



# Bennett and Physics Buildings: Access Protocol For Contractors

## 1. Introduction and Scope

This document sets out the protocol for continued access to the Bennett and Physics Buildings by contractors during the project work running from 30/08/2024 and lasting approximately two years. It must be noted that the continued access described below is entirely dependent on the professional opinion of structural engineers. Should their opinion change and they deem continued access to be unsafe, access could be withdrawn immediately.

In order to ensure the project to install structural steel supports to the upper floors of the Bennett and Physics can progress safely and uninhibited, *general* access to both buildings will be prohibited from the 6<sup>th</sup> September 2024 until further notice.

From the 6<sup>th</sup> September, there will be several reasons for Contractors to be granted access to either building:

- a) They are the Principal Contractors or sub-contractors carrying out the project work
- b) Contractors attending emergencies or emergency call outs
- c) Regular planned preventive maintenance
- d) Reactive maintenance work

## 2. Building Zones

The buildings are divided into three key areas: (Please make reference to drawings)

- a. **University general access zones** (Bennett Link, Underpass, Beam line, and Rain Tower). These areas fall outside the footprint of both buildings and will be unaffected by the works. No new access arrangements are required but routes of access and egress may be affected.
- b. **University Controlled Access Zone** (lower ground floor of Bennett & Physics). These areas will remain subject to University Control.
- c. **Contractors Controlled Zone** (Bennett and Physics buildings, top through to ground floors). These areas will be controlled by the Principal Contractor. Prior to the contractor taking control of the zone, there will be a hand over declaration from College of Science and Engineering confirming that all hazardous and sensitive material has been removed where it has been agreed to do so (clearance to work certificate– PP-070/PP-071)

## 3. Hazards

Hazards and associated controls in these buildings include but are not limited to:

Hazards	Controls
Lone working	Avoid where possible SafeZone app must be used

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Hazards	Controls
Slips and trips on same level	Contractors to assess PPE requirements and ensure suitable safety footwear is provided and worn
Variable/low lighting and power	Provide additional task lighting and power and confirm suitable prior to access or work
Reduced fire safety provisions such as emergency exit routes, number of fire wardens and fire extinguishers	Prior to access, confirm fire safety arrangements and familiarisation
Breaches in floors and ceilings	Breaches marked and identified Read and follow any point of use signs and warnings Do not enter controlled areas or areas you do not have permission to enter

Note: These hazards are not uncommon and can be encountered by contractors in any other locations and on construction related work. Contractors must include accessing the buildings in their own risk assessments and also refer to the University’s risk assessment.

#### 4. Access Requirements and Controls

Access can be enabled as long as the following arrangements are in place:

- a. Contractor has completed the University Contractor H&S Induction and this is in date on Reset Compliance System
- b. Contractor completes the Bennett/Physics Access Authorisation form on [AssetWorks Ready](#). (Contractors must be registered on AssetWorks Ready and AiM – contact your UoL Manager for any issues)
- c. Contractor has read the University Risk Assessment and has provided their own relevant work risk assessment
- d. Contractor checks in on SafeZone
- e. Contractor signs in and out on RESET using their Reset Cards on each occasion
- f. Contractor signs in and out of the buildings (via Salto) using their University issued ID cards
- g. Contractors have been briefed on the new emergency evacuation procedures for the building, including access and egress routes and any specific site rules
- h. In the Contractor Controlled Zones, controls established by the Principal Contractor will apply and access will be subject to the Principal Contractors’ requirements which will include an additional induction.

Contractors accessing the areas must be alert to the fact the environment and risks could change rapidly and access authorisation could be withdrawn with little or no notice.

#### 5. Monitoring and review of access arrangements

The names of contractors authorised to access the building will be reviewed as a minimum every 2 months or more frequently if required. Changes to the phases of the project will also prompt a review. The purpose of these monitoring exercises will be to ensure access requirements remain current. The review may prompt removal from the contractor list\*, a need to re-apply for authorisation or a need to revisit the University Health and Safety

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Contractor Induction training. Content of the training may be modified to reflect the changing phases of the project.

Contractors must take responsibility for the safety and security of the building they are accessing or working in. They must be mindful of and take reasonable steps to prevent tailgating.

Inviting non authorised contractors in to the building is prohibited and may lead to removal from the contractors list.

\*Advance notice will be provided where a contractor is being removed from the list for any reason.

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