

Health and Safety

Code of Practice for the Management of University Contractors/Works

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Contents

Introduction.....	3
Statement of General Health and Safety Policy.....	4
Environmental Policy	5
Management of Health and Safety at Edinburgh Napier University.....	6
Your Responsibilities for Health and Safety	6
Starting Work.....	7
Permit to Work.....	8
Fire Stopping.....	9
Risk Assessments/Method Statements.....	9
Fire/Emergency Procedures	11
A – Z General Guidance.....	13
1. Accidents and Dangerous Occurrences	13
2. Asbestos.....	14
3. Building Works	14
4. Confined Spaces	15
5. Control of Substances Hazardous to Health	15
6. Dangerous Substances and Explosive Atmospheres (DSEAR)	15
7. Demolition	16
8. Disposal of Waste	16
9. Dust	16
10. Electricity.....	16
11. Environmental Issues	17
12. Equipment	17
13. Excavations.....	17
14. Flame and Heat Producing Equipment	18
15. Fume Cupboards.....	18
16. Good Housekeeping	18
17. Lifting Operations and Lifting Equipment.....	19
18. Manual Handling	19
19. Noise.....	19
20. Personal Protective Equipment	19
21. Reporting of a Hazard	20
22. Safeguarding of Machinery	20
23. Safety Signs	20
24. Security	20
25. Services.....	21
26. Student Accommodation	21
27. Traffic Control and Road Safety	21
28. Violence	22
29. Windows.....	22
30. Working at Height / Access to Roof Spaces.....	23
Forms to be completed	24

Introduction

This booklet is designed to give guidance to all contractors and subcontractors contracted by Schools/Services to carry out works on University property.

A **Contractor** is defined as any individual, company or organisation, other than an employee, engaged by the University to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are considered to be employees for the purposes of health and safety law. Subcontractors are individuals, companies or organisations employed to undertake works for gain or reward by the contractor. All Contractors are both contractors and subcontractors.

The term “**Contract Administrator**” (CA) used throughout the document shall mean the member of staff in the School/Service of Edinburgh Napier University who initiated the contract. Individual personnel fulfilling the role of CA within the School/Service will be identified as appropriate to the contract works/services. The **competent** CA will be appointed by the Dean of School or Director of Service in writing and records will be held in School/Service.

Edinburgh Napier University is committed to ensuring the health and safety of staff, students, visitors and contractors by taking all reasonable steps to provide and maintain safe working conditions, equipment and systems of work.

Edinburgh Napier University has a statutory duty to ensure, so far as is reasonably practicable, the health and safety of its employees and all users and that its activities do not endanger others who may work on or visit its premises. The actual policy responsibilities and arrangements are detailed in the University Health and Safety Policy Statement.

As a Contractor to the University, you have a crucial and legal role to play in health and safety. This booklet explains some of the laws on health and safety and gives a statement of University Policy. It details your responsibilities as a Contractor to the University. It describes how health, safety and fire is managed in the University and gives advice and information on how to deal with a range of hazards. It is therefore appropriate to set out a Code of Practice for the benefit of contractors and their employees who work on University premises.

This Code of Practice details those University arrangements with which all Contractors and subcontractors must comply when operating on University premises. Compliance with these rules does not in any way relieve the Contractor of any of his legal or contractual obligations or any requirements to provide relevant safety documentation relative to their works. The Contractor is responsible for ensuring that all subcontractors and employees are conversant with the University’s safety rules and have also signed this document to say that they have been inducted.

Contractors are advised that breaches or failure to comply with any of these rules by themselves, their employees or subcontractors may result in termination of their contract and/or removal from University premises.

Notwithstanding any specific reference made to any Act, Regulation or British Standard etc. within this Code, it shall be deemed that compliance will be in accordance with all current Health, Safety and Fire Legislation etc. at date of contract agreement.

Should you have any queries relating to these procedures in particular, please contact the relevant University School/Service. Queries on health, safety and fire matters which occur in your normal course of work should be referred in the first instance to your immediate supervisor.

