



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

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

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

I will ensure that all relevant contents of this Safety Pack are brought to the attention of all members of our staff, and all members of our sub-contractors responsible for managing, supervising, and/or working at UWE.

I am aware of UWE's requirements for all direct employees and sub-contractor operatives to complete the UWE Estates Contractor Induction procedure, hold a relevant CSCS card (or equivalent), an up-to-date Asbestos Awareness Certificate, and a UWE Contractor Pass.

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

Print Name:

Position:

Company:

Signature:

Date:

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The University of the West of England, Bristol (UWE) is a modern thriving university. UWE has more than 30,000 students and 3,800 staff from across the world.

UWE Campus Maps can be found on the UWE website

<https://www.uwe.ac.uk/life/campus-and-facilities>.

Frenchay Campus

Coldharbour Lane, Bristol, BS16 1QY

Frenchay is the main UWE Campus and administrative centre. There are numerous student Halls of Residence, as well as academic Colleges and offices at Frenchay.

Glenside Campus

Blackberry Hill, Stapleton, Bristol, BS16 1DD

Glenside provides facilities for the College of Health, Social and Applied Sciences. Most of the Glenside campus is Grade II listed. There is student accommodation at Glenside, as well as at the Hollies, just adjacent to Glenside.



City Campus - Bower Ashton

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

Bower Ashton is on the edge of the Ashton Court estate. It has its own library, purpose-built studios, and a large range of workshops. There is no accommodation at Bower Ashton.

UWE also occupies space at **Spike Island**, local to Bower Ashton.



City Campus - Arnolfini

Narrow Quay, Bristol, BS1 4QA

UWE owns Bush House, which also houses the Arnolfini Gallery. Bush House is a Grade II listed building.



Scope

This Safety Pack is applicable to all contractors, consultants, suppliers, etc that attend any UWE location.

All references to 'contractor' refer to a contractor as a company and employer; **and** refers to consultants, suppliers, etc attending any UWE location. 'Operative' refers to any individual working for the company or sub-contractor.

All activities at UWE must be planned, managed, and designed to prevent and manage risks to contractors, staff, students, visitors and maintenance teams.

All activities at UWE must be co-ordinated with all other activities and works.

UWE expects high standards of public protection, site security and signage.

UWE expects effective and timely handover processes and documentation.

This Safety Pack sets out or clarifies the minimum standards that UWE expects all its contractors to comply with. It is not intended to list or duplicate legislation, guidance, or common sense.

A 24/7 experience

All Contractors and Operatives must have the aptitude to work in busy environments and deal politely with the public.

Normal working hours are 07.00 to 18.00 Monday to Friday (unless stated otherwise in a planning consent or directed by UWE as detailed in the Approval to Work Form). Any works outside these hours must be agreed with Estates prior to commencing.

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

What is Clearing / No Dig Week?

Following the A level results in August, prospective students telephone UWE for admission to a course at UWE. This is an extremely busy time, and any activity at Frenchay Campus, which could cause service disruption is banned during clearing week including excavations and any service isolations

Smoke Free Zones

UWE is a smokefree campus. The UWE Smoke Free Policy prohibits smoking within 10 metres of all university buildings. This includes the use of e-cigarettes.

Operations and Security staff patrol to make sure that smokers are aware of where they can and cannot smoke.

Approval to Work

UWE will issue an Approval to Work Form ahead of all works, regardless of size.

Before starting any work, Contractors must have a signed Approval to Work Form issued by an authorised UWE Person. You can NOT start any works without this.

UWE will issue the completed Approval to Work Form to the Contractor.

You must keep your Approval to Work accessible in your work area. When the works have been completed, sign off the Form and return it to your UWE Contract Administrator.

You will be issued with a Red Performance Notice and stopped from working if you do not have an Approval to Work.

The Approval to Work **is not** a Permit to Work. You will need a separate Permit to Work in addition to an Approval to Work, for all required Permit activities.

