

UWE Estates Contractors Safety Pack Issue 12





**University of the West of England Contractors Safety Pack
Confirmation of receipt and acceptance**

I confirm that I have read and understood the contents of the UWE Contractors Safety Pack ('Safety Pack').

I will ensure that all quotes and/or tender submissions will reflect the cost of complying with the requirements stipulated in the Safety Pack.

I will ensure that relevant contents of the Safety Pack are brought to the attention of any member of our staff responsible for managing/supervising work at UWE.

I will ensure that our sub-contractors working at UWE (and their sub-contractors) will be notified of the requirement of the Safety Pack and will accurately price for compliance with the Safety Pack.

I am aware of UWE's requirements for all operatives (direct employees and sub-contractors) to hold a relevant CSCS card and UWE Pass.

Where I believe improvements or clarifications are needed to the Safety Pack I will notify UWE Estates.

Name:

Position:

On behalf of (company):

Signature:

Date:

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Introduction

General

The University of the West of England (UWE) is a modern, growing university in the thriving city of Bristol. UWE is one of Britain's most popular universities, with more than 30,000 students and 3,400 staff and is the largest provider of higher education in the south west of England. Students come to Bristol UWE from all parts of the UK and 50 countries worldwide.

Campuses and faculties

The University has a number of campuses in and around Bristol. In addition, we have offices, student accommodation and regional centres across Bristol and the South West.

Frenchay Campus

Coldharbour Lane, Bristol, BS16 1QY

Frenchay Campus, the main University Campus, was purpose-built as a Polytechnic in 1975 and lies about four miles north of Bristol city centre. The administrative centre of UWE is located on this Campus.

Facilities on the Campus include numerous food and drink outlets. A farmers market is held on a monthly basis during term times. Recent developments include the new Faculty of Business and Law building.

City Campus – Narrow Quay Studios

Narrow Quay, Bristol, BS1 4QA

The campus is contained within Bush House which the university cohabits with the Arnolfini Gallery, supporting art, media and design.

City Campus - Bower Ashton Studios

Kennel Lodge Road, Bower Ashton, Bristol, BS3 2JT

Bower Ashton Campus is set on the edge of the Ashton Court estate. It has its own specialist library, purpose built studios and a large range of workshops to support the full range of art, media and design activity. Bower Ashton is within easy reach of the city centre, and students usually find accommodation close to the campus.



City Campus - Arnolfini

Narrow Quay, Bristol, BS1 4QA

Arnolfini is one of Europe's leading centres for contemporary arts, presenting innovative, experimental work in the visual arts, performance, dance, film, music and events.

Arnolfini houses five exhibition spaces, a theatre/cinema auditorium, Reading Room and light/dark studios, all housed in a Grade II listed, fully accessible building.



Glenside Campus

Blackberry Hill, Stapleton, Bristol, BS16 1DD

The Faculty of Health and Applied Science has excellent facilities including one of the best health care libraries in England, an Interprofessional Simulation Suite, Nursing Skills Simulation Suite, Human Analysis Laboratory and Imaging Suite. There is University managed student accommodation on the Glenside Campus and in the surrounding area.



UWE Gloucester

Alexandra Warehouse, Gloucester Docks, Gloucester, GL2 2LG

A historic listed building, which has been refurbished to a high specification and features purpose built skills simulation suite, as well as fully equipped on-site library.

Scope

This safety pack applies to construction work as defined in the Construction (Design & Management) Regulations 2015, and does not apply to non-construction activities.

All references to 'contractor' refers to the contractor as a company and employer. 'Contractor's operatives' refer to the individuals working for a contractor.

Purpose

Construction work at UWE must be planned and managed to prevent and manage risks to contractors, staff, students and maintenance teams. This document sets out or clarifies the minimum standards that UWE expects all its contractors to comply with. It is not intended to list or duplicate legislation or guidance.

UWE's priorities for construction work are:

- Effective planning and design of projects prior to start on site.
- Effective co-ordination amongst the design team and with UWE activities, special events and adjacent projects
- High standards of public protection, site security and signage.
- Encouraging the use of annotated drawings to convey risk & site information (e.g. welfare facilities, access/evacuation routes, site boundaries, designated smoking areas, fire points, storage areas, waste location, hazardous locations, no-go zones, first aid point etc.).
- Effective handover procedures and documentation.
- Promoting mutual learning and continual improvement.
- Actively addressing environmental and health issues as well as safety issues.

Our key aims

To be an organisation that ensures construction safety is an integral part of its overall health and safety management strategy, and aspires to be a sector leader in construction safety.

Our key strategic construction aims include:

- To ensure that construction projects are given the necessary time, money and resources.
- To ensure that health and safety is managed effectively in all construction projects.
- To ensure that construction site safety is compliant with statutory and UWE requirements.

Application

Overview of Work in UWE

UWE campuses are busy establishments and some areas are occupied and/or accessible 24 hours a day. An overview of our main campuses is given in Appendix 1 – Campus Maps.

Principal contractors should ensure that operatives, and especially site managers/foremen, have the aptitude to work in busy environments and deal politely with the public.

Normal working hours for construction work are 07.00 to 18.00 Monday to Friday (unless stated otherwise in a planning consent or directed by UWE).

Weekend working will need to be agreed with Estates prior to commencing.

Principal Contractors should display a copy of UWE Contractors Safety Rules (See Appendix 2) and the UWE Contractors Accident Arrangements (or similar) in the site office and staff welfare facilities. A copy of this document should

be held on site for reference by the site manager.

A 24/7 experience

Due to student accommodation and research activities, many campuses are occupied or active 24 hours a day, 7 days a week throughout the majority of the year. The summer holiday, traditionally thought of as a quieter time, often sees conferences, summer camps and sporting activities taking place in the Frenchay Campus as well as examination re-sits and clearing week.

What is Clearing /No Dig Week?

Following the A level results in August, prospective students telephone Frenchay Campus seeking admission on to a course of study at UWE. This is an extremely busy time and generates considerable income for the University. Activities which could cause service disruption are banned during clearing week including excavations and any service isolations in the vicinity.



Significant High Risk Areas

Frenchay Campus



Faculty of Health and Applied Science (HAS)

Many rooms in HAS contain a range of hazards (chemicals, biohazards etc.). Therefore, entry into laboratories (and associated workshops, stores etc.) is strictly controlled and under normal circumstances contractors will need to report to a named individual (Jasper Morrison, room 0K05 or telephone 0117 3282524 or ext. 82524) in order to receive an induction and gain access. This requirement will be relaxed when an area has been made safe (i.e. harmful substances removed) and handed over to a principal contractor.

Principal contractors must ensure that there is complete clarity over whether they have sole possession and free access into former laboratory areas or whether they need to be escorted by Mr Morrison) Swipe cards will not ordinarily allow

access into these areas: If appropriate, access rights can be temporarily changed by UWE security.

Faculty of Business and Law (FBL)

Following the completion of the FBL building, any contractors who require access to the roof top plant areas will be required to demonstrate that they have considered and taken appropriate controls for working in potential high winds.

The exposed nature and height of the building has resulted in frequent recordings of excessive wind speeds to the upper levels. Contractors will be required to include this within risk assessments and method statements for accessing these areas.

Access to FBL roof areas will require a Permit to Work to be issued.

Q Block, F Block and M Block Hazardous Fume Extract Vents

UWE has three stacks on the Frenchay campus that discharge potentially hazardous substances. Consequently, access onto Q block and F block roofs or M block tower is strictly prohibited until the Approval to Work (which needs to be issued for all roof work) confirms that either the extract has been isolated or there is a suitable COSHH assessment and controls in place. Estates will be responsible for undertaking the necessary consultations and isolations.

Q Block: The stack is connected to the fume cupboard in 3Q15 which handles hydrofluoric acid. This must be isolated prior to working. Q Block roof is pitched and there is currently no fixed means of access and no safety line. Contractors RAMS must provide a safe means of access and fall prevention (e.g. scaffold).

F Block: A variety of substances are discharged from the fume cupboards in HAS. Isolations may provide difficult due to the build-up of various gases within the laboratories.

M Block: There are two fume cupboards discharging a variety of substances, which vent out onto the roof. These are located in Genomics Rooms 0M and 1M. These must be isolated if working on the tower. There is currently no means of access onto the tower, and no safety line. Contractors RAMS must provide a safe means of access and fall prevention.

Note: Fume cupboards in M Block are connected via separate ducts, so both require isolation.



Frenchay Campus Confined Spaces

There are various confined spaces throughout the UWE estate. UWE does not classify its confined spaces. Each space must be assessed individually, with an Appointed Person (Confined Space) and a safe system of work developed.

All confined space entries at UWE must be conducted under a Confined Space Entry Permit. This will require endorsing by the relevant Appointed Person.

No confined space entry can take place without the Appointed Persons approval and entry permit.

Contractors are permitted to use their own entry procedures once these have been approved by the UWE Appointed Person.

Contractor's operatives must have the appropriate level of training to allow them to access confined spaces.

UWE will operate an 'Approval to Work' (different from the required Confined Space Entry Permit), to ensure that all required safe systems of work are in place prior to authorising any work.

For any entries, contractors are required to develop their own rescue plans and include these as part of their safe systems of work.

Waste traps

There are a number of waste traps (and drain runs) throughout the Estate that may contain substances that could pose a risk of harm. These are typically (but not always) labelled. Work on waste traps or associated drain runs is subject to the UWE Approval to Work process. Where it is possible to obtain material safety data sheets for the substances, the Contract Administrator shall arrange for these to be made available to the contractor. A contractor should not disturb any waste trap or drain run from a waste trap until they have assessed the likely nature of any material or residues held within the trap and performed a suitable risk assessment to identify the required control measures.

The principle traps to be aware of are:

Faculty of Health and Applied Science (Frenchay): traps may contain a cocktail of unknown chemicals mixed in unknown quantities, as well as nuclear and biological agents.

Faculty of Art, Creative Industries and Education (Frenchay): some traps in S Block may contain acid from pickling baths in Technology Room.

Faculty of Art, Creative Industries and Education (Bower Ashton): Some traps contain clay dust (a form of silica) arising from work with ceramics.

