure fire doors are closed
- follow fire exit signs to leave by the nearest exit
- go to the nominated Assembly Point.
- if you are outside a building being evacuated then you should stop your work and move to a safe place away from the building
- if you suspect your work (dust, heat, smoke, etc) has caused the alarm activation or you have accidentally struck a call point or detector you must evacuate but immediately provide details to Security 0113 343 5494/5
- await instruction to re-enter the building.
Major disruption to main access routes is subject to the FD approval, partly due to the risk of blocking fire escape routes. If a route needs to be closed, the FD representative must obtain permission from the University Fire Safety Manager. If closure is not permitted while the building is in operation, out-of-hours work may be necessary.

If any works breach a fire compartment (e.g. penetration of a wall, ceiling or floor), the Contractor must ensure they make good with fire resistant material / fire stopping at the earliest opportunity. Materials must be tested under BS 476 (plus EN1366 in the case of service penetration protection) to provide a minimum of one hour resistance or greater to meet a similar standard as the existing protection.

If a fire is discovered or suspected, the alarm should be raised by operating the nearest fire alarm point and then contacting the University Security Services on 0113 34 32222 or extension 32222 on any internal phone on the main campus who will in turn coordinate the wider University response as necessary.

Flammable Liquids
Generally speaking contractors should seek not to use flammable liquids if feasible. If it isn’t feasible then they should aim to reduce the quantities of flammable liquids used or held in University buildings and seek to remove them on a daily basis. Should it be envisaged that quantities of flammable liquids of greater quantities of 205 litres are required then this must be with the written consent of the FD representative and in liaison with the Fire Safety Manager.

Explosive Materials
Under no circumstances will explosives or explosive devices be allowed on, removed from or relocated within University property without the written consent (minimum of 7 days notice) of the University Fire Safety Manager.

17. Health and Safety File and O&M Information

Health and Safety File
The FD representative expects the Health and Safety File and the Operations and Maintenance (O&M) Manuals to be stand-alone documents. These should be produced in draft format for the handover meeting with any outstanding documentation provided at the earliest opportunity. (This should not be greater than four weeks after practical completion of the works). For maintenance activities and non-notifiable works information should be delivered directly to the FD representative.

On notifiable works the Directorate implements a procedure whereby:

- The FD representative issues relevant sections of the ‘Project Completion Check List – Minimum Requirements’ to the appropriate Architect/Design consultant and a copy to the contractor for reference.
- At a time agreed with the CDM Co-ordinator and FD representative the Architect/Design consultants are to complete all sections of their respective checklist and forward the completed checklist together with the File/O&M information to the CDM Co-ordinator in a timely manner.
- The contractor is to ensure that all File/O&M information has been received and forwarded to the CDM Co-ordinator as a complete package (not individual sections).
- The CDM Co-ordinator is to co-ordinate information in line with the guidance given above and ensure that all items ticked as ‘applicable’ have been actioned. Certificates should be originals.
- File/O&M Manuals are to be delivered to FD Estates and a signature obtained for receipt.
- The Health and Safety File/O&M Manuals are to be identified by the University’s building name, identification number and description and have a completed University Checklist (minimum requirements) in the front of the binder(s) when handed to the University.
- The handover of the completed Health and Safety File / O&M Manuals to Estates is required as: 1 x electronic copy and 1 x hard copy.
- Upon receipt and before the information is formally received the FD representative is to ensure that each checklist is completed and the ‘applicable’ column is correct.

Fire Safety Manual
Where a building is erected or extended, or has undergone a material change of use, a package of specific fire safety information is to be produced. This is to be a separate document from both the Health and Safety File and O&M Manuals. This should incorporate ‘as built’ information which records the fire safety design of the building or extension and must be assembled and presented at the time of handover.

The fire safety information provided should include all fire safety design measures in appropriate detail and with sufficient accuracy to assist the Responsible Person to operate and maintain the building in reasonable safety. Where a fire safety strategy or a preliminary fire risk assessment has been prepared these should also be included.

The exact amount of information and level of detail necessary will vary depending on the nature and complexity of the building’s design.

Ref: Further guidance can be gained from Appendix G of Approved Document B – Volume 2, or Annexe H of BS9999.
18. Insurance Requirements
The University requires its contractors to maintain a minimum £10m Public Liability Insurance cover. For those companies who have design liabilities (including CDM Co-ordinators) the University further requires a minimum £5m Professional Indemnity Insurance cover. The limit of indemnity should apply to each and every occurrence or series of occurrences arising directly from one cause. For works of a minor nature FD Heads of Service may at their discretion authorise reduced levels of cover.

19. Monitoring Performance

Contractor Initiated
Contractors are responsible for adequately resourcing their work to meet the highest health, safety and environmental standards and are responsible for communicating these arrangements through their supply chain and monitoring compliance.

Contractors are required to undertake:
■ for works lasting more than 24hrs at least one daily, recorded site walk-round by the Site Manager checking standards of health and safety
■ for Notifiable works (e.g. lasting more than 30 days) a health and safety inspection undertaken by a competent professional safety practitioner at no longer than 4 weekly intervals – the first inspection should be carried out within the first 2 days of contract start on site. Reports should be available on site for inspection.

20. Non-English Speaking Operatives
Where non-English speaking operatives are employed, the contractor shall ensure that at all times a translator or suitable number of translators are available to the site (typically one translator for every five operatives) that are capable of instructing non-English speaking personnel in safety and other operational matters. The translator(s) shall remain on site at all times whilst the non-English speaking personnel are present.

The Contractor shall maintain written records countersigned by the translator confirming that he/she has checked that the understanding and instructions, given by him/her to non-English speaking personnel, have been clearly understood by each of them. Such records shall include, but not be limited to, instructions for safety induction and assessment, emergency procedures, Method Statements and Safety Awareness Talks.
21. Noise and Vibration

Construction activities should have a minimal impact upon the University’s normal operation. Resultant noise and vibration can constitute a major source of nuisance and severely disrupt learning and research programmes, particularly when works are undertaken close to or within occupied buildings. The contractor must ensure that any construction activities which are anticipated to create noise and vibration are brought to the attention of the FD representative and University staff within adjoining areas who may be affected prior to commencing and in advance of works taking place, giving as much notice as possible.

The Noise at Work Regulations imposes limits on exposure time of employees to harmful noise. The duty is placed on the employer of the person exposed. It is essential, therefore, that when any operation of the Contractor is likely to expose any employee on-site to an average noise level of 80 dB(A) or above, that assessments are carried out and findings acted upon.

In addition, noise must be kept to a minimum at all times and must not exceed acceptable or locally specified rules (typically <60 dB(A) when measured internally with any windows closed) and any conditions relating to noise imposed by the contract. Due regard must always be given to noise levels and permissible times for noisy work and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act 1974.

Any items of particularly anticipated noisy work, such as breaking, hammering, drilling and scaffoldings etc shall be brought to the attention of the Directorate Representative and any staff working within any adjoining areas that may also be affected. This should be addressed prior to the contract commencing so that adequate stakeholder consultation can be put into effect.

