



# WARWICK

## Code of Conduct for Contractors Working on Behalf of the University of Warwick General safety and environmental requirements

### 1. Emergency Contact Numbers

Location	Emergency Contact
Central Campus	02476 522 222 (mobile) Extension 22222 (internal)
Gibbet Hill	
Westwood	
Wellesbourne	999
Any other location	

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Owner: Director of Estates  
Authorised By: Director of Estates and Director of Health and Safety  
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All contractors who work on behalf of the University of Warwick must comply with this Code of Conduct.

## 1. Introduction

The University is fully committed to health, safety and wellbeing and only engages with contractors who demonstrate that they are also fully committed to it. Contractors are expected to familiarise themselves with the procedures, precautions and guidelines in this booklet and they and anyone under their control must strictly adhere to them at all times while working at Warwick, Wellesbourne, our off-campus commercial leased and housing properties, or any other building in which the University operates.

Our operations never stop. Even during summer vacation, there are still hundreds of people on our campus, of diverse cultures, age ranges, and abilities. Health, safety and wellbeing is our priority at all times.

We are all bound by the duties contained within the Health and Safety at Work etc. Act 1974 and subordinate legislation. This places duties upon the University and contractors to ensure the health and safety of employees and others who may be affected by their work.

The Management of Health and Safety at Work Regulations 1999 (as amended 2003), require co-operation and co-ordination of work activities where two or more employers share a workplace, whether on a temporary or permanent basis.

Dependent upon the nature of the work involved other legislation will also apply, for example and not limited to the Construction (Design and Management) Regulations 2015 and the Control of Substances Hazardous to Health Regulations 2002 (as amended 2003).



There are many references to health and safety legislation in this document, and it is your responsibility to keep track of any changes to legislation and take them into account during your work. We keep up to date with our legal duties and current best practice and we expect you to do the same.



We expect you to work in accordance with the written arrangements and the suitable and sufficient risk assessments you carry out in relation to your work activities. Your University Project Manager will request evidence of these before you start work and may ask for them at any time, you're on site. Make sure that you and your staff are familiar with them. You should also ensure that you are familiar with any local building rules.

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## 2. Glossary of Terms

CDM	The Construction, Design and Management Regulations (CDM) 2015.
Client	Usually the University of Warwick.
Community Safety	University team that looks after safety and security on campus, formerly known as Security and referred to as Security in the Contractor Induction video.
Contractor	A person or firm that undertakes to provide materials or labour to perform a service, do a job, or carry out any work on behalf of the University.
DBS	Disclosure Barring Service
Form F10	A document used to notify the HSE of construction work in line with the requirements of the CDM regulations.
Health and Safety File	A document used to record work undertaken on the premises that details materials and services within the premises.
Health and Safety Plan	A document prepared by the Principal Designer and Principal Contractor for the construction phase of a project and used to record site health, safety and welfare matters for reference purposes by all persons on a site.
HSE	Health and Safety Executive; the government body that enforces health and safety legislation.
Principal Contractor	The Principal Contractor is an organisation or individual appointed by the Client to plan, manage, monitor and coordinate matters relating to health and safety during the construction phase in accordance with regulations 12 and 13 of the Construction (Design & Management) Regulations 2015.
Principal Designer	The Principal Designer is a designer who is an organisation or individual appointed by the client to plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety to ensure that, as far as is reasonably practicable, the project is carried out without risks to health and safety, in accordance with regulation 11 of the Construction (Design & Management) Regulations 2015.
Project Manager	Any person responsible for leading or commissioning any work from a Contractor or managing any project whether large or small.
SUA/UAV	Small Unmanned Aircraft/Unmanned Aerial Vehicle
Sub-Contractor	Anyone engaged in work on the premises by the Contractor and used to support the Contractor.

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### 3. Safety Standards for Contractors

Contractors working on behalf of the University or at any one of our sites must not put anybody at risk, themselves included, and must comply with all relevant legislation.

#### a. Basic Contractor Rules

Contractors on all projects or works must:

- ▶ Ensure that all individuals have watched the University of Warwick Code of Conduct Safety Induction before commencing works by following the link, and maintain a written record to confirm they have done so;  
<http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/contractors/management/contractorinductionvideo/>
- ▶ Be considerate of other University users around them who may be affected by them, either directly or indirectly.
- ▶ Satisfy themselves that they and anyone they employ or otherwise engage are competent and adequately resourced.
- ▶ Plan, manage and control their own work to ensure any workers under their control are safe from the start of their work.
- ▶ Ensure that sufficient time is allowed for adequate planning and preparation of all work, to include the work of all parties and subcontractors.
- ▶ Follow the access/chaperone protocols as directed by the Project Manager when working within our occupied on campus residential and conference accommodation and our pre-school nursery.
- ▶ Provide workers under their control with any necessary information they need to work safely, report problems and respond appropriately in an emergency.
- ▶ Ensure that identified risks and associated control measures are communicated with all parties who could be affected.
- ▶ Make sure that any design work they do complies with the law.
- ▶ Make sure that any work carried out complies with the law.
- ▶ Comply with relevant provisions of *CDM 2015*, where applicable.
- ▶ Co-operate with others and co-ordinate their work with others who may be affected by it.
- ▶ Provide workers with appropriate PPE at no charge and make sure they wear it. Ensure the workforce is properly consulted on matters affecting their health and safety, and obtain specialist advice, wherever necessary.
- ▶ Ensure that they coordinate, cooperate and communicate safety arrangements with the University and any other organisations or workers involved.
- ▶ Where relevant, fulfil the duties given in the *Approved Code of Practice: Managing Health & Safety in Construction (L153)*.

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- ▶ Follow the guidance given in the Construction Industry Training Board *Construction Site Safety - Safety Notes* (GE700), where appropriate.
- ▶ Comply with University policy and requirements. Details of these are available at <http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>
- ▶ Comply with any departmental, local and site rules brought to their attention.
- ▶ Have a *Health & Safety Policy Statement*, and all appropriate supporting documentation. These must be produced upon request.
- ▶ Make good the work area and restore any markers, protective covers and signage when work is complete.

We reserve the right to intervene directly, where we believe there is a serious and immediate hazard.

Contractors and their employees and subcontractors must have suitable skills, knowledge and experience to carry out the craft they practise. If they are still in training, we expect them to be properly supervised at all times while on University sites. Contractors must be able to produce evidence of employee training and competence upon request.

Contractors are expected to wear ID or branded workwear to ensure they are always identifiable whilst carrying out their duties.

We expect all staff, students, contractors and visitors to behave in an appropriate manner with consideration for others at all times. All complaints will be acted upon.

## 4. Permits to Work/Permits to Access

The University operates *Permit to Work* and *Permit to Access* systems and the conditions on each permit must be complied with.

Contractors will need to apply for and obtain a permit in sufficient time before undertaking activities including:

- ▶ Excavations/ground penetrations, see page 15
- ▶ Roof access and working at height, including use of mobile tower scaffolds and MEWPs
- ▶ Entry into and/or work in a confined space
- ▶ Isolations of services, including electrical and fire detection/alarm systems
- ▶ Hot works, including welding, brazing, cutting, soldering, using heat guns, torch applied roofing and chipping operations, or the use of spark-producing power tools, such as drilling or grinding (see section 20.1).
- ▶ Any work requiring access to high hazard laboratories/workshops or plant rooms.
- ▶ Use of a drone/UAV/SUA

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Permits must be requested on behalf of a contractor by the Project Manager and issued by the Permit Officer or other authorised Permit Approver of the University and may require other University staff to confirm that the areas have been made safe before you start work.