Faculty of Engineering and Technology (Frenchay): Engineering Laboratories in N Block: Acid pickling baths, etching tanks etc.

Robotics

Significant hazards within the robotics labs include the use of robots, jet motors, and remotely operated machinery. Operatives must ensure that any equipment is isolated prior to entering any hazardous areas.

Frenchay Campus - Smoke Free Zones

The University is committed to providing a safe and healthy environment. It recognises that staff, students and visitors who need access to University premises, have the right to breathe smokefree air. The University's 'smokefree policy' states that anyone smoking on campus is not permitted within 10 metres of our buildings.

No smoking signs are located in courtyards and open spaces throughout the Campus.

Operations and Security staff will be patrolling the campus to make sure that smokers are aware of where they can and cannot smoke.

Where can I smoke?

If you wish to smoke you will need to do so within designated smoking areas. On larger self-contained construction sites, the contractor may identify a designated smoking area on site which is an adequate distance away from UWE occupied buildings.

The use of e-cigarettes is prohibited inside all UWE buildings.

E-cigarettes can be used within the designated smoking areas.

A recent [Public Health England report](#) identified e-cigarettes as a game changer for public health and 95% safer than smoking traditional tobacco.

Glenside Campus



Glenside Basement – Hazard information for contractors

Lighting: Poor in places and insufficient for detailed work.

Controls: Contractors must provide their own temporary light sources (portable or fixed), appropriate for the task.

Asbestos: Some doors and drains are sealed with plastic sheeting to prevent fibre release from contaminated areas. Some walls have been painted pink to encapsulate loose fibres, while other areas have unsealed asbestos material and are deemed to be high risk.

Controls: If you cannot see a poster declaring an area to be asbestos-free, assume there is contamination. Do not remove any sheets/tape that are covering doorways, drains etc. **DO NOT ENTER** into any area with warning signs telling you not to enter. Take care not to damage walls that are painted pink. Immediately report any signs of damage to walls or protective sheeting to UWE.

Low pipework: Low level pipework could be struck by contractor's heads.

Controls: The basement is a mandatory hard hat zone.

Missing or loose grilles on drainage channels on some floors: There is a risk of slips and trips in some areas.

Controls: Take time and pay attention when walking through the area. Ensure lighting is adequate (see above)

Collapsed crawlspace: A crawlspace (access via a 'bread oven' door at the top of a flight of three stairs) poses a number of hazards including falls, dust and being struck by loose brickwork.

Controls: DO NOT ENTER

Mobile telephone reception: There is no reception. Consequently, in the event of an accident contractors will not be able to summon assistance.

Controls: Contractors to work in pairs as a minimum. **NO LONE WORKING.**

11kv cable: A black cable, mounted at a height of approx. 1m and marked as an 11kv supply.

Controls: Contractors to make precautions to ensure that this cable is not damaged or affected by any works within the area.

City Campus



Asbestos: As with Frenchay and Glenside, asbestos can be found throughout the building fabric of the Bower Ashton Campus. During a major Courtyard infill project in 2014, large quantities of asbestos debris were found during excavation works.

Controls: Refer to the available asbestos register prior to commencing works. For works which involve entering the building fabric, a full Refurbishment & Demolition asbestos survey will be required.

Fragile Roof lights: A number of fragile roof lights existing throughout the roof areas of the Bower Ashton campus.

Controls: Contractors must make provision for the fragile roof lights. This may include covering with load bearing plywood which will minimise the risk of falls from height

Edge Protection: Not all roofs on the Bower Ashton campus have edge protection in place.

Controls: Contractors to provide a suitable means of edge protection when accessing roofs where none is present.

Permits & Approvals to Work

Before starting any construction work, contractors directly appointed by UWE need to speak to the UWE Surveyor or Engineer responsible to get an Approval to Work.

This ensures:

- You receive the right information that you need to work safely whilst on a UWE site.
- Your work is co-ordinated with UWE activities so the project can progress safely and efficiently.
- We can check your arrangements for managing safety are suitable.

This system does not apply to unplanned, out-of-hours maintenance work.

The Approval to Work **is not** a Permit to Work. You still need to operate your own Permits to Work for confined space entry,

excavations and any other high risk situation you want to control with permits. Hot Works and Roof Access are controlled by UWE using the relevant Permit to Work. UWE will not sign your own permits but will use the Approval to Work Process to make sure you are using your own Permits.

The Approval to Work Form

UWE will use an Approval to Work form to initiate all projects (of any size) by directly appointed contractors. It will normally be completed with the contractor at a pre-start meeting. This is a simple, one sided form with an additional side of specific safety standards for high risk situations. In the case of the UWE Term Contractor, UWE will only use an Approval to Work if their work will involve a high risk situation or is greater than £5000 in value.

High Risk Situations for which the Term Contractor needs an Approval to Work:

High Risk Activities

Construction Site Setup
 Crane Lift
 Scaffolding (tube & fitting etc. not mobile towers)
 Excavation
 Operating Vehicle/Plant in Pedestrian Area
 Potential exposure to Hazardous Substances/ Waste Traps
 Placing a skip within 6m of a building
 Work on Asbestos
 Breach of fire compartmentation for 8+ hrs
 Major disruption to a Main Access Route
 Use of passenger lift for construction materials
 Demolition
 Work in High Risk Areas
 Roof/Unprotected Edge
 HV Switch room
 Confined Space
 Engineering etc. Workshop
 Glenside Basement
 Road/Pedestrian/Cycle Routes

Isolation of safety- or business-critical services

LV
 HV
 Fume Cupboards
 Gas
 BMS
 Mechanical
 Lifts
 Data
 Fire Detection/Alarm

Storing and displaying the Approval to Work

UWE will give you a copy of the completed Form. Your supervisor on site will need to keep Approvals to Work on display in your work area or office. If there is nowhere to display the Approval then they should just keep the copy with them. When the project has been completed it should be returned to the UWE Surveyor or Engineer to terminate the approval to work.

Working without an Approval to Work

Your operative(s) will be issued with a Red Performance Notice and stopped from working until they get an Approval to Work: We must ensure that our systems are working to keep you and UWE safe.

Permit to Works

UWE implement the following permit to work systems which must be followed by all contractors:

Hot Works: Where contractors are required to undertake hot works, the appropriate permit will be required to be in place. **Note:** Contractors must be trained in the use of fire extinguishers to ensure they are in a position to use any extinguisher if required.

Permit to Dig: A permit to dig is required where a contractor will be undertaking excavation works on any UWE site. The permit is used to ensure that all existing services have been identified where possible. Although of low risk, contractors should also be aware of the risk of unexploded ordnance.

Roof Access Permit: This permit to be used where contractors are required to access any roof area. In some areas there is no existing edge protection or fall arrest systems installed. In these cases, the contractor must also produce RAMS which detail how safe access is to be provided.

Confined Spaces Permit: Required for access into any confined spaces on UWE sites. Contractors must take into account, and make provisions for, any emergency response equipment required.

Isolations Permit: This permit must be in place where the contractor is required to make isolations to any existing services within UWE. This may include electrical, water, gas, and fire alarm isolations. Services must be re-instated following the completion of any works.

Penetrations Permit: This permit must be followed where contractors are required to drill/make penetrations into the building fabric. This includes where works may impact on existing fire compartmentation.

Monitoring Contractors Performance

UWE Estates Services retain the right to inspect any site at any time, in order to determine the health, safety and environmental performance of contractors. Principal Contractors should prohibit entry into hazardous areas. Entry should be refused to visitors who are not wearing appropriate PPE. This includes UWE staff, students, and other contractors.

Site Inspections & Audits

All site managers must undertake a weekly, written safety inspection of their own site. Findings must be recorded, along with required actions, actions taken, and close out dates.

Where Principal Contractors arrange safety inspections of their sites (either through safety consultancies or safety departments), the findings of those inspections should be shared with the Contract Administrator and discussed at progress meetings.

The Big 8

Site inspections undertaken by UWE staff will assess the following '8' key areas:

- Risk assessments & safe systems of work
- Fire
- Environment
- Housekeeping
- Working at Height
- Asbestos
- Security
- Equipment & PPE

Where weaknesses have been identified, these may be dealt with immediately by the site manager. Alternatively a Performance Notice may be raised.

Site Audits

For projects which fall under the scope of the Construction (Design & Management) Regulations 2015, a full audit may be undertaken by UWE Estates and the UWE Health and Safety Team. This is an audit of the safety management arrangements, not a general safety inspection.

Weaknesses identified may be dealt with immediately by the site manager, or may be raised through a Performance Notice.

Performance Notices

Where required, performance notices may be issued.

Notices are used to record concerns and high standards of practice on site and confirm what instructions have been given. They may be given in the format of a 'red card', a 'yellow card' or a 'green card'.

Notices will be issued, wherever possible, by the Contract Administrator to the contractor managing the site.

Red notices will be issued when a serious and imminent risk is posed to the project, in relation to safety, quality, the environment or the reputation of UWE.

Where a red notice is issued, the element of work in question should be halted. Sometimes, it will be necessary for a whole project to stop (see paragraph on next page).

The decision to stop a whole project will not be taken lightly. It will be clearly and explicitly stated and is likely to lead to a performance review meeting.

Red notices may lead to an operative being dismissed from site. This will typically be due to a wilful and serious breach of safety standards or failure by the site operative to carry a valid contractors pass or inappropriate behaviour.


If a red notice is issued the element of work in question must halt until the Contract Administrator has confirmed that they are satisfied with the remedial action and signed the performance notice to that effect.

UWE are not responsible for delays caused if they stop unacceptable/unsafe practices.

Performance review meetings will be held where there are repeated or serious concerns about the performance of a contractor (whether in relation to safety, quality, environmental management etc.). The primary purpose is to ensure that standards are understood and solutions agreed. Where there is evidence that the contractor has inadequate arrangements for managing safety on the project then UWE will be required to halt the project. UWE will not be liable for any delays.

Visits by the Health & Safety Executive (HSE)

Notify the UWE contract administrator as soon as practicable of any visit by Officers of the HSE. The contract administrator should receive a copy of any correspondence exchanged between the HSE and the principal contractor.