When hand-held vibratory power tools, equipment and plant are used, without suitable controls, there is a possibility of persons using these tools and equipment on a regular basis contracting “hand-arm vibration syndrome” commonly known as Vibration White Finger (VWF). When this equipment is used the risk assessment should detail what controls are in place to reduce the risk of injury.
22. Outline Maintenance and Operations Strategy

For capital / development works an outline M&O strategy document shall be produced by the appropriate consultants and approved by the Estates Maintenance Manager or his representative at RIBA Stage 2 to incorporate cleaning, maintenance and access strategies.

23. Personal Protective Equipment (PPE)

Contractors must supply appropriate protective clothing and equipment to a recognised standard. The minimum standards include:

- safety helmets, where there is a risk of a head injury
- bump hat and torch when entering duct spaces
- protective footwear, if the feet are at risk from falling objects, slipping, cuts, chemical or electrostatic build-up
- hearing protection in areas with a noise level of 85 dB or more
- eye protection against chemical, dust, gas and vapour, radiation and impact
- high visibility clothing when working within the vicinity of construction site traffic
- clothing bearing logos to distinguish contractors from students / University employees
- and any additional requirements as identified by the risk assessment
24. Plant, Materials and Equipment

All plant, materials and equipment used by the contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected by a Competent Person (insurance inspector) when required.

**Cartridge Operated**

Cartridge fixing tools are not to be used on University premises without the prior permission of the FD representative.

**Crane Operations**

The Directorate Safety Team must see a written Lifting Plan for all crane operations (lifting plans are discussed in the Approved Code of Practice (ACoP) to the Lifting Operations and Lifting Equipment Regulations 1998). A crane lift is deemed by the University to be a high-risk operation, therefore an annotated site plan should accompany the Lifting Plan.

The Lifting Plan is to be issued for comment at least 5 workings days prior to the start of the lift (a longer lead time may be needed depending on the complexity and risk of the operation).

**Plant**

All plant used by contractors including cranes, lifting equipment and lifting tackle must be well maintained, fit for purpose, operated by competent individuals and where required have the appropriate test and inspection certification. When required, it should be marked as to the noise level that is likely to be generated by the plant and the safe working load when associated with lifting. It is essential that plant to be used is effectively silenced.

Periodic maintenance must be carried out in accordance with manufacturer’s instructions. Statutory registers, certificates and notices when appropriate are to be displayed or readily available for inspection. Evidence of maintenance and testing should be available on site for inspection.

**Materials**

All items of equipment and materials are to be stored safely on site and under cover to prevent deterioration. All materials whether permanent or temporary are to be safe and used in accordance with manufacturers’ instructions. The area in which items are to be stored will be designated by the Directorate Representative for the scheme. The Contractor shall be responsible for the security and loss of any materials.

**Mobile Plant**

The FD insist that evidence is available as to the competency of all mobile plant operators and where appropriate their vehicle banksmen are adequately trained. All mobile plant operators are required to hold a CPCS certificate for the category of plant they are operating. Contractors are to ensure and have available for inspection appropriate statutory inspection reports/certificates and maintenance records.

**Equipment**

All equipment brought to the project must be provided in a safe to use condition and the operator properly trained and competent in its use. Similarly for subcontracted work.

All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989. Portable electrical equipment should be PAT Tested at appropriate testing intervals deemed by the findings of a risk assessment. Tools to be rated max (110V). Battery powered tools are preferable.

All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work in progress. ‘Approved type’ caution notices are to be displayed incorporating date, name and contact details

The contractor will be responsible for ensuring adherence to these provisions by his electrical subcontractor.

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<th>L22 – Safe use of work equipment (PUWER)</th>
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<td>L113 – Safe use of lifting equipment (LOLER)</td>
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25. Plumbing

General
All mains-fed equipment and installations installed must meet British and European Standards, Local Authority bylaws and Codes of Practice and must not be made without the written approval of FD Estates by completing the form S4A available through your FD representative.

Incoming cold water supplies to buildings shall be metered at the point of entry to a building and the meter be connected to the nearest Building Management System outstation. A locked valve by-pass arrangement shall be provided around water meters to facilitate meter removal at a later date for maintenance. Strainers shall always be fitted prior to any meters or control valves and equipment.

Plastic hot or cold water internal distribution pipework shall not be used unless for a specific application, but only with written approval from Estate Services. All hot and cold water pipework at service positions shall incorporate a quarter turn isolation valve to facilitate future maintenance.

Sanitary Installations
To economise on water usage, all WC cisterns shall be dual flush. Pipework within toilet areas shall be hidden wherever possible to enhance standards of hygiene and reduce possible acts of vandalism. Split (open front) toilet seats shall not be fitted.

Shower units shall be fitted with thermostatic mixer valves with fail safe protection on the hot water side. All urinals shall incorporate automatic electronic flush control if not already fitted. Self-closing taps shall be installed to wash hand basins within toilet areas with the exception of disabled toilets.

Laboratory Areas and Similar Spaces
Fume-cupboards and Laboratory drainage pipework should be run in Vulcathene and supported to the manufacturers’ recommendations. Specific advice in relation to jointing Vulcathene to be sought from the FD Specialist Technical Officer Dave Mara on 0113 343 4979.

26. Radioactive Materials
Under no circumstances are sources of ionising radiation be allowed on, removed from or relocated within University property without the written consent (minimum of 10 days notice) of the Head of Radiation Protection.
27. Risk Assessments and Method Statements

The Directorate expects:

- Risk assessments and method statements to be prepared by a competent person
- The main contractor is expected to check their subcontractors risk assessments and method statements
- Operatives must have easy and rapid access to them. It is not acceptable to hold such important documentation off-site
- Risk assessments and method statements will be site specific (or generic documents that are reviewed, suitably amended and signed / dated by a site supervisor or other manager) and must be signed to acknowledge that they have been understood by all operatives engaged in the task
- The format and level of detail of any risk assessment and method statement will be suitable for the task.

The FD representative or Departmental Delegated Nominees may review risk assessments and method statements (for example when issuing an Access Authorisation or during site monitoring.) The purpose of this review is to ensure that;

- Hazards are clearly identified
- The project is effectively coordinated with campus activities
- Necessary pre-construction information is supplied, where it is available
- Risks to staff, students, visitors, buildings and operations are being effectively managed
- Compliance with this document and the contents of the risk assessment and method statement.

Comment on the technical content of the contractor’s work may also arise, but responsibility for a safe method remains with the cont
28. Scaffolds

The erection / striking of scaffolding is deemed by the University to pose a higher level of risk to members of the public (due to hazards such as carrying poles along traffic routes, risk of falling objects / falls from height, etc.). Scaffolding is often a highly visible operation in which unacceptable practices are likely to be quickly detected.

Contractors must ensure the competency of scaffolding subcontractors both in terms of erection and, where appropriate, design. All scaffolders working for the FD must hold appropriate CISRS (Construction Industry Scaffolders Record Scheme) cards. More information can be found at [www.cisrs.org.uk](http://www.cisrs.org.uk).

Stairs and self-adjusting stairs should be provided as a primary means of access for scaffolding. Use ladders only as a last resort. Scaffolding should be designed to protect members of the public in the vicinity of the scaffold. Fans over access routes, brick guards on working platforms and debris netting fitted as necessary are examples of measures that should be considered (note that wind loading etc will need to be accounted for when designing the structure). In addition scaffolds left overnight must be protected to deter unauthorised access by physical barriers to the first lift. Proposals for scaffold design should be discussed with the Directorate Representative as early as possible.