Where works are entirely within a designated site, which is wholly managed by a contractor, Permits to Work shall be controlled by the Principal Contractor.

However, where works may have an impact outside such a designated area, the University Permit System shall apply.



## 5. Equipment and Plant

Contractors shall provide all necessary plant, equipment (including access equipment), tools etc. required to carry out the work safely. No item owned or controlled by the University may be used without prior written consent from the responsible person.

Contractors must not use items owned or controlled by other contractors unless authorised in writing by that contractor.

We reserve the right to inspect power tools, plant and any other equipment brought onto campus and to forbid their use if we consider them unsafe.

If a portable generator is required, it must be located outdoors away from air intakes, doors and windows, so that exhaust fumes do not enter any buildings.

We will not permit any electrical live working. See also sections on 'Plant (e.g., Disc Cutters/Saws/Grinders)' and 'Power Tools'.

## 6. Vehicles and Traffic

All drivers shall obey the Highway Code and local traffic rules which are clearly indicated by notices or standard signage. No responsibility can be accepted by the University for any theft of or damage to any bicycle, motorcycle, or motor vehicle on site, whether authorised or not.

Drivers must hold an appropriate, valid driving licence and have been trained in the correct operation of their vehicles. This includes dumpers, forklift trucks, cranes, mobile elevated working platforms (MEWPs) etc. Seat belts and any other required safety devices must be used at all times.

Vehicles must be maintained in good condition and test certificates and inspection records must be made available to the University on request.

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University sites are frequently very busy, with a mixture of vehicles, cycles, e-scooters and pedestrians. Contractors must exercise great care when travelling on any of the University sites and are expected to always observe the correct speed limits.

Contractors' deliveries must be coordinated with the Project Manager to avoid busy University operational and organised events. Reversing of large vehicles should be eliminated by good planning and traffic routes, with the use of a trained banks person as a last resort. All construction plant should be fitted with audible and, ideally, visual reversing alarms and cameras.

**Any vehicle that contravenes the University traffic regulations is liable to incur a fine. We reserve the right to exclude anyone found speeding or operating a vehicle unsafely on University properties.**

Drivers should take particular care in the low speed, shared space environments on University Road and Gibbet Hill Road. Drivers on campus should be aware of a high volume of cycle and pedestrian traffic.

The campus is a busy environment – ensure that you are familiar with your destination and preferred route prior to setting off.

Anybody operating a vehicle on campus must remain aware that our diverse community includes nursery-age children and visitors from abroad, who may not be familiar with UK roads.

Parking on sites is limited, so make sure drivers have authority to park where they need to. Parking on main campus is chargeable, currently either via cashless payments through an app, website, phone or parking permits. It is your responsibility to ensure you display the correct authorisation to park in each area. Some contractors may be eligible for a limited number of parking permits for their vehicles. These can be applied for via your University Project Manager.

Parking on double yellow lines, grass verges, pavements, in or blocking accessible parking bays or without the correct permit will not be tolerated unless it has been authorised by the Estates Transport Team. Vehicles must also not drive on pathways. Full terms and conditions can be found at <https://warwick.ac.uk/services/carparks/termsandconditions/>. Parking charge notices are in operation where vehicles are parked in breach of the above.

Parking on double red lines, on or adjacent to fire hydrants and on yellow or red crosshatched areas is strictly prohibited - these are emergency access areas.

Where work causes or could cause debris, soil or other residues to be tracked onto University roads, it shall be the responsibility of the contractor to ensure adequate measure for prevention, control and clean up are in place.

Contractors must develop a Construction Logistics Plan (CLP) in line with the CLOCS guidelines in order to manage and coordinate all their haulage operations, the CLP must be submitted to the University Project Manager prior to works commencing.

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The riding of e-scooters other than those on campus during the trial (including hover boards, Segway scooters and similar) is strictly prohibited. Such devices shall not be brought onto any University site or into any University building.

This does not extend to electrically powered vehicles legal for use on the public highway and devices specifically provided for people with mobility requirements.

## 7. Personal Protective Equipment (PPE)

Where a risk assessment identifies PPE as a control measure, the contractor shall ensure that suitable and sufficient protective clothing and equipment is supplied and correctly used. If wearing PPE is mandatory, checks must be carried out to ensure it is being worn. Where high visibility garments form part of the PPE requirement within a site or work area, these must be removed whenever operatives leave that area.

The University reserves the right to suspend work if adequate arrangements are not in place.

## 8. Workplace Hazards

### a. Asbestos

Due to their age, many of our buildings may contain asbestos. Before any work starts that might disturb the fabric of a building constructed before the year 2000, an appropriate asbestos survey of the work area must be arranged by the appointed University Project Manager with the University's appointed asbestos consultancy. This information will be made available along with any relevant historical asbestos records originating from the building asbestos management survey.

Any asbestos containing materials (ACMs) within the working areas must be managed or appropriately abated before the work on site commences and must be carried out by the University's appointed asbestos removal contractors.



The University has an in-house asbestos team, who are able to provide advice if you believe that asbestos has been or may have been disturbed during the refurbishment or demolition activities. When working, remember that only areas covered by the asbestos survey have been fully inspected and deemed safe to work in. If there is a need to alter the scope of work for any reason you must confirm that this is acceptable with the Project Manager before proceeding.

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Anyone engaged to work (including sub-contractors) must have been provided with asbestos awareness training from a competent training provider in the last 12 months. Any certification issued in recognition of the completion of such training must be in date for the duration of the on-site works.

Evidence of this training must be shown within 24 hours of any member of the University requesting it. Failure to do so will result in the operatives for whom the certification is not provided being asked to leave site until the requested certification is produced.

The contractor shall, upon the discovery of any suspect material, stop work and report to the Project Manager. If the material is broken, the contractor must:

- ▶ Stop work.
- ▶ Leave any potentially contaminated materials, clothing, PPE, or equipment in the work area.
- ▶ Ask others working nearby to stop work.
- ▶ Exit the area.
- ▶ Put measures in place to prevent access such as locking the door, signage, or the use of barriers.
- ▶ Report to the supervisor immediately.
- ▶ Report to the University Project Manager immediately.

Any work that is required on known asbestos-containing materials must be undertaken by a licensed asbestos removal contractor and will be carried out in accordance with the requirements of the *Control of Asbestos Regulations 2012*.

Following the completion of any asbestos removal work, which involves a 4-stage clearance test, the University (who will have arranged this testing) will provide a copy of the certificate of reoccupation for the areas covered by the work.

Any works to remove identified ACMs from the University estate must be carried out in accordance with The Control of Asbestos Regulations 2012, HSG247 The Licensed Contractors Guide, the *Waste (England and Wales) Regulations 2011* and the *Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009*.

Hazardous Waste Consignment Notes for all asbestos materials removed from the University estate will be provided and a copy forwarded to the Asbestos Team.

**The University will not accept the importing of ACMs (whether as components or contaminants) onto its grounds or into its buildings.**

Should this situation be discovered, the responsible person, people or organisation(s) will be expected to pay in full the cost of safely removing those materials (to the satisfaction of the University) along with the cost of re-instating with suitable non-asbestos-containing materials.