University of the
West of England

Performance Notice/Instruction
To be completed by Estates Technical Staff

Project: _____

RED CARD:
SERIOUS RISK
"STOP WORK"

YELLOW CARD:
CONCERN

GREEN CARD:
BEST PRACTICE

Issue to the Principal Contractor or Measured Term Contractor's Technical Manager where available. Red cards can be issued directly to operatives if there is imminent and serious risk (to safety, quality, environment, UWE reputation, contract etc.)

Time/date notice issued: _____

Issued by (name and position): _____

Reason notice issued (use separate notices if necessary): _____

Corrective action required: _____

Issued to (name and position): _____

Signature of person receiving notice: _____

Keep copy to contractor, pink carbon copy to contractors head office, blue carbon copy retained by Estates staff. Contractor records corrective action taken and returns sheet to Contract Administrator with any relevant paperwork (amended method statements etc.)

Corrective action taken:	When taken:	Taken by:

Respond to a Yellow Card within 24 hours
a Red Card was issued do not restart until authorised by Contract Administrator

work was halted, Contract Administrator signs file copy to confirm they approved restart

Signature: _____

Time and date: _____

Progress Meetings

Under CDM 2015, the client is required to ensure the arrangements for managing the project safely remain adequate.

Therefore, contractor's safety performance is a standing item on the agenda of progress meetings. This will address matters such as:

- A review of accidents/incidents on site
- A review of performance notices issued (see below).
- Overview of key changes to the Construction Phase Plan.
- A review of new sub-contractors starting on site.
- The findings of site safety monitoring (either by the Principal Contractor or H&S Adviser).
- Confirming information is being collected for the health and safety file.
- On notifiable projects, principal contractors must submit a written progress report.

Competence of Contractors

Competence Check by UWE of Principal Contractor

As client, UWE has a duty to ensure the competence of contractors whom they appoint.

Consequently:

- All contractors on framework agreements have been required to demonstrate their competency in line with the Construction (Design & Management) Regulations 2015. Assessments are performed by UWE Estates Management.
- Smaller contractors on UWE approved lists must be accredited by one of the main assessment bodies, such as 'SAFEcontractor', 'Construction Line' or 'CHAS' or other members of theSSIP scheme.
- Principal Contractors will be asked to provide information on an annual basis regarding their safety management and safety performance. The purpose is to ensure the on-going competency of our contractors.

Competence of Subcontractors & Operatives

In accordance with CDM 2015, the Principal Contractor must ensure that any contractors they appoint has the skills, knowledge and experience to carry out the work in a way that secure health and safety.

Site managers should check operatives training records as one possible means. It is also the responsibility of the principal contractor to ensure that their subcontractors hold UWE contractors passes before they commence work.

Where UWE names less than 3 sub-contractors, UWE will be required to establish their competency. Principal Contractors will, on request, be given access to the competency evidence that the sub-contractor provided to UWE. If a disagreement arises regarding the assessment of competency of a named contractor, a UWE manager will convene a meeting to review the available material and seek a solution.

For clarity, the Principal Contractor will be responsible for managing and co-ordinating the works of any UWE appointed sub-contractor.

Sub-contractors will be required to work under the direction of the appointed Principal Contractor.

Co-ordination & Co-operation

Obtaining/Exchanging Information About Site Risks

All contractors are strongly recommended to visit the site while preparing tender documents to understand the risks and issues involved in the project. This will assist your tender submission as some site-specific documentation will be requested at tender stage.

Pre-Construction Information

Relevant pre-construction information will be provided for all construction projects.

Once appointed, the principal contractor may be asked to attend one or more site visits with the contract administrator and H&S Adviser to review site risks. This may be combined with a pre-start meeting and the completion of an Approval to Work. Site managers/foremen should be present for these meetings.

While UWE takes reasonable steps to ensure the accuracy and completeness of pre-construction information, it is not always possible to guarantee that records are completely accurate and contractors should take reasonable steps to verify this information during the course of the project. Where relevant information is missing, and could not be reasonably obtained before work commenced, provisions will be made for necessary checks, inspections or tests to be made after work has started (possibly by the Principal Contractor where that is appropriate).

Some areas and activities pose higher levels of risk to construction operatives and staff/students. These are outlined in this document, in the UWE Safety Seminar Videos and in pre-construction information.

Managing Instructions Given by Faculty Staff

Principal Contractors should generally only accept variations/instructions from the Contract Administrator, their nominated deputy or a manager within Estates Services. Any other persons attempting to issue variations/instructions (or queries over the validity of a variation/instruction) should be directed to the Contract Administrator.

Occasionally work will cause unforeseen disruption. A contractor can be instructed to temporarily halt work by a Dean or Head of Department. The person giving the instruction should be asked to provide a hand written note confirming their name and the reason for the instruction. The principal contractor should contact the Contract Administrator immediately.

Co-ordination / Co-operation with Other Contractors

Principal Contractors will be made aware of adjacent construction projects during the tender stage and/or through pre-start meeting and pre-construction information.

Due to the scale of UWE it is not always possible to know where or when smaller projects (especially minor maintenance jobs) are taking place. Consequently, it is foreseeable that operatives or sub-contractors of the Measured Term Contractor will seek entry into work sites. Principal contractors should not allow other contractors access on to their site unless it has been approved by the Contract Administrator and agreed by the principal contractor. Principal contractors should stipulate that all contractors coming on to their site have to go through an appropriate induction.

The Contract Administrator(s) will make appropriate arrangements for site managers/foremen of adjacent sites to initially meet. Ongoing discussions between site managers/foremen need not involve the Contract Administrator(s) unless there is disagreement which requires the Administrator(s) to act as mediator. Where necessary, UWE will organise site co-ordination meetings (typically monthly over summer) to assist with co-ordination. Site managers/supervisors from all projects will be required to attend.

Where asbestos remediation work is required, the programming and co-ordination of this work will be agreed with the Principal contractor (the work may be done in advance of the main program as an enabling package).

Contractors Standards

UWE Safety Seminar Videos, CSCS Cards & Contractors Passes

All operatives need a valid contractors pass to work on any UWE sites.

To obtain this pass the operative will be required to attend UWE to watch three Safety Seminar videos which provide the required induction information for working on UWE sites. There will be a requirement for operatives to complete a short set of questions in order to demonstrate their understanding of the seminar videos.

Contractors can arrange inductions online at:

<http://info.uwe.ac.uk/facilities/estates/bookingForm.asp>

UWE is a CSCS card site. Anyone applying for a contractors pass must have a suitable CSCS card (or a card of an affiliated scheme). There are three specific requirements:

- Site managers on notifiable projects must hold a gold (supervisors) card
- All scaffolders working at UWE must hold an appropriate CISRS card
- Operatives should hold an appropriate operatives card

In exceptional cases, operatives will be permitted on site without attending the seminar or holding a CSCS card, asbestos training or a contractor's pass. This includes emergency situations or ancillary occupations (e.g. delivery drivers or cleaners) performing non-construction work for limited periods of time. Persons without passes should be supervised by a pass-holder while at work on the UWE Estate.

Security guards SIA license number must be checked with the SIA by principal contractor.

Non-construction operatives (e.g. PAT testers) must hold a pass but would not be expected to hold a CSCS card or asbestos training.

The acceptance of a CSCS card or issuing of a contractors pass does not indicate that UWE deems an operative competent to perform work allocated to them by a contractor: This is the contractor's responsibility (discussed later).

Young Persons

UWE acknowledges the importance of giving young people (persons under 18 years of age) opportunities to develop skills, such as 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).

Contractors may not bring children (persons below school leaving age) onto site.

Disclosure and Barring Service (DBS) Checks (Previously CRB)

UWE may require contractors to have DBS checks where it is foreseeable that their work could give them unsupervised contact with children. Where deemed necessary, the requirement for DBS checks will be included in tender documents.

Risk Assessments & Method Statements

UWE Expects:

- Operatives to have immediate access to risk assessments, method statements and other relevant documents. The UWE approval to work arrangements will prevent operatives working on site if they lack these documents.
- Risk assessments and method statements will be site specific (or generic documents reviewed, amended and signed/dated by a site manager).
- The format and level of detail of any risk assessment and method statement will be suitable for the task. UWE will not impose a specific format upon contractors.
- Principal contractors will have a formal mechanism for reviewing and signing off sub-contractors risk assessments/method statements.

The UWE tender matrix requests that tender returns include a small number of site-specific risk assessments and method statements for high risk or key activities. These should be used by contractors to assist with planning and allocation of resources. If operatives are found to be working without a risk assessment and method statement to hand, a 'Red' Performance Notice will be issued and that work will be halted until required actions are completed.

UWE Contract Administrators will sometimes review Risk Assessments and Method Statement (for example when issuing an Approval to Work or during the tender process. The purpose of this review is not to comment on the technical content of the contractors work, but is rather to ensure that:

- The project is effectively co-ordinated with UWE activities.
- The contractor has adequate arrangements in place for managing health and safety.
- Necessary pre-construction information is supplied, where it is available.
- Risks to UWE staff, students and operations are being effectively managed.

Construction Phase Plans

Under the Construction (Design & Management) Regulations 2015, a construction phase plan must now be developed for all construction projects. The plan must be proportionate to the size and complexity of the project.

The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks listed in schedule 3 of CDM 2015. For single contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, it is the principal contractor's duty.

Further guidance on the developing of construction phase plans for small scale repeat work can be found at:

<http://www.hse.gov.uk/pubns/cis80.pdf>

Site Management

Construction Site Setup

UWE recognises that by the very nature of construction works, a certain amount of 'change' to UWE operations is inevitable. A failure to control, communicate and coordinate these changes will lead to an intolerable level of disruption to key stakeholders.

The setting up of a construction site, as with all contractor operations, must be appropriately planned, communicated and effected to ensure that it progresses safely, and with minimal disruption to UWE staff, students and visitors.

The setting up of construction sites is covered by the Estates Approval to Work system.

UWE expects:

- The planning of the construction site setup to take account of UWE activities.
- Engagement of relevant stakeholders through liaison with the UWE Contract Administrator.
- The contractor to issue a draft plan showing the construction site setup, accompanied by a works delivery schedule highlighting the key tasks of the setup works, in advance of the request for an Approval to Work, allowing adequate time for stakeholder review and comment.
- The contractor to update the plan and schedule, taking into account comments received from the stakeholder review of the draft issue.