Statement of General Health and Safety Policy

In discharging its responsibility, the University Court will in particular ensure that all steps within its power are taken, in so far as is reasonably practicable, in respect of:-

- a) The provision and maintenance of plant and systems of work that are safe and without risks to health.
- b) Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff and students of the University.
- d) The maintenance of any place of work under the University Court's control, in a condition that is safe and without risk to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
- e) The provision and maintenance of a working environment for staff and students that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

The University Court accepts its responsibility to protect employees and persons other than University employees against risk to health or safety arising out of, or in connection with, the activities of its staff and others.

In pursuance of this policy the University has established a Health and Safety Committee to advise the Court on all matters relating to health and safety in the University. All employees, students, visitors and contractors have the responsibility to work safely, report accidents, incidents, near misses and hazards, co-operate with management to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

Environmental Policy

Edinburgh Napier University is committed to minimising the harmful effects of its operations on the environment and acknowledges a responsibility for the protection of the environment and of the health of its students, staff and the wider community by means of a programme of continuous improvement.

The University is committed in particular to:

- **Promoting** the protection of the environment and minimising the impact of all its activities upon each of the local, regional and national environments both directly and through its influence on others.
- **Integrating** environmental management policies and practices into every programme and service activity of the University.
- **Contributing** to a sustainable and healthy future by conserving natural resources, by minimising avoidable waste and pollution and by reducing and discouraging litter, graffiti and noise pollution.
- **Reducing** the use of fossil fuels through improvements to energy efficiency and the substitution of renewable energy sources.
- **Avoiding** the unnecessary use of hazardous materials and processes and taking all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use.
- **Developing** effective waste management and recycling procedures and using recycled and recyclable materials where possible.
- **Developing** an environmentally responsible transport policy, in accord with the transport strategy of the City.
- **Protecting** natural habitats and local wildlife and preserving biological diversity.
- **Increasing** awareness of environmental responsibilities amongst staff and students through staff development and training and through the associated Environmental Teaching and Research initiatives.
- **Working** proactively with the local authority, other universities and the community at large to progress environmental initiatives and exchange best practice.

Management of Health and Safety at Edinburgh Napier University

The management of Health and Safety at Edinburgh Napier University is based on a strategy which includes:

- Identifying hazards and carrying out suitable and sufficient risk assessments for each work area and introducing necessary control measures as required.
- Providing information and training to ensure safe working and the development of a safety culture in the University.
- Setting standards for health and safety and regularly assessing the University's performance against these standards.
- Having effective emergency procedures to protect staff, students, visitors and contractors from serious or imminent danger.
- Through safety inspections and audits, monitoring the effectiveness of our Health and Safety Policy and systems and regularly reviewing both policy and systems as a result.

Your Responsibilities for Health and Safety

It is important that all Contractors make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

In particular you must:

- Follow the relevant University Health and Safety Procedures, systems of work and management instructions.
- Make yourself aware of the contents of this Health and Safety Code of Practice.
- Report any hazards and unsafe conditions to your Supervisor, the Contract Administrator or the University Health and Safety Office so that corrective action may be taken.
- Follow instructions/guidance with regards to wearing personal protective equipment, manual handling, use of chemicals and operating electrical equipment.
- Know and carry out procedures relating to the emergency evacuation of the University, safe working and First Aid.

The University has a no tolerance policy on the use of drugs and alcohol. Any contractor found in possession of, or under the influence of, illegal drugs or alcohol will be removed from site. The University reserves the right to 'with cause' drugs and alcohol testing following an incident or accident.

Starting Work

The School/Service Contract Administrator (CA) must be informed before work/services commences. The CA will then ensure that all staff affected by the works/services are informed prior to the commencement of the works/service.

All contractors will receive an induction and must sign the forms and return them to the Contract Administrator before work can commence on site. If more than one contractor, then the main contractor will be responsible for disseminating this information to all sub-contractors and getting all operatives to sign the induction record and return it to the contractor administrator.

All Contractors' operatives, prior to commencement of their works and irrespective of its duration, must report to Security at each campus. They will be required to sign in at Security. Operatives will then be issued with a security pass which must be always worn whilst on the premises and be returned to Security on completion of each working day. All passes **must** be returned and must not leave the premises. Contractors working at the university must wear hi-visibility clothing with identification (Company name). This will ensure that contractors can be easily identified whilst at the university. Specific contact information must be left at Security when signing in.