Contractors are required to only use scaffolding subcontractors who are registered with the National Access and Scaffolding Confederation (NASC). All scaffolds should display a completed ‘scafftag’ to enable a rapid check whether the scaffold has been inspected on a weekly basis and after bad weather.

Site plans must be used to assist with the planning of scaffolding operations.

All scaffolding is to be constructed to follow BS EN 12811-1 and the tie patterns and bracing detailed therein. All scaffolding on site will be erected in compliance with NASC TG 20:13. Any scaffold that is not described as a basic scaffold under TG20 must be designed. All scaffold designs must be shown to the FD, confirming the load bearing capacity of the roof has been received. Scaffolds should not be placed on roofs until structural information confirming the load bearing capacity of the roof has been received. Scaffolding design (weights, location of standards, etc.) must be coordinated with the structural design. It is the responsibility of the Site Manager to ensure these designs are coordinated but will be assisted by the FD representative, Lead Designer and / or CDM-Co-ordinator (on notifiable projects).

Management of Scaffold Handover

The Directorate expects Site Managers to review the scaffold with the scaffolder to ensure it is fit for purpose and verify that designs are up-to-date before accepting initial handover. Scaffold designs must be held on site. The handover must clarify which ties have been pull-tested (in accordance with NASC TG4:04).

Scaffolds on Roofs

Scaffolds should not be placed on roofs until structural information confirming the load bearing capacity of the roof has been received. Scaffolding should be provided for installing stairs. If ladders are to be used, they should be contained within a ladder tower. Where internal ladders are used, ladder access points must be protected by ladder gates (rather than trapdoors where reasonably practicable). Remove or board-over ladders at the end of the day or lock-off access to stair or ladder towers.

Use of Stair Towers or Ladders

Wherever possible, scaffold access should be by stair tower rather than ladder. When pricing for scaffolds, separate costs should be provided for installing stairs. If ladders are to be used, they should be designed to deter unauthorised access by physical barriers to the first lift. Proposals for scaffold design should be discussed with the Directorate Representative as early as possible.

Contractors are required to only use scaffolding subcontractors who are registered with the National Access and Scaffolding Confederation (NASC). All scaffolds should display a completed ‘scafftag’ to enable a rapid check whether the scaffold has been inspected on a weekly basis and after bad weather.

Site plans must be used to assist with the planning of scaffolding operations.

All scaffolding is to be constructed to follow BS EN 12811-1 and the tie patterns and bracing detailed therein. All scaffolding on site will be erected in compliance with NASC TG 20:13. Any scaffold that is not described as a basic scaffold under TG20 must be designed. All scaffold designs must be shown to the FD, confirming the load bearing capacity of the roof has been received. Scaffolds should not be placed on roofs until structural information confirming the load bearing capacity of the roof has been received. Scaffolding design (weights, location of standards, etc.) must be coordinated with the structural design. It is the responsibility of the Site Manager to ensure these designs are coordinated but will be assisted by the FD representative, Lead Designer and / or CDM-Co-ordinator (on notifiable projects).

Management of Scaffold Handover

The Directorate expects Site Managers to review the scaffold with the scaffolder to ensure it is fit for purpose and verify that designs are up-to-date before accepting initial handover. Scaffold designs must be held on site. The handover must clarify which ties have been pull-tested (in accordance with NASC TG4:04).

Scaffolds on Roofs

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Mobile Towers

Externally placed towers should not be erected or used in winds in excess of 17mph (the leaves on the trees will rustle). Persons erecting mobile tower scaffolds must hold proof of valid training (e.g. suitable PASMA training). Mobile towers used at the University must have toe boards. Static towers must have metal base plates. Castors (where fitted) should be locked into the base and brakes fitted and locked when the tower is in use. They should be erected in accordance with the manufacturer’s instructions with a copy of these on-site. Mobile towers are to be inspected in accordance with HSE guidance sheet CIS 10. If there are multiple mobile towers on site they should have suitable identification tags to make it possible to correlate inspection records with specific mobile towers.

Work Above Ground

When work by the contractor involves the erection of any scaffold, support, shoring or similar structure, they are responsible for the incorporation of safety features such as ‘fans’, walkways, covers, guardrails, warning lights, etc as may be necessary for safety. Steps must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases each day, to prevent unauthorised access. Over-boarding of ladders is acceptable if securely clipped or a locked cover plate is fitted. Activities must comply with the Working at Height Regulations. The Directorate requires climb prevention measures to be adopted to the first lift on all scaffolds erected in public areas.

Management of Hoists

Hoist suppliers / installers should preferably be directly appointed by contractors rather than as scaffold subcontractors. It is the responsibility of the scaffold designer to ensure that the hoist design and operation in which unacceptable practices are likely to be quickly detected.

Contractors must ensure the competency of scaffolding subcontractors both in terms of erection and, where appropriate, design. All scaffolders working for the FD must hold appropriate CISRS (Construction Industry Scaffolders Record Scheme) cards. More information can be found at [www.cisrs.org.uk](http://www.cisrs.org.uk).

Stairs and self-adjusting stairs should be provided as a primary means of access for scaffolding. Use ladders only as a last resort. Scaffolding should be designed to protect members of the public in the vicinity of the scaffold. Fans over access routes, brick guards on working platforms and debris netting fitted as necessary are examples of measures that should be considered (note that wind loading etc. will need to be accounted for when designing the structure). In addition scaffolds left overnight must be protected to deter unauthorised access by physical barriers to the first lift. Proposals for scaffold design should be discussed with the Directorate Representative as early as possible.

Contractors are required to only use scaffolding subcontractors who are registered with the National Access and Scaffolding Confederation (NASC). All scaffolds should display a completed ‘scafftag’ to enable a rapid check whether the scaffold has been inspected on a weekly basis and after bad weather.

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Management of Hoists

Hoist suppliers / installers should preferably be directly appointed by contractors rather than as scaffold subcontractors. It is the responsibility of the scaffold designer to ensure that the hoist design and inspection history complies with the Lifting Operations and Lifting Equipment Regulations 1998. Where hoists are to be attached to scaffold structures, the site manager must provide specifications of the hoist to the scaffold designers during the tender stage to ensure that scaffold designs (and quotations) account for the additional loadings and design features (such as gates).

Scaffold Inspections

Scaffold inspections are to be arranged by the contractor. The inspector must be competent as defined in the HSE’s Scaffold Checklist.

All scaffolds should have a ‘scafftag’ (or similar) to enable a rapid check of inspection history. However written inspection records must also be held on site. Partially completed scaffolds must have prominent warning signs prohibiting use.
29. Site Management

General
Contractors are to ensure that suitable site safety management systems are in place throughout the construction phase. First impressions count. Ensure the entrance of the site projects a clean, tidy, well-managed site. These should include;

Behaviour
Campus rules for contractors require operatives to behave in a respectful manner towards staff, students and visitors. Inappropriate dress or behaviour (e.g. lewd) will lead to dismissal of the operative from site.

Licensed Premises
There are a number of licensed premises on site. The Directorate does not permit contractors operatives to make use of these facilities at any time.