The detail and method for presentation of the above information will be proportionate to the size and complexity of the project.

For smaller construction projects the UWE Contract Administrator may advise that the site setup information be contained within the RAMS, rather than a full plan and schedule. However for larger/high risk projects, the Approval to Work system

may stipulate that more detailed information is required.

During the construction site setup, the contractor must:

Carry out works in accordance with the agreed plan and schedule.

Protect the public from the site setup works by utilising physical segregation/barriers.

Maintain a professional, clean and tidy environment at all times during the works.

Provide sufficient resource, including labour, plant, and materials to deliver the works in an efficient manner, in accordance with the agreed plan and schedule.

Inform the UWE Contract Administrator of any potential issues that could result in deviation from the plan and schedule.

Site Protection

UWE has specific requirements about the minimum level of internal site protection required on construction sites. These reflect the likelihood and potential risks of public intrusion into the construction area. Options range from tape/chain through to full internal hoarding. Contractors will be notified of the minimum standard of protection during the tender stage so allowances can be made in the tender sum. Site protection measures will be confirmed during pre-start meeting(s).

Wherever practicable, contractors should aim to create a 'green zone' between site access and site cabins to enable visitors/staff to transit safely without PPE.

A number of specific design features are required on metal mesh fence panels at UWE:

- Panels should be covered in plastic diamond green mesh if wind loading allows
- 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 should be fitted to prevent snagging or tampering with the couplers etc.
- Open ends of fencing should have a 'return' or be secured to increase stability and security



Barriers

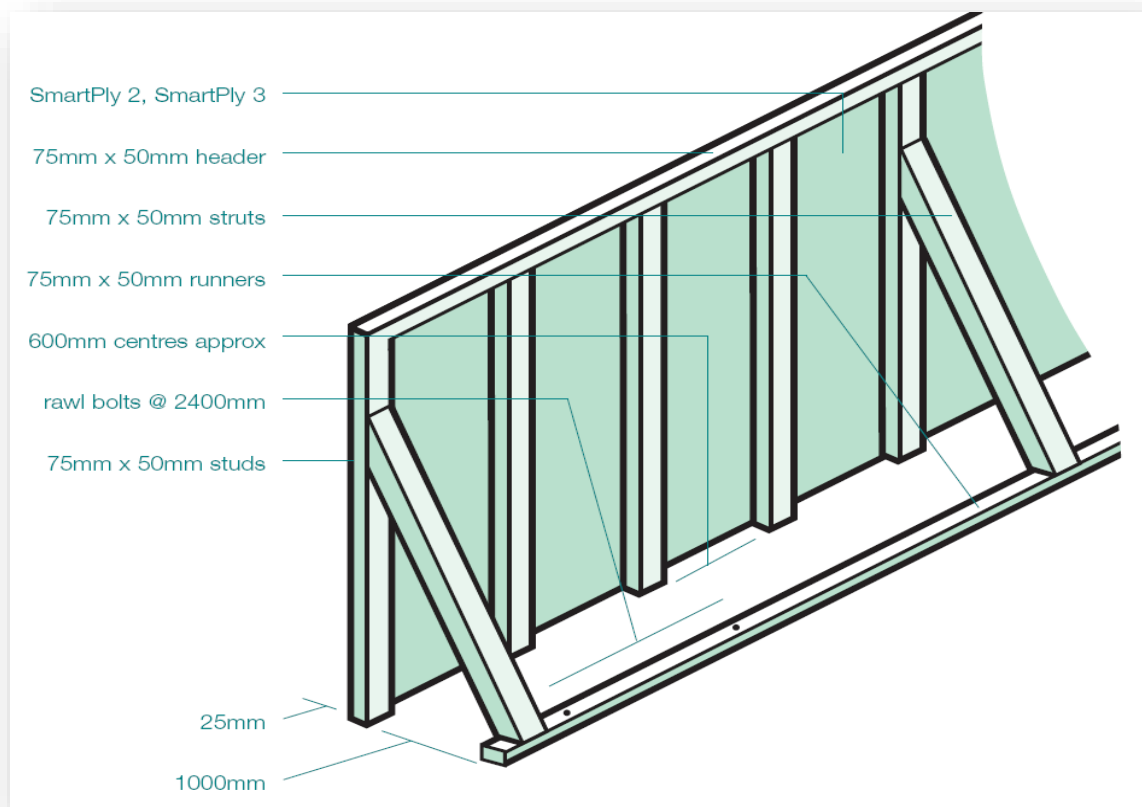
A minimum of 1m high, conspicuous colour (predominantly orange or yellow). Barriers should be stable. Either barrier feet must be designed not protrude into walkways or colour of feet to contrast strongly with colour of floor to prevent trips.



Sheeting: Sheeting must meet Loss Prevention Standard 1207 (a fire resistance standard) and either be zipwall <http://www.protection.co.uk/zipwall/> or a comparable alternative approved by UWE.

Barriers & Sheeting: Barriers should generally be deployed to help prevent persons pushing through the sheeting

Hoarding: An example design is given below. The exact design of the hoarding will be the responsibility of the contractor and will be determined by the specific dimensions of the space.



Hoarding – Generally:

Panels must be sourced from sustainable sources. Consequently all timber content must be FSC approved

Doors to be locked when site not occupied

Doors to open inwards into the work site

Internal Hoarding:

Panels on protected fire escape routes are to be painted in intumescent white paint

The gap between panels and ceiling may need infilling with sheeting to prevent dust release

Do not secure panels to the ceiling grid: If the panels are pushed over the ceiling grid may be damaged or pulled down.

Doors to be fitted with padlocks with 3 no. keys. Keys to be held by site manager, UWE contract administrator and in the security/porters lodge for the campus



External Hoarding:

- Marine Plywood 2.4m high, min 22mm thick, with timber 100 high x 25mm skirting's and top cover pieces, supported on min 100 x 75mm timber bearers. External angles to be protected with suitable corner cover pieces. Frame timbers to be designed to suit location and exposure with additional timbers and cross pieces as required.
- Hoarding to be painted dove white.
- A proprietary alternative can be used in agreement with the University

For short term and less visible or quiet areas metal mesh fence panels can be used (see Site Protection).

Welfare Facilities

All contractors must take reasonable steps to ensure that adequate welfare facilities have been provided. The requirement of Welfare facilities are contained within CDM 2015.

During project planning, the Contract Administrator assesses welfare requirements. Where possible, the contractor will be given use of UWE facilities (including canteens): Pre-construction information and/or contract preliminaries will explain what is available. Operatives should be reasonably clean and tidy when using UWE welfare facilities.

When evaluating the welfare requirements of the project, the Principal Contractor may determine that the UWE facilities are not suitable. In this case, the Principal Contractors should inform the Contract Administrator of the welfare facilities that are required. This can be done through tender clarifications and tender returns.

Behaviour/Presentation by Operatives

UWE Rules for Contractors requires operatives to behave in a respectful manner towards staff and students. Inappropriate (e.g. lewd or aggressive) behaviour towards staff or students will lead to instant, and normally permanent, dismissal of the operative from site.

There are a number of licensed premises on site. Operatives may not drink alcohol on site at any time. The interpretation may be made that intoxicated contractors are allowed to work on site.

Training and Approval of Site Managers

UWE has aligned itself with minimum safety training standards put forward by the UK Contractors Group

Site managers on high risk/high complexity projects are required to have the 5 day CITB Site Management Safety

Training Scheme, the NEBOSH 'Construction Certificate' or equivalent.

For projects posing moderate risk/moderate complexity, the 2 day CITB Site Supervisors Safety Training Scheme (or equivalent) will be sufficient. For low risk/low complexity operations, no specific training is required. The Contract Administrator will assess the likely risk and complexity of a project and indicate this during the tender process. Using UKCG guidance, an Estates Team Manager or H&S Adviser will decide if 'equivalent' training is adequate.

Contractors should note that the UKCG (and therefore UWE) expects site supervisors to have "attended training which includes an understanding of behavioural issues, leadership and effective intervention skills"

Site managers must be direct employees of principal contractors unless the project has been deemed by UWE to be low risk/low complexity. UWE should be notified if the site manager will be changed following the award of the contract and their CV should be provided. UWE reserves the right to prohibit the use of the proposed new site manager if their competence is deemed to be lower than the original site manager. Site managers may not manage more than one concurrent project unless agreed in advance with all UWE contract administrators and this must be declared in tenders.

Signage

Safety signs must comply with the Safety Signs and Signals Regulations 1996 so must include a symbol/pictogram accompanied by words where necessary.

Signs must be of a professional standard and fit for purpose. The information being displayed must be clearly identifiable and legible. The sign must be sized appropriately so that it is clearly visible from the required distance; it should be appropriately fixed and secured in the optimal position, and be of a rigid, weather proof construction where used externally.

The contractor must maintain the signs so that they are current, clean and visible. Damaged signs or signs that have become unfixed must be rectified or replaced. Signs that are no longer applicable or are no longer required should be removed.

As a minimum, sites should have signs warning persons not to enter the work area (e.g. no unauthorised access). Specifications can be found as an appendix.

Principal Contractors should ensure wherever practicable that their company logos are displayed on operatives PPE to help identify who specific operatives are working for.

Shorts must not be worn on site and workers must not be bare-chested. This is principally to maintain a professional image but can help to manage relatively minor safety issues (sun burn, minor abrasions, paint splashes etc.). If there are more significant risks to workers limbs or skin, the principal contractor is responsible for providing suitable PPE to address those specific issues. In hot conditions, principal contractors should specify suitable, light-weight but full-length material to ensure comfort and compliance.

Notifications of Hazards & Defects

If an operative of a principal contractor notices an uncontrolled hazard or defect, it is expected that the principal contractor will notify the Estates Team even if the hazard or defect is outside the scope of the contractors work or does not affect them directly.

Personal Protective Equipment (PPE) and Clothing Standards

The minimum PPE requirements for contractors working on site are high visibility jackets or vests to BS EN 471 Class 2 and protective footwear with steel insole and toe cap to BS EN ISO 20345. Principal Contractors can impose higher or additional minimum standards as required by their risk assessments or policy (e.g. a compulsory glove policy).