High Risk Activities include, but are not limited to:

Construction Site Setup
Crane Lift
Scaffolding
Excavation or Digging
Operating Vehicle/Plant in Pedestrian Areas
Hazardous Substances / Waste Traps
Access above suspended Ceiling Tiles
Placing a skip within 6m of a building
Asbestos
Breach and/or Penetration of fire compartmentation
Major disruption to a Main Access Route
Use of passenger lift for Works materials
Demolition or Structural alterations
Hot Works
Fire Alarm Isolations and Detector Capping

High Risk Areas include, but are not limited to:

Accommodation.
Roof Access
HV Switch room
Confined Space
Workshops and Laboratories
Road/Pedestrian/Cycle Routes

Significant High-Risk Areas

Laboratories.

Laboratories contain a range of hazards (chemicals, biohazards etc.). Entry into laboratories, associated workshops, stores etc. is strictly controlled and contractors must have a Lab or Workshop induction to gain access.

Contractors must ensure that there is complete clarity over whether they have sole possession and free access into laboratory areas or whether they need to be escorted by Technical Staff. Swipe cards will not ordinarily allow access into these areas.

Bristol Business School at Frenchay (X Block)

FR-X Block is a busy, open access building, with many activities going on all the time. Works in X Block must be carefully planned and programmed.

There are specific safety considerations for anyone needing any access to any roof of X Block. Access to UWE roofs require a UWE Permit to Work.

The exposed nature and height of X Block means frequent recordings of excessive wind speeds on the roofs. Contractors must include this in risk assessments and method statements for accessing these areas.

Fume Cupboard Extract Vents

UWE has fume cupboard extract stacks at Frenchay that discharge potentially hazardous substances. Access onto FR-Q, FR-F, or FR-M roofs are strictly prohibited until the UWE Approval to Work and Permit to Work forms (which must be issued for these roofs) confirm that either the extract has been isolated or there are other suitable and sufficient COSHH assessment and controls in place. UWE Estates will be responsible for undertaking the necessary consultations and isolations.

There is an extract connected to a fume cupboard in **FR-Q Block 3Q015** which handles hydrofluoric acid. This must be isolated prior to working. Note there are other extracts as well on Q Block.



Note: Fume cupboards are connected via separate ducts, so each will require isolation.

Waste traps

There are some waste traps and drains at UWE that may contain substances that could pose a risk of harm. The contractor must not disturb any waste trap or drain until they have assessed the likely nature of any material or residues in the trap and have a suitable risk assessment to identify the required control measures.

Glenside Basement – Hazard information for contractors

All Contractors must include all the following in their Risk Assessments and Method Statements when working in any Glenside basement area, including but not limited to:

- Poor and insufficient Lighting.
- Asbestos. You must consult the UWE Asbestos Coordinator before starting any works in the Glenside basements.
DO NOT ENTER any area with warning signs.
- Low level pipework could be struck by contractor's heads.
- Missing or loose grilles on drainage channels on some floors, posing a risk of slips, trips, and falls.
- There is poor Mobile phone reception. Contractors to work in pairs as a minimum.
- 11kV cable: A black cable, mounted at a height of approx. 1m and marked as an 11kV supply. Contractors to make precautions to ensure that this cable is not damaged or affected by any works within the area.

Permit to Work

In addition to the Approval to Work, UWE also have specific Permits to Work. These are separate and in addition to the Approval to Work form.

Hot Works Permit: Contractors must provide their own fire extinguishers at their works location. Fire Watch Operatives must be in place throughout all works with the application of heat and for a period of 2 hours afterwards.

Permit to Dig: A permit to dig is required where there will be any type of excavation works on any UWE site. There are many underground services, as well as plants and roots. Although of low risk, contractors should also be aware of the risk of unexploded ordinance and buried Asbestos.

Roof Access Permit: This is required to access roofs. Not all areas have edge protection or fall restraint systems.

Confined Space Entry Permit: UWE does not list confined spaces, so each space must be assessed individually with an Estates Appointed Person. Examples at UWE include, but are not limited to large water storage tanks, lift shafts, interceptors, inspection chambers, entry into large AHU's, GL-Reservoir, etc. Contractors must provide an emergency response plan and all equipment required.

Fire Systems Isolation Permit: This is required before making isolations to fire detection circuits or loops. The Fire detection system must be re-instated, re-commissioned, and fully tested by the UWE Fire Systems Term Contractor on completion of any works.

