

The control of contractors

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1. Scope

The University owes a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises.

This policy sets out how the University of Bristol will manage contractors whilst they are working on its premises.

For the purposes of this policy, a contractor is defined as a person / company who are under contract to provide materials or labour to perform a service or to do a job.

This definition does not include temporary contracted office workers involved with office activities.

2. Introduction

The University of Bristol acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any University premise.

There can be a number of different types of contractor:

- short term one off, employed for a particular task
- short term repetitive, employed for a recurring task
- medium term, such as to carry out a small refurbishment or maintenance task
- long term, continuing function.

The following provides examples of the type of work that is covered:

- non-University employees working on buildings, plant or equipment
- service or maintenance engineers working on school equipment.

Apart from the potential financial and legal penalties for failing to plan and manage contractors work, poor management of contractors is likely to expose people and property to unacceptable risks. Almost certainly, poor planning and management will increase costs, cause delays and/or disruption of services as well as increase the likelihood of accidents or ill health.

Contractor's staff carrying out maintenance work can be a significant cause of accidents in the workplace as they are generally less familiar with the workplace and yet often carry out hazardous tasks.

3. Policy

As a controller of premises, the University has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and guests, and further, to take necessary actions to ensure University activities do not endanger others, including contractors, who may undertake work on or visit any University premises or its neighbours.

This policy aims to ensure, so far as is reasonably practicable, the health, safety and welfare of contractors working on University premises and also those affected by their work, through:

- identifying the potential for harm arising from the proposed work
- identifying who may be affected
- instigating appropriate controls.

Those University staff who manage contractors undertaking work at the University

will conform to the provisions of this University policy. If there is a requirement to deviate from this policy another process must be followed which ensures, as far as is reasonably practicable, the health safety and welfare of contractors and those affected by their work. Observation of this University policy does not in any way relieve contractors of their own statutory and other contractual obligations.

All Schools/Services and other university building occupiers/users must organise any works to buildings and their associated services via the University Estates Office.

Schools/Services are responsible for providing the University Estates Office with the necessary induction information, specific hazards and their control measures and any other relevant information for contractors working in the areas occupied by the School/Service.

The University Estates Office must ensure that Schools/Services are consulted and provided with the necessary information of work being undertaken by contractors on behalf of University Estates Office which may affect the School/Service.

4. Responsibilities

4.1 All Heads of Schools/Services

All contract works to buildings, services and infrastructure must be communicated and agreed by the University Estates Office. A School/Service must not start up its own contract procurement process. If it is decided that the work is passed from a School/Service to the University Estates Office to complete then the responsibilities associated with the work are also transferred.

4.1.1 Contractor Engagement

Those persons that then engage contractors, such as the University Estates Office or the Head of School/Service shall be responsible for ensuring that:

- a) All applications to undertake works are considered by a suitably competent person (someone who has sufficient training and experience or knowledge and other qualities that allow them to assist. The level of competence required will depend on the complexity of the situation and the particular help required).
- b) Details are asked to be provided by the main contractor of any sub-contractor who is engaged to undertake work on the contractor's behalf.
- c) Mechanisms are established to ensure that all applications to undertake works at the University are considered in a timely manner. The University

Estates Office procedure for managing contract works can be found at: <http://www.bristol.ac.uk/Depts/Bursar/BuildingServices/Leaflets/mcworks.htm>

- d) Agreed works are designed by competent persons.
- e) Agreed works are managed by suitably competent people in accordance with relevant policies and procedures.
- f) Arrangements are available to ensure that all contractors are visibly identifiable when working on University premises e.g. wearing of an identity badge issued by the University Contractor's Office
- g) Sufficient competent persons are appointed to ensure that works can be properly managed on behalf of the University.
- h) Appropriate induction training (including refresher training where appropriate) is available for contractors
- i) Appropriate access and security arrangements are in place
- j) Arrangements are in place to review risk assessments, method statements and safe systems of work before work commences, and monitoring of practices takes place during contracted works.
- k) Arrangements are in place to ensure sufficient communications with those that may be affected by the works undertaken.
- l) Any contractor-related incidents, including near misses, reportable accidents, diseases and dangerous occurrences are reported and that appropriate actions taken to prevent a recurrence, so far as is reasonably practicable (refer to section 6).