Adequate notice must be provided prior to commencement of any works. All works/services must be agreed with the CA who will notify Security Control of requirements. No access will be given at any time unless such notification is received and correct documentation is provided. This also includes out with normal working hours.

All works/services must be suitably and sufficiently supervised.

All works in connection with building and fabric of the building must only be dealt with and authorised through Property & Facilities.

Where identified that welfare facilities are required, the main contractor is to supply them. Siting of them requires to be agreed with the CA, Property & Facilities and Health & Safety. The use of University facilities e.g. access to toilets, canteen, changing facilities and any rules re work clothes in the canteen area etc. are to be agreed with the CA prior to work commencing.

Where possible, **a notice requires to be fixed in the vicinity** of the tasks with **contact details of the Contract Administrator and Contractor**.

Permit to Work

In the case of especially hazardous work or where Contractors' operations have to be specially co-ordinated with those of the University to ensure safety, the work will need to be governed by means of a formal Permit to Work system. Such permits allow safe access to restricted areas, such as a roof (Working at Height / Roof Access Permit).

Some permits to work can only be issued by Property & Facilities and will contain a contact name, and name and address of the Contractor where appropriate.

Works must not commence until all documents have been completed and signed by all relevant personnel.

The following list identifies those forms which require permits to work, prior to commencement.

- | | | |
|-------------------|----------------------|---------------|
| 1. high voltage | 4. confined spaces | 7. asbestos |
| 2. low voltage | 5. hot work | 8. fire alarm |
| 3. fume cupboards | 6. working at height | isolation |

The list is not exhaustive and Contractors should seek permission from Property & Facilities for any works/services they are to undertake which will create special hazards and which may require special precautions.

The CA (School/Service) will organise and instruct the contractor with regard to the issuing of a permit to work through giving the contact name of the appropriate person within Property & Facilities.

Contractors, in conjunction with the CA, must assess any potential hazards which may exist from the work activity and detail the precautions taken to minimise any risk.

Work must not commence until all documents have been completed and signed by all relevant personnel.

Risk assessments, method statements and safe systems of work must be provided along with the Permit to Work.

Permits to Work which have been issued will be copied to relevant personnel on each site to make them aware that work is being carried out.

Health and safety signs must be displayed when works are being carried out. These must comply with current standards and be clearly visible.

All temporary signage is to be removed on completion of works.

On completion of works, inspection of the work will be carried out by the CA and signed off as satisfactory.

Any work that may cause false fire alarms must be assessed and if alarm requires to be isolated then a Fire Alarm Isolation Permit must be in place. **False alarms are levied at £150 each call and will be recovered from those responsible.**

Fire Stopping

Where the fabric (walls, ceilings, floors etc.) of the building is to be breached/removed during any planned works or maintenance, it is a requirement that it must be restored to the original level of fire resistance on completion of works.

Any necessary repairs must be made with equivalent materials to that already in place.

Photographic evidence (pre and post works) must be produced to prove that compliance with current building regulations and fire legislation has been maintained. Copy to be sent to the Health & Safety Office and copy to be retained by the Contract Administrator for their records.

Risk Assessments/Method Statements

The Management of Health and Safety at Work Regulations require Risk Assessments. Contractors are required to comply with these regulations.

Where risks are apparent the contractor must produce, submit and follow the agreed risk assessment. All relevant controls must be in place prior to commencement of work. Where changes have taken place and risks have increased all risk assessments need to be reviewed, revisited and reassessed.

Risk assessments must be readily available for inspection at any time.

Job specific method statements are to be produced prior to commencement of works where it has been identified in the risk assessment that a detailed method statement is required.

Where a task changes or new tasks have been added the method statement/risk assessment will require to be altered.

Risk Assessments **must** be suitable and sufficient for all tasks and must be communicated to all users.

Hazardous areas

Work within hazardous areas must be taken into account within the risk assessment. Information will be available from specialists in that relevant department.

Specialist contractors – special hazards

Specialist contractors must ensure that all risks are reduced to the lowest reasonably practicable level prior to the commencement of the works. Where special hazards are encountered then they must be dealt with by a competent contractor who has the required knowledge and expertise in dealing with these hazards. All relevant documentation must be in place prior to the commencement of any works. Necessary barriers, signage, emergency procedures and controlled access must also be in place prior to commencement of works. On completion of all works the area must be cleared of all debris and any damage made good.