## b. Noise

If work is likely to produce noise above 80 dB(A), discussions must be held with the Project Manager to:

- ▶ Reduce the noise to an acceptable level,
- ▶ Remove affected people to a quieter environment for the duration of the work, or
- ▶ Reschedule the work.

The requirements of the *Noise at Work Regulations* must be met.

Provision of hearing protection should be seen as a control measure of last resort.

All staff and contractors should be considerate about noise levels and how they might impact on others working, studying or living in the vicinity.

Works liable to generate levels of nuisance noise that could interfere with the activities of the University or its neighbours, i.e. use of power tools, shouting, use of radios while working etc., shall require arrangements to be agreed with the University Project Manager responsible for the project or works.

## c. Power Tools

All power tools must be suitable for the task and environment and maintained in a safe working condition.

Tools operating at 110 V<sub>AC</sub> 50Hz or battery-operated tools should be used in preference to 240 V<sub>AC</sub> 50Hz equipment. Where this is not practical, 240v 50Hz equipment may be used, provided that the circuit from which they are supplied is fed via a residual circuit breaker set to operate at 30mA or less and their use is agreed with the University Project Manager.

- ▶ Cartridge fixing tools are only to be used within controlled site areas.
- ▶ Cables shall be routed to minimise the risk of mechanical damage and trip hazards.
- ▶ Transformers and any other equipment shall be protected from damage.
- ▶ Power tools must not exceed the supply of the socket/outlet.
- ▶ Power tools/batteries must not be left on charge overnight.

We reserve the right to inspect power tools and any other equipment brought onto campus and to forbid their use if we consider them to be unsafe.

If a portable generator is required, it must be located outdoors, away from air intakes, doors and windows so that fumes do not enter any buildings.

Noise must be managed to ensure that nuisance from powered tools and equipment is minimised.

Further information can be found under Section 4a 'Equipment and Plant'.

#### d. Metal Welding and Cutting

A Hot Works Permit is required before any welding, brazing or soldering takes place on site or at any of our buildings (see sections 4 and 20.1).

- ▶ Work shall take place outside unless not reasonably practicable and, in any case, in such a manner that passers-by are not exposed to any arc, sparks or ejected material.
- ▶ Cylinders and regulators shall be adequately secured and within their respective statutory test date. Valves, hoses and any ancillary equipment etc. must be in good condition. Appropriate flashback arrestors must always be fitted, used and maintained, for cutting and welding equipment fitted to all flammable gas supply lines or oxygen supply lines when used in conjunction with a flammable gas, e.g., oxyacetylene.
- ▶ Acetylene shall only be used if it can be demonstrated that no other method will achieve the required results. Methylacetylene/propadiene (MAPP) gas shall be considered in preference to acetylene.
- ▶ Where acetylene does have to be used, it must be stored outside and away from direct sunlight when not in use.
- ▶ All cylinders shall be stored upright and securely at all times.
- ▶ See also Section 4 'Permits to Work / Permits to Access'.

Welding equipment and cylinders must not be left unattended unless:

- ▶ The equipment is secured to prevent unauthorised use.
- ▶ All the valves are turned off.
- ▶ Keys are removed.

#### e. Use of or Generation of Substances, Products or Materials Potentially Hazardous to Health or the Environment

If there is likely to be a need to use, generate or dispose of products or materials which are hazardous to health or the environment, the activities involved must be subject to a risk assessment.

Adequate controls must be implemented to eliminate or reduce any hazard to the lowest reasonably practicable level.

Any residual risks must then be controlled in accordance with relevant health and safety or environmental legislation.

COSHH assessments must be made available by contractors and their subcontractors, upon request. The University reserves the right to suspend or terminate work which does not have appropriate risk assessments or control measures in place.

Storage of materials on site must be kept to a minimum and adequate consideration paid to suitable storage, chemical compatibility, security and emergency procedures relating to those materials.

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Refer also to Section 16j. 'Site Storage of Flammable Liquids, LPG, Compressed Gases and Acetylene' and Section 16o. 'Fire Safety - Waste Materials'.

#### f. Breaking Into or Interrupting Services

All work shall be carried out and controlled to prevent the possibility of striking or interrupting services, whether above or below ground or within buildings.

A Permit to Dig will be required where any work involving breaking ground is conducted. Please refer to sections 4. and 11.a. for further specific information.

If a site has been fully handed over to a contractor, and there is no risk of disruption to services or activities outside the boundary of that site, the permit arrangements and procedures shall be agreed with the Project Manager.

All work which could result in interruption of a utility service requires explicit permission from and coordination with the University.

- ▶ Services must not be connected or interrupted without prior permission.
- ▶ All work must be carried out by trained and authorised personnel.
- ▶ Appropriate *Regulations* and *Codes of Practice* (especially for gas and electricity) must be followed, where applicable.
- ▶ Contractors must have a Safe System of Work for any work which involves breaking ground or otherwise potentially making contact with services.
- ▶ Contractors must report any incident involving a struck service to the Project Manager and must manage the consequences of the strike to minimise disruption and any further risk to life or safety.

#### g. Radiation

- ▶ Contractors proposing to bring a source of ionising radiation onto campus must inform the University Radiation Protection Officer. Refer to the University Health and Safety contacts page for current contact details:  
<http://www2.warwick.ac.uk/services/healthsafetywellbeing/contacts>
- ▶ We reserve the right to take our own radiation dosage measurements.
- ▶ All appropriate safety precautions must be taken by anyone likely to receive a radiation dose.

## 9. Waste Disposal

Contractors must:

- ▶ Ensure that, prior to work and associated activities commencing, an adequate plan is in place to implement the Waste Hierarchy legal obligation principles starting with waste avoidance, waste minimisation, reuse and waste recycling as first options before waste disposal.
- ▶

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- ▶ Implement a suitable waste streams segregation (several containers clearly identified) or hold a demonstrable agreement with a waste carrier that waste will be segregated at their premises.
- ▶ Maintain a suitable and valid waste carrier licence. Ensure management documentation is accurate and made available to the University.
- ▶ Take all reasonable steps to ensure that anyone engaged in the removal of waste from University sites has all relevant and current licences for the transfer and/or disposal of waste until their waste completes its journey to treatment or recovery. (The University may make arrangements to work with a contractor to manage or dispose of waste generated on University properties).
- ▶ Make adequate arrangements to reduce the likelihood of any leak, spillage or other unintended release of materials. Implement and maintain necessary mitigation plans until end of contract.
- ▶ Not accumulate any hazardous or combustible waste on site.
- ▶ Not deposit any waste, chemicals or any other material into University drains, water courses, dustbins, waste containers, or in any other place on campus.
- ▶ Make sure their waste containers are secure and that University and other waste cannot be placed in them.