4.1.2 HSE Notifiable Projects

Under the Construction Design and Management Regulations 2007 and in relation to HSE notifiable projects, the University Estates Office must ensure so far as is reasonably practicable that:

- a) Relevant appointments have been made and that those appointed are competent to undertake their duties.
- b) Where in place, project boards are advised of the suitability of all appointments and the necessary resources and time required to plan and

deliver notifiable construction related projects.

- c) Where any duties relevant to notifiable projects cannot be met, for whatever reason, the project/work is halted and reported to the relevant project board (where in place).

4.2 All Staff

All University staff, engaged with or affected by contracted work, must ensure they take notice of all information available concerning contractors who are working in their area. Staff should report any hazards or concerns regarding contractors working in their area to their line manager. Staff also have a general duty to ensure that their work does not endanger others, including contractors who are working in their vicinity. There is a University Estates process which includes pre-start meetings involving the School/Service, the University Estates Office and the contractor, and completion of a 'Contractor Access Certificate' (appendix 1, and available from the Estates Office web site from January 2015). This process ensures all hazards and suitable control measures are made known to contractors working in spaces occupied by the School/Service along with suitable induction information provided by the School/Service (refer to appendix 2.1).

4.3 Contractors

University management arrangements (University Estates Office frameworks) must ensure that contractors comply with current legislative requirements, best practice and industry standards, contractual terms and conditions and University policy and procedures. The Estates Office will set up a formal documented system, and provide information on the Estates Office web site, detailing the set procedure for initial induction of contractors, including H&S arrangements, by January 2015.

5. Permits to Work

University management procedures must ensure that a contractor obtains a Permit to work (PTW) for either the isolation or 10 days prior to interruption of any systems, services or specific hazardous activities and must also ensure the Facilities Manager and/or Building Manager is aware of the PTW.

Where isolation PTW is required there must be sufficient consultation, exchange of information and planning between all parties concerned prior to the work commencing, in order to facilitate the PTW process and minimise disruption to the building and its occupants. A PTW will only be issued if the appropriate control measures, identified by risk assessments, are put in place.

PTW's are issued for either the isolation or interruption of systems or services or specific hazardous activities.

An "Isolation" PTW is required, for work on, or affecting, the following systems:

- Electrical services
- Mechanical services
- Water supplies
- Local exhaust ventilation systems and fume cupboards
- Building management systems
- Fire alarm systems
- Physical isolation of installed smoke detectors
- Lifts

A "Hazardous Activities" PTW is required for:-

- Hot work (tasks such as welding, brazing, or cutting that produce heat)
- Confined space (an area with limited means of entry or exit that is large enough for a person to enter and perform work).
- Access to roofs
- Excavations
- Asbestos
- Work within or impact on a critical area (an area deemed high risk due to electrical/heat/animal welfare considerations).

6. Accident and Incident Reporting

All accidents and incidents (including environmental incidents) involving a contractor must be reported by means of the contractor's own arrangements. Where accidents/incidents occur on University premises or affect University staff, these must also be reported to the University via its accident and incident reporting system, (<http://www.bristol.ac.uk/safety/guidance/#accident-reporting>) so that an investigation can be carried out, and identify if there is a need to modify procedures

If a contractor is appointed by a School/Service, the School/Service must provide details of the accident gained from the contractor before they leave site and report such accidents to Safety and Health Services via the University's accident and incident reporting procedure (<http://www.bristol.ac.uk/safety/guidance/#accident-reporting>).

If the contractor is engaged by the University Estates Office, they must be made aware of the need to report such accidents and incidents to the Project Manager / Contract Administrator.

7. Guidance

Guidance for the management of contractors in order to comply with the conditions of this policy is detailed in appendix 2.

This may have benefit when:

- a School/Service directly employs a contractor e.g. for servicing of specialist equipment
- the University Estates Office has agreed that minor works to buildings can be managed by the School/Service.

8. Summary

A summary flow chart which states responsibilities for contractor engagement is detailed in appendix 3.