Access Routes & Walkways
Access routes and walkways must be clearly signed indicating routes and of sufficient size/width to accommodate peak pedestrian traffic and emergency evacuation.

Housekeeping Waste
Good housekeeping is essential for the maintenance of a safe and healthy working environment. Contractors shall therefore operate a clean-floor policy and shall carry out its work or services in a clean and orderly manner to comply with that policy at all times. Waste materials are to be removed from the site each day. Any waste not cleared which causes a hazard will be removed by the Directorate and the cost charged to the contractor.

Segregation of Works
Work areas must be clearly demarcated and physically separated from students and staff. The Directorate dictates that cones and hazard warning tape are not deemed an effective form of barrier to segregate/protect staff, students and members of the public from construction activities. Therefore a physical barrier of a type proportionate to the nature of the construction activities being undertaken (e.g. heras fencing, solid hoarding or ‘Chapter 8’ plastic barrier) must be erected at all times. Construction warning notices (of a pictorial type), conforming to BS5499-5 should be displayed in prominent positions around the site perimeter.

Where heras fencing is selected a number of additional design features are required. Notably;
- debris netting to be considered where necessary (additional bracing to fences may be necessary)
- feet should be designed, positioned and / or conspicuously coloured to prevent trips
- panels should be secured with two couplers
- gates or doors in the panels should be padlocked when the site is unsupervised
- infill panels or similar should be fitted to prevent snagging of clothing, etc
- opens ends of fencing should have a ‘return’ to increase stability and security.

Where the contractor is carrying out work on University premises such as the breaking or dressing of stone or concrete, grinding of metals, etc they are responsible for the installation and maintenance of such screens or enclosures as may be required to protect persons other than their operatives. Works shall be planned to avoid such requirements, for example, by offsite cutting or fabrication under controlled conditions.

The contractor should ensure that an out-of-hours emergency contact list is displayed adjacent the site entrance. The list should provide contact details for the site management team, Directorate Representative and CDM Co-ordinator (where appointed).

All site operatives must carry their FD identification whilst on University property.

Site Compound
Areas allocated to compounds are to be agreed with the Directorate Representative prior to start on site. Consideration should be given to safe vehicle movement, storage and welfare cabins and the impact on the immediate surroundings whilst ensuring measures to deter unauthorised access are in place.

Note: Site compounds are not to be used for the parking of contractor vehicles.

Site Signage
Safety signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and must include a symbol / pictogram accompanied by words where necessary. Signs must be of a professional standard. As a minimum, when barriers, fencing or hoarding are used, there must be signs warning persons not to enter the work area (e.g. ‘No unauthorised access’).

Storage, Transport and Disposal of Waste
Any waste produced as part of your contract must be stored appropriately in line with the Environmental Protection Act (EPA) requirements to prevent escape to the environment, harm to human health or to cause a nuisance.

Any hazardous waste likely to be produced should be identified prior to the start of work and appropriate storage, transport and disposal arrangements must be in place. Hazardous and non-hazardous waste must not be mixed. In line with the Hazardous Waste Regulations you must keep records of the hazardous wastes produced and copies of consignment notes.

No waste is to leave the University premises without full compliance with the Duty of Care requirements, for example, by using licensed waste carriers and the production of Waste Transfer or Consignment Notes.

To comply with the Lists of Waste Regulations contractors arranging for the disposal of waste must ensure the correct identification of waste on it's transfer or consignment note.

Work must not begin on projects of value greater than £300k without a Site Waste Management Plan (SWMP) in place. Projects of value greater than £500k require a detailed SWMP.

Skips are to be the covered and lockable type and located in an area agreed by the Directorate Representative and not within 6m of;
- a glazed façade
- licensed petroleum store
- gas cylinder store.

Ref: www.envirowise.gov.uk
www.defra.gov.uk
Control of Pollution
Contractors may not deposit any waste, chemical or any other substances whatever into drains on University premises, unless express permission has been given by the Directorate Representative. No burning on site is allowed. Control of dust from all works operations must be planned in advance.

Contractors shall suitably store minimum necessary quantities of hazardous materials on site, and provide bunding and / or spill kits as necessary. Particular care shall be exercised near watercourses and ponds.

Prevention of Releases to Land, Air and Water
Adequate prevention and mitigation procedures must be in place for any substances brought onto University premises that have the potential to be released to land, air or water and cause environmental harm. Such procedures may operate in collaboration with existing University processes. This must be agreed prior to substances being brought onto site. Any unplanned release should be reported to the Directorate Representative as soon as is practicable.

In accordance with the Ground Water Resources Act no substance or solid material shall be allowed to enter a controlled water or land. There must be no discharges to drains or sewer systems unless clearance has been given by the Directorate Representative and where necessary, the appropriate regulatory authority.

If any substances identified in List 1 of the Groundwater Regulations (1998) are to be brought onto University premises the Directorate Representative must be informed prior to them being brought on to the campus.

Any substances regulated under the Control of Pollution (Oil Storage) Regulation 2001 must be stored in compliance with these regulations.

No burning on site is permitted. Control of dust from all works operations must be planned in advance.
30. Traffic Management and Road Safety

The segregation of vehicles and pedestrians both external to and within the site is absolutely essential. The operation of plant and vehicles in and around ‘live’ sites pose a particular risk to staff and students, especially when reversing or crossing footpaths. Therefore the following represents controls that should be brought to the attention of all drivers (including those that are delivering materials):

- follow the Highway Code (this is the code of practice for all University of Leeds sites)
- give way to wheelchair users and pedestrians, cyclists and other non-motorised vehicles at all times
- construction plant, HGV, etc must be fitted with audible and visual reversing alarms or cameras
- should seek to avoid driving on campus during peak pedestrian movement times between ‘ten to’ and ‘ten past’ the hour between the hours of 08.00 and 18.00 hrs
- unavoidable vehicular operations that pose a risk to the public (e.g. crossing footpaths) should be assessed and controlled through the use of banksman, or restricting delivery times etc

**Contractors’ vehicles must not exceed 5mph in pedestrian areas or 10 miles per hour on University Roads.** Note that this may be less than the general speed limits on typical sites but is a reflection of the greater risk posed by drivers who are not familiar with traffic routes and the number of young pedestrians etc

Contractors’ vehicles must not park in / on the following areas;

- bays for drivers with disabilities
- areas marked as double yellow lines
- yellow hatched areas
- delivery areas – unless specifically unloading / loading
- locations which block final exit routes
- locations which block access routes
- adjacent to drop curbs provided to aid those with mobility issues to make full use of the campus.

On arrival, delivery drivers should contact the Contractor Site Manager / Foreman so that arrangements can be made to meet them. Materials should not be left unattended on the University campuses. Delivery schedules should be discussed with the Directorate Representative if deliveries could disrupt adjacent projects or the University road network.

Where significant amounts of mud and debris are likely to be carried on to the road network, the contract should allow for wheel washing facilities on site and road cleaning operations. Contractors working on access roads within the curtilage of a University campus should ensure they provide adequate signage and barriers to safely direct traffic around the work area.

Drivers should adhere to any restricted delivery times, e.g. in pedestrian precinct areas and have the relevant University contact details.