Storage on Site and Waste Management

Storage requirements and locations will be determined during the tender and pre-start stages. Due to the confined nature of some work areas, principal contractors may need to keep minimal materials on site, making use of off-site storage or 'just in time' delivery solutions. UWE does not have storage facilities available for use by contractors.

Note that it is not acceptable to use plant rooms, switch rooms, lift motor rooms, cleaners cupboards etc. for storage (as stored materials can create trip hazard, fire risks etc.). Performance notices will be issued where this is discovered, requiring contractors to move the materials. Bins and skips should always be enclosed within a secure compound.

There could be considerable loss if a bin was ignited close to a building. Skips should be:

- Located a minimum of 10m from a building and kept covered whenever unsupervised (if possible).
- Through weight or anchoring it should be impossible to move a bin from the allocated area without mechanical assistance.
- If skips/bins have to be stored closer than 10m (for reasons of practicality and safety) they should **never** be closer than 6m and must:
- Never be overfilled.
- Be fire hoarded (min 30 mins) between skip and building.
- The area around the skip should be free of waste, debris and dry vegetation.
- Be metallic with a close-fitting lockable lid.
- The lid should be kept locked when the site is unsupervised.

- Never be filled with flammables (e.g. oily rags, shavings, waste kitchen oil/scrap etc.)
- Have adequate numbers of appropriate extinguishers for the quantity and nature of waste in the skip sited in an accessible location in the vicinity of the skip.
- Be emptied as soon as practical and if the site will be unsupervised for 24 hours or more.
- Be subject to daily review by site management (site fire checklists, site diaries or a similar mechanism should be used to record these reviews).
- For clarity and to optimise material segregation, skips and bins should be clearly labelled with the accepted waste materials.

If a contractor intends to use a chute to safely and rapidly dispose of demolition waste from an upper floor, a skip will need to be located within 6m of a structure. In this instance, the controls above shall apply along with the following additional controls:

- Due to the risks, authority to proceed must be given on a UWE Approval to Work Form which will ensure the following steps will be taken.
- The secure compound must minimise the risk of materials being ejected out of the skip into public areas and the risk of ignition sources (e.g. smoking materials) being thrown into the skip.
- Combustible materials (e.g. wood skirting etc.) should, wherever reasonably practicable, not be discarded in the skip. Note that good waste management typically requires segregation of waste at source.
- The skip must be removed at the end of every day.

Asbestos

Campuses were built and refurbished over the years when asbestos was in frequent use and Asbestos is known to be present throughout the Estate. Consequently:

- UWE has a robust Asbestos Management Plan and detailed asbestos information will be obtained, considered and shared as project pre-construction information
- Operatives are not to commence any construction work unless the principal contractor has reviewed asbestos information relating to the area in question (and put necessary controls in place)
- No voids or un-accessed areas are to be exposed or entered by operatives until a Refurbishment and Demolition survey has been carried out.
- Site manager will not be criticised for halting work after discovering suspected asbestos (or for any other safety reason).
- All contractors applying for a UWE contractors pass must provide evidence of up to date UKATA/IATP accredited asbestos awareness.

This situation can be waived by an Estates Manager where it can be proven that there is no foreseeable likelihood of the operatives encountering ACM.
- Contractors who are not performing construction work (e.g. delivery drivers, cleaners engaged at the end of a project, PAT testing company working in office environments) will be exempt from the requirement for asbestos awareness training.

- UWE will discuss all asbestos remediation projects with the UWE asbestos consultants. The consultants will advise on whether a job is notifiable under the Control of Asbestos Regulations 2012. They monitor all notifiable works under CAR and provide analytical services. At the discretion of the contract administrator, they may also supervise complex, non-notifiable works. Co-ordination is discussed in more depth later.
- Only licensed contractors are allowed to work on Asbestos materials in UWE.
- UWE permits unlicensed contractors to over-paint asbestos containing materials that have already been painted or sealed. Under no circumstances should such materials be rubbed or sanded: They should only be over-painted. Unsealed asbestos should only be worked on by licensed contractors. Contractors should check the condition of paintwork before commencing. If the painted surface has been damaged or abraded so that asbestos containing materials are exposed then stop work and notify Estates: Licensed contractors should be called in to deal with this section.
- Where contractors are required to wear the appropriate FFP3 face masks, records must be available on site which identifies that an operative has received a full face fit test.

Fire Safety Arrangements

UWE expects contractors to comply with the Fire Protection Association's 'Joint Code' (entitled 'Fire Prevention on Construction Sites'). For projects under £2.5m contractors should apply this code as best practice, but UWE expects full compliance with Regulatory CDM Regulations, RFSRO 2005 and UWE FSS Standards.

The contract administrator will issue significant fire risk information relevant to the building/ area as pre-construction information to the principal contractor.

On all construction projects, a fire risk assessment (where applicable) and fire/emergency procedures should form part of the Construction Phase Plan. Note that a suitably annotated site plan can convey fire safety information.

UWE would not expect contractors to have specific fire risk assessments or fire safety plans, unless the general risk assessments indicate that they are needed. Nonetheless, contractors should read the fire evacuation procedures for the building/area where they are working.

Where risk assessments or a fire safety plan require contractors to have access to firefighting equipment, they should supply their own (do not rely upon using UWE equipment).

Major disruption to main access routes is subject to the UWE Approval to Work process, partly due to the risk of blocking Fire Escape routes. If a route needs to be closed, the UWE Estates Team must obtain permission from the UWE Fire Officer. If closure is not permitted while the building is in operation, out-of-hours work will be necessary.

It is the University's requirement that all Impairments to the Fire Alarms, Sprinklers or Fire Suppression systems that exceed 8 hours should be notified to the university's insurers UMAL using the standard form.

LPG Cylinders should not be stored inside UWE buildings. Suitable, secure external containers should be provided by the principal contractor in compliance with the 'joint code' and the UK LPG Association code of practice "Storage of Full and Empty LPG Cylinders and Cartridges" (current edition is dated March 2004: See www.uklpg.org).

If any works breaches a fire compartment (e.g. penetrates a wall or floor), the principal contractor must ensure they follow the required 'Penetrations Permit', and 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



Fire Alarms

The UWE fire alarm system consists of:

- Automatic smoke and heat detectors installed on the ceilings (and in some ceiling spaces) of corridors, staircases and some rooms and cupboards.
- There are also manual alarm call points.
- The alarm system is zoned by buildings and blocks.
- A continuous alert sound is given in the zone where the fire is. Evacuate if you hear a continuous alarm (unless you have been explicitly told that it is a test).
- Weekly testing of alarm call points is normally performed on Sundays.

The UWE 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
 - 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 a safe place away from the building

- 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 give the details to the East Gate Reception on **9999** (or **0117 328 9999**).
- Await instruction to re-enter the building.

The isolation of detector heads/alarm systems is a service isolation and is controlled under the UWE Approval/Permit to Work system. The procedure for capping detectors is explained during the UWE Safety Seminar Videos (and will be discussed when an Approval to Work is prepared) In brief, operatives must sign out a numbered cap from a gatehouse or porters lodge and uncap at the end of the day, returning the cap to the gatehouse/lodge.

If an operative caps a detector head with anything other than a UWE approved cap, this will be deemed an unsafe action presenting a high risk and will attract a proportionate response from UWE.



Scaffold

The erection/striking of scaffolding is deemed by UWE to pose significant risks to members of the public (due to risk of falling objects/falls from height etc.). Consequently, principal contractors may only use UWE approved scaffolders. Construction of tube and fitting or system scaffolds is also subject to UWE Approval to Work process (mobile tower scaffolds are exempt).

Design Standards

All scaffolding is to be designed in compliance with NASC TG 20:13. Any scaffold that is not described as a basic scaffold under TG20 must be accompanied by design information. All scaffold designs must be shown to the contract administrator as part of the approval to work process: Without this, the site manager may not commence erection.

UWE endorses the NASC guidance notes and only uses NASC-accredited scaffolding contractors. Consequently, UWE expects scaffolding operations to comply with NASC guidance.

UWE prohibits the use of oyster putlog clips and spigot fittings.

Designing for Public Protection

In general, the design standards outlined in the NASC pavement license should be followed.

(<http://www.nasc.org.uk/pavement>). The UWE minimum requirements are:

- fans ('close boarding') over any access routes passing underneath the scaffolding
- brick guards on bays where materials are being stored
- debris netting on the external façade of any bays where work is being carried out. Nets must comply with

loss prevention standard 1215 (a fire resistance measure)

- boards above access routes must additionally be covered in ply (or similar) sheets flush with the building to prevent dust and debris falling onto access routes
- padding to exposed standards (with yellow/black or red/white tape in compliance with Safety Signs and Signals Regulations 1996)
- no tubes projecting/intruding into public areas/access routes, even if capped

Scaffold design must account for additional loadings that these measures create: During the tender stage the site manager must inform the scaffold designer what areas of the structure will be sheeted or require fans. As a result of the project planning process, the contract administrator may also specify additional design features during the tender stage.

Site plans must be used when planning scaffolding operations.

Scaffold structures must be protected, at a suitable distance, by metal mesh fencing (or better) from erection to removal to safeguard the public from falling objects and limit the risk of unauthorised access. Fencing must comply with the standards outlined earlier.

Management of Hoists

Hoist suppliers/installers should be directly appointed by principal/main contractor. It is the responsibility of the principal contractor to ensure that the hoist design and inspection history complies with the Lifting Operations and Lifting Equipment Regulations 1998. UWE prefers hoists not to be attached to scaffold structures. If they are, the site manager must provide specifications of the hoist to the scaffold designers during the tender stage to ensure scaffold designs (and quotations) account for additional loadings and design features (such as gates).

Scaffold Inspections

Principal contractors are responsible for ensuring weekly statutory inspections are carried out by competent personnel. For information, the UWE Approval to Work system is used to populate a scaffold register to facilitate the inspection process. Site managers and the UWE H&S Adviser will receive written reports.

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

Management of Scaffold Handover

UWE 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 TG4:13). All ties should be tagged. This is to prevent and help detect tampering.

