UNIVERSITY OF LEICESTER

Citizens of Change

Contractor's General Code of Safe Practice

for Construction, Maintenance, Installation and Repair -

EHSG-001 Feb 2021

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1. Application of the Contractor's General Code of Safe Practice

1.1. This Contractor's General Code of Safe Practice (CoP) describes the practical steps which the University requires its contractors, their employees and subcontractors to take to safeguard the health and safety of themselves, staff, students and visitors. It has been written to comply with the Health & Safety at Work Act 1974 and the Construction (Design and Management) Regulations 2015 requirements and it applies equally (where relevant) to contractors carrying out repairs, maintenance, installation, supply or minor works. If in doubt regarding the application of the CoP, or in any circumstances affecting safe working not covered by the CoP, advice should be sought from the Estates and Campus Services (ECS) Health & Safety Business Partner(s).

1.2. All relevant works will be subject to this CoP either under the provisions of the Management of Health and Safety at Work Regulations 1999 (Management Regulations) or the Construction (Design and Management) Regulations 2015 (CDM Regulations) and its updates. The observance of this CoP does not in itself in any way relieve the contractor, employees or sub-contractors of their responsibilities under legislation or contract law.

1.3. ECS provides a range of advice and guidance to contractors either at tender stage or prior to works commencing. Contractors shall abide by the guidance contained in all these documents and understand that this CoP complements and is in addition to these documents and any other documents reasonably available at tender or quotation stage e.g. contract preliminaries.

2. Purpose of Document

2.1. This CoP sets out the standards required from contractors carrying out construction, repairs, maintenance, installation, supply or minor works for Estates and Campus Services of the University of Leicester and to comply with the legal duties and standards required by the University of Leicester through the principal contractor.

2.2. The standards outlined in this document have been developed by the University to aid and clarify expectations of health management, safety performance and culture on its construction sites and other locations where contractors are working.

2.3. The contractor shall nominate the person in charge on site and where necessary a deputy. Should the nominated person not attend site an alternative person must be available. It is the responsibility of each contractor to communicate the content of this document to their employees, and those of their sub-contractors and to ensure that it is strictly followed.

2.4. Where the contractor’s requirements exceed the requirements of this document they will take precedence.

2.5. The phrase ‘construction work’ in this CoP means any work relating to the construction of new buildings, the modification or repair of existing buildings or the installation, repair or servicing of building services or any other activity defined as ‘construction’ by Regulation 2 of the Construction (Design & Management) Regulations 2015.

3. Legal Requirements

3.1. The University has wide-ranging legal obligations under the Health & Safety at Work Act 1974 (HSWA) and supporting Regulations.

3.2. Under Section 3 of the HSWA both the University and its contractors have a duty, so far as is reasonably practicable, to conduct their undertakings in such a manner as to safeguard the health and safety of persons not in their own employment.

3.3. Under Section 4 of the HSWA both the University and its contractors have a duty, so far as is reasonably practicable, to ensure that buildings and/or work sites under their control, or plant or equipment in those buildings or work sites, are safe and without risk to health. In particular, there must be safe access to or egress from all parts of the campus.

3.4. CDM Regulations may apply to work or projects (large or small) involving construction, modification or repair of buildings or the installation, modification, repair or servicing of building services.

3.5. The Management Regulations impose a duty to co-ordinate arrangements for health and safety between the University and its contractors irrespective of whether the contract is subject to the CDM Regulations or not.

3.6. Where a contract is subject to the CDM Regulations, the principal contractor (or contractor where only one contractor is involved) will be responsible for developing and maintaining a construction phase plan and for ensuring adherence to the plan by all relevant parties.

4. Contractual Obligations of the Contractor

4.1. The contractor, contractors' employees, sub-contractor and their employees and any other persons associated with the supply of services (but not a direct employee of the University) are required to undertake to conform to the provisions of this CoP as a condition of acceptance of the contract.

4.2. Contractors must, therefore, take all necessary steps to ascertain the health and safety requirements which are likely to apply to their contract and to include their costs before submitting their quotations or tenders or accepting an order to work on any other terms.

4.3. It follows that once the terms of the contract have been agreed between the University and contractor; no claim will be entertained for additional expenditure incurred by contractors or their sub-contractors in complying with this CoP.

4.4. The University shall be entitled to regard a failure by the contractor or sub-contractor to observe the provisions of the CoP as a breach of contract. In any case the University reserves the right in the event of such failure, to suspend the work until conditions which are safe and without risk to health are provided. If another part of the contract is

breached by the contractor or subcontractor, it will not be a defence to show that this CoP has been complied with in full.

4.5. The contractor shall indemnify the University against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may be connected a breach by the contractor, sub-contractor or their servants or agents of any of the provisions of this CoP. Provided nothing herein shall impose any liability upon the contractor for negligence on the part of the University, its servants or agents.

5. Aims

5.1 The aim of this document is to integrate health and safety management of construction and maintenance activities in order to encourage everyone involved to work together in:

- Ensuring the safety of employees, students, staff, visitors, contractors, consultants & the public
- Ensuring that work is effective planned and managed from the start
- Ensure hazards are identified at the start of the project and then effectively designed out or reduced to as low as reasonably practicable.
- Ensure any remaining risks are effectively managed.
- Targeting effort where it can do the most good in terms of health and safety, whilst discouraging unnecessary bureaucracy.