Fire Detector Head Capping Permit: This permit is required to cover detector heads to prevent false fire alarms due to Hot Works and/or dusty works. Only UWE issued caps are to be used.

Asbestos Works Permit: This permit is required for any works involving asbestos, whether licenced or non-licenced.

Penetrations Permit (Permit to Drill): This permit must be followed for drilling / making penetrations into the building fabric. This considers the impact to fire compartmentation and fire boundaries, fire stopping, the presence of Asbestos, and generation of dust resulting in false fire alarms.

Permit to Access: This permit must be followed for accessing or working in mothballed, closed, or isolated buildings.

Portable Electrical Equipment Permit: This permit must be followed when hiring or loaning equipment directly or through a Contractor.

Monitoring Contractors Performance

UWE will inspect any site at any time, to validate the H&S and environmental performance of contractors, as well as the security of their work areas and conformance to their RAMS.

These may be undertaken by UWE Estates and/or the UWE Health and Safety Team.

Contractor Site Inspections & Audits

All site managers must undertake routine, written safety inspections of their own site. These must be recorded, along with required actions, actions taken, and close out dates. These shall be shared with the UWE Contract Administrator.

Performance Notices

Performance Notices will be issued by UWE where anything is identified as being outside of expected standards.

Performance Notices can be red, yellow, or green:

Red notices will be issued when a serious and imminent risk is posed to the works, in relation to safety, quality, the environment, attitude, or the reputation of UWE. The work in question must be halted until the UWE Contract Administrator has confirmed that they are satisfied with the remedial action and signed the performance notice to that effect. UWE are not responsible for delays caused if they stop unacceptable/unsafe practices.

Visits by the Health & Safety Executive


Notify the UWE contract administrator as soon as practicable of any visit by the HSE. The UWE contract administrator is to receive a copy of any correspondence

exchanged between the HSE and the Contractor.

Progress Meetings

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

Contractor's safety performance is a standing item on site visits and the agenda of progress meetings.

 University of the West of England STOL		Performance Notice/Instruction To be completed by Estates Technical Staff	
Project:			
RED CARD: SERIOUS RISK 'STOP WORK'		YELLOW CARD: CONCERN	
GREEN CARD: BEST PRACTICE			
Due to the Principal Contractor or Measured Term Contractor's Technical Manager being unavailable. Red cards can be issued directly to operatives if there is imminent and serious risk (to safety, quality, environment, UWE reputation, contract etc.)			
Time/date notice issued:			
Issued by (name and position):			
Reason notice issued (use separate notices if necessary):			
Corrective action required:			
Issued to (name and position):			
Signature of person receiving notice:			
Top copy to contractor, pink carbon copy to contractors head office, blue carbon copy retained by Estates staff. Contractor records corrective action taken and returns sheet to Contract Administrator with any relevant paperwork (amended method statements etc.)			
Corrective action taken:		When taken:	Taken by:
Respond to a Yellow Card within 24 hours If a Red Card was issued do not restart until authorised by Contract Administrator			
If work was halted, Contract Administrator signs file copy to confirm they approved restart			
Signature:			
Time and date:			

Contractor Standards.

All Contractors must be accredited by either SAFEcontractor or Construction Line GOLD. Other SSiP schemes will be considered.

All Contractors must hold Public Liability Insurance to a minimum value of £10M and Professional Indemnity Insurance to a minimum value of £5M unless a Waiver has been agreed.

Competence of Subcontractors & Operatives

UWE has a duty to ensure the competence of Contractors and their sub-contractors. The main Contractor must ensure that all operatives and all sub-contractor operatives they appoint have the skills, knowledge, training, experience, and attitude to carry out the work. The Contractor may be asked for evidence of competencies.

Data Protection

It is unlikely that you will be supplied directly or come in to contact with personal data. However, there is a chance through day to day working that contractors could encounter UWE staff or student data unexpectedly through the types of work or the locations accessed. All Contractors and Consultants are therefore asked to sign up to the UWE Data Protection Policy.

UWE Safety Induction Videos, CSCS Cards & Contractors Passes

Each individual operative and sub-contractor operative must have a valid Contractor pass to work on any UWE site.