Safe Method of Work

UWE will use NASC SG4:10 ('Preventing Falls in Scaffolding and Falsework') if reviewing scaffold erection/dismantling techniques. UWE will not stipulate a specific method for off-loading/loading scaffold wagons: Scaffolders must provide an adequate RA and MS, complying with NASC SG30:09, to the site manager for approval. Note that UWE does not have loading platforms on the Estate. Scaffolders must also provide a rescue plan as part of scaffolding method statements.

Persons erecting system scaffolds need specific training in that system scaffold in addition to holding appropriate CISRS cards. This applies to system stair towers.

Scaffolds on roofs

Do not place scaffolds on roofs until you have received structural information confirming the load bearing capacity of the roof. The site manager must ensure scaffold designs (weights, location of standards etc.) must be co-ordinated with the structural design. Further advice and assistance may be given by the UWE Contract Administrator, and/or lead designer.

Access and Egress from Scaffolding

On all construction projects, scaffold access must be by stair tower rather than ladders. If ladders are used they should be contained within ladder towers. If it is not practical to use access towers, internal ladders may be used.

Ladders access points must be protected by ladder gates (rather than trapdoors). Remove or board over ladders at the end of the day or lock off access to towers.

Traffic Management

Operating Plant and Construction Vehicles in Operational Areas

Signs must be of a professional standard and fit for purpose (homemade signs are prohibited). The information being displayed must be clearly identifiable and legible. The sign must be sized appropriately so that it is clearly visible from the required distance; it should be appropriately fixed and secured in the optimal position, and be of a rigid, weather proof construction where used externally. Contractors will need to be conscious of accessible routes and must ensure that any signage does not obstruct these.

The contractor must maintain the signs so that they are current, clean and visible. Damaged signs or signs that have become unfixed must be rectified or replaced. Signs that are no longer applicable or are no longer required should be removed.

Arrangements should be shown on a site plan and the work must be authorised by an Approval to Work prior to commencement.

Mud on Roads

This presents a significant risk to all road users, including the many cyclists that cycle on and through our campuses.

The emphasis should be on preventing the contamination in the first instance; controls to be considered may include, but not necessarily limited to:

- The provision of hardstanding for vehicles accessing/egressing and parking within the site
- Appropriate containment of any spoil being removed from the site, such as sheeting of lorries
- Where the works require the use of construction plant in multiple locations/satellite sites, the works should be so planned and coordinated to minimise the need for the plant to travel

between locations; the plant should be cleaned of loose mud, including wheel/track washing

- Wheel washing facilities on site
- Readily accessible, suitable road cleaning equipment such as a mechanical road sweep

Where significant amounts of mud are likely to be carried on to the road network, the contract should allow for wheel washing facilities on site and/or road cleaning operations to be available for use as and when required.

Work in Pedestrian & Cyclist Routes

Contractors should ensure that pedestrian and cyclist routes are unobstructed and kept free from mud and debris arising from the works. It is recognised that there will be circumstances when these routes are impacted by works out of necessity, whether a temporary obstruction, closure or diversion of a route. These operations can cause confusion, disruption and safety issues for our staff, students, visitors, and members of the public who commute through our space; therefore the works must be appropriately planned and communicated to maintain safety and minimise disruption. Methods of construction must be so designed to reduce the impact to route users.

The contractor must assess and control the risks posed to route users, including an assessment of the suitability of any proposed alternative routes. The following non-exhaustive list of requirements should form part of the assessment for the suitability of alternative routes:

- The usable width of alternative routes should be at least equal to that of the original route (unless it can be established that the original route is wider than required)
- The surface must be fit for purpose, in good repair, firm, even and free from debris
- Steep gradients, sharp or blind corners should be avoided
- Suitable lighting levels must be maintained at all times
- Routes utilised by wheelchair users and pushchairs should be maintained, with the use of suitable pavement ramps etc. where required; in circumstances where this is not practical an alternative accessible route should be identified and communicated.

Signage should be used to warn people about the work and the diversions they are expected to follow.

Arrangements should be shown on a site plan and the work must be authorised on a UWE Approval to Work form.

Work in the Road

Contractors working on access roads within the curtilage of UWE campuses should ensure they provide adequate signage and barriers to safely direct traffic around the work area. Arrangements should be shown on a site plan and the work must be authorised on a UWE Approval to Work form.

Signage

While full compliance with Chapter 8 of the Traffic Signs Manual would be excessive given the relatively low volume and speed of site traffic, the positioning and design of any signs used should conform to Chapter 8 to ensure they are readily understood.

Contractor Parking

Contractor's vehicles should park in designated car parks and must not park in the following areas:

Bays for drivers with disabilities

Double yellow lines

Yellow hatched areas

Delivery areas

Locations which block access routes

Where it is deemed absolutely necessary to park in such areas, the Contract Administrator will seek permission from the UWE Transport Manager. Even when permission is granted, vehicles should only be left in such areas for the minimum amount of time necessary.

Contractors will be made aware of permissible parking places through pre-construction information contained in tender documents and/or pre-start meetings. Display parking permits at all times when parked on UWE sites.

The contractors will incur full costs for releasing their own vehicles or paying fines due to improper parking on site. UWE will not be liable for any costs incurred. UWE will accept no liability for any damage to or theft of/from contractor's vehicles, including delivery vehicles.

Deliveries

On arrival, delivery drivers should contact the principal/main contractor's site manager/ foreman so that arrangements can be made to meet them. Materials should not be left unattended on the campus. Delivery schedules should be discussed with the Contract Administrator if deliveries could disrupt adjacent projects or the UWE road network.

Campus Speed Limits

Contractor's vehicles must not exceed 10 miles per hour while driving through campuses. Note that this may be less than the general speed limits on site and is a reflection of the greater risk posed by drivers who are not familiar with traffic routes/site risks, operating larger vehicles etc.

Automated barriers

High ground clearance vehicles sometimes 'defeat' car park barriers which close after the front wheels have crossed the magnetic loop. To prevent accidents, please notify the UWE Contract Administrator in advance of such a vehicle attending site and arrangements will be made to hold the barrier open. To avoid damage to barriers, vehicles should not 'tailgate', but should wait for the barrier to first lower and then raise fully before accessing.

Construction (Design & Management) Regulations 2015

Principal Designer/Principal Contractor

On projects where more than one contractor is engaged, UWE, as client, are required to appoint (in writing) a Principal Designer and a Principal Contractor.

The Principal Designer will be an organisation/individual with control over the pre-construction phase of the project.

The Principal Contractor will be appointed to coordinate the construction phase of a project.

Construction Phase Plans

As previously discussed, CPP's are required for all construction projects. These must be proportionate to the size and complexity of the project to be undertaken.

Construction Phase Plans (the 'Plan') must be site specific and address, in suitable detail, the relevant items from Schedule 3 of CDM 2015.

Important: UWE requires that a site diagram forms part of all Construction Phase Plans. The Plan must also contain a summary of responsibilities held by the site manager(s): This may take the form of a job description or other suitable format. UWE expects the Plan to also contain all relevant forms/templates etc. that site managers must complete.

Contractors must not commence construction work until they have received written authorisation from the contract administrator using an Approval to Work form. This is issued once the Project Manager and/or H&S Adviser confirms that the Plan and planned welfare arrangements are suitable.

To give sufficient time for the Plan to be reviewed, commented upon and amended the Plan should be received by Estates no less than 10 working days prior to commencement of Contract Administrator, this period may be increased on more

complex/higher risk projects or reduced in the case of low risk/low complexity projects (to a minimum of 5 days).

Where the Plan is not deemed to be adequate or requires clarification, the Project Manager/H&S Adviser will discuss this directly with the Contractor. The Contract Administrator should be included in the exchange of such information.

Health & Safety File

Where there is more than one contractor engaged on a project, there will need to be a Health & Safety File provided. In order to ensure that critical safety information is collected for the Health and Safety file, and can be stored in a way that enables effective retrieval, UWE has prepared a procedure on the management of Health and Safety files.

At the start of the project the Project Manager will explain to the Principal Contractor (and designers) what information is required for the File and the required format (generally one hard copy and one electronic copy).

To ensure that Files are handed over complete, and in good time following the completion of a project, a retention of monies, proportionate to the overall cost of the project, will be held until the File has been satisfactory signed off as complete.

The Contract Administrator may specify that certain information must be provided for inclusion in the File. This should be issued in electronic and hard copy formats directly to the Contract Administrator who will be responsible for ensuring the information is maintained in accordance with UWE procedure.

It is the Principal Contractors responsibility to ensure processes are in place to collect necessary information from sub-contractors (see para. 262 of the ACoP).

Accidents & Incidents

The UWE Contractors Rules cover the accident reporting arrangements. In brief, the Contract Administrator should be notified immediately of a serious incident (e.g. potentially RIDDOR reportable).

Other incidents affecting only the contractors own personnel and equipment should be reported by submitting a copy of the contractors' accident report form to the Contract Administrator. If the incident harms or affects UWE staff, students or property then the contractor will be helped to complete a UWE online incident report form.

UWE will lead on or participate in accident investigations where it is deemed necessary (and always in the case of serious incidents).

Violence, including abuse, directed at operatives by staff or students is unacceptable and must be reported as an incident using an accident report form (send to the UWE Contract Administrator). The incident will be dealt with in line with current UWE policy.

First Aid

Principal Contractors should make their own arrangements for first aid, in compliance with the Health and Safety (First Aid Regulations) 1981. In an emergency (e.g. if the contractor's own first aider is injured), contractors may contact UWE first aiders for assistance (details are displayed on posters in all buildings).

Where specialist first aid instruction or training is required, e.g. dealing with the effects of suspension trauma, the principal contractor should ensure that either they or appropriate sub-contractors have received the instruction or training.

Principal Contractors are asked to provide first aid assistance for UWE staff who are injured while visiting their sites and cannot obtain first aid assistance from UWE staff.

Access Arrangements

Plant Rooms, Switch Rooms, Lift Motor Rooms

Plant rooms etc. are not to be used for the storage of tools and equipment. Plant rooms are limited to off-suite keys. You need special authorisation by the contract administrator to draw these keys.

Access into HV switch rooms is prohibited unless authorisation is given by a UWE Electrical Engineer as part of the Approval to Work process. At present UWE does not have automatic gas flooding systems.

Contractors must ensure that plant rooms are locked when unoccupied and when leaving.