5.2 Time and thought invested in meeting these requirements will pay dividends not only in improving health and safety, but also in:

- Reducing in the overall cost of ownership by easier maintenance and cleaning regimes
- Reducing delays
- More reliable costings and completion dates
- Improved communication and co-operation between key parties
- Improved quality of the finished product

6. Current Version

6.1. When referring to this document, it is the responsibility of the individual to ensure that it is the most up-to-date version. Confirmation may be obtained by contacting the Health & Safety Business Partner of the Division.

7. Feedback

7.1. The Estates and Campus Services welcomes feedback, comments and suggestions on how to improve this document. These should be addressed to the Health & Safety Business Partner of the Division.

8. Health, Safety and Environmental Goals

8.1. The primary health, safety and environmental goals of the Estates and Campus Services 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

- Ensure buildings are safe and efficient to maintain, easily cleaned and provide a safe and healthy environment for our students and staff
- Ensure so far as is reasonably practicable, that the Division, consultants and contractors comply with relevant statutory requirements whilst seeking to achieve best practice.

9. Our Commitment

9.1. To achieve the above stated goals the University 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 and other key stakeholders
- Encourage and facilitate good communication, co-ordination and co-operation between project teams, other key stakeholders and our contractors
- Provide information to our contractors to allow planning and managing their work in a timely manner
- Use a number of techniques to proactively monitor the health, safety & 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 to achieving the University's stated goals

10. Significant Hazards

10.1. Contractors should recognise the unique challenges associated with the University environment. The University provides a wide variety of facilities for a large number of students, business partners, visitors, and staff and incorporating important research programmes.

10.2. Contractors must consider the following factors in assessing and reducing the risks associated with projects under their control:

- Need for continuity of services – we require minimum impact methodologies
- Potential for encountering asbestos-containing materials (ACMs) within building that pre-date the year 2000
- Adjacent land and building usage / occupation

- 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 compartmentalisation and reducing false alarms
- Confined nature of the campus and limited space for site compounds, material storage, parking, drop off and welfare units
- 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, tanks, flat roof areas, scaffolding structures
- 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

Note: the above list is indicative only, it is not exhaustive. Where the works are not notifiable under CDM ECS will highlight “significant” risks related to the work and the Pre-Construction Information issued by the University.

11. Design Objectives

11.1. Whilst designers are encouraged to be creative and innovative, (Regulation 9 of CDM2015) to meet the stated goal our appointed designers must in 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 their 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
- 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 principal designer and ECS Health & Safety Business Partner(s)
- Formally highlight to the University 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 measure designed to reduce the risk of legionella and other water-borne diseases
- 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 Safety Services or ECS Health & Safety Business Partner(s)
- Produce in a timely manner the health and safety file
- Use procurement routes likely to encourage 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.

12. Design Standards

12.1. Designers are in a unique position to reduce the risks that arise during construction work and maintenance in use and have a key role in assisting the University achieve its primary goals. At each stage, designers from all disciplines should identify and eliminate hazards, and eliminate or reduce risks.

12.2. The University'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'.

12.3. For larger/more complex projects, principal designers and designers should record significant hazards within a project hazard and risk register.

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

12.5. In the event of a significant risk, documented justification will be required.

13. Construction Objectives

13.1. Contractors are required to assist the University in achieving its health, safety and environmental goals by complying with statutory requirements in so far as is reasonably practicable, 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 2013
- To strive for zero injuries and cases of ill health
- To prevent unauthorised persons, most notably students and children from gaining entry to construction sites
- To highlight design buildability issues to the University and principal designer (where appointed) 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 of estates buildings
- To provide operating conditions so that the lowest reasonably practicable levels of noise, vibration, dust and odour are generated
- To ensure construction site temporary works are properly planned and managed throughout the construction phase
- To ensure that all accidents and near-miss incidents are formally reported to the University and are logged and investigated with remedial actions closed out within a reasonable time frame
- To avoid environmental damage and take immediate action to remedy any adverse environmental incidents that may occur
- Have effective methods in place for tracking and reporting waste movements from our sites
- Provide evidence of recycling rates and be able to demonstrate that waste management duty of care obligations are being satisfactorily discharged.

14. Before Commencing Work

14.1. Before work commences on a contract the contractor must inform the University (by contacting the designated person in control of the works) so that they can ensure that the appropriate arrangements for coordinating the management of health and safety have been made.

14.2. Where the employees of a contractor may be required to work in hazardous areas it is the responsibility of the contractor to acquaint their employees of such hazards and corresponding safe systems of work before commencing work.

14.3. In the case of hazardous areas, hazardous work or when contractors' operations may need to be especially coordinated with those of the University, the work needs to be governed by means of a permit system. Appropriate permits must be issued by the University before work commences.

14.4. In cases not covered by permit to work systems contractors' personnel must not enter any rooms unless given express permission by the University.

15. Construction Phase Plan

15.1. All contractors working on site must make themselves and their employees aware of the construction phase plan and all health and safety arrangements in place. Contractors are to ensure compliance with its content by their employees when on site.

15.2. Where contractors have a design input, they are required to comply with the obligations under the CDM Regulations specifically in relation to Regulation 15, including any variations. Relevant risk registers / risk assessments relating to buildability are to be issued to the principal contractor for inclusion in the construction phase plan. Similarly, any significant residual risk relating to the maintenance issues are to be identified for inclusion in the health and safety file along with any relevant 'as built' drawings, warranties, operation and maintenance information etc.

16. Health and Safety File

16.1. The health and safety file will be compiled by the principal designer (if appointed). Relevant input is required from the design team and contractors.

16.2. Information for the health and safety file must be passed to the principal designer during the project and not left until project completion and/or completion of any relevant work package. However, it is recognised that certain testing and commissioning certificates and as built information may not be available until completion of the works.