For details of where skips should be located, see 'Fire Safety' on the University of Warwick Health and Safety webpages:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/temporarystructures>

## 10. Working at Ground Level

Contractors must:

- ▶ Make an assessment of the risk to other people in the area.
- ▶ Make sure that all reasonable precautions are taken to segregate the work from passers-by, using fences, ropes, tape or other suitable barriers. The suitability of these must be assessed with each different situation.
- ▶ Enclose any area handed over for exclusive contractor use with a secure fence or similar barrier.
- ▶ Maintain all barriers in a serviceable condition at all times.
- ▶ Adequately protect all authorised stores of materials wherever it has been agreed they can be located.
- ▶ Provide direction signs and adequate lighting, if appropriate.
- ▶ Display appropriate warning signs.
- ▶ Avoid trailing cables and other trip hazards.
- ▶ Take precautions in the vicinity of overhead power lines.
- ▶ Keep fire exits and escape routes free from obstructions.

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Appropriate barriers, temporary lighting and warning signage will usually be necessary when working on or near roads or areas to which pedestrians have access, in accordance with *The New Roads and Street Works Act and Traffic Signs Manual Chapter 8*.

## 11. Work at Heights (Above or Below Ground Level)

Contractors must:

- ▶ Comply with the *Work at Heights Regulations 2005*.
- ▶ Check with their Project Manager if a Work at Height Permit and /or Roof Access Permit is required (see Section 4. Permits to Work/Permits to Access).
- ▶ Only use ladders and stepladders for access and short duration work where three points of contact can be maintained.
- ▶ Maintain ladders and other access equipment in good condition.
- ▶ If using a ladder, ensure it can be secured by tying both stiles bottom and top. If this is not practicable, an effective ladder stability device must be used, or the ladder wedged against a wall or other heavy object. Having a second person foot the ladder must only be used as a last resort.
- ▶ Make sure ladders project at least 1.05 metres (3ft 6in) above the platform level, where used for access.
- ▶ Deny access or use of ladders to unauthorised persons.
- ▶ Erect, maintain and inspect scaffolding in conformity with the appropriate legislation and Codes of Practice.
- ▶ Erect scaffolding on a firm foundation.
- ▶ Make sure scaffolding is capable of withstanding the forces that will act on it, ensuring it is adequately braced, tied to the building or otherwise supported.
- ▶ Provide toe boards and guard rails.
- ▶ Label incomplete scaffolding as such.
- ▶ Dismantle scaffolding safely.
- ▶ Protect individuals who might be at risk from falling objects.
- ▶ Never place objects near roof edges or unguarded platforms.
- ▶ Take precautions with overhead cables.
- ▶ Take into consideration weather conditions, such as high winds, which might affect the safety of the work to be undertaken.
- ▶ On flat roofs etc., either
  - ↳ Ensure suitable edge protection is in place so that people working at height cannot fall, or,
  - ↳ Ensure that suitable safety harnesses, attached to a suitable anchorage point, are worn.



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- ▶ Make sure all hoists, access platforms and cranes used on University sites conform to relevant legislation. Never obstruct emergency exits from buildings with access equipment or materials.
- ▶ Take all reasonable measures to ensure that unauthorised access is prevented.

#### a. Working Below Ground Level and Breaking into Ground

For any work which involves breaking ground to a depth greater than 200mm, (100mm if a building floor slab) a Permit to Dig must be requested 10 days in advance of the works. A permit will only be granted if the contractor demonstrates full understanding of the buried services, ground

conditions, competence requirements, safe evacuation means, suitable tools and a safe methodology.

For ANY excavation work liable to disturb underground services, a Safe System of Work must be in place, which includes a plan of work to avoid underground services. Where this is not possible the Safe System of Work MUST include:

- ▶ The proposed methods for detecting, identifying and marking underground services;
- ▶ The planned safe method of excavation.

These MUST follow the guidelines set down by Reference HSG47

<http://www.hse.gov.uk/pUbns/priced/hsg47.pdf> – Avoiding danger from underground services.

This Safe System of Work must also include:

- ▶ Site and task specific Risk Assessments and Method Statements (RAMS).
- ▶ Full understanding and visibility of current buried service drawings.

Contractors must:

- ▶ Ascertain whether there are buried services or other obstructions in the area of the excavation and take appropriate precautions.
- ▶ Consider the safest method of excavation, depending on the complexity of buried services and ground conditions.
- ▶ Cable avoidance tools (CAT) are only to be used by trained and competent staff, which must be within calibration and of the most recent design and software editions.
- ▶ Shore up excavations safely to prevent the sides of the trench collapsing.
- ▶ Not place spoil heaps, vehicles or other material where they could collapse into excavations, or over other underground services.
- ▶ Provide suitable access.
- ▶ Erect suitable barriers around excavations with clearly visible warning lights at night.

Work on site is not to commence until authorised by the Project Manager or person in charge of the works and the relevant permits and information obtained.

Where it is not possible for those undertaking the work to obtain information, as may be the case when emergency work has to be undertaken, the work **must** be carried out as though there are underground services in the area.

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## 12. First Aid, Emergencies, Accidents & Incidents

Contractors must:

- ▶ Provide first aid equipment and trained first aiders to meet the requirements of the *First-Aid at Work Regulations 1981*.
- ▶ Be informed about the provision of first aiders in the University and the location of local first aiders in areas where contractors will work, especially in high hazard areas like Science Departments where specialised first aid services might be required.
- ▶ Keep records of accidents/near misses involving employees and make statutory reports of injuries and dangerous occurrences to enforcing authorities.
- ▶ Immediately inform the University, via the Project Manager, of any incident or unsafe event or behaviour whether or not it resulted in injury or property damage.

The University reserves the right to inform the Health and Safety Executive or the Environment Agency independently of any accident or incident we consider worthy of further investigation.

**All contractors (and their sub-contractors) must be made aware that the University has an emergency hotline which applies to our campuses.** Dialling 22222 on any landline telephone on campus, day or night, will immediately put you in touch with Community Safety and Security Services, who will obtain the services required and ensure they respond to the area they are needed. Users of mobile phones should dial 02476 522 222.

**If working elsewhere** there may be other local arrangements in place. If in doubt, under these circumstances dialling 999 from any phone will take you to the UK emergency services.

### Automated External Defibrillator (AED's)

If any contractors need to locate and seek assistance in the event of a suspected heart attack, there are 30 AED's at the University of Warwick and the details of their locations are available on the Health and Safety Services webpage

[https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first\\_aid/defibrillators/](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/defibrillators/)

AED's are also carried in mobile vehicles by the Community Safety Team

All AED's are registered on 'The Circuit' – the national defibrillator network, which is also available via the web pages: <https://www.thecircuit.uk/> and connects defibrillators to NHS ambulance services across the UK so that in those crucial moments after a cardiac arrest, they can be accessed quickly to help save lives.

If you require access to an AED located inside a secure box where a keycode is required, please contact the Community Safety Team for the code on internal 22222 or external 024 7652 2222.

## 13. The Environment

The University is committed to protecting our environment. Recognising that the next ten years will be crucial to limit global temperature rise, the University of Warwick has declared a state of Climate Emergency. We have a responsibility as a community and organisation to help combat climate change through our individual actions, our research and teaching, and how we run and develop our

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university. We expect our contractors to support our aim to reach net zero carbon from our direct emissions and the energy we purchase by 2030. We will also work with our community and supply chain to put in place initiatives to reduce our indirect emissions significantly with the aim of achieving net zero carbon for both direct and indirect emissions by 2050.

We therefore go beyond legal compliance with environment-related statutory provisions. The Estates Department operates an Environmental Management System which satisfies the requirements of ISO 14001 and our expectation is that our contractors will make sure their activities align with these principles, take steps to identify environmental risks and adopt appropriate measures to mitigate those risks.