Entry into Ceiling Voids

Due to the range of potential hazards that can exist in ceiling voids, a safe system of work is in force for entry into these spaces. The main hazards and risks are identified below. Main/ Principal Contractors require risk assessments to cover the means of access, working at height and any risks associated to the operation they are performing in the void.

Hazards and risks

Impact to head (on pipes, ducts or ceiling).

General dust and debris (falling into eyes or being breathed in).

Glass pipes (Health and Life Sciences). Breakages could lead to harmful substances being released.

Asbestos containing materials (such as firebreaks, shadow batten and textured coatings).

Lack of light.

Falling objects (e.g. loose trunking or panel covers, broken ceiling tiles etc.)

Collection of gases, fumes and vapours (e.g. in the event of gas leaking).

High temperatures.

Fibreglass insulation products (fibres can cause irritation to skin, eyes, respiratory tract etc.)

Exposed electrical conductors

A ceiling void is a confined space if, within the void, there is a risk of:

Serious injury due to fire or explosion.

Loss of consciousness due to an increase in body temperature.

Loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen.

Entry into a confined space must be avoided if possible and is subject to the UWE Approval to Work system.

Entry into Student Accommodation

Student accommodation is and should be treated as someone's home. The following steps are required if working in student accommodation (some of which will blatantly not apply in an emergency). These are in addition to the standard rules for contractors:

- 7 Days' notice for scheduled work.
- 24 hr notice (reactive works).
- No work in flats before 10am (it is acceptable to work in communal areas before 10am).
- Ring and/or knock (at least twice) and announce yourself before going in.
- Show your ID.
- Don't use student's WC or other facilities.
- Be especially tidy and polite.
- Leave a calling card (the term contractor or a pavilion will issue these).
- Do not use student vacuum cleaners.

Special swipe cards can be obtained from 26 Carroll Court for entry into Frenchay student village.

Contractors Keys

Contractors keys can be issued where required. The arrangements for issuing keys will be confirmed at pre-start meetings. If these keys are lost, locks need to be changed and new keys issued. The contractor will consequently be charged £10,000 to cover the costs.



Access Equipment

Ladders, Stilts & Trestles

UWE's position on ladders is strictly in line with the Work at Height Regulations 2005 and associated guidance: For light, short duration work ladders/stepladders can be a safe and practical working platform. However, other forms of access should be considered first and risk assessments should decide if ladders/step ladders are appropriate. UWE will not accept ladders as a means of access onto roofs: Alternative provision (e.g. scaffolding) must be used. Trestles must not be used in UWE.

Stilts have also not been banned by UWE but are seen as a last resort. Refer to HSE and industry guidance which includes ensuring trip hazards are removed in the work area, providing seats to allow operatives to sit down and put on/take off the stilts and raising the height of edge protection if needed.

Mobile Towers

Persons erecting mobile tower scaffolds must hold proof of valid training (e.g. suitable PASMA training). Mobile towers used at UWE must have toe boards. 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 assist the inspection process.

Excavations

All sites have extensive underground services consisting of water, gas, HV/LV cables, data/telecoms, fire alarm cables and drainage. Information should be requested from utility companies at least 28 days in advance of an excavation starting. Some services are indicated on Estates drawings but these are neither exhaustive nor entirely accurate.

Gas: Wales & West Utilities should be contacted on their 'dial before you dig' line: 029 20 278912. If working in the vicinity of high pressure lines, Wales & West Utilities will send a Plant Protection Team to survey the site and advise on safe working practices.

Electricity: Western Power Distribution can be contacted for information on their 'South West Mapping Centre' line: 029 20 535379.

Water, drains, data-cables: Information can be provided by UWE for these installations within the curtilage of the campuses. Data cables are generally contained within ducts.

Excavations are performed under the UWE Approval to Work system. Contract preliminaries may prohibit excavations at certain times to prevent potential disruption to critical operations. All excavations where services have been installed, repaired etc. must be witnessed by a UWE engineer or clerk of works before backfilling.

It should be recognised that the record information can vary significantly in its accuracy and representation of installed assets. UWE Estates drawings are provided for information only, and must not be used as a reference prior to excavations as they may have no bearing of the actual installation.

Work on Gas Installations

Any person working on a gas installation must be registered with the Gas Safety Register. The principal contractor should check this registration is in order.

If the engineer is directly appointed by Estates, the Contract Administrators will check registration before permitting work on gas installations.

Health Risks: Vibration, Dust, Noise & Welding

Vibration, noise and dust should be minimised and controlled to prevent risk to operatives and nuisance/risks to UWE staff and students.

Tender documents will make the Principal Contractors aware of 'sensitive' UWE activities and events occurring in the vicinity of the project and may impose certain restrictions, such as limiting the hours when noisy operations can occur or the implementation of a suitable noise monitoring strategy for the duration of the project. This will likely involve the installation of fixed noise monitors at agreed locations. Such stipulations will also be discussed in pre-start/progress meetings. The Principal Contractor should ensure that the programming or methods of working do not infringe these restrictions. If in doubt about whether an operation would constitute a nuisance, the Contract Administrator should be contacted. The Contract Administrator may request that 'trial' operations are run.

Wherever possible principal contractors should create a dust/fume proof seal between the work area and surrounding rooms and corridors if nuisance or hazardous dust/fumes etc. are likely to be generated. Adequate ventilation (possibly mechanical) must still be provided to those at work.

Where noisy/dusty works are envisaged, the Principal Contractor will be required to produce a 'look ahead' document which provides information on those working activities which are to take place over the next 7-14 days.

Following updated HSE guidance, all welding activities undertaken by contractors will need to have suitable controls in place to control fume exposure. This must include both those undertaking the welding activity, and also others in close proximity to the works. Contractors must ensure that effective engineering controls

are provided and correctly used to control fume arising from welding activities.

Lifting Plans for Crane Operations

UWE must receive a written lifting plan for all crane operations (lifting plans are discussed in the ACoP to the Lifting Operations and Lifting Equipment Regulations 1998). An annotated site plan should accompany the lifting plan, including the location of any signage required for footpath or road diversions.

The lifting plan is to be issued to UWE for comment at least 2 working days prior to the start of the lift (a longer lead in time may be needed depending on the complexity and risk of the operation). UWE will not comment on the technical content of the plan but will:

- Confirm that a plan has been prepared
- Ensure that the lift is properly co-ordinated with UWE activities to ensure public protection is maintained, traffic is being managed etc.
- Ensure that UWE property (e.g. roofing material) will be safeguarded

Handling Panels, Glazing & Broken Glazing

Glazing and panels (e.g. integrated plumbing system panel) should be lifted wherever practicable using suction handling devices (these must be suitable for the surface finish and weight of the glazing or panel in question).

It is a UWE requirement that any operative handling glazing (broken or otherwise) should wear suitable personal protective equipment that protects the hands, wrists and forearms from cuts and penetration injuries.

Removal of Wire During Refurbishments

During refurbishments, redundant wiring should be identified and completely removed at the earliest practical opportunity (this is to prevent confusion, the chance of it being left in situ and injuries on exposed wires).

Use of UWE Plant, Equipment, Substances and Lifts

Principal contractors should supply and utilise their own equipment and should not use UWE plant and equipment. Similarly, contractors should use their own cleaning supplies for use at the end of a project and must not use those belonging to UWE.

UWE passenger lifts can be used by operatives travelling to and from the work area. During the summer of 2009 extensive damage was caused to three lifts by contractors transporting demolition waste. Construction materials should not be carried by passenger lift unless an Approval to Work has been issued by the Contract Administrator. They will take advice from the appropriate electrical engineer and instruct the principal contractor about the steps to be taken to prevent damage to or overloading of the lift car.

UWE lifts should not be used in the event of a fire.

Service Isolations

Due to the potential disruption and costs arising from unplanned service disruptions, principal contractors must not effect major service isolations without the permission of the Estates Services. Other than in emergencies, permission will only be given once UWE is satisfied that it has identified what areas will be affected by an interruption to services, ensured that relevant stakeholders have been consulted and developed suitable plans to manage the impact of disruption. Consequently, all major service isolations are subject to the UWE Approval to Work process.

During some UWE activities (e.g. 'clearing') no work is permitted in critical areas if there is a potential for service disruption. Details will be provided by the contract administrator to enable the programme to account for these prohibitions (normally during the tender).

Environmental Management

The Storage, Transport and Disposal of Waste

Any waste produced as part of your contract at UWE must be stored appropriately in line with the Environmental Protection Act (EPA), COSHH and any other relevant legislations requirements to protect the environment and prevent harm to the environment or harm to human health or cause 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. Ensure you have arrangements in place to remove all waste from site, including green waste and excavated spoil

In line with the Hazardous Waste Regulations and COSHH you must keep records of the hazardous wastes produced and copies of Consignment Notes. From April 2016 there is no requirement for producers of hazardous waste in England to register their premises with the Environment Agency. Instead the first six digits of the consignment note code for hazardous waste collections from UWE should be **UWEBRI**.

No waste is to leave UWE 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 disposal of waste must ensure the correct identification of waste on the waste transfer or consignment note.

Guidance on the waste duty of care requirements can be found at www.gov.uk/managing-your-waste-an-overview/duty-of-care.

Landfilling of gypsum waste including plasterboard is to be treated in accordance with Environment Agency requirements.

It must be segregated from other waste for collection for recycling at an appropriate facility.

Site Waste Management Plan's should still be standard practice as these are designed to encourage and enhance waste management, reduce environmental risk and waste disposal costs.

The UWE Head of Environment and Sustainability or delegated staff may visit sites at any time to ensure Environmental performance is adequate and will be involved in the investigation of any breaches of good Environmental practice. Where SWMP apply, UWE Head of Environment and Sustainability or delegated staff may inspect these.

Any leftover building materials and supplies (bricks/sand etc.) must also be removed from site at the end of the project.

In the event that left over materials are identified, the contractor may be charged for their removal from site.

No items are to be stored or rested for any period of time under existing tree canopies, against hedges, in flower beds or any other sensitive parts of the external landscape. No items to be stored on grassed areas for longer than 24 hrs without prior consent of Grounds manager or agreements in place to affect repairs to the damage to the grass.