17. Risk Assessment / Method Statements

17.1. The Management Regulations requires employees and self-employed persons to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by their undertaking and record significant findings.

17.2. All health and safety arrangements will be reviewed by the University prior to commencing work on site. A period must be allowed for this process and therefore risk assessment and method statements must be submitted by a given date to be agreed by the University. Failure to comply may result in a delayed start to the project.

18. Competence and Audit

18.1. All contractor management and supervisory staff employed on University sites will have a demonstrable competence in both appropriate management or supervisory skills and health and safety matters (i.e. SMSTS / SSSTS).

18.2. To enable ECS to confirm competence of contractors it is a requirement for contractors to be an active member of the Reset Certification Scheme (www.rcscard.co.uk). The contracting company attending University sites MUST be registered on the scheme. ECS staff retain the right to check on certificates and qualifications held by the scheme for contractors' staff and operatives. These requirements may be confirmed by competence on site audits and inspections.

18.3. All contractors employed on University sites will have demonstrable relevant skill level incorporating health and safety training e.g. a Reset card showing qualifications at the appropriate level for the activities to be undertaken.

18.4. Although the ongoing monitoring of health and safety is the contractor's responsibility, formal inspection and/or auditing will be carried out at intervals dependent on the nature of the work. Any deviations from agreed procedures or statutory requirements will be recorded, advised to the appropriate persons and where necessary, rectified immediately. The content of the site safety inspections/audits will also be discussed at progress meetings with contractors. The following documents should be available for inspection:

- A copy of liability insurances (employers, public, products, professional indemnity)
- F10 notification (if necessary)
- Health & safety policy
- Construction phase plan (for all construction work)
- Risk assessments
- Method statements
- Test certificates for plant and machinery
- Reset Certification Scheme Cards detailing qualifications and/or other evidence of competence of operatives
- Permits to work

19. Booking in and Out of Site – Reset Certification Scheme (Reset) / Site Induction

The University uses an electronic system for booking contractors in and out of site known as the Reset Certification Scheme. For all projects except major projects schemes, contractors MUST use a Reset identity card to book on and off site each time they arrive at the start of a shift and leave at the end of a shift.

Everyone working on a University site will go through a health and safety Induction process before they are allowed to commence work on site.

For major projects, compliance projects and minor works where a principal contractor is appointed, the principal contractor is responsible for delivering the induction which should include the relevant provisions of the UoL contractor's induction.

Visitors must also report to the principal contractor where they will receive the appropriate level of induction.

20. Permits to Work

20.1. The University operates a permit to work system. Permits to work are required for the following activities on site:

- Hot work and fire alarm isolations
- Entry into laboratories
- Entry into confined spaces
- Excavation work
- Roof access (to roof areas where full fixed edge protection is not present)
- High Voltage (HV) works
- Low Voltage (LV) electrical works
- Limitation of access (HV & LV)
- Electrical testing (sanction to test)
- Works involving a risk of exposure to radiation
- Permit to dig

20.2 If a contractor needs to carry out any of the above works as part of its contract with the University, they will need to request a permit to work from the University person in control of the works (usually the project manager, RM technician or asset manager).

20.3 Contractors are responsible for ensuring they have the necessary permit to work to access the relevant work area in advance of starting work. They are also responsible for ensuring all control measures specified in the permit to work document are in place an that the work is carried out in accordance with safe system of works documents approved by the University.

20.4 Contractors are also responsible for notifying the relevant person in control of works as soon as they have completed work covered by a permit (including any fire watch for hot works permits) to enable the person in control of the work to close out the permit.

20.5 For entry into laboratories (CAT 1, 2 or 3), it is especially important that a permit is obtained in advance of entry and that this permit is authorised by the relevant college / departmental contact. No entry into laboratory spaces is allowed by contractors unless express permission has been obtained by the relevant departmental contact under any circumstances.

20.6 For clarity, hot works includes all work which creates heat, sparks or flame (i.e. pipe-brazing, grinding, work with naked flame). For works of this nature, a hot works permit must be obtained in advance and the necessary fire alarm isolations must be carried out prior to any hot work activities commencing. On completion of hot works, a one-hour fire watch must be applied upon completion of which, any fire alarm components which have been isolated during the works must be brought back online.

21. Completion of Works

21.1. The contractor shall formally hand over the works to the University and instruct representatives of ECS and the users in the operations and maintenance of new or modified facilities.

21.2. Upon completion the contractor shall:

- Leave the site clean and clear
- Remove equipment and consumables which are the property of the contractor.
- Make good defects
- Remove from site for lawful disposal all waste and surplus materials.
- Remove barriers, hoardings etc
- Hand over to University, keys, passes, health and safety file and O&M manual

22. Insurance Requirements

22.1. The University requires its contractors to maintain suitable and sufficient insurance cover. The level of insurance required will be confirmed in your tender / contract documentation. Any limit of indemnity should apply to each and every occurrence or series of occurrences arising directly from one cause. In the event that a contractor has a lower level of cover but fully qualifies as competent in all other respects, the contractor must seek authorisation from the University to determine if the contractor may still be considered for selection or not.

23. Excavations

23.1. Ground on University premises may not be broken without the permission of the University in the form of a permit to dig. Work must be carried out using methods and precautions outlined in the Health and Safety Executive Guidance HSG47 'Avoiding Danger from Underground Services', GS6 'Avoidance of Danger from Overhead Lines' and the requirements laid out in the permit.

23.2. The University will as far as reasonably practicable provide contractors with information locating existing underground services. The contractor must carry out a CAT and genny grid survey of the area(s) to be excavated prior to commencing works using trained personnel (findings of surveys must be recorded).