9. References

Health and Safety at Work etc. Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Management of Health and Safety at Work Regulations 1999 - Approved Code of Practice and guidance L21

<http://www.hse.gov.uk/pubns/books/l21.htm>

Managing Contractors - A Guide for Employers, HSG 159, 1997

<http://www.hse.gov.uk/pubns/books/hsg159.htm>

The Construction (Design and Management) Regulations 2007

<http://www.legislation.gov.uk/uksi/2007/320/contents/made>

Occupiers Liability Act 1957

<http://www.legislation.gov.uk/ukpga/Eliz2/5-6/31/contents>

Occupiers Liability Act 1984

<http://www.legislation.gov.uk/ukpga/1984/3/contents>

Rules for Contractors Working on University Properties, Estates Office – Capital Maintenance and Infrastructure (available from Estates Office – Capital Maintenance and Infrastructure)

Appendix 1: Contractor Access Certificate

(available from the Estates Office web site from January 2015)



ESTATES OPERATIONS

CONTRACTOR ACCESS CERTIFICATE

Section A. Contractor to complete	
Building:	
Nature of Works:	
Room No:	
Access will be required to the above room(s) from (date/time):	
Access will be required until *date:	/*or termination of works
Exclusive access required: *yes / no	
Name of contractor / operative:	
Contractor to list any special requests for technical information from the occupier:	
Date of issue (please allow at least 7 <i>working</i> days before access is required):	
Please forward this form to School Technical Manager:	

Section B. School to complete

Please list any hazards including mechanical, electrical, gas, water (including sinks and traps), oil, contamination (e.g. in flooring or bench surfaces), equipment containing hazardous material (e.g. asbestos) potential hazards relating to previous room use. Please specify in as much detail as possible:

Signed by UoB room occupier / School representative

Name:

Job title:

Signed:

Date:

Checking this box will be accepted instead of a signature if submitting this form via email.

Any additional comments from the School Technical Manager:

Signed by School Technical Manager

Name:

Signed:

Date:

Checking this box will be accepted instead of a signature if submitting this form via email.

Please forward this form to the Project Manager:

Section C. Contractor to complete

The risk assessment below indicates the nature of any potential hazard together with control, protection and disposal information.

Reference to the risk assessment form *is / is not required.

Approval of works *is / is not required prior to commencement of work.

Section D. RISK ASSESSMENT Contractor to complete

Building:	Room No:
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Proposed works:

Emergency contact numbers for UoB: Facilities Manager: Technical Manager: School Manager: Security (24 hours): 01173311223 or internal 112233	Emergency contact numbers for contractor:
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Project Manager:

Contractors / sub-contractors:
Hazards identified by School:
Potential Risk:
Control Measures:
Emergency procedures in case of accident:
Access restrictions:
Waste disposal requirements:
Authorisation to proceed: Contractor: Name: Job title: Signed: Date: <input type="checkbox"/> Checking this box will be accepted instead of a signature if submitting this form via email.
Please forward this form to the Project Manager

Section E. Project Manager to complete
Contractors risk assessment / control measures reviewed. Contractor access granted. Final comments:
Project Manager Signed: Date: <input type="checkbox"/> Checking this box will be accepted instead of a signature if submitting this form via email.
Copy form to: Technical Manager / Safety Manager / Contractor (contractor to affix to room door)

Appendix 2: School/Service Guidance on the Management of Contractors

This document provides the School/Service with guidance on how to manage contractors in order to comply with the conditions of this policy.

This guidance may have benefit when:

- a School/Service directly employs a contractor e.g. for servicing of specialist equipment
- the University Estates Office has agreed that minor works to buildings can be managed by the School/Service.

All Schools/Services and other university building occupiers/users must organise any works to buildings and their associated services via the University Estates Office as there is a process which must be followed.

The Five Phase Approach to Managing Contractors employed by the School/Service Directly

A five phase approach can be used in order to successfully manage contractors and ensure safe working. These five phases are:

Phase 1 - Planning the work

Phase 2 - Selecting the right contractor

Phase 3 - Pre-work commencement

Phase 4 - During contract work

Phase 5 - Reviewing the work on completion

Phase 1 – Planning the work

- Define the job
- Identify hazards
- Assess risks
- Eliminate and reduce the risks
- Discuss with the University Estates Office (if required) and with contractor (once selected)

Phase 2 - Selecting the Right Contractor

- What safety and technical evidence is needed? ask questions / get evidence
- Go through information about the job, the site, including site rules
- Ask for a safety method statement if appropriate
- Decide whether subcontracting is acceptable. If so, how will health and safety be ensured?
- The University Estates Office must approve any contractors employed to work on University buildings and infrastructure.