**Note:**
- vehicle drivers are expected to report all incidents, accidents and emergencies either to the local area or through Security on 0113 343 2222
- all delivery/contractor vehicle companies are expected to have all mainstream insurances and in addition have valid “Public Liability” insurance cover of £10 million in place.
31. Welfare Toilet and Washing Facilities

During project planning, the Directorate Representative should assess welfare requirements in collaboration with the CDM Coordinator (if appointed). Contractors are specifically advised that they are not to make use of toilet facilities within residential accommodation although local arrangements may allow the use of staff facilities if appropriate. Pre-construction information and/or contract preliminaries will explain what is available.

All Contractors must take reasonable steps to ensure that adequate welfare facilities are provided suitable for the task in hand. The requirement of welfare facilities are contained within Schedule 2 of the Approved Code of Practice (ACoP) to CDM 2007.

Operatives should be reasonably clean and tidy when using campus welfare facilities. Contractors may use on site shops but are not permitted to use catering facilities unless they have removed all PPE and have clean clothes and boots.

When evaluating the welfare requirements of the project, it may be decided that the campus facilities are not suitable. In this case, the Contractor should inform the Directorate Representative detailing the anticipated shortfalls.

Note: The Directorate wishes to discourage the use of ‘Thunderbox’/‘Tardis’ – type toilets, which will not be deemed suitable and sufficient to comply with Schedule 2 of the Construction (Design & Management) Regulations.

32. Working at Height

Work at height is the number one cause of fatalities within the construction industry, particularly on smaller projects where it accounts for around 60% of all fatalities. As such it is subject to specific regulations namely the Work at Height Regulations 2005.

What you need to do

We expect our contractors to assess the risk from work at height and go on to organise and plan the work so it is carried out safely. Firstly, try to avoid the need to work at height. If this is not feasible then you must aim to prevent a fall or if that is not feasible to arrest a fall. Your decision making process needs to be documented (risk assessment) and its findings communicated to a trained and competent workforce.

Do not overcomplicate the process. The objective is to make sure work at height is properly planned, supervised and carried out in a safe manner. The approaches you can adopt for work at height can be broken down into the following key point:

■ Avoid work at height where it is reasonably practicable to do so, e.g. by assembly at ground level. If this is not feasible then aim to;
■ Prevent any person falling a distance liable to cause personal injury e.g. use a scaffold platform with double guard-rail and toe boards; or a lanyard restraint, failing that;
■ Arrest the fall with equipment to minimise the distance and consequences of a fall, e.g. use safety nets, or a fall arrest lanyard where work at height cannot be avoided or the fall prevented.

Remember to detail the methods identified during the risk assessment on a method statement. This is a useful way of recording the hazards involved in specific work at height tasks and communicating the risk and precautions required to all those involved in the work. The statement need be no longer than necessary to achieve these objectives effectively. The method statement should be clear and illustrated by simple sketches where necessary. Avoid ambiguities or generalisations, which could lead to confusion. Statements are for the benefit of those carrying out the work and their immediate supervisors and should not be overcomplicated.

Equipment needed for safe working should be clearly identified and available before work starts. Workers should know what to do if the work method needs to be changed.

33. Young Persons

The Directorate acknowledges the importance of giving young people (persons under 18 years of age) opportunities to develop skills. This can be done through participation in work. However, young people are more vulnerable than adults at work. The requirements of the Management of Health and Safety at Work Regulations 1999 (Regulation 19) should be observed when employing young people (including prohibition of certain work activities) and specific Young Persons’ Risk Assessments.

Contractor’s operatives may not bring children (persons who have not reached the minimum school leaving age) onto site without the express permission of the Head of Estates.
Appendix A
Abbreviations and Glossary of Terms
# Common Abbreviations Used