23.3. Designers and contractors must be furnished with the most accurate record information available from the University and contractors should actively seek this information if it is not provided.

23.4. Any underground services, disturbed, altered, installed etc. must be recorded by the contractor and drawing details with reference measurements forwarded to the University immediately so that records can be updated.

23.5. The work site must be made and kept safe by means of a minimum of chapter 8 barriers which should be interlocked, sandbagged and fitted with company-branded warning notices at all times. If work cannot be completed in one day then overnight barriers must be solid (double-clipped Heras fencing with suitable signage showing company name

and contact details) and warning lights fitted. A temporary works design with suitable counter measures may also be required to ensure Heras fencing remains safe and secure in all weathers – it is the contractor's responsibility to ensure this is in place where required.

23.6. All excavations and trenches must be adequately shored and / or covered (as appropriate) during the construction phase. When work is complete, the site must be made good (trenches back-filled and all protective covers and warning notices removed).

24. Confined Spaces

24.1. Contractors' employees may not enter any confined space without express permission from the University in the form of an approved permit to work. If entry is granted, the contractor must ensure that the work is carried out in accordance with The Confined Spaces Regulations 1997.

24.2. Confined spaces within the University premises must not be entered without firstly obtaining a permit to work which will not be issued without suitably developed safe system of work documents, rescue plan and appropriate training records. This applies not only when works are to be carried out but also when areas are to be inspected and maintained.

25. Connection to University Services

25.1. Contractors must not connect to or interfere with the water, compressed air, electrical, gas heating or other services of the University without the express permission.

25.2. Contractors are responsible for providing the correct connectors to services and for checking that the services available are adequate fortheir purposes. The contractor or their employees must not enter any sub-station, switch room or similar area until express permission has been obtained from the University via a suitable permit.

26. Electrical Safety

Danger / Warning Notices

26.1. Contractors shall ensure that operatives / subcontractors do not work on any electrical / 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 the University and the person whose name is shown on the danger board or notices, prior to undertaking any works.

26.2. Where 'locking-off' arrangements are in operation under a permit to work system, these shall be in accordance with the University Procedures.

26.3. 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.

26.4. The contractor must inform the University immediately of any redundant utilities found on site. On receipt of information from the contractor of redundant services being present (and only after relevant competency checks have been carried out) the University will instruct the contractor to undertake the removal or capping off (as appropriate) of the redundant services or alternatively, appoint another competent contractor.

Isolating Services

26.5. Due to the potential disruption and costs arising from unplanned service disruptions, contractors MUST NOT effect service isolations without the prior written permission of the University.

26.6 Other than in emergencies, permission will only be given once the University is satisfied that it has identified what areas will be affected by an interruption to services, ensure that relevant stakeholders have been consulted and have developed suitable plans to manage the impact of disruption.

Mechanical and Electrical Services

26.7. The contractor must request any required co-ordinated services drawings from the University in the first instance. The University will provide any drawings which are available for issue to the contractor wherever it is possible to do so although contractors must not rely on the accuracy of these drawings.

26.8 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 University prior to the survey work commencing.

26.9. Services which cannot be clearly identified and / or their source of supply confirmed must be brought to the attention of the University so instructions on how to proceed can be given to the contractor.

Note: Live working on electrical services is not permitted under any circumstances. In the event that the contractor encounters any redundant services not detailed within the contract, the University must be notified with a view to removal.

Redundant Mechanical and Electrical Services

26.10. To reduce the risk of accidents / incidents during refurbishment the following procedures will be adhered to as defined in the responsibilities set out for each party (University / contractor).

26.11 Only suitably qualified and competent technical staff (NICEIC / GasSafe etc) working on behalf of the contractor shall carry out the identification of the services.

26.12 Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the University who shall instruct the contractor on how to proceed.

Substation / Switch Rooms

26.10. The contractor or their operatives shall not enter any substation, switch room or similar area without permission from the University through issue of an approved permit to work. On completion of the work, the permit to work will need to be cancelled by the person issuing the permit.

Underground / Overhead Services

26.12. All contractors engaged in operations where underground or overhead services may exist must take adequate steps to locate, identify and mark such services before commencing work.

26.13. Relevant precautions must then be taken to prevent injury or damage to person or property as detailed in the following guidance:

- HSG47 Avoiding Danger from Underground Services
- HSG185 Health and Safety in Excavations
- CIS8 Safety in Excavation
- GS6 Avoidance of Danger from Overhead Electric Power Lines
- BS5975:2008 Code of Practice for Temporary Works

27. Tools and Equipment

27.1. All plant, tools, tackle and equipment used by contractors on University premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards.

27.2. Portable electrical tools must be efficiently earthed or double insulated and have been PAT tested in accordance with the HSG 107 'Maintaining Portable Electrical Equipment'. Contractors may not use University plant, tools, tackle or equipment.

28. Lifting Operations and Lifting Equipment (Cranes, Excavations, Hoists and MEWPs)

28.1. It is the responsibility of the contractor to ensure that all lifting equipment and accessories brought on to the University site are in compliance with The Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and updates.

28.2. All lifting operations must be fully assessed and planned by a competent 'Appointed Person' who has adequate practical and theoretical knowledge to develop and suitable and sufficient lifting plan.

28.3 All lifting operations must be appropriately supervised by either the Appointed Person referred to in section 28.2 above, or a suitably trained and competent lifting operations supervisor. Suitably trained banksmen and slinger / signallers must also be provided.