Phase 3 - Pre-work Commencement

- Provide all relevant pre-construction information as required by the Construction Design and Management Regulations 2007
- Ensure all contractors are aware of the building sign in and out procedures
- Name a site contact (School/Service liaison)
- Reinforce health and safety information and site rules
- Check the job and then allow work to begin

Phase 4 - During Contract Work

- Assess the degree of contact needed
- How is the job going?
 - As planned?
 - Is the contractor working safely and as agreed?
 - Any accidents?
 - Any changes in personnel?
- Are any special arrangements required?
- Notify the University Estates Office of any concerns (if applicable)

Phase 5 - Reviewing the Work on Completion

- Review the job and contractor
 - How effective was your planning?
 - How did the contractor perform?
 - How did the job go?
- Record any lessons learned

Practical Contractor Selection

The University Estates Office, via the frameworks process, requires all contractors to have high quality and robust health and safety policies and procedures and be fully engaged in training its staff and enforcing safety policy and procedures.

Responsibility for engaging contractors includes ensuring;

- the professional competence of contractors
- contractors hold adequate insurance cover
- contractors can demonstrate health and safety competence
- contractors can demonstrate arrangements for engaging sub-contractors
- contractors have suitable arrangements in place for the reporting of accidents and incidents.

If the School/Service requires a company and/or contractor to be added to the University Approved Contractors List, then enquiries should be referred to the University Health and Safety Co-ordinator –CDM, as the company and/or contractor must be vetted to ensure they have the appropriate health and safety structure and controls in place e.g. Contractor Health and Safety Assessment Scheme (CHAS) accreditation, Gas Safe registration, or other such necessary certification.

Local Building Induction

All University staff have a duty of care to ensure the health, safety and welfare of any visiting contractor by controlling hazards in order to minimise risks.

Contractors must therefore be made aware of potential hazards (e.g. presence of hazardous chemicals, flammable liquids, compressed gases etc.) in the area in which they are working.

When a contractor has initially been authorised to carry out work by the University Estates Office (via the framework process to ensure competent contractors) then it is the responsibility of the University Estates Office, in liaison with the School/Service, to ensure suitable and sufficient building induction for contractors takes place. The Estates Contractors Office will give a general induction to the University/building, however further local building induction will need to take place. This is achieved via the completion of the contractor's access certificate.

If a contractor is employed directly by the School/Service then the School/Service must ensure that the contractor receives a local health and safety induction before starting work.

This induction may be formalised into a prestart meeting, and should consist of:

- Building parking arrangements
- Building / room access arrangements, including sign-in and sign-out procedures, provision of temporary U-cards, etc.
- Fire safety, including location of nearest fire alarm call point, the nearest escape route, fire evacuation procedures, location of the fire assembly point for the building and the location of the nearest portable fire extinguisher
- Permit-to-Work (PTW) arrangements
- First-aid arrangements
- Use of work equipment
- Waste disposal arrangements
- Provision of information to sub-contractors

Please refer to appendix 2.1 for an example of a School local fire and safety induction sheet.

Please refer to appendix 2.2 for an example of a School Control of Contractors Induction form.

Access Signage – ‘Traffic Light’ Room Coding System

A number of University Schools deemed to have higher risk areas, have introduced a new access control scheme. The purpose of the scheme is to improve control and minimise the incidences of unauthorised access to hazardous and sensitive areas.

The scheme is an extension of pre-existing procedures for both routine and emergency access and complements the PTW system already in operation.

There are up to three levels of access, each identified by a colour coded sign - red, amber and green. Labels can be found on doors immediately above or next to the door handle

Red coded areas represent significant hazard areas and are access restricted to specified people only, requiring a specific induction, or permit process to achieve entry. This ensures that all necessary procedures have been approved and are in place prior to work commencing. All visitors must be accompanied by an authorised person at all times.

Amber coded areas represent potentially significant hazard areas. Access is still restricted to specified people only, however visitors may enter unaccompanied providing they have a safety induction from an authorised person.

Green coded areas represent no significant hazard areas with some or no access restrictions which can be entered by anybody authorised to enter the building. Visitors who have attended a building fire and safety induction may enter unaccompanied.

Implementation of this scheme helps ensure greater legislative compliance, safety, security and research continuity within the building.

Please refer to appendix 2.3 for examples of School room coding signs.