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ACOP</td>
<td>Approved Code of Practice</td>
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<tr>
<td>CDM</td>
<td>Construction (Design &amp; Management) Regulations</td>
</tr>
<tr>
<td>CE</td>
<td>The letters &quot;CE&quot; do not represent any specific words but the mark is a declaration by the manufacturer, indicating that the product satisfies all relevant European Directives. Note, however, that the mark only applies to products that fall within the scope of European Directives.</td>
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<tr>
<td>CHIP</td>
<td>Chemical Hazards Information and Packaging</td>
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<tr>
<td>COSHH</td>
<td>Control of Substances Hazardous to Health Regulations</td>
</tr>
<tr>
<td>DDA</td>
<td>Disability Discrimination Act</td>
</tr>
<tr>
<td>DSEAR</td>
<td>Dangerous Substances &amp; Explosive Atmosphere Regulations</td>
</tr>
<tr>
<td>EA</td>
<td>Environmental Agency</td>
</tr>
<tr>
<td>EAW</td>
<td>Electricity at Work Regulations</td>
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<tr>
<td>EST</td>
<td>Estates Safety Team</td>
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<tr>
<td>FD</td>
<td>Facilities Directorate</td>
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<tr>
<td>FDR</td>
<td>Facilities Directorate Representative</td>
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<tr>
<td>HSE</td>
<td>Health &amp; Safety Executive</td>
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<tr>
<td>HASWA</td>
<td>Health &amp; Safety at Work Act</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>LOLER</td>
<td>Lifting Operations and Lifting Equipment Regulations</td>
</tr>
<tr>
<td>MHSWR</td>
<td>Management of Health &amp; Safety at Work Regulations</td>
</tr>
<tr>
<td>NMR</td>
<td>Nuclear Magnetic Resonance</td>
</tr>
<tr>
<td>PAT</td>
<td>Portable Appliance Test</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>PUWER</td>
<td>Provision &amp; Use of Work Equipment Regulations</td>
</tr>
<tr>
<td>RCD</td>
<td>Residual Current Device</td>
</tr>
<tr>
<td>RCS</td>
<td>Residential &amp; Catering Services</td>
</tr>
<tr>
<td>RIDDOR</td>
<td>Reporting of Injuries, Disease &amp; Dangerous Occurrences Regulations</td>
</tr>
<tr>
<td>RPE</td>
<td>Respiratory Protective Equipment</td>
</tr>
<tr>
<td>SFAIRP</td>
<td>So Far As Is Reasonably Practicable (see ALARP)</td>
</tr>
<tr>
<td><strong>Glossary of common Health &amp; Safety Terms used within the University of Leeds</strong></td>
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<tr>
<td><strong>Access Authorisation</strong></td>
<td>Form to be completed should entry to the University be required to Plant Rooms, Service Ducts or Roofs. Entry into Duct Spaces (assessed as non Confined Space), These are issued by the Facilities Directorate Representative. A similar form should be completed to gain entry to Radiation Areas, NMR Rooms, Laser Rooms, Operational Biohazard, Chemical Laboratories, Engineering Workshops, Clean Areas and Out of Hours Access into Buildings.</td>
</tr>
<tr>
<td><strong>Authorised Person</strong></td>
<td>A person within Estates who has been nominated to take charge for a particular high risk activity / location. Typically authorising access to ducts, roofs, confined spaces and electrical switch rooms &amp; substations etc.</td>
</tr>
<tr>
<td><strong>Approved Code of Practice</strong></td>
<td>A code of practice, associated with specific regulations that has been approved by the Health &amp; Safety Executive. Seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable; any alternative must be demonstrated to be of equal measure or better.</td>
</tr>
<tr>
<td><strong>Asbestos Awareness Training</strong></td>
<td>The Control of Asbestos Regulations 2012 regulation 10 places an obligation on all employers who are liable to come into contact with asbestos to have asbestos awareness training. Training should cover the following mandatory topics; Properties of asbestos Products that contain asbestos Prevention of asbestos exposure Safe work practices Respiratory Protective Equipment Emergency procedures Decontamination procedures Waste handling Medical examination Hygiene requirements Control limits and air monitoring. Proof of this training must be provided upon request.</td>
</tr>
<tr>
<td><strong>Best Practice</strong></td>
<td>A standard of risk control that is above the legal minimum (See Good Practice) which the Directorate seeks to maintain at all times.</td>
</tr>
<tr>
<td><strong>CDM Co-ordinator</strong></td>
<td>Responsible under Construction (Design and Management) Regulations for co-ordinating the health and safety aspects of the design, identification of health and safety information at the pre-tender stage and preparation of the health and safety file.</td>
</tr>
<tr>
<td><strong>Client</strong></td>
<td>The University of Leeds / Faculty or Service Provider of the University of Leeds.</td>
</tr>
<tr>
<td><strong>Client Administrator</strong></td>
<td>Estates Officer primarily referred to as the Facilities Directorate Representative assigned to manage a particular project or task. They are the first point of contact for contractors and are also tasked with completing site set-ups and monitoring the activities of the contractors. (may also be known as Technical Officer and Contract Administrator)</td>
</tr>
<tr>
<td><strong>Code of Practice</strong></td>
<td>Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them but are expected to be adopted on University projects.</td>
</tr>
<tr>
<td><strong>Competent Person</strong></td>
<td>A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others. Proof of competency will be requested.</td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>The act or process of fulfilling the Facilities Directorate requirements.</td>
</tr>
<tr>
<td><strong>Corrective Action Notice</strong></td>
<td>Enforcement tool issued by the Estates where concerns have been identified in relation to health, safety, environmental protection or quality. Notices issued include Warning Notice, Improvement Notice or a Prohibition Notice.</td>
</tr>
<tr>
<td><strong>Confined Spaces</strong></td>
<td>A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).e.g. duct, tanks, manhole etc. Some places may become confined spaces when work is carried out, or during their construction, and maintenance activities. If works of this nature are planned the contractor should consult with an Estates Authorised Person (see authorized person)</td>
</tr>
<tr>
<td><strong>Construction Site</strong></td>
<td>A controlled area where construction activities take place or to which operatives have access within the protection of a defined and designated area where access is restricted to both staff and students by fixed barriers. See CDM Regulations for more definitive definition.</td>
</tr>
<tr>
<td><strong>Construction Work</strong></td>
<td>The carrying out of any building, civil engineering works and includes alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration and other maintenance and extends to include intrusive site investigations. See CDM Regulations for more definitive definition.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>----------------------------------------</td>
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<tr>
<td>Contaminant</td>
<td>Substance - usually undesirable - in another substance, product or space where it is not normally found, e.g. environmental pollutants, biological hazards when working in drains etc.</td>
</tr>
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<td>Contract Administrator</td>
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<tr>
<td>Control Measure</td>
<td>A measure taken to reduce exposure to a substance or risk including the provision of a safe system of work (method statement) supervision, physical control (guard) plant and personal protective equipment.</td>
</tr>
<tr>
<td>CPCS card</td>
<td>Construction Skills Certification Scheme – although not mandatory when working on the Facilities Directorate their use is strongly recommended.</td>
</tr>
<tr>
<td>Dangerous Occurrence</td>
<td>A dangerous occurrence is an unplanned and undesired occurrence which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment. These are specified within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (see RIDDOR).</td>
</tr>
<tr>
<td>Decontamination Certificates</td>
<td>A Certificate issued by the departmental delegated nominees when contractors are required to undertaking work on equipment that is / or has been operational in laboratories (e.g. fume cupboards, sinks, traps and laboratory benching).</td>
</tr>
<tr>
<td>Departmental Delegated Nominee</td>
<td>Faculty appointed representative assigned to issue Access Authorisation, Handover and Decontamination Certificates relating to their areas.</td>
</tr>
<tr>
<td>Designated Person</td>
<td>A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency.</td>
</tr>
<tr>
<td>Environment Agency</td>
<td>Enforcement body for protecting and improving the environment. Particularly focused on ensuring pollution to air, (noise) land contamination (diesel spillage) water (Any discharge must be free from solids in suspension). Waste – storage. All wastes must be stored in designated areas that are isolated from surface drains and bunded to contain any spillages. Contractors are to prevent fly-tipping and use registered waste carrier. Site Waste Management Plans to be produced for all construction work of greater value than £300,000</td>
</tr>
<tr>
<td>Facilities Directorate Representative</td>
<td>Assigned to manage a particular project or task. They are the first point of contact for contractors and are also tasked with completing site set-ups and monitoring the activities of the contractors. (may also be known as Technical Officer, Contract Administrator and Client Administrator)</td>
</tr>
<tr>
<td>Faculty</td>
<td>A faculty is a department within the university comprising one subject area, or a number of related subject areas.</td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire such as ensuring good housekeeping standards, early fire compartmentation and ensuring waste skips are locked and not located within 6m of a glazed area of a building etc.</td>
</tr>
<tr>
<td>Good Practice</td>
<td>Those standards for controlling risk which have been judged and recognised as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice). Good practice is the minimum requirement when undertaking works on behalf of the Facilities Directorate.</td>
</tr>
<tr>
<td>Handover Certificate</td>
<td>A Certificate issued by the departmental delegated nominees when contractors are required to undertaking work within vacated laboratories.</td>