28.4. All lifting equipment including excavators, hoists and MEWPs must be accompanied with all current examination inspection and test certificates and any relevant maintenance reports. This documentation must be inspected by the lift supervisor and verified as suitable and sufficient before lifting operations are allowed to commence.

29. Guarding, Fencing, Barriers & Segregation

29.1 Guards or fences must not be removed from any machinery or plant without the express permission of the University. Guards and fences must be replaced and secured as soon as work is completed and before machinery or plant is restarted or energised.

29.2. All contractors' machinery or plant brought onto University premises must, where appropriate, be securely guarded or fenced and comply with the regulations relating to the type of equipment.

29.3. Where a contractor is carrying out work such as welding, the breaking or dressing of stone or concrete, grinding of metals etc, and the work is not being carried out in an enclosed compound, the contractor will be responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect all persons who may be in the vicinity. Consideration must also be given to the effect of fumes or dust on nearby heat or smoke detectors and exposure to all welding fumes must be controlled through engineering controls (e.g. LEV) .

29.4. Work areas must be clearly demarcated and physically separated from all persons. Cones and hazard warning tape are not deemed an effective form of barrier to segregate / protect staff, students and members of the public from contractor's activities. A physical barrier of a type proportionate to the nature of the activities being undertaken. For example, Heras fencing, solid hoarding or 'Chapter 8' type barrier (for works lasting no more than one day only) must be erected at all times. Warning notices, conforming to British Standards and showing company details should be prominently displayed.

29.5. Where Heras fencing is selected a number of design features are required:

- Debris netting to be considered where necessary (temporary works design required)
- Feet should be positioned and/or conspicuously coloured to prevent trips
- Panels should be secured with two couplers
- Gates in the panels should be padlocked when the site is unsupervised
- Infill panels should be fitted to prevent snagging of clothing
- Wind loading calculations undertaken on such fencing by a competent person

29.6. The contractor should ensure that an out-of-hours emergency contact list is displayed adjacent to the site entrance. The list should provide contact details for the site management team to include out of hours contacts if possible.

30. Access Equipment

30.1. All access equipment (MEWPS, ladders, cradles, rope access, scaffolding, podiums etc) must be assessed for suitability by the contractor. Ladders (step, extension and pole type) may only be used for access where there is no suitable alternative and a risk assessment justifies their use.

31. Scaffolding

31.1. The employer of those persons using scaffolding is responsible for ensuring its safety. The contractor shall extend this duty to any sub-contractor or others who may share use of a structure. Training includes safety awareness or specific training such as CISRS / NASC

training of scaffolders, working at height, asbestos awareness or on industry best practice such as SG4-10 and TG20 is necessary for all working on scaffolding.

31.2. The contractor shall ensure that all persons for whom they are responsible (employees, subcontractors etc) who engage in scaffolding assembly and dismantling provide evidence of training to a recognized standard. For example:

- PASMA qualification for alloy towers or CISRS card for tube and fit scaffolds

31.3. Tube and fitting scaffolding equipment shall be erected in line with:

- National Access & Scaffolding Confederation (NASC) technical handbook and guidance notes (for basic scaffolds). NASC SG4-10 and TG20
- Best practice outlined in the relevant HSE guidance notes.
- Technical design drawings where a scaffold design is required

31.4. Erection and dismantling shall be done by competent operatives wearing suitably anchored safety harnesses.

31.5. Access systems (scaffolds) shall be constructed so as to deter unauthorised entry when not attended. This will usually mean provision of 'boarding up' up to a minimum height of 2.4 meters.

31.6. To comply with the CDM Regulations and HSE Construction Information Sheet No 47 (Rev 1) the contractor shall have and use a system to indicate and monitor correct supervision of the structure. This may be achieved by the use of the ScaffTag™ system or any equal system agreed with the University. A competent person shall inspect any scaffold structure at least every 7 days. More frequent inspections may be required in certain circumstances (i.e. after inclement weather).

31.7. Where a scaffold is to be in place for a prolonged period and it could provide access to a building containing valuable equipment the University requires the contractor to arrange with the University's Security Services provision of suitable security measures, the cost of which must be allowed for at tender or quotation stage.

31.8. All materials stored on scaffold must be secure at all times.

32. Roof Access

32.1. Contractor's employees must not access any roof without permission from the University. Access will be governed by means of a permit system. Appropriate permits must be issued by the University before work commences.

33. Departmental and Local Rules

33.1. Special rules could apply to access to or work carried out in some departments, for example access to high risk laboratories, access to sensitive areas etc. these must be followed by all the contractor's employees. Details must be obtained from the University Estates department or the Building Safety Supervisor.

34. Control of Noise and Vibration

34.1. The contractor must ensure that persons in the vicinity of their works are not subjected to excessive noise. The contractor must endeavour to keep noise levels as low as practicable. Where noise is unavoidable the contractor should inform the University so that the contract can be scheduled to avoid disruption of lectures or examinations being held in the vicinity.

34.2. The use of 'stop records' may be required to indicate the times and dates that work is required to cease because of noise or vibration. Payments or agreement to delay projects will not be possible without such evidence.