Contractors must:

- ▶ Identify and monitor any environmental risks (including noise levels), and, if appropriate, adopt measures to mitigate those risks.
- ▶ Maintain records and inform the University immediately, via the Project Manager, of any environmental incidents or potential for serious incidents that could occur.
- ▶ Arrange the necessary licences and permits for the discharge of foul water, removing and disposing of all waste and debris in a safe manner in compliance with the law.
- ▶ Waste consignment notes must be made available if requested by the Project Manager.
- ▶ Ensure any hazardous or combustible waste generated is managed and disposed of by competent people holding suitable valid waste carrier licences.
- ▶ Ensure waste is not allowed to accumulate on site or be deposited into drains, water courses, dustbins, waste containers or in any other place on our sites.
- ▶ Ensure any waste containers are appropriate for the waste type, secured and positioned away from our buildings to reduce the risk of arson.
- ▶ Respect the University's natural environment and landscape at all times. Explicit surveys and agreements are mandatory for any works on trees, hedges and planted areas.
- ▶ Protect trees. Adequate tree protection is mandatory in line with agreed best practices (seek advice from the University).
- ▶ Adhere to the University waste recycling arrangements at all times. All personal and contract waste must be taken away or transferred in appropriate containers (i.e. no waste left on contractors' car parks).
- ▶ Report any incident likely to affect air, land or water environment such as fuel/oil spill or escape of hazardous fumes and vapours.



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## 14. Fitness to Work

The contractor shall ensure that all employees, agents and sub-contractors are able and competent to carry out their functions while on University premises. Any condition that would render an employee liable to put themselves or others at risk shall automatically preclude them from working across the University's sites in such roles where said medical condition is likely to adversely affect the safety of themselves or others, while that condition is present.

The University reserves the right to carry out or require contractors to carry out such medical screenings or examinations as the University considers necessary or desirable, in order to ensure the safety and health of the individual and those affected by them.

## 15. Alcohol and Drugs

Consuming alcohol during working hours is strictly forbidden. Anyone found to be under the influence of alcohol or drugs will immediately be removed from site and may be refused future entry.

## 16. Mobile Phones

The use of mobile phones is restricted to work activity and safety implications should be considered. Mobile phones must not be used by workers or supervisory staff on scaffolding, areas where equipment, cranes or hoists are being used overhead, confined spaces, whilst driving or areas where there are potentially explosive atmospheres.

If a mobile device must be used, local arrangements should always be checked and adhered to, particularly in sensitive research areas or places where personal data or privacy might be compromised, such as bedrooms and changing rooms (see Section 17).

## 17. Privacy and Respect for Others

At Warwick we treat everyone with respect. Contractors should consider that others work, study and live on campus and they may be affected by an infringement of their privacy by the presence of contractors and the noise they might create. It is your responsibility to discuss with your University Project Manager to find out and comply with any local rules that may be in place relating to the use of equipment such as mobiles, tablets, cameras and radios.

**Phones and cameras should not be used in changing rooms, bedrooms or the pre-school nursery unless specific permission has been given to do so.**

Drones (SUA) may only be operated under a Permit to Work (See Section 4).

Contractors and their subcontractors shall familiarise themselves with local access and sign in arrangements and shall make prior arrangements to agree access with the relevant University

Contract or Project Manager prior to arrival at any of our sites. This is particularly important if access is required to our higher risk facilities, such as laboratories, workshops and plant rooms, or if there is a need to enter residential or conference accommodation, the pre-school nursery or areas where maintaining confidentiality or security is vital. No contractor or anyone working under their control should access a University building without a University representative or prior consent from their University Project Manager.

Contractors working in certain areas of the University including student residences, the pre-school nursery and sports facilities must follow local protocols to protect privacy of staff and students, particularly under 18s and vulnerable individuals, and may be requested to work in pairs or require a University chaperone or provide a current DBS check. Contractors must follow instructions for working in an area by the University representative responsible for that area.

We expect all staff, students, contractors and visitors to behave in an appropriate manner with consideration for others at all times. All complaints will be acted upon.

## 18. Diversity, Inclusion and Dignity at Warwick

Contractors should be aware that the University is a multi-cultural environment, and the University's concept of diversity encompasses social inclusion, acceptance and respect. It means understanding that each individual is unique and recognising our individual differences. The University strives to create an inclusive environment where all people can contribute and reach their full potential, regardless of any protected characteristic.

The University shall not tolerate behaviour that contravenes our ethos and contractors must ensure that their operatives and any subcontractors are briefed appropriately to avoid behaving in an unacceptable manner.

Examples of unacceptable behaviour may include:

- ▶ unnecessary or unwanted physical contact
- ▶ sexually suggestive behaviour, or compromising sexual invitations or demands
- ▶ racial harassment – including racist jokes or graffiti
- ▶ displaying material which is likely to cause offence to others
- ▶ verbal or written abuse, derogatory name-calling and insults
- ▶ threats of a physical or psychological nature
- ▶ victimisation because of someone's gender, race, disability, sexual orientation, age, religion or other beliefs
- ▶ bullying behaviour or language that causes fear or distress to others
- ▶ incitement of others to commit harassment



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The University reserves the right to ask those found to have behaved in an unacceptable manner to leave site immediately, with the option of prohibiting future access to University sites.

## 19. Safeguarding

Contractors should be aware that although University sites are primarily adult environments, there will be both children (those aged under 18) and adults at risk on site who are current students, prospective students or who are otherwise participating in University-related activities including our core activities of teaching and research, or for example are taking part in University-led sports, holiday schemes, volunteering projects, outreach and widening participation. We have a fundamental responsibility to provide an environment in which individuals of all ages, whether staff, student or visitor, may work, learn and develop in a safe environment. This responsibility includes an ethical and moral duty to safeguard children and adults at risk at any time when they are engaging with our staff, students, volunteers and contractors.

It is the responsibility of the contractor's employer to ensure that all necessary employment and safeguarding suitability checks are completed and to provide assurance to the University that this

has been done. Contractors should have due regard to the University's Safeguarding Policy at all times and ensure that if their work will take place in accommodation, the pre-school nursery, Warwick Sport or other environment where they may be in the vicinity of children or adults at risk that their University Project Manager is aware so that an appropriate chaperone process can be put in place.

### **Reporting an incident/disclosure/concern relating to the safeguarding of children or adults at risk:**

For immediate advice and support out of hours, please contact our Community Safety team on 02476 522 222, noting that if any individual child or adult is perceived to be at serious risk of immediate harm off campus, the relevant emergency service should be contacted.