Appendix 2.1: An Example of a School Local Fire and Safety Induction Information Sheet



SCHOOL OF PHYSICS

Fire and Safety Information for Visitors and Contractors

The School of Physics, as an active research laboratory, is committed to the highest standards of safety for staff, visitors and contractors.

Therefore, please take a few minutes to review the information in this document and become familiar with the necessary emergency procedures.

Emergency Assistance

If you require emergency assistance at any time, call the University's 24 hour emergency number:

0117 331 1223 (internal 112233)

Access

- Unless specific arrangements have been made in advance you will only be permitted in the School during normal working hours.
- You must sign in on arrival in the department each and every day that you are here.
- Wear your pass badge at all times while in the department.
- Only enter those areas and rooms that you are authorised to enter.
- Obey the access signs displayed outside every room.
- Do not interfere with or touch equipment you are not authorised to handle.
- Ensure that you sign out and return your pass when you leave the department.
- Warning:** there are significant hazards in the department that could seriously injure or kill you. These include radiation, x rays, magnetic fields, lasers, high voltage electricity, chemicals, liquefied and compressed gases.
- Please do not explore the building.

Fire

- For fire safety, know the location of:
 - Your nearest fire alarm call point.

- Your nearest escape route.
- The fire assembly point.
- Your nearest fire extinguisher.
- Do not move or obstruct fire extinguishers.
- Do not cover or isolate any fire detector or sounder without prior authorisation.
- Keep all walkways and emergency exits clear and free from obstructions or trip hazards.
- Do not store items behind doors.
- Fire doors must not be propped or wedged open.

Fire Evacuation

- If the alarm sounds, you must immediately evacuate the building.
- Leave by the nearest fire exit.
- Do not use the main lift in the north stairwell.
- The south stairwell lift is fire safe and is for the evacuation of disabled persons.
- Do not stop to collect belongings.
- Do not obstruct traffic in Tyndall Avenue, keep to the pavements.
- Report to one of the two fire assembly points. These are on the grassy bank opposite Senate House, or in the car park in front of the Royal Fort Annex building.
- Report that you have evacuated to your host or to the fire warden in charge.
- Do not re-enter the building until the 'all clear' is given by the fire warden or fire brigade.
- Fire alarm testing takes place every Wednesday between 8.30 and 9.00 am, the alarm will sound for up to 20 seconds. If outside of these times or for longer, treat as a genuine fire alarm.

First Aid

- Do not hesitate to seek first aid if you suffer an injury or illness.
- Details of current first aiders are found on green posters around the department.
- First aid boxes are available on every floor.
- In the event of serious injury or illness call the University's emergency number 0117 331 1223 (internal 112233) for assistance, then the departmental Porters, (0117 92) 87463.

Pacemakers and Other Electrical Implants

- Due to a strong magnetic field produced by research equipment, if you have a pacemaker or other electrical medical implant **you should not use:**
 - Ground floor corridor in 1920s wing.
 - Basement service tunnel in 1920s wing.
- Warning signs are displayed accordingly.

Parking

- Site speed limit is 5 mph.
- Watch for cyclists and pedestrians.
- Only park in designated areas.
- Parking in unauthorised areas or without a valid permit will result in a parking fine.
- Do not park in front of the building**, you will be asked to move and may receive a parking fine from Security Services.

Permits to Work

- All persons working in the building must attend a Fire and Safety Induction training session first.**
- Before contractors commence any work the permit to work system will be explained to you by the Estates Office and must be used whenever required.
- Plan ahead and ensure the necessary permits are in place.
- An **Isolation Permit to Work** is required for work on the following systems: mechanical or electrical services, local exhaust ventilation systems, fume cupboards, building management systems, fire alarm systems and lifts.
- A **Hazardous Activities Permit to Work** is required for: hot works, confined spaces, access to roofs, excavations, asbestos and any work within or that will impact on a critical area.
- If you have any questions concerning the permit to work system contact your Project Officer.
- No works are to be carried out without a permit to work under any circumstances.**

Waste Disposal

- Before starting work ensure that appropriate disposal routes are in place for any waste that you produce as part of your work.
- If you are a contractor you must remove your own rubbish from the building and leave the School clean and tidy.