Storage, Transport & Handling of Substances – Prevention of Releases to Land, Air & Water

Adequate prevention and mitigation procedures must be in place for any substances brought onto UWE 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 UWE processes. This must be agreed prior to substances being brought onto site. Any unplanned release should be reported to the UWE Project Manager 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 watercourse or any land. There must be no discharges to drains or sewer systems unless clearance has been given by the UWE project manager and, where necessary, the appropriate regulatory authority.

Contractors will be expected to have their own spills kits, in sufficient quantities and easily accessible, to mitigate their own risks.

In the event that there are any spills of oil, chemicals, diesel etc., the Estates Project Lead or Facilities Helpdesk '222' must be contacted immediately so that additional spill kits can be deployed. These will be back charged to the contractor.

If any substances identified in List 1 of the Groundwater Regulations (1998) are to be brought onto UWE premises the UWE project manager must be informed prior to them being brought.

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

Bio-diversity

Any damage to landscaping identified upon contractor compound removal must

be repaired in agreement with Grounds manager.

When carrying out any projects that may have an impact on any external landscaping the University has a set of standards that are expected as minimum compliance. These exist for tree works or any work impacting on any part of tree, imported topsoil, supply and storage of plant or materials, and repairs to any scars or damage to any portion of the landscape. More information can be provided upon consultation with Grounds Manager.

There are rare plant species and ancient trees on our sites and care must be taken not to do damage to the fragile eco-systems that exist here.

Track matting to be used to transport machinery or goods across any section of soft landscaping, unless there has been prior agreement with UWE Grounds manager, who may be contacted on (0)117 32 83046 or 83046.

Nuisance

Environmental nuisances, such as those outlined in section 79 of the EPA or the Noise and Statutory Nuisance Act must be adequately managed. For example, odours, dust, smoke, and noise should be minimised

Designing out waste

SWMP's should be used as a means to plan for resource effectiveness and waste prevention.

UWE has a recovery rate target of 80% of construction waste by 2020.

Contractor's working on UWE's estates will be required to adhere to principles of this scheme and actively work to achieve waste reduction and recovery.

To assist us with monitoring progress against these targets, a UWE template will be made available to contractors during contract preliminaries.

Appendix 1 – Campus Maps

Frenchay



Frenchay Campus

Glenside



Glenside Campus

Bower Ashton



Bower Ashton Campus

Appendix 2 – Contractors Safety Rules

Contractors Safety Rules

Version: 10

Issue date: July 2019



No Card
No Access
No Work



Public Protection

- ✓ Keep your work site secure at all times
- ✓ Keep work areas (and surrounding areas) tidy
- ✓ Secure away unsupervised tools and equipment
- ✓ Cover excavations when unattended
- ✓ Prevent access on to unsupervised scaffolding
- ✓ Follow UWE procedure for capping fire detectors
- ✓ If you harm or nearly harm students, staff, public or property, notify the Estates Services* who will help you complete a UWE report form
- ✓ Serious incidents must be reported IMMEDIATELY
- ✓ Keep access and emergency routes clear and safe
- ✓ Ensure cables, barrier feet etc. are not trip hazards

Vehicles and Plant

- ✗ Do not block access routes, park in disabled bays etc
- ✗ Do not use car parks unless you have a parking permit
- ✗ Do not exceed 10mph on site
- ✗ Do not leave keys in unsupervised plant
- ✗ Do not drive plant without the right IPAF, CPCPS etc. card
- ✗ Do not drive through pedestrian areas unless you have approval
- ✗ Use a banksman for all reversing operations
- ✗ Do not leave deliveries unattended at site entrances/gatehouse
- ✗ Do not drive high ground clearance vehicles on site unless you tell Estates in advance: Barriers need holding open for you

Protecting Yourself and Others

- ✓ Wear high vis vests and protective boots
- ✓ Working in labs in the school of life sciences? You must report to Jasper Morrison (0K05, Tel: 82524)
- ✓ All electrical equipment must be PAT checked (within the last 6 months if used in construction)
- ✓ If you harm or nearly harm yourself, colleagues or your own kit, complete your own report form and provide a copy to Estates Services*

- ✗ Do not work on site until you have a valid UWE Contractors Pass
- ✗ Do not use 240v tools – only use 110v
- ✗ Do not start work unless you have easy access to your risk assessments and method statements
- ✗ Do not eat/drink in work areas (use canteens)
- ✗ Do not throw materials on site or allow them to fall

Nuisance

- ✓ Working in student accommodation? You must follow the rules explained in the seminar videos
- ✓ Wear (or carry) your UWE contractors ID badge
- ✓ Only smoke in designated areas
- ✓ You can use UWE canteens and welfare facilities if you are reasonably clean and tidy
- ✓ Use noise and dust control measures
- ✓ Only enter rooms/areas that are part of the project

- ✗ Do not burn materials on site
- ✗ Do not smoke in buildings or in work sites
- ✗ Do not play audio devices (e.g. radios)
- ✗ Do not drink alcohol on site at any time
- ✗ Do not work bare-chested or -legged: Wear a shirt and trousers
- ✗ Inappropriate behaviour will lead to dismissal from site
- ✗ Do not use plant rooms, lift motor rooms etc. for storage
- ✗ Do not use UWE cleaning supplies: Use your own

Approval to Work

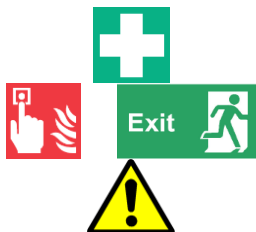
- ✓ Estates Contractors: You need an Approval to Work from Estates before starting **any** work

- ✗ Do not enter high risk areas, start high risk activities or perform a major service isolation unless you have 'Approval'
- ✗ Do not work on these jobs after the Approval runs out

Asbestos

- ✓ Attend the UWE asbestos awareness course
- ✓ If you think you found or damaged asbestos then STOP, leave the area, make the area secure and contact Estates Services* IMMEDIATELY

- ✗ Do not work unless you have seen the register or a survey
- ✗ Do not disturb an area if it has not been surveyed
- ✗ Do not work with asbestos unless you are licensed: If you are going to disturb asbestos then stop work



Emergency Services can be contacted on 9999 (internal line) or 0117 328 9999 (mobile). This will be answered by the Gatehouse who can help emergency services get to you

Evacuate a building if you hear an alarm. If you discover a fire, raise the alarm and evacuate. If you think you caused a false alarm, evacuate but let Gatehouse know asap on 0117 3282552 or 82552

STOP WORK and contact Estates Services* on 0117 3281222 if:

There are uncontrolled risks to your own or another person's safety, or

Your method of work could break these rules: You need a different method or approval by Estates*

Appendix 3 – Expected Standards

Contractors are expected to meet a certain level of health and safety standards when on UWE sites. The below are examples of site examples of the standards expected.



Solid hoarding around the boundary of the site.

Adequate signage displayed advising of the location and route to follow to gain access to the main site office.

Hoarding line amended to allow for greater visibility for pedestrians and vehicles where hoarding line crosses a footpath.

Solid hoarding around the boundary of the site.

Use of UWE Marketing graphics to the hoarding line.



Site offices well established.

Includes meeting rooms and welfare facilities.

Planters used around the base of the cabins to make them appear more vibrant.



Skip location well fenced with appropriate signage displayed.

Skip is covered which can minimise the risk of arson or fly-tipping.

Debris netting incorporated with heras fencing to prevent debris/waste materials impacting on adjacent areas while skip is loaded.

Signage identifies name and contact details of site manager and principal contractor.

Example of site information board used in an external location of the site.

Easily accessible to all site operative's.

Provides information on the significant size hazards, current activities, sub-contractors on site, and a site layout plan.



Example of a suitable spill kit.

Located in areas throughout the site where quick access would be required.

Site layout plan details the location of available spill kits, and the type of emergency where their use would be required.

Spill kits subject to frequent inspections to ensure that all items remain in place.

Example of a site safety notice board which displays all site specific information (H&S Law poster, fire evacuation plan, F10 (if applicable), insurance certs etc).

Displayed in main site office and is easily accessible to all site operatives.

Used as part of contractor inductions



UWE Bristol University of the West of England

Neighbourhood Lookahead

Contractors are asked to submit this form at the start of each working week, giving a 'lookahead' for the next fortnight. Obviously, things can change but it gives everyone chance to prepare.

Project name: _____
 Campus: _____
 Location (if relevant): _____
 Period start date: _____

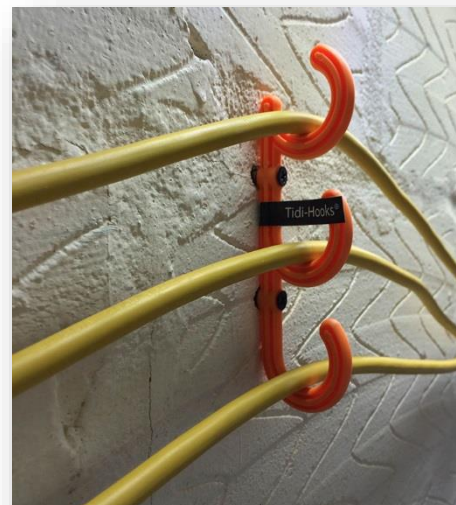
Potential for:

Date	Planned activities (key tasks esp. those that can have a significant impact on UWE)	Noise	Disruption	Risks	Notes (e.g. nature of disruption or risks, likely times, proposed mitigation or action needed by neighbours)
00/01/00					
01/01/00					
02/01/00					
03/01/00					
04/01/00					
05/01/00					
06/01/00					
07/01/00					
08/01/00					
09/01/00					
10/01/00					
11/01/00					
12/01/00					
13/01/00					

Where construction activities are likely to generate dust/noise which could cause disruption to adjacent areas, the contractor will be required to produce a '**look ahead**' form which will assist with co-ordinating and advising adjacent areas of the construction activities.

Example of a **Cable Tidi** which can be used as a temporary means of keeping cables away from floors and above head height.

Avoids trip hazards on construction sites.





Chemgrid: Protection for risers which prevents the need for openings to riser shafts and the risk of falls from height.

Armorguard Mobile Cutting Station: reduces noise and the need for an external cutting area.

Extraction/LEV can be fitted.

Mobile can be located where required on site.