</tr>
<tr>
<td>Hazard</td>
<td>Potential for harmful effects which include injury to person property and the environment.</td>
</tr>
<tr>
<td>Health and Safety Executive</td>
<td>Organisation responsible for proposing and enforcing safety regulations throughout the UK known as the HSE. A regular visitor to the University, in particular where construction is taking place.</td>
</tr>
<tr>
<td>Hot Works</td>
<td>Cutting, welding, grinding, brazing, soldering and the use of blow-lamps, welding, flame cutting or other fire or spark-producing operation.</td>
</tr>
<tr>
<td>Improvement Notice</td>
<td>A notice that is issued by the HSE, Fire Officer or Directorate Safety Team on discovery of a breach of statute or current best practice for reason to improve standards, come with a time deadline.</td>
</tr>
<tr>
<td>Limitation of Access</td>
<td>Form to be completed should entry to the University be required to Electrical Switch Rooms, Sub-stations be needed. These are issued by an Electrically biased Facilities Directorate Representative.</td>
</tr>
<tr>
<td>Lock-Off Procedure</td>
<td>Mechanisms that, as part of engineering controls, are designed to prevent potentially dangerous equipment from being energised during routine maintenance and/or repair. Particular consideration to be made when isolating distribution boards during electrical works.</td>
</tr>
</tbody>
</table>
| **Main contractors** | Designated by the Facilities Directorate to;  
- Plan, manage and monitor construction phase in liaison with other contractor  
- Prepare, develop and implement risk assessments and method statements before activities begin.  
- Give other contractors relevant information to undertake their activities safely  
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase  
- Check competence of all their appointees  
- Ensure all workers have site inductions and any further information and training needed for the work  
- Consult with the workers and representatives of the University  
- Secure the site and protect members of staff and students. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Material Data Safety Sheet</strong></td>
<td>Contain information on the hazards associated with a chemical, along with guidance on its safe use. Should not be confused with a COSHH Assessment but useful when producing one.</td>
</tr>
<tr>
<td><strong>Method Statement</strong></td>
<td>A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety by detailing the safe method, equipment requirements, controls and competency requirements for undertaking a particular activity.</td>
</tr>
<tr>
<td><strong>Near Miss</strong></td>
<td>A term for those events that do not cause harm but which might have done so under different circumstances – these should be typically recorded and investigated by our contractors.</td>
</tr>
<tr>
<td><strong>Negligence</strong></td>
<td>Can be either the omission to do something that a reasonable person would do or a prudent and reasonable person would not do.</td>
</tr>
</tbody>
</table>
| **Permit to Work** | Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity e.g.  
- Hot Works  
- Works on Pressurised/Steam Systems (including the Steam Distribution and Compressed Air)  
- Work in Confined Spaces  
- Work on Medical and Industrial Gases  
- Work on High and Low Voltage Systems |
| **Preventive Maintenance** | Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure. |
| **Principal Contractors** | Designated (in writing) by the Facilities Directorate to meet the requirements of CDM Regulations and tasked to;  
- Plan, manage and monitor construction phase in liaison with the Facilities Directorate Representative.  
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)  
- Ensure works do not start until a site set-up has been undertaken  
- Give contractors relevant parts of the plan and other relevant information  
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase  
- Check competence of all appointees  
- Ensure all workers have site inductions and any further information and training needed for the work  
- Consult with the workers and the Facilities Directorate Representative.  
- Liaise with CDM co-ordinator regarding ongoing design and completion of the health and safety file  
- Secure the site and protect members of staff and students. |
<p>| <strong>Prohibition Notice</strong> | A notice that is issued by the HSE, Fire Officer or Directorate Safety Team on discovery of a breach of statute that presents a risk of serious personal accident or significant property damage. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started. |
| <strong>Radioactive Areas</strong> | Likely to be encountered during laboratories, fume cupboards, wastes and drainage works – If relevant Contractor to liaise closely with the Facilities Directorate Representative and ensure an Access Authorisation is received before works commence. Further advice can be sort via Central Safety Services ext. 34201 |
| <strong>Request for Access Authorisation</strong> | Form found within the SHE Requirements for Contractors used by the Principal / Main Contractor where access is required to Plant Rooms, Electrical Switch Rooms, Sub-stations, Service Ducts or Roofs by his representatives. The completed form should be handed to Facilities Directorate Representative who will issue the necessary authorisations. |
| <strong>Regulations</strong> | A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards. All aspects of regulations must be followed whilst working for the Facilities Directorate. |
| <strong>Residual Current Device (RCD)</strong> | An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power. If 240v supply must be used whilst on site then a must RCD device must be utilized. |</p>
<table>
<thead>
<tr>
<th><strong>Risk</strong></th>
<th>A quantifiable expression of the likelihood of injury or harm together with the severity of injury resulting from a hazard being realised.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk Assessment</strong></td>
<td>A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards. These must be in place and address University issues with the information contained within brought to Operatives attention.</td>
</tr>
<tr>
<td><strong>Safe System of Work</strong></td>
<td>A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety, often referred to as Method Statements within the Construction Industry.</td>
</tr>
<tr>
<td><strong>Safety Culture</strong></td>
<td>A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices.</td>
</tr>
<tr>
<td><strong>SHE Requirements for Contractors</strong></td>
<td>Rules and procedures to be adopted by all contractors working for or on behalf of the Facilities Directorate designed to ensure a safe environment for staff, students, visitors and contractors.</td>
</tr>
<tr>
<td><strong>Site Set-up</strong></td>
<td>Health &amp; Safety proforma to be completed by Facilities Directorate Representative prior to commencing activity that presents a significant risk to 3rd parties or any construction related activity lasting more than 24hrs.</td>
</tr>
<tr>
<td><strong>Technical Officer</strong></td>
<td>Estates Officer primarily referred to as the Facilities Directorate Representative assigned to manage a particular project or task. They are the first point of contact for contractors and are also tasked with completing site set-ups and monitoring the activities of the contractors. <em>(may also be known as Contract Administrator and Client Administrator)</em></td>
</tr>
</tbody>
</table>
| **University Hazards** | Considered to be; *(but not exhaustive)*  
- It is essential that Contractors consider the following significant issues in order to reduce the level of risk:  
  - Need for continuity of services – as an educational and research establishment we require minimum impact methodologies.  
  - Potential for encountering asbestos containing materials (ACMs) within buildings that predate the year 2000.  
  - Potential for contact with live services (including live redundant services). This includes leading to / within equipment, e.g. capacitors, buried services and the potential for spurious feeds / isolation.  
  - Identification of current building services, the limitations, vulnerabilities and possible knock-on effects of undertaking isolations / works.  
  - Potential for contact with biological, radiological and chemical agents – particular consideration should be given to encountering residues within sinks, waste traps, benching, finishes and waste pipes located above suspended ceilings.  
  - Laboratory processes including Nuclear Magnetic Resonance (NMR), Radiation, Nano-Technologies, Lasers etc.  
  - Maintenance of existing fire escapes, accessibility routes and entry points. Note: access for emergency vehicles shall be maintained at all times.  
  - Maintenance of existing fire alarm and detection / emergency lighting / security systems / fire compartmentation and reducing spurious alarms.  
  - Confined nature of the campus and limited space for site compounds, material storage, parking, drop off and welfare units.  
  - Access to site via Calverley Street leading onto Willow Terrace involves crossing a 7.5 m.g.w weight restricted bridge.  
  - Noise, odour, dust and vibration sensitive issues – sensitive areas, processes, equipment and times.  
  - Potential for concurrent and co-located construction/maintenance activities – co-ordination.  
  - Occupied premises - segregation of works from students, staff and members of the public.  
  - Environmental considerations - hazardous waste including that within redundant equipment.  
  - Work within confined spaces and at height e.g. underground service ducts, flat roof areas.  
  - Roof level effluent discharges that are potentially toxic to health and some roofs have microwave transmitters upon them.  
  - High volume of pedestrian traffic within specific areas on the main campus, some of whom may be partially sighted, wheelchair users, hard of hearing and/or mobility impaired  
  - Adjacent land uses e.g. neighbouring hospital, dental school, and residential premises. |
| **Vapour** | The gaseous form of a substance that is normally liquid or solid at room temperature |
| **Warning Notice** | A notice that is issued by a member of the Directorates Safety Team to remedy short term deficiencies which can be dealt with immediately by the person on whom the notice has been issued. |
| **Workplace Exposure Limit** | Established concentration of a substance that, if not exceeded, will not normally result in adverse effects to persons who are exposed particularly applicable when developing a COSHH Assessment |
1. **NON – CDM WORK**