34.3. Use of radios (other than safety radios) by contract staff is prohibited in any part of the University.

34.4. Contractors must abide by the Control of Noise at Work Regulations 2005 requirements which include:

- Reduction of the risk of hearing damage to be reduced to the lowest practical level
- The provision of noise assessments
- The provision of various measures to reduce noise at the employee's ears including personal protective equipment (hearing protection)
- The provision of information and training to employees

34.5. Contractors must abide by the Control of Vibration at Work Regulations 2005 which sets a limit value for exposure to vibration and requires an assessment of the risks to staff of both hand arm vibration and whole-body vibration to be carried out and appropriate control measures be set in place. Control measures can include:

- Elimination of the vibration
- Substitution (using different (non-vibrating) equipment)
- Limiting daily exposure / maintenance procedures to minimise vibration
- Information and training of employees
- Health surveillance

35. Personal Protection / Dress Code

35.1. The Personal Protective Equipment at Work Regulations 1992 (as amended) require every employer to provide their employees with suitable PPE to be used at work when they may be exposed to a hazard that cannot be controlled by any other means.

35.2. The contractor will ensure compliance with the dress code and PPE as stipulated by site requirements and task risk assessment. As a minimum all contractors must wear:

- Company-branded clothing including trousers
- High visibility vest/jackets
- Appropriate footwear with mid sole protection
- Hand / head / eye protection may be a requirement (depending on risk assessment)

35.3. The University will retain the right to ask contractors and their staff to dress appropriately whilst on University property. This may include the banning of clothing with offensive words or logos and asking contractors to cover the upper torso or wear specific safety clothing to enter controlled areas (i.e. laboratories).

36. Asbestos

36.1. The use of Asbestos-Containing Materials (ACMs) was not banned in the UK until 1999. This means any building built or refurbished before that 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 must consult the University's asbestos register and commission additional asbestos surveys as required. The University Asbestos policy must also be followed at all times.

36.2. 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.

36.3. Survey information must be readily available on the site and must be communicated to site operatives. Prior to commencing intrusive activities within any area(s) not covered by the asbestos survey, the contractor must contact the project Principal Designer (if applicable) and the ECS Building & Asbestos Asset Manager for further advice.

36.4. In the event that suspected asbestos-containing materials (ACMs) are uncovered / inadvertently disturbed, works must cease immediately in the area, ensuring unauthorised access into the area is prevented and the Building & Asbestos Asset Manager must be informed immediately. The Building & Asbestos Asset Manager will organise any further sampling or removal works as necessary.

36.5. 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 L143 the Control of Asbestos Regulations 2012 (paragraph 126) at regular intervals.

36.6. **Note:** Asbestos removal works will only be carried out under the close liaison of the Building & Asbestos Asset Manager, who will organise specialist ECS approved contractors.

37. Control of Legionella

37.1. If works require alteration works to the domestic hot or cold-water services due consideration must be afforded 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 by this isolation procedure.

37.2. If it is not possible to isolate the required working area from the operational side of the property, weekly flushing must be undertaken to all outlets throughout the duration of the contract. Outlet flushing shall involve each and every outlet being run for a period of no less than 2 minutes and shall ensure that hot water to every outlet/temperature mixer valve is above 50°C in the first minute and that cold water is maintained below 20°C.

Records of flushing 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 CDM Health and Safety File.

37.3. Information that needs to be captured includes:

- Person undertaking activity and signature
- Date activity was carried out
- Details of areas / outlets flushed
- A competent risk assessment of the completed installations as necessary

37.4. 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

37.5. 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.

Legionella Risk Assessments

37.6. Any alterations to the site services may necessitate the need for the existing legionella risk assessment to be reviewed. It is therefore a requirement that the contractor should liaise with the person in control of the work to ensure that all appropriate amendments are recorded in the site's risk assessment. All costs associated with these works are to be borne by the contractor.

37.7. In order to reduce the possibility of Legionnaires Disease, cold water pipework shall be insulated where it is felt that heat from adjacent services could be transmitted to the cold water main. Hot and cold main distribution pipework should be run separately wherever possible.

37.8. For new installations, as soon as a hot or cold-water system is filled, all outlets must be flushed weekly. This flushing must also be recorded and the record included in the hand-over documentation.

37.9 The following materials must not be used on hot and cold-water services:

- Rubber flexible connection pipes
- Oil-based sealing compounds
- Hemp (or similar products)

37.10. All hot and cold-water services shall be drained, flushed out and chlorinated on completion of the works and a certificate provided to the University 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, associated guidance and British Standard BS8580:2010. Modifications to existing water services will require the existing risk assessments and schematics amending.

Hot Water Supply

37.10. 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 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 associated Guidance recommendations.

Drinking Water

37.11. New cold water facilities in kitchens or similar spaces are to be taken off the rising main. 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

37.12. 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 and air vent. On site 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.

38. Control of Substances Hazardous to Health (COSHH)

38.1. 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 been exposed to levels exceeding the Workplace Exposure Levels (WELs) stated on the assessment sheets should be available on the site for inspection

38.2. 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 my detailed instructions in the COSHH assessment
- Wear any necessary personal protective equipment

39. Good Order - House Keeping

39.1. Areas where contractors are undertaking work will be kept in a reasonable state of cleanliness to prevent tripping and fire hazards.

39.2. Waste, debris and off-cuts of materials are to be cleared off site on a regular basis to ensure other users of the site are not put in danger and that floor areas or structures are not overloaded. A good order strategy should be in place to manage this requirement. Contractors must ensure all areas are adequately lit using task lighting where necessary.

40. Environmental Impact

40.1. Contractors must ensure least environmental impacts with particular reference to:

- Flora / fauna / archaeology / properties especially those protected by statute are protected
- Listed and building / structures protected by English Heritage
- Dust, odour, smoke and noise should not cause a 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 line with the waste management Duty of Care principle
- 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.

40.2. 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 University prior to the work or services commencing so that appropriate action may be taken, including the obtaining consents.

40.3. 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.

40.4. The contractor should prepare to mitigate the risks including seeking to eliminate the hazard or 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.