To report a child safeguarding incident, disclosure or concern:

Please provide as much information as you can on the Safeguarding Report Form (<https://warwick.ac.uk/services/gov/university-policies/safeguarding/reportform/>)

Should you have a safeguarding concern or have received a disclosure in relation to an adult at risk and are not certain about what you should do, contact the University's Director of Wellbeing and Safeguarding as the accountable senior officer for safeguarding by emailing [safeguarding@warwick.ac.uk](mailto:safeguarding@warwick.ac.uk)

## 20. Fire Safety

### a. General

Everyone involved in contractual, or construction work must work together to ensure that, where possible, the existing fire alarm system and fire evacuation arrangements remain in place. However, where alterations are necessary:

- ▶ Adequate fire detection and prevention methods must be incorporated during the contract planning stage.
- ▶ The work on site is undertaken to the highest standard of fire safety, affording the maximum level of protection to buildings and their occupants.
- ▶ All contractors must comply with relevant parts of the current edition of the *Fire Prevention on Construction Sites (The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings (the 'Joint Code'))*. This document is revised regularly and contractors must ensure that they have a copy of the current edition (obtainable from the Fire Protection Association). <http://www.hse.gov.uk/pubns/books/hsg168.htm>
- ▶ Non-compliance with the *Joint Code* could lead to insurance cover ceasing to be available or being withdrawn. The University's insurers require notification by the Estates Office of all construction projects above a specified contract value. These projects may be subject to inspection by the insurers to ensure compliance with the *Joint Code*.
- ▶ Proper planning for fire safety must be an integral part of overall preparation and budgeting for the efficient running of projects. Clear procedures and standards must be laid down at the start and adequate resources, in terms of time, materials and money, must be committed to the prevention of fires.
- ▶ A fire check must be made at the end of the working day, particularly in areas where hot work has been undertaken, and records maintained of such arrangements.



The necessity for a Fire Safety Plan should be identified early by the Project Manager, where necessary in consultation with the University Fire Safety Adviser. (<http://www2.warwick.ac.uk/services/healthsafetywellbeing/contacts/>). Where a Fire Safety Plan is required, the Principal Contractor or the appointed Site Safety Co-ordinator will be responsible for assessing fire risks and for formulating and regularly updating a *Fire Safety Plan*, which must be to the satisfaction of the University's Fire Safety Adviser. The plan must detail:

- ▶ The organisation of and responsibilities for fire safety.
- ▶ General site precautions, fire detection and means of warning.
- ▶ The requirements for a hot work permit regime.
- ▶ Site accommodation - location, construction and maintenance.

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- ▶ Fire escape and communications (including an effective evacuation plan and procedures for calling the fire service).
- ▶ Fire service access, facilities and coordination.
- ▶ Fire drills and training.
- ▶ Effective security measures to minimise the risk of arson.
- ▶ A materials storage and waste control regime.

### b. Role of the Principal Contractor / Site Safety Coordinator

The Principal Contractor or Site Safety Coordinator must:

- ▶ Ensure that all procedures, precautionary measures and safety standards as laid down in the *Site Fire Safety Plan* are clearly understood and complied with by all those on the project site(s).
- ▶ Ensure that a system using hot work permits is established (if required) and compliance is monitored.
- ▶ Carry out weekly checks of firefighting equipment and test all alarm and detection devices installed on the construction site. The University will continue to maintain its systems and will require access accordingly.
- ▶ Conduct weekly inspections of work areas, escape routes, fire service access points and firefighting facilities and monitor the requirements laid down in the *Site Fire Safety Plan*.
- ▶ Carry out end of day checks of the site to ensure it has been left in a safe and secure manner.
- ▶ Liaise with site security personnel where they are employed.
- ▶ Maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.
- ▶ Execute those duties required for the safe evacuation of the site if there is a fire alarm and ensure that all staff and visitors report to the assembly points and are accounted for.
- ▶ Promote a fire safe working environment at all times.
- ▶ On large projects (where specified by the insurer(s) in the policy), the Principal Contractor or Safety Coordinator should appoint a Fire Marshal and Deputy Fire Marshal(s) to assist in the implementation of the Site Fire Safety Plan. Marshals must be given sufficient time to execute their duties, be adequately trained in fire safety matters, and have sufficient status and authority for the effective execution of their duties and responsibilities.

### c. Emergency Procedures

Contractors must ensure that all their employees and subcontractors are familiar with:

- ▶ Location of the fire alarm call points and how to raise the alarm in the event of an emergency.
- ▶ Fire escape routes and evacuation assembly areas.

When the alarm sounds everyone must leave the building immediately by the nearest available exit. People working in the vicinity of buildings must evacuate to the nearest assembly point. Contractors must familiarise themselves with the fire arrangements and procedures for each building they will be working in.

When on Campus, most existing buildings have Evacuation Wardens or other people with designated roles responsible for ensuring that the building is fully evacuated. Contractors must follow their direction.

- ▶ There must be a means of warning of fire. Hand bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.
- ▶ Written emergency procedures must be displayed in prominent locations and given to all employees on site.
- ▶ Clear access to the site and buildings must be maintained at all times. Fire lanes (yellow hatched areas) must not be blocked.
- ▶ If necessary, identified personnel must be briefed to unlock gates, doors etc., in the event of an alarm.
- ▶ Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.
- ▶ Cover existing fire related signage where it is giving contra-indications with approval of the University Fire Safety Adviser.
- ▶ Contractors are responsible for providing firefighting equipment on their sites and for carrying out a rollcall of employees following an emergency.
- ▶ Lighting levels must be maintained to allow safe access and exit, and these need to take into account the time of day and the nature of the work.

#### d. Fire Alarm System Works

Contractors must not interfere with any part of the existing fire alarm system unless a full plan of works has been agreed with the University.

All fire alarm works shall be in accordance with BS5839:2017.

All installation, modification and commissioning work is to be carried out by a specialist contractor with LPS1014 certification. All Relevant LPS1014 certificates will be issued on completion and handover of the system. The specialist shall be employed and coordinated by the contractor.

The company must be listed in the *LPCB List of Approved Fire and Security Products and Services Red Book*. The use of non-listed third parties to certify the fire detection alarm system is not permitted.

Wiring shall be carried out using suitably cored Red Coloured 'firetuf' enhanced fire resistant, zero halogen, low smoke cable, clipped with metal clips at a minimum of 450mm spacing.

In order for any works to be carried out on the existing fire alarm installation, a Permit to Work must be requested from the University at least 72 hours beforehand. For a Permit to be issued, the contractor must submit a complete method statement for the works, clearly identifying the duration

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of any interruption in the fire alarm provision and the planned resetting checks on completion of the works. The contractor must identify how they will advise the building occupier and visitors to the building of the intended disruption and planned testing etc.

When conducting work on any of the University campuses, immediately before and after, the contractor shall inform the Community Safety Team at the Gatehouse (Extension 024765 22 222). Before any work starts a text file download shall be taken of the existing system. This shall be in the form of a memory stick and shall provide a backup if the system requires rebooting to its original state. It shall be handed to the University Engineer prior to any modifications being carried out to the panel.

#### e. Prioritising Fire Protection Installations

Projects must be planned in sequence to achieve the early installation and operation of:

- ▶ Automatic fire detection systems.
- ▶ Permanent protected fire escape stairs and corridors.
- ▶ Fire compartments, including the installation of fire doors, and fire stopping with special attention given to lift shafts, service ducts and voids which offer a passageway to heat and smoke.
- ▶ Fire protective materials on structural steelwork.
- ▶ Firefighting shafts duly commissioned and maintained.
- ▶ Lightning conductors.
- ▶ Automatic sprinklers and other fixed firefighting installations.

Adequate water supplies for firefighting will normally be achieved by maintaining access to the existing fire hydrants. A hydrant lay-out plan is available on request for all University campus buildings.

#### f. Temporary Covering Materials

When finished surfaces or fittings incorporated into a building are temporarily protected during construction/refurbishment, regard must always be paid to the fire load and potential for fire growth and spread.