1.1 For Non - CDM Projects the Architect/Contractor Administrator is to ensure that information is supplied as per the checklist, were appropriate.

2. **IN HOUSE ARCHITECTS AND DESIGN ENGINEERS**

2.1 The FD Representative is to ensure that the Health and Safety File / O&M information is updated in the building File and the Project Completion Checklist completed.

3. **ELECTRICAL SERVICES DESIGNER**

3.1 Procedure for the checklist completion:
Step 1: At the pre-start meeting the FD Representative is to issue relevant sections of the checklist to the appropriate Architect/Design consultant and a copy to the Principal Contractor for reference.

Step 2: At a time agreed with the FD Representative, the Architect and Design Consultants are to complete all sections of the checklist and forward the completed checklist together with the File/O&M information to the Principal Contractor.

Step 3: Principal Contractor to ensure all File/O&M information has been received and forwarded to the CDMC as a complete package (not in individual sections). Information must be provided when required by the CDMC.

Step 4: CDMC to co-ordinate information in line with the guidance given above and ensure that all items ticked as ‘applicable’ have been actioned. Certificates should be originals. File/O&M Manuals are to be delivered to Estate Services; a signature should be obtained for receipt.

Step 5: On receipt and before the information is stored, the FD Representative is to ensure that the checklist is completed and the ‘applicable’ column is correct.

### Project Completion Check List – Minimum Requirements

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Ref No:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions required by the Electrical Services Designer</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check List Item</th>
<th>Applicable</th>
<th>Actioned Date</th>
<th>Actioned by</th>
<th>Signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The completed Electrical Test Certificates (N.I.C.E.I.C.) to be signed as correct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The completed Fire Alarm &amp; Emergency Lighting Certificates to be signed as correct</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>As fitted drawings incorporated into manuals as accurate (stamped)</td>
<td></td>
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<tr>
<td>Telephone/Data installed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical O&amp;M Manuals approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. MECHANICAL SERVICES DESIGNER

4.1 Procedure for the checklist completion:

Step 1: At the pre-start meeting the FD Representative is to issue relevant sections of the checklist to the appropriate Architect/Design consultant and a copy to the Principal Contractor for reference.

Step 2: At a time agreed with the CDM Co-ordinator (CDMC), FD Representative and Design Consultants are to complete all sections of the checklist and forward the completed checklist together with the File/O&M information to the Principal Contractor.

Step 3: Principal Contractor to ensure all File/O&M information has been received and forwarded to the CDMC as a complete package (not in individual sections). Information must be provided when required by the CDMC.

Step 4: CDMC to co-ordinate information in line with the guidance given above and ensure that all items ticked as “applicable” have been actioned. Certificates should be originals. File/O&M Manuals are to be delivered to Estate Services; a signature should be obtained for receipt.

Step 5: On receipt and before the information is stored, the FD Representative is to ensure that the checklist is completed and the ‘applicable’ column is correct.

---

**Project Completion Check List – Minimum Requirements**

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Ref No:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions required by the Mechanical Services Designer</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check List Item</th>
<th>Applicable</th>
<th>Actioned Date</th>
<th>Actioned by</th>
<th>Signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The completed CORGI Gas Testing Certificate to be signed as correct</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The completed Water Service Chlorination Certificate to be signed as correct</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>The completed Fume Cupboard Test Certificates to be signed as correct</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>The completed Supply and Disposal System Certificates to be signed as correct</td>
<td></td>
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</tr>
<tr>
<td>The completed A.C. Test Certificates to be signed as correct</td>
<td></td>
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</tr>
<tr>
<td>As fitted drawings incorporated into the manuals as correct (stamped)</td>
<td></td>
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</tr>
<tr>
<td>Mechanical O&amp;M Manuals approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
5. **ARCHITECT/ FD Representative**

5.1 **Procedure for the checklist completion:**

**Step 1:** At the pre-start meeting the FD Representative is to issue relevant sections of the checklist to the appropriate Architect/Design consultant and a copy to the Principal Contractor for reference.

**Step 2:** At a time agreed with the CDM Co-ordinator (CDMC), the FD Representative and Design Consultants are to complete all sections of the checklist and forward the completed checklist together with the File/O&M information to the Principal Contractor.

**Step 3:** Principal Contractor to ensure all File/O&M information has been received and forwarded to the CDMC as a complete package (not in individual sections). Information must be provided when required by the CDMC.

**Step 4:** CDMC to co-ordinate information in line with the guidance given above and ensure that all items ticked as “applicable” have been actioned. Certificates should be originals. File/O&M Manuals are to be delivered to Estate Services; a signature should be obtained for receipt.

**Step 5:** On receipt and before the information is stored, the FD Representative is to ensure that the checklist is completed and the “applicable” column is correct.

<table>
<thead>
<tr>
<th>PROJECT COMPLETION CHECK LIST – MINIMUM REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title:</strong></td>
</tr>
<tr>
<td><strong>Ref No:</strong></td>
</tr>
<tr>
<td><strong>Actions Required by the Architect/ FD Representative</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check List Item</th>
<th>Applicable</th>
<th>Actioned Date</th>
<th>Actioned by</th>
<th>Signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose Fire Equipment Fitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Building Regulations Completion Certificate supplied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire precautions work is completed satisfactorily</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift Documentation provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M&amp;O Staff Training and Instructions Provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keys/Swipe Cards/Tokens handover</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O&amp;M Manuals and H&amp;S File approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As fitted drawings – Architectural, incorporated into the manuals as correct (Stamped)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturer Warranty Details supplied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All Architect and Design Engineers information Collated and accepted as complete by:

CDMC: ................................................................. Date: .................................................................

Name: ................................................................. Signature: .................................................................
Appendix C
SOTER User Guidelines
To Book in

The first step is to open your internet browser on your phone, PDA or computer and entering the following web address https://estsql2.leeds.ac.uk/soter in your web browser. This will take you to the SOTER homepage. At this stage select [LOGON SITE] by pressing the button as indicated.

Enter your Operative ID in the field indicated. Your ID can be found on your FD ID Card. Remember the ID is six characters long and does not include any spaces. It is also not case sensitive. Having put your ID in please click [Lookup]. This will then display a list of active jobs assigned to your company that you can book onto.
Simply select the appropriate job from the list and press [LOGON SITE]. Alternatively you can enter the work order number (if known) directly into the Project ID field and press [LOGON SITE].

Having pressed [LOGON SITE] you will now receive a confirmation stating Login Accepted or Access Denied as seen below.

If you receive a Access Denied message please follow the on screen instructions. Please note if you now book onto another job it will automatically book you off the previous one i.e. you can only be logged onto one job at any one time.

To Book out
To book off site open up your internet browser again and go to the SOTER homepage and click LOGOFF SITE.

Enter your Operative ID and click LOFOFF SITE. If successful you will receive a Logout accepted message. If unsuccessful you will receive a Logout not accepted ! message. If you receive a not accepted message please follow the onscreen instructions.
Defibrillator Locations & Zones of 300 yards (274.32m) radius based on 3 minutes walk from defibrillator location

Defibrillator Locations & Zones:
1. Worsley Building Level 7 (under security camera, by the double lifts adjacent to the common room)
2. Parkinson Court (near the lift and stairs on the south side)
3. Leeds University Union (between reception and the main entrance)
4. Mechanical Engineering Foyer (by the side of the reception)
5. Maths & Earth Sciences Level 10 (red route near Maths Coffee Bar)
6. University of Leeds Business School (LUGS reception area)