Lone working

Contractors must notify the CA prior to the commencement of any works or services. This will include where lone working may take place. The contractor must provide the CA with detailed procedures on how the contractor will manage lone working. The risk assessment and details must be passed to the relevant personnel and the CA.

Subcontractors

Subcontractors must provide all necessary information to the main contractor. All risk assessments, method statements and safe systems of work must be provided and made available to all relevant parties. It is the responsibility of the main contractor to ensure that the subcontractor is competent and has provided the relevant competency certificates, accreditations and information to prove this.

Subcontractors who have had a near miss, accident or dangerous occurrence must report this to the main contractor who will in turn inform the University.

Fire stopping

Any works where the fabric (walls, ceilings, floors etc.) of the building have been broken or removed requires to be made good prior to the completion of works. All repairs are to be repaired with either the equivalent materials to that already in place or modern materials with same or better properties.

New fire regulations

All contracted works that may have an effect on fire safety must comply with the current fire legislation in force.

Fire/Emergency Procedures

Smoking and the use of flame, or the application of heat (as in welding or burning) is prohibited in all areas of the University. Contractors, their employees and subcontractors must seek appropriate permits to work for these activities from the School/Service Contract Administrator.

Smoking and electronic cigarettes are prohibited within all University buildings.

When working in the vicinity of smoke sensors where activities may cause activation, e.g. smoke/dust, the Contractor must arrange with the Contract Administrator for Security to temporarily isolate the fire alarm device or protect the detectors with suitable covers. On completion of the works these covers must be removed and the device put back on line. If all of the system is put off, a contingency plan for that building needs to be put in place. Contingency plans must be attached to the permit to work.

The University provides firefighting equipment suitable for hazards normally found in a given area. If the work of a Contractor introduces unusual fire hazards into an area, **they will be responsible** for providing the appropriate type of firefighting equipment and should consult the Contract Administrator before the work starts.

All persons are advised on arriving at the work site to check:-

- The nearest means of escape in case of fire.
- The location, type and method of operation of the firefighting equipment.
- The location, type and method of operation of the nearest fire alarm.
- The procedure to be followed in case of fire or on the sounding of the fire alarm.

Fire action notices are displayed prominently at suitable vantage points within the University to indicate fire or emergency procedures.

All persons must obey emergency signals whilst on the University premises. Following evacuation on an alarm signal, the Contractor's senior employee should identify and report to the appropriate member of the University staff.

Fire alarms are usually tested weekly on most of the University's campuses and run for approximately 20 seconds, however local testing arrangements should be confirmed.

False alarms are levied at £150 each call and will be recovered from those responsible.

Any alterations to fire exit routes, no matter for what duration, must be agreed 2 weeks prior with the Health & Safety Office and the CA. Contractors must erect signs to indicate alternative fire escape routes if fire corridors are affected by works. These must be removed on completion of works.

What to do in the event of a fire or emergency

You must familiarise yourself with the Fire Action instructions displayed prominently at suitable vantage points within the University. In particular check the green and white directional arrows to the fire exits from your place of work.

If you discover a fire:

1. Immediately operate nearest alarm call point.
2. Call the Fire Service – dial (9) 999. State “Fire at Edinburgh Napier University” and give campus address.
3. Attack fire, if possible, with appliances provided but without taking personal risk and only if you have been trained.

On hearing the alarm:

1. Leave the area immediately making sure doors are closed as you leave.
2. Follow arrows to nearest escape exit.
3. Do not use lifts.
4. Proceed to designated Assembly Points. Do not re-enter the building until further instructions are issued by the University Senior Fire Coordinator.
5. All persons with mobility difficulties should not use stairways but should proceed to the nearest disabled refuge and activate the two-way communications panel (Sighthill, Merchiston and Craiglockhart).

A – Z General Guidance

1. Accidents and Dangerous Occurrences

Contractors are required to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Whilst Contractors are responsible for recording and reporting to the HSE any injuries to their own employees and dangerous occurrences arising from the contracted work/services, details of such incidents must also be reported to the University Contract Administrator. They in turn will make a full report on the University's internal accident report form to the University Health & Safety Team. Accident notices are displayed prominently at suitable vantage points within the University to indicate the accident procedure.