Contact Information

Ambulance, Fire, Police 0117 331 1223 (internal 112233)

University 24 hour Emergency Number 0117 331 1223 (internal 112233)

Physics Department Porters (0117 92) 87463

School Technical Manager:

School Safety Manager:

Appendix 2.2: An Example of a School Control of Contractors Induction form



School of Biological Sciences

Control of Contractors

Induction Form

Contractors and visitors to the division.

- Contractors and visitors are to be treated as members of the School whilst here.
- They are to be made aware of potential hazards in the area in which they are working.
- Equipment they are working on should be made safe.
- If the equipment presents a potential biological hazard a certificate indicating that it has been decontaminated and how this was done, should be given to the engineer before work is started.

Biological Sciences Estates Office/Contractor Liaison:	
Position in School/Service:	
Contracted company name:	
Contact number for company:	
Emergency contact number for company:	
Email address for company:	

GENERAL		Delete as appropriate
1	Have you read the University of Bristol "Code of Practice for the Management of University Contractors/Works"? http://www.bris.ac.uk/safe/Bursar/BuildingServices/safeorg/deptprods/prod18.pdf	Yes / No
2	Have you signed the contractor employees section of the Code of Practice?	Yes / No
3	Are you fully aware that you must follow the Code of Practice at all times?	Yes / No
4	Are you involved in the risk assessment process?	Yes / No
5	Do you have a copy of the risk assessment/method statement for the works you are about to carry out?	Yes / No
6	Have you been made aware of significant risks in your proposed work area by the Contract Administrator?	Yes / No

RISK ASSESSMENTS & METHOD STATEMENTS		✓ as appropriate
1	All works carried out on University premises must be risk assessed in compliance with the Management of Health and Safety Regulations.	
2	A suitable and sufficient, written assessment of significant risks to comply with the Management of Health and Safety at Work Regulations must be in place prior to works commencing.	
3	All contractors' and sub-contractors' employees must have all the relevant risk assessments and method statements made available to them before work commences.	

PERMITS TO WORK		✓ all that are applicable
The following Permits to Work are in force at this University and must be followed		
1	Electrical work (High Voltage / Low Voltage)	
2	Hot work	
3	Roof access	
4	Gas	
5	Special areas – laboratories, fume cupboards etc.	
6	Asbestos	
7	Fire alarm isolation	
8	School traffic light system for access	

GUIDANCE SECTION

****Manager/Supervisor: Please read and sign the declaration at the end declaring that you have read and understand this guidance****

1	Reporting of Hazards <ul style="list-style-type: none">– To be reported to your line manager/supervisor immediately.
2	Accident/incident reporting <ul style="list-style-type: none">– Contractor must report all accidents, incidents and near-misses on University of Bristol premises.– Sub-contractors must report all accidents, incidents and near-misses on University of Bristol premises to the main contractor.
3	Fire and Emergency <ul style="list-style-type: none">– Be aware of your surroundings at all times - if the fire alarm sounds get out of the building, using the nearest available exit.– Go to the nearest assembly point and wait for further instructions.– If you discover a fire, raise the alarm and make your way out of the building, report to a member of university staff, who will contact a fire warden so that the details regarding the fire can be passed on.
4	Waste disposal <ul style="list-style-type: none">– You are responsible for removing all rubbish created by your company.– Exit and emergency escape routes are to be kept clear at all times.
5	Use of work equipment <ul style="list-style-type: none">– Contractors are responsible to provide their own access and work equipment for the works. All access and work equipment must be compliant with relevant legislation and suitable for the task.– Suitable and sufficient PPE as dictated by risk assessment must be worn at all times.
6	Sub-Contractors <ul style="list-style-type: none">– All necessary information that needs to be passed to the sub-contractors must be done through the main contractor, including<ul style="list-style-type: none">○ Risk assessments○ Permits to work○ Accident/incident information○ Site inductions, health and safety briefings– Sub-contractors are required to complete and comply with the University of Bristol policy for the Control of Contractors.

7	Signing in procedures <ul style="list-style-type: none">– You must sign in/out at the Contractor's Office and building Porter's desk on a daily basis– The Asbestos Register, held at the Contractor's Office, must be checked prior to carrying out works on the fabric of the building.– All contractors and sub-contractors must have a visible ID badge displayed at all times when on University premises.
8	Contract sign-off <ul style="list-style-type: none">– At completion of works the Contract Administrator must inspect the completed job before invoice can be submitted by contractor.