Each operative must complete the UWE Contractor Induction:

<https://www.uwe.ac.uk/about/services/estates-and-facilities/contractors-and-suppliers>

Any person without UWE Induction, without UWE Contractor pass must be supervised at ALL times by a UWE approved Pass-holder while on any UWE location.

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

Young Persons

UWE acknowledges the importance of giving persons under 18 years of age opportunities to develop skills. The Management of Health and Safety at Work Regulations 1999 (Regulation 19) must be observed when employing young people. The Contractor must provide their Young Persons Risk Assessment.

Contractors may not bring children onto site.

Disclosure and Barring Service (DBS)

Where deemed necessary, the requirement for DBS checks will be included in the pre-construction information pack and/or the tender documents.

Risk Assessments & Method Statements (RAMS)

- Operatives are to have immediate access to their RAMS, Safe Systems of Works (SSoW), and all other relevant documents. The UWE Approval to Work form will prevent anyone working on site if they lack these documents.
- RAMS will be site specific and task specific (or generic documents reviewed, amended and signed/dated by a site manager).
- The format and level of detail of any RAMS will be appropriate, proportionate, and relevant for the task.
- Contractors will have a formal mechanism for reviewing and signing off sub-contractor's RAMS.

If operatives are found to be working without RAMS, a 'Red' Performance Notice will be issued, and that work will be halted until required actions are completed.

Principal Designer and Principal Contractor

Where more than one contractor is engaged, either as separate instructions or as contractor & sub-contractor, UWE as the Construction (Design and Management) Regulations (CDM) Client, will appoint in writing, a Principal Designer, and a Principal Contractor.

The Principal Designer will be a formally appointed organisation / individual with control over the pre-construction phase of the works.

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

Construction Phase Plans

CPP's are required for all works and projects. These must be proportionate to the size and complexity of the works to be undertaken.

CPP's must be site specific and provide all details to comply with all relevant items from CDM 2015.

Contractors must not commence any work until they have received written authorisation from UWE on an Approval to Work form. Contractor documentation such as but not limited to, CPP, RAMS, SSoW, site inductions, welfare arrangements, etc. must be deemed suitable and sufficient by UWE before commencing any works.

Pre-Construction Information

Appropriate and proportionate Pre-Construction Information will be provided by UWE in advance.

While UWE takes reasonable steps to ensure the accuracy and completeness of pre-construction information, it is not always possible to guarantee that records are completely accurate, and contractors shall take reasonable steps to verify this information during the works.

Managing Instructions Given by other Staff

Contractors shall only accept variations or instructions from the UWE Contract Administrator. Anyone else attempting to issue variations or instructions shall be directed to UWE Estates.

Occasionally work will cause unforeseen disruption. A contractor can be instructed to temporarily halt work by a senior manager within a College. The person giving the instruction should be asked to contact the UWE Contract Administrator to confirm their name, position, and the reason for the instruction. The contractor should also contact the UWE Contract Administrator immediately.

Co-ordination / Co-operation with Other Contractors

Contractors will be made aware of adjacent works in the Pre-Construction Information pack.

Due to the size of UWE it is not always possible to know where or when smaller works and maintenance jobs are taking place. Where necessary, UWE will organise site co-ordination meetings to assist with co-ordination and to comply with CDM Regulations..

O&M Manuals, and H&S Files

UWE has standard formats for Operating and Maintenance Manuals (O&M's) and Health and Safety files (H&S files).

The Contractor will update any existing H&S File to reflect the residual risks remaining at the end of their works. Where there is no existing H&S File, the Contractor will provide the first version in UWE requested format.

A retention of monies, proportionate to the overall cost of the works, will be held by UWE until the O&M and H&S Files have been satisfactory accepted.

Site Management

Construction Site Setup

The setting up of Contractor works and/or a construction site must be appropriately planned, communicated and effected to ensure that it progresses safely, and with minimal disruption to UWE.

UWE expects:

- Engagement of relevant stakeholders through liaison with the UWE Contract Administrator.
- The contractor to issue a draft plan showing the construction site setup, works locations, and accompanied by a works delivery schedule highlighting the key tasks of the setup and the works, in advance of the request for an Approval to Work.
- The contractor to update the plan and schedule, considering comments received from the