Temporary flexible covering materials (such as sheeting) must conform to the requirements of *Loss Prevention Standard LPS 1207 Fire Requirements for Protective Covering Materials*. Covering for scaffolding must comply with LPS 1215.

#### g. Portable Fire Extinguishers

Personnel must be trained in the use of portable firefighting equipment.

- ▶ Adequate numbers of suitable types of portable extinguishers must be located in conspicuous positions throughout a work site.
- ▶ Adequacy of firefighting equipment must be reviewed as work progresses.

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- ▶ Appropriate extinguishers must be provided close to electrical equipment, such as distribution boards.
- ▶ Mechanically-propelled plant should carry an appropriate fire extinguisher.
- ▶ Fire protection equipment must be adequately maintained and regularly inspected.

#### h. Site Security against Arson

The most effective method of deterring trespassers, as well as preventing malicious fires, is to erect a hoarding or fence around the perimeter of the whole site and restrict access to combustible materials.

Where this is impracticable, buildings, flammable liquid stores, liquefied petroleum gas cylinder storage and combustible material stores must be fenced or otherwise suitably protected. Such arrangements must be submitted in writing to the University's Fire Safety Adviser via the Project Manager and agreement obtained. Contact details are available from:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/contacts/>

Illumination of the site is an additional deterrent to unauthorised access and is recommended. On high risk or expensive projects, the use of CCTV cameras should be considered in discussion with University Community Safety or the Project Manager, dependent upon the location of the work.

#### i. Temporary Buildings

The recommendations in *Fire Safety in Construction Sites* must be followed. Temporary buildings should be separated from the building under construction/refurbishment and other permanent buildings by at least 10 metres.

- ▶ Where there is less than 5 metres space, temporary buildings must be constructed with materials that do not significantly increase the fire loading on the near structure, or create smoke or corrosive fumes.
- ▶ Temporary buildings located inside a building must be fitted with a fire detection system.
- ▶ Temporary buildings outside a building would benefit from being equipped with a domestic type smoke detector.
- ▶ It is often necessary to erect temporary buildings inside the building under construction/refurbishment when space is severely restricted. Such temporary buildings must meet the current fire performance characteristics stated above.
- ▶ They should be erected in locations that provide ease of access for the fire and rescue service and easy evacuation for personnel. Locating temporary buildings in basements or on upper floors, i.e. at a height in excess of 7.5 metres from site access level, should be avoided.
- ▶ Where this is not practicable, other suitable precautionary measures must be adopted after consultation with the University Fire Safety Adviser. Contact details are available from:  
<http://www2.warwick.ac.uk/services/healthsafetywellbeing/contacts/>.

These measures must be maintained during the course of construction and until a time when the temporary buildings can be relocated to the lower floors.

- ▶ Raised floors must be enclosed to prevent waste accumulation while allowing under-floor ventilation. Combustible materials must not be stored under temporary buildings.

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- ▶ Heaters for use in temporary buildings must be fixed in position, fitted with securely fixed metal guards and maintained in a sound condition.
- ▶ Coat stands and drying racks must be firmly positioned at a safe distance from heaters.
- ▶ All heaters and cooking appliances must be properly installed and adequate ventilation provided. Automatic fire detection systems must be installed in temporary buildings used for cooking. Consideration should be given to automatic sprinkler systems and intruder alarms.
- ▶ Areas where flammable liquids and gases are stored should be protected by automatic fire detection systems and intruder alarms.
- ▶ Temporary buildings should not contain more than the minimum of furniture and fittings meeting relevant ignition resistance levels.

#### j. Site Storage of Flammable Liquids, LPG, Compressed Gases and Acetylene

- ▶ Containers of highly flammable liquids and LPG should be stored in external, open compounds which are securely fenced and shaded from the sun.
- ▶ Stores containing highly flammable liquids must be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored, plus 10 per cent, and must not be allowed to fill with water or waste material. Relevant regulations must be complied with.
- ▶ Diesel fuel, fuel oil and other flammable liquids must be stored safely with precautions taken to minimise fire risks, mechanical damage of tanks etc. and avoidance of contamination of watercourses in the event of a spillage.
- ▶ Acetylene must be stored upright and out of direct sunlight. Welding sets must not be left unattended, valves must be turned off and the cylinder stored securely when not in use. Their use is subject to a 'Hot Work' permit (see section 4 and 17.I).
- ▶ Where it is necessary to store flammable liquids and gases in circumstances other than mentioned previously, quantities stored must be kept to the minimum and in any case below 50 litres or half a day's supply, whichever is the lesser. The containers must be kept in a store, cupboard or bin which is of fire-resistant construction.
- ▶ Storage areas should be at least 10 metres from permanent and temporary buildings. Containers must not be stored within 4 metres of any building or boundary fence unless the boundary is a wall with at least 30 minutes fire resistance and drums should be at least 1 metre below the top of the wall. 30 minutes fire resistance can be traditional masonry brick/block wall, (no doors or windows within 3 metres of the compound, 12.5 mm plasterboard, or calcium silicate board).
- ▶ Products which could add to the intensity of a fire (e.g. oxygen) or to the toxic hazard (e.g. chlorine), must not be stored in the same compound as flammable liquids and LPG.
- ▶ Appropriately worded warning signs, e.g. "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" and "NO NAKED LIGHTS", must be displayed boldly at the entrances to stores.
- ▶ The floors of flammable liquid and LPG cylinder stores should be paved or compacted level with a suitable hard standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all flammable materials, vegetation and rubbish.
- ▶ Any electrical fittings therein, e.g. lights and switches, must be intrinsically safe.



- ▶ The provision of automatic flammable gas detection equipment should be considered for enclosed storage locations, and adequate numbers of appropriate extinguishers should be sited at storage area entrances.

### k. Electricity and Gas Supplies

- ▶ Electrical supply installations, both temporary and permanent, must be installed in accordance with the current edition of *The Institution of Electrical Engineers Regulations for Electrical Installations (the IET Wiring Regulations)* British Standards 7671 and the *Electricity at Work Regulations 1989*.
- ▶ All electrical work must be undertaken by a competent electrician and follow the University Electrical Permit to Work process where applicable.
- ▶ Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months. The results must be recorded in a register kept for the purpose.
- ▶ Where possible, main switches, other than those controlling security lights and fire safety systems, should be turned off when work ceases and all equipment unplugged when not in use.
- ▶ All gas supplies must be installed by a Gas Safe registered gas fitter with the correct qualifications for the work. The Principal Contractor, or Project Manager if a direct appointment, must check that those carrying out the work are on the register.
- ▶ Gas supply to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference. Gas appliances should be fitted with control taps. LPG connected to an appliance by a flexible link must only be installed by a competent person.
- ▶ Specialist and laboratory gases suppliers and installers must have technical competences specific to that installation.