Reporting of incidents, near misses, accidents or dangerous occurrences

No matter how small or insignificant the incident, near miss, accident or dangerous occurrence may seem, it must be reported to the University Contract Administrator, who in turn will notify Health and Safety.

What to do in the event of an illness or injury

Under the Health and Safety at Work Act and First Aid Regulations, Contractors are required to provide suitable first aid facilities for their employees.

In the event of any illness or injury, contact a trained First Aider via the Security Control Room on the emergency number 0131 455 4444. Give the following information to Security:

1. Location of the injured or ill person (area and room number).
2. Details of any injury or illness (e.g. faint, chest pain, broken bone).
3. Number from which the call is being made and name of caller. Person making the request must remain with the injured person until assistance arrives. They may not be a first aider and may not enter into patient/carer relationship.

All injuries, no matter how trivial, and dangerous occurrences must be reported on the official Accident Form and sent to the Health & Safety Office.

Access to first aid rooms will be via the designated first aiders. In an emergency contact the Security Control Room emergency number 0131 455 4444 for assistance.

****For ALL Emergencies, call ext. 4444 (0131 455 4444)****

Defibrillators

Defibrillators are available at our main campus buildings near to the main entrance. All contractors are required to familiarise themselves with the locations of them.

2. Asbestos

No materials containing asbestos are to be specified on any works within the University. Suitable alternative materials are to be used.

Prior to commencement of any works all contractors must make reference to the Asbestos Register which is available at each campus. Where asbestos is present in an area where proposed works are to be carried out, the contractor shall prepare and submit a detailed risk assessment and method statement prior to a Permit to Work for Asbestos being issued by Property & Facilities.

Any work involving breaking into the fabric of the building requires Property & Facilities' consent in the first instance.

If a suspicious material is found, stop work and make area safe and secure and contact Property & Facilities on ext. 5000 (0131 455 5000) immediately.

3. Building Works

All aspects of fencing/protection and alternative routes must be agreed in advance with the CA.

All external and internal working/storage areas must have proper fencing/barriers or be boarded off.

Any alterations to fire exit routes, no matter for what duration, must be agreed 2 weeks prior with the Health & Safety Office and the CA. Contractors must erect signs to indicate alternative fire escape routes if fire corridors are affected by works. These must be removed on completion of works.

If fire alarm sounds, all contractors are to make safe, exit the building and proceed to the designated assembly points.

Suitable and sufficient risk assessments and method statements to be provided and agreed with the Contract Administrator prior to works commencing.

During the works monitoring is to be carried out by the CA to ensure that all works are being carried out in accordance with the specification.

On completion of all works an inspection will take place, the area must be cleared of all debris and any damage made good prior to the CA signing off the works. All fire stopping to be made good prior to completion certificate being signed off. Where electrical work is undertaken, make reference to “Electricity” in A-Z.

4. Confined Spaces

Contractors’ employees may not enter any area classified as a confined space where there may be dangerous fumes or lack of oxygen without the issue of a Permit to Work by the Contract Administrator. If such a Permit is issued, work in such places shall be carried out using the methods and taking precautions to comply with the Confined Spaces Regulations.

5. Control of Substances Hazardous to Health

Prior to any work with hazardous materials, a COSHH Assessment must be completed under the Control of Substances Hazardous to Health (Regulations) and Chemicals (Hazard Information and Packaging for Supply) Regulations amended.

Where a hazard is inherent on the premises, e.g. in laboratories, a COSHH Assessment will be available from the relevant University School/Service. It is the duty of the Contractor/employee to complete a COSHH Assessment for any hazardous substance brought onto the premises by the Contractor/employee. The information **must** be passed to all personnel who will be working in or near that area. All chemicals brought onto Edinburgh Napier University’s premises must comply with the CLP (Classification, Labelling and Packaging) Regulation. They must be packaged and identified in a way which complies with these regulations. Contractors are responsible for providing information on chemicals to the emergency services in the event of a fire/emergency.