Declaration:

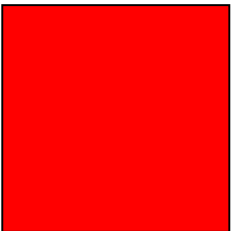
I declare that I have read and understood the above guidance

Signature: _____

Contractor/Manager/Supervisor

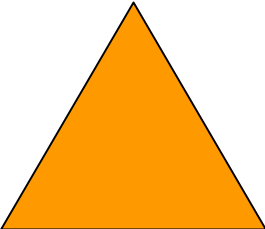
Date: _____

Appendix 2.3: Examples of School Room Coding Signs

ROOM ACCESS NOTICE			
Room			
	<p><u>High Risk Area</u></p> <p>Significant hazards.</p> <p>Access restricted to specified people only.</p> <p>All visitors must be accompanied by an authorised person at all times.</p>		
Responsible Person (office, extension)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Room:</td> <td style="width: 50%; text-align: center;">Ext:</td> </tr> </table>	Room:	Ext:
Room:	Ext:		

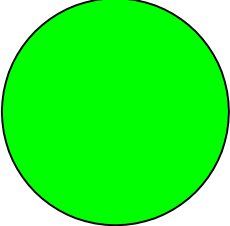
AUTHORISED PERSONS				
<p>Responsible persons</p> <p>Workshop personnel and authorised visitors</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Head of School</td> <td style="width: 50%;">School Safety Advisor</td> </tr> <tr> <td>School Safety Manager</td> <td>School Technical Manager</td> </tr> </table>	Head of School	School Safety Advisor	School Safety Manager	School Technical Manager
Head of School	School Safety Advisor			
School Safety Manager	School Technical Manager			
<p>Access to this laboratory will be periodically monitored to ensure the University complies with its obligations under health and safety legislation and duty of care to its staff. This information will only be accessed by members of staff within the Faculty with health and safety responsibilities. All individuals entering the laboratory must swipe in using their UCard where fitted (no tailgating).</p>				
OTHER ACCESS				
<p>For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters:</p> <p style="padding-left: 40px;">0117 928 7463 (int. 87463)</p> <p style="padding-left: 40px;">Out of hours contact University Security Services: 0117 331 1223 (int, 112233)</p>				

ROOM ACCESS NOTICE

Room	
	<p><u>Medium Risk Area</u></p> <p>Potentially significant hazards. Access restricted to specified people only.</p> <p>All visitors must have a safety induction from an authorised person.</p>
Responsible Person (office, extension)	
	Room: Ext:

AUTHORISED PERSONS

<p>Responsible persons</p> <p>Workshop personnel and authorised visitors</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Head of School</td> <td style="width: 50%;">School Safety Advisor</td> </tr> <tr> <td>School Safety Manager</td> <td>School Technical Manager</td> </tr> </table>	Head of School	School Safety Advisor	School Safety Manager	School Technical Manager
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<h3>OTHER ACCESS</h3>				
<p>For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters:</p> <p style="margin-left: 40px;">0117 928 7463 (int. 87463)</p> <p style="margin-left: 40px;">Out of hours contact University Security Services: 0117 331 1223 (int, 112233)</p>				

ROOM ACCESS NOTICE	
Room	
	<p><u>Low Risk Area</u></p> <p>No significant hazards.</p> <p>Some access restrictions.</p> <p>Visitors who have attended the Physics Fire and Safety Induction may enter unaccompanied.</p>
Responsible Person (office, extension)	
	<p>Room: _____ Ext: _____</p>

AUTHORISED PERSONS
<p>Responsible persons</p> <p>Workshop personnel and authorised visitors</p> <p>Head of School School Safety Advisor</p> <p>School Safety Manager School Technical Manager</p>
<p>Access to this laboratory will be periodically monitored to ensure the University complies with its obligations under health and safety legislation and duty of care to its staff. This information will only be accessed by members of staff within the Faculty with health and safety responsibilities. All individuals entering the laboratory must swipe in using their UCard where fitted (no tailgating).</p>
OTHER ACCESS
<p>For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters:</p> <p style="text-align: center;">0117 928 7463 (int. 87463)</p> <p>Out of hours contact University Security Services: 0117 331 1223 (int, 112233)</p>

Appendix 3: Summary Flow Chart