### l. Hot Works

- ▶ A Hot Works Permit is required for all temporary operations that involve open flames or produce heat or sparks. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing, gas/electric welding and tar boilers (see *Section 4. Permits to Work/Permits to Access*).
- ▶ Fire extinguishers of appropriate type and a watch person suitable for the risk maintained must be at hand while work is in progress. The watch person must be trained and competent in the use of fire extinguishers.
- ▶ Welding, cutting or grinding should ideally be conducted outside the building. If inside, the work area must be suitably screened using non-combustible material. .
- ▶ Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.
- ▶ Tar boilers/bitumen melting pots, lead heaters and similar equipment must not be used on site without permission from the Principal Contractor or Project Manager if the contractor is directly appointed. Lead heaters and tar boilers should only be taken onto roofs in

exceptional circumstances and a non-combustible heat insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by an experienced operative and be sited where spilled material can easily be controlled. Gas cylinders must be at least 3 metres from the burner and at least one fire extinguisher of appropriate class and capacity for the hazard on hand.

- ▶ Fire watch must be provided during the entire work period and for a period of at least 1 hour (or as specified on the Hot Works Permit) after any hot work. Adjacent surfaces (walls, ceiling voids etc.) must be checked during this time.

### m. Smoking

Smoking is not allowed in any University buildings or structures or buildings that form part of a construction site or compound. However, a smoking area can be designated inside a compound, providing it complies with the University Smoking Policy – i.e. no smoking in buildings, external work areas or within 3 metres of any building, opening windows or doors. This applies to both tobacco products and e-cigarettes.

### n. Plant (incl. Handheld Petrol Driven Equipment, e.g. Disc Cutters/Saws/Grinders)

Internal combustion engines should be positioned in the open air or in a well-ventilated non-combustible enclosure. They should be separated from working areas and other buildings by at least 5 metres and sited so that exhaust pipes and exhaust gases are kept clear of combustible materials.

Compressors should be housed singly, away from other plant and in separate enclosures, not only to reduce risk of fire but also carbon monoxide poisoning.

- ▶ Fuel tanks must not be filled while engines are running.
- ▶ Stand-alone fuel tanks should be separated from the combustion engine by 5 metres.
- ▶ Do not re-fuel inside a building. Designate a separate refuelling area.
- ▶ Plant and equipment must be protected against accidental impact.
- ▶ Air intakes must be situated so that the air is cool, uncontaminated and free from flammable gases or vapours.
- ▶ Where appropriate, sand trays should be provided to absorb drips of fuel or lubricant.
- ▶ Suitable fire extinguishers should be provided.

### o. Waste Materials

- ▶ Good housekeeping is essential on all sites.
- ▶ All waste, packing materials, wood shavings and oily rags must be regularly removed.
- ▶ Unwanted materials must be collected from the site at regular intervals.
- ▶ Open skips must be at least 10 metres away from any building, closed skips must be at least 5 metres away from any building.
- ▶ Separate metal bins with close-fitting metal lids must be provided for oily rags and other combustible waste.

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- ▶ Waste materials awaiting disposal must be stored 10 metres away from temporary and permanent buildings, stores and equipment.
- ▶ All dry vegetation must be cleared regularly.
- ▶ Rubbish must not be burned on site.

#### p. Fire Alarm Systems

All University buildings are covered by automatic fire detection and alarm systems which incorporate smoke or heat detectors located in most rooms, corridors, stairwells, risers and plantrooms.

These detectors are extremely sensitive and will go into alarm if any dust, heat or fumes are generated in the vicinity. They will automatically trigger the fire alarm in the building. Similar systems may also exist in other buildings that the University has responsibility for or works in.

#### q. Avoiding False Alarms

- ▶ When any work involving dust, heat or fumes is to be carried out, the contractor must provide specific RAMS for the work and seek the Project Manager's (or other University appointed person's) approval. The Project Manager will then raise a hot works permit and, once they have approved the permit, the Permit Office will notify the Estates Fire Alarm section, who will check the location and issue plastic covers to the contractor to protect the detectors during the course of the work. On off campus sites, the process may be different, so it is important to verify with the Project Manager how to proceed under these circumstances and confirm any special arrangements that need to be made.
- ▶ The contractor must survey the working area and note the location of all detector heads. Where covers are to be used, the covers should be fitted to all detectors in the area and those in the corridors beyond before work starts and left in place for the duration of the work. The covers must not be removed until at least 2 hours after work is complete to allow the air to clear. The correct number of covers must be returned to the Estates Fire Alarm Section in the Boiler House Offices on final completion of the work.
- ▶ If the work is in areas that are in use by University staff or students outside the period of planned work, the covers must be removed at the end of every working day so that the alarm system is fully operational, and should be refitted every morning before work starts. Such areas will include residences, Warwick Arts Centre etc.

#### r. Work in Areas Wholly Handed Over to Contractors

The points below apply to work areas wholly handed over to contractors; being areas vacated by staff, students, visitors and the general public, etc. Specific precautions may also apply to work in these areas.

- ▶ Work site or parts of the premises not required by occupiers or the public for access should be secured to prevent unauthorised access. The work site should be enclosed within a boarded or sheeted perimeter fence of at least 2m high, which is sufficient to prevent access by unauthorised people, particularly children, unless this is already achieved by an adequate boundary wall or barrier.

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- ▶ All aspects of fencing and protection should be confirmed at a site hand-over meeting. Perimeter fencing should be erected before the works begin and when the surrounding areas are clear of people not engaged in the work activity. Due regard should be paid to the possible presence of underground services during the fence installation and a permit obtained if the installation requires breaking ground to a depth of 200mm or more.
- ▶ The contractor should provide all necessary security provisions, including padlocked entrance gates, where appropriate, and ensure that they are closed when they are not in use and are locked whenever the site is unattended.
- ▶ Provision must be made and maintained for access by University of Warwick personnel in the event of an emergency and for maintenance. For University of Warwick personnel who may be required to access such an area, the contractor shall provide an induction upon request.
- ▶ If fencing is to be removed or adapted during the works, this should be undertaken only when the surrounding areas are clear of staff, students, visitors and the general public, etc.
- ▶ All fencing should be dismantled and removed at the completion of the works, but not until all danger to University employees, students, visitors and the general public has passed.
- ▶ All site visitors must report to the Principal Contractor when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed by the Project Manager and the Principal Contractor must be posted at entrances to the site.

## 21. Work Environments

The University estate is made up of buildings and spaces with diverse uses; there are laboratories and workshops, offices areas and residential accommodation, as well as medical facilities and commercial spaces. As a result, contractors shall ensure that the local rules of an area and permission to access are obtained from the Project Manager and any local site induction is carried out prior to any work commencing.

## 22. Version Control and Changes: 1.8 updates

Table of Contents updated – section numbers corrected and a section added.

Introduction updated.

Additional glossary terms added.

Section 3. Safety Standards for Contractors. a. Additional basic contractor rules edited.

Section 6. Vehicles and Traffic – edited and e-scooters added.

Section 8. Workplace Hazards. a. Asbestos. Additional rules added.

Section 8. Workplace Hazards. b. Noise. Additional rules added.

Section 8. Workplace Hazards. c. Power Tools. Additional rules added.

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Section 9. Waste Disposal. Additional rules added.

Section 11. Work at Height (Above or Below Ground Level). Additional rules added.

Section 12. First Aid, Emergencies, Accidents & Incidents Automated External Defibrillator (AED's) details added.

Section 16. Mobile Phones. Additional rules added.

Section 17. Privacy and respect for Others. New section added.

Section 19. Safeguarding. New section added.

Section 20. Fire Safety. k. Electricity and Gas Supplies. Additional rules added. Q. Avoiding False Alarms. Process corrected.

Section 21. Work Environments. Additional rules added.