6. Dangerous Substances and Explosive Atmospheres (DSEAR)

The storage of dangerous substances and/or creation of explosive atmospheres requires to be managed and documented with the required DSEAR assessment.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) assessments require to be carried out where identified. The contractor is required to produce and hold them.

All necessary controls must be put in place prior to work commencing. The University Health & Safety Team must be notified of such work, prior to works being undertaken.

7. Demolition

All demolition work is notifiable to the Health and Safety Executive (HSE) under the CDM Regulations and must only be commissioned by Property & Facilities.

8. Disposal of Waste

Contractors are responsible for the proper disposal of all waste created during the duration of their contract. In particular, Contractors **must not** deposit any chemicals, oil or other waste materials into drains on University premises. All building materials and waste must be removed safely from the University premises at the conclusion of the contract (subject to any contractual agreement to the contrary). The attention of the Contractor is drawn to the requirement of the Environmental Protection Act, the Control of Pollution Act, The Pollution Prevention and Control (Scotland) Regulations, the Deposit of Poisonous Wastes Act and Regulations made under these Acts.

No waste should be placed in University skips unless ordered for that purpose and siting of skips to be determined by Property & Facilities in accordance with University policy. **All skips to be enclosed and not allowed to overflow.**

Fire exit doors, corridors and staircases must be kept free of obstructions at all times. Contractors must not deposit rubbish or debris in these areas.

9. Dust

Any dust producing activities require to be managed and controlled to protect the operatives and people in the area. These activities require to be risk assessed.

10. Electricity

Contractors must ensure that portable electrical tools and equipment are efficiently earthed or double insulated. Wherever possible, low voltage equipment incorporating an isolating transformer 110v with a residual current device (RCD) or battery operated is recommended. The attention of Contractors is drawn to the provisions of the Electricity at Work Regulations, especially as regards the condition and maintenance of portable power tools.

All work on or associated with an electrical system **must** be undertaken in strict accordance with the Electricity at Work Regulations. All persons working on electrical equipment or systems must be competent to do so. The University Permit to Work procedure must be followed and no live electrical work is permitted on University premises. Relevant accreditations must be in place before someone carries out electrical work. This also includes subcontractors. Competency of operatives may be requested at any time.

No electrical works are to be left in an untidy or unsafe condition. Any dangerous cabling or installation to be reported and made safe with access restricted until power is disconnected. Isolate electrical supply where possible before carrying out any work on the equipment. If not possible, check all metal with tester.

11. Environmental Issues

The University requires contractors working in the University to comply with the University Environmental Policy and comply with the duty of care provisions of the Environmental Protection Act, the Environmental Act and the Special Waste Regulations.

12. Equipment

All equipment used by Contractors on University premises must be suitable for the works to be undertaken, must comply with all relevant legal standards and must be properly maintained in accordance with appropriate safety standards (Provision and Use of Work Equipment Regulations).

The use of pneumatic drills in and around occupied buildings must be carried out with due regard to noise control.

All access equipment must be fit for purpose e.g. electrical – fibre glass with relevant electrical rating.

Contractors must not use University plant, tools, tackle or equipment.

13. Excavations

The permission of the CA must be obtained before ground on University premises is broken. Prior permission must be obtained from Property & Facilities before a University roadway or footway is closed. If on council land, then the notification requires to be from the council.

14. Flame and Heat Producing Equipment

A Permit to Work is required before commencement of work.

Where hot work such as welding, burning, brazing etc. is being carried out, and equipment such as blowlamps are in use, the following precautions must be observed:

- Remove all litter and combustible materials from the vicinity of the work.
- Fixed combustibles shall be protected with non-combustible materials such as a fire blanket.
- Floors shall be protected from hot slag.

Take special care to prevent flames, sparks or molten metal from reaching combustible material along or down ducts, channels, etc. Use non-combustible materials for temporary plugging of holes. The work area must be well ventilated to ensure adequate extraction of fumes. The use of flashback arrestors on welding gas lines is mandatory.

Apparatus must not be left unattended. Immediately after the work is complete, the area should be closely examined to ensure that there is no smouldering or incipient fire. Particular attention should be paid to cavities, voids, cupboards, ducts and other concealed areas.