40.5. 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 ofmultiple tanks or drums being stored, 110% of the largest or 25% of the total volume whichever is the greater.

40.6. 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.

41. Waste Disposal

41.1. The contractors will dispose of any controlled wastes in a correct manner and that all legal requirements are complied with. It is not permissible for the contractor to use University waste receptacles for disposal of any waste. The contractor must provide evidence (waste transfer notes) to confirm that all wastes resulting from works have been disposed of correctly in accordance with relevant Legislation and University waste policies.

41.2. The contractor is responsible for the collection and management of recyclable waste streams, which should be segregated to ensure non-contamination prior to removal from site. It is the contractor's responsibility to ensure all waste transfer notes are kept for a minimum of two years and made available for inspection at any time by the University.

41.3. All skips must be lockable, covered and positioned away from University buildings.

42. Manual Handling

42.1. Contractors must assess the risk and avoid manual handling where reasonably practicable by the use of mechanical aids. Where mechanical aids are not used a detailed assessment of the residual risks is to be carried out and a safe system of work used to ensure the health and safety of the employee. All contractors exposed to manual handling risks must be suitably training and issued with appropriate suitable PPE (i.e. safety footwear and gloves).

43. Smoking

43.1. All University buildings are no smoking zones. Contractors working within buildings are required to comply with the no smoking rule. Smoking is not permitted in buildings and specifically in the following areas:

- Where specific restrictions are in force (e.g. in the proximity of highly flammable liquids and gases)
- Near to the entrances to buildings
- Where smoke can enter an enclosed workplace or enclosed public place e.g. through open windows or air intakes

44. Fire Precautions

44.1. Temporary accommodation units should not be installed inside buildings under construction or undergoing refurbishments. Cabins should be sited at least 6 meters from other buildings unless consent has been given by the University Fire Safety Manager for them to be sited closer.

44.2. Operations involving the use of naked flames, abrasive cutting, electric arc welding, hot soldering or any other similar processes involving the application or production of heat must be carried out under the Estates 'permit to work' procedures. Before each such operation begins contractors and their employees must provide risk assessments & method statements (RAMS) to the person in control of the work for approval. Permission will only be granted this documentation has been approved.

44.3. The contractor must ensure that the practices set down in the RAMS and the conditions of the hot work permit are adhered to and that their activities do not activate the fire alarm systems. If there is a perceived risk that the fire detection system may be triggered unnecessarily, whether this is expected to be by the production of heat, smoke or dust, arrangements must be made for the isolation of the local detectors.

Note: A contractor's record of causing unwanted fire alarms will be taken into account before placing further work with that contractor.

44.4. Where construction work is taking place within an occupied or nearby building the contractor should be aware of any fire strategy documents put in place by the University. The contractor must also make persons working nearby and in adjacent areas aware that work is taking place so any additional precautions can be taken. Escape routes which serve the remaining occupants of the building shall be maintained available at all times and kept free from obstruction. Flammable materials should be removed from any area which cannot be regulated by the contractor as soon as practicable and certainly never left longer than absolutely necessary in area to which the public have access.

44.5. Suitable means of giving warning within the site shall be provided. Suitable firefighting equipment shall be supplied by the contractor and key site operatives should be trained in its use.

44.6. All contractors shall familiarize their agents, employees, sub-contractors and visitors to the site, with the following safety matters:

- How to identify the sound of the fire alarm and the correct procedures to be followed.
- The means of escape in case of fire, a) from the site and b) from the building.
- The location of the nearest fire point within the site.
- The location of the nearest building fire alarm call point to the area of the site in which they are engaged.
- The location, type and method of operation of the nearest fire-fighting equipment.
- The nominated fire assembly point for the building or site.

44.7. Contractors must obey all fire alarms whilst on University premises and coordinate their own fire alarm/ drill.

44.8. Accidental damage to University fire safety equipment or services must be reported immediately to the University.

44.9. Where dust caps or smoke proof seals have been fitted temporarily to detectors they must be removed once the operation posing the risk of false alarm has passed. They must not be left on overnight or for long periods when the site is unattended.

45. Emergency Calls for Fire and / or Ambulance

45.1. The 24-hour emergency communications network for all University buildings is controlled by the University Security Section from their Control Room in the Security Lodge at Gate 1. All emergencies must be reported to the Control Room on 0116 252 2888. The Control Room Operator will summon the appropriate emergency service(s).

46. Accident Reporting

46.1. All accidents, incidents, near misses, injuries, dangerous occurrences and fires, however trivial, must be reported to the University immediately. Where an injury has been treated by Occupational Health staff the University's reporting procedures will apply.

46.2. The contractor must inform the Health & Safety Executive and submit an online report to the HSE in the event of a reportable incident as defined in RIDDOR 2013. A report on the incident must be forwarded to ECS.

46.3. The contractor must record details of all injuries to their employees in their accident book. The University reserves the right to request a copy of each entry in the contractor's accident book relating to that project. Contractors are also required to keep the University informed of the subsequent developments of the long-term injuries, diseases and dangerous occurrences.

47. Enforcement Body

47.1. In the event of a visit by an HSE Inspector, regardless of the outcome the contractor must immediately notify the University.

47.2. Should enforcement action be taken for example, an improvement or prohibition notice issued (in accordance with Sections 21 and 22 of the Health and Safety at Work etc Act 1974) the contractor must immediately notify the University, stating the reason/s for the notice and the action the contractor intends to take as a result. The contractor must comply with the terms of such notice within the appropriate time period or appeal against the notice and attend any meetings called by the University.