Working time restrictions (Hot Work)

The area where hot work has taken place must be checked by the person who carried out the hot work **60 minutes after the work** activity has ceased.

15. Fume Cupboards

Contractors are advised that fume cupboard outlets are presently on the roofs of many University buildings and that toxic or flammable fumes may be discharged. Permits to Work for access to such roofs must be first obtained. Power from fume cupboards must only be shut off with prior permission from Property & Facilities. Any works on fume cupboards require a Permit to Work, Risk Assessment and Method Statement.

16. Good Housekeeping

Slips, trips and falls are still the major cause of accidents. To help prevent them:

- do not leave things lying around
- clean up spills straight away
- keep work area/gangways tidy and clear

- generation of dust must be minimised and kept below a safe, acceptable level

All materials and waste must be removed from University premises at the conclusion of contract (subject to any contractual agreement to the contrary).

Fire exit doors, corridors and staircases must be kept free of obstructions at all times. Contractors must not deposit rubbish in these areas.

All waste to be disposed of in compliance with current environmental legislation.

17. Lifting Operations and Lifting Equipment

It is the Contractor's responsibility to ensure that any item of lifting equipment, together with all associated ropes, chains and other ancillary equipment, are constructed, used and maintained in accordance with the Lifting Operations and Lifting Equipment Regulations. Proof of competence of operatives and certification of all plant and equipment must be made available for inspection as and when required.

18. Manual Handling

Where work involves the transporting of loads by hand or bodily force and there is a risk resulting in an injury, a Manual Handling Assessment must be carried out in compliance with The Manual Handling Operations Regulations. Where practicable, mechanical aids should be identified and used to reduce the risk of injury. Where the operation is unavoidable, loads should be split or handled by more than one person.

19. Noise

The Contractor should take measures to minimise the effect of noise in compliance with current Noise at Work Regulations.

20. Personal Protective Equipment

The Contractor is responsible for providing for their employees such personal protection as may be required for the work in hand such as eye protection, head protection, respirators and breathing apparatus.

The Contractor should be aware of the requirements of the Personal Protective Equipment at Work Regulations.

21. Reporting of a Hazard

If you discover a hazard or a potential hazard to the health and safety of yourself or others, you should **immediately** inform in the first instance the Supervisor/Contract Administrator or Health & Safety Team.

22. Safeguarding of Machinery

All machinery and guarding to comply with the Provision and Use of Work Equipment Regulations. All users must be competent to use the equipment.

23. Safety Signs

Contractors are responsible for the provision and display of any safety signs which may be required as a result of the work being undertaken. The specification of the signs should comply with The Health and Safety (Safety Signs and Signals) Regulations.

Any University sign removed during works must be re-instated or replaced on completion of works.

Any alterations to fire exit routes, no matter for what duration, must be agreed 2 weeks prior with the Health & Safety Office and the CA. Contractors must erect signs to indicate alternative fire escape routes if fire corridors are affected by works. These must be removed on completion of works.

24. Security

Contractors are responsible for the security of equipment, plant, machinery and building materials brought onto University premises for use in connection with the contract.

Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security problems than normal. Additional security measures should be considered either individually or in combination to act as an adequate deterrent to intruders. These measures should be planned and agreed before works start.

Security arrangements should be communicated to the Edinburgh Napier University Security Duty Supervisor (0131 455 6119) after consulting with the Contract Administrator.

25. Services

Contractors must not interfere with or connect to the electricity, gas, water or other services of the University without the specific permission of Property & Facilities (0131 455 5000). Normal use of standard plugs to connect portable electrical equipment is excluded from this requirement. However all equipment used by the Contractor is to be compliant, fit for use, protected and not provide any hazards to employees, building users, contractors etc. Any trailing leads or cabling is to be secured to prevent trip hazards.

A Permit to Work must be obtained for any work to be carried out within an Electrical Substation or Switch Room.

26. Student Accommodation

Interaction with students and working at student accommodation

Contractor interaction with students should be kept to a minimum. Where contractors must work around students at student accommodation, the following must apply:

- Contractors must sign-in at site. Contractor procedures for entering student flats will be issued and signed for.
- Contractors must be identifiable. Contractors should be in uniform where applicable. A Staff / Contractor pass to be worn at all times.
- Professionalism and respect for the home of the resident is required.
- Where a student resident is deemed vulnerable, the student will be informed prior to the visit and the contractor accompanied by a staff member.
- Do not use any toilet facilities within flats without the express permission from the resident.
- Leave furniture in the same location as it was found upon entry.
- Have regard to the safety and security of the premises.
- Any concerns / queries raised by residents while conducting works that were over and above your reason for entry to be directed to Student Accommodation team for follow-up.

27. Traffic Control and Road Safety

The University campus presents unusual dangers in respect of road safety and it is expected of drivers of vehicles that they exercise a high degree of responsibility

and restraint. The presence of large numbers of young people must be constantly borne in mind and Contractors and their employees are asked to remember that the campus is essentially a pedestrian precinct to which vehicles are allowed access only for loading, unloading and parking, subject to the car parking restrictions of the University.

The Contractor must take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to staff and students arising from the movement of his and subcontractors' vehicles about the premises including entrances and exits. This should include separate access to the site for Contractors' personnel, plant and equipment for the whole duration of the work and a traffic system which eliminates or reduces reversing. Details should be agreed in advance with the Contract Administrator. A warning notice should be displayed in a conspicuous position at all entrances being used by Contractors' vehicles. The Contractor is responsible for ensuring that his employees comply with the strictly enforced 10 mph speed limit on the campus roadways and the University car parking restrictions.

Contractors are advised to contact the Security Control Centre (0131 455 6119) beforehand if there is likely to be a need for special arrangements for the accommodation of their vehicles.

Any reversing of vehicles must have a banks person with Hi-Viz workwear to manage the vehicle's movements.

28. Violence

Violent or aggressive behaviour will not be tolerated. Contractors who initiate work related violence may be escorted off site and banned from future University contract work. The incident will be reported to the Health & Safety Team and to the employing Contractor via Property & Facilities.

29. Windows

Contractors must ensure that window safety restraints are securely in place when any window or associated work is complete. Windows must not be left unattended during works with restraints not in place. **Do not** use any untested safety restraint anchors.

Contractors must notify the Contract Administrator if any windows are found to have faulty or missing restraints.

Window cleaning contractors are to provide risk assessments and method statements to the CA. When accessing the roofs on the campus buildings the

contractor must apply for an access permit for the roofs and a specific method statement, risk assessment and full safe system of work must be provided. This permit will be organised through the CA.

30. Working at Height / Access to Roof Spaces

All access must be through the University Permit to Work at Heights / Access to Roof Spaces (details available on Health & Safety website). Any use of access equipment must be carried out by a competent individual with relevant certification. All certification is to be passed to the Contract Administrator prior to works taking place. All equipment must be checked and certified in compliance with current regulations by the Contractor.

Isolate electrical supplies where possible before accessing areas at height. If unable to isolate then put necessary controls, risk/method statements and safe systems of work in place.

Forms to be completed

Instructions on the use of this Code of Practice

Forms A & B must be completed as below: -

- This document is to be completed by the contractor/subcontractor.
- Returned to the Contract Administrator prior to the commencement of any work as defined in the Code of Practice for the Management of University Contractors/Works.
- This document is to be signed by a senior member of staff within that company.
- All employees of that company, including subcontractors, who will be working on University property are to print and sign on the reverse of this document.
- This document is to be removed from the booklet and sent to the Contract Administrator.
- The Contract Administrator must ensure that all signed documents are kept on file for audit purposes.

**Code of Practice
for the Management of
University Contractors/Works**

Contractor's Name and Business Address

Nature of Business

I, the undersigned, being the officially appointed representative of the above Company which has made an agreement to carry out work for Edinburgh Napier University hereby acknowledge formal acceptance of a copy of the Code of Practice for the Management of University Contractors/Works, and confirm that the above Company will comply with the provisions of the code.

Signed: _____

Company Position: _____

Date: _____

**Return to: -
Edinburgh Napier University Contact (Contract Administrator)**

**Code of Practice
for the Management of
University Contractors/Works**

Signatures for all contractors' employees, including subcontractors, working on Edinburgh Napier University Premises:

Print Name	Signature

Return to: -
Edinburgh Napier University Contact (Contract Administrator)