48. Security

48.1. To assist security staff all contractors must carry some form of identification with them at all times (i.e. Reset card). The contractor's employees may be subject to challenge.

48.2. If a contractor sees anyone acting suspiciously, they are requested to telephone security on 0116 252 2888.

48.3. All the contractor's tools and equipment left on site are left at the contractor's own risk.

48.4. Contractors must arrange for any necessary out of hours access /working in advance. Any contractor working out of hours shall make contact with University Security at the start and finish of their work.

49. Traffic Flow and Parking of Vehicles

49.1. Where planned works will affect traffic flow or parking arrangements then agreement must be sought through the University's person in control of the work and suitable and sufficient signs should be used to indicate divisions and restrictions.

49.2. Contractors are to abide by the University speed limits and traffic signs as indicated. Except for loading or unloading contractors must not park vehicles in restricted areas which are marked by double yellow or red lines. These areas must be left clear for emergency services and the University reserves the right to remove any illegally parked vehicles.

49.3. All contractors' official vehicles, trucks, vans etc., used for daily deliveries and offloading of plant, tools and equipment are given free access at any time but must have a contractors Parking Permit issued by the Car Parking Office or through the person in control of the work.

49.4. All contractor's workmen (including management and subcontractors) arriving by car etc. must either:

- Have an issued contractors parking permit (limited in number and only issued to work vehicles (not private cars).
- Or find alternative parking off the University Campus.

49.5. However, the contractor will be allowed to park within the constraints of the contractor's compound area if applicable as agreed. The contractor should note that this will be limited to one/two vehicles and any abuse of this privilege will result in the contractor having to find alternative parking arrangements at no extra cost to the contract.

49.6. Any vehicles parked without a suitable permit or in the wrong location may be liable to receive a parking charge Notice. The University will not accept any claims for additional costs incurred due to the inability of the contractor to park on the University premises.

50. Non-English-Speaking Operatives

50.1. 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.

50.2. 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, RAMS and safety awareness talks.

51. Harassment / Dignity & Respect at Work

51.1. This is to be read in conjunction with the University's Dignity and Respect at Leicester policy and associated documents in particular the Third Party procedure.

51.2. The University is firmly committed to sustaining an inclusive learning, working and research environment characterised by respect and dignity, and free from harassment, bullying, abuse and discrimination as detailed in the Dignity and Respect at Leicester Definitions Document.

51.3 It is expected that each member of the University community will contribute to ensuring that the University of Leicester is a safe, welcoming and productive environment, where there is equality of opportunity and valuing of diversity, fostered in an environment of mutual respect and dignity.

51.4. Contractors and sub-contractors should take steps to make their employees aware of the University's views on dignity and respect and must ensure that the conduct of their employees does not cause offence or misunderstanding. Any incidents involving inappropriate behaviours by contractors' employees will regarded very seriously.

52. Children and Young Persons

52.1. No child shall attend a University workplace in connection with the undertakings of the contractor. No child shall attend, in a paid or un-paid capacity, or in any passive or participatory manner.

52.2 No young persons (under 18) shall be allowed on site in connection with the undertakings of the contractor without prior and comprehensive risk assessments being conducted. The University's person in control of the works under whose responsibility specific work falls shall require names and ages of all such people (see Regulation 19 of the Management of Health and Safety at Work Regulations 1999).

53. Welfare

53.1. The contractor is to make their own arrangements for suitable welfare facilities with the University's person in control of the works. Cognizance should be taken of the requirements of the CDM Regulations 2015 and the Workplace (Health, Safety and Welfare Regulations 1992.

53.2. During the construction of new buildings, the contractor is to make their own arrangements for providing toilet facilities. When working within existing buildings, the contractor may be allowed to use the existing toilets, but the contractor must ensure that these are kept in a clean and tidy condition. On completion these toilets should be thoroughly cleaned to the satisfaction of ECS.

54. Health Surveillance

54.1. The contractor will be expected to maintain a programme of health surveillance in accordance with Regulation 6 of the Management of Health and Safety at Work Regulations, where a risk assessment has shown it is needed.

55. Disciplinary Procedure & Summary

55.1. The University may seek to invoke a company's disciplinary procedures if evidence suggests that a member of contractors' staff have contravened these procedures. Repeat infringements or serious offences may result in individuals being removed from site.

55.2 The University may (at its discretion) use its own improvement and prohibition notice system to assist it both in preventing accidents and incidents involving contractors, and also to help improve health and safety standards generally.

ALL CONTRACTORS WORKING ON UNIVERSITY OF LEICESTER SITES MUST COMPLY WITH THIS CODE OF PRACTICE. FAILURE TO DO SO MAY RESULT IN REMOVAL FROM THE UNIVERSITY'S PREFERRED LIST OF SUPPLIERS.

Contractor's declaration of understanding and compliance to this code of practice

(Contractor's General Code of Safe Practice for Construction, Maintenance, Installation and Repair - EHSG-001)

Director(s)/Senior Manager(s) responsible for Health and Safety must complete the details below as a pre-requisite to any contractor appointment made by the University of Leicester. Please complete and return it to your University contact.

I confirm that:

1. I have read, understood and will follow the University Of Leicester's Contractor's General Code of Safe Practice for Construction, Maintenance, Installation and Repair - EHSG-001.

2. This code of practice will be brought to the attention of everyone (e.g. employees, subcontractors, workers) working on our behalf (and anyone else, such as visitors) and they will comply with the requirements set out in this code of practice.

Company:

Name(s):

Signature(s):

Position(s):

Date:

UNIVERSITY OF LEICESTER

Citizens of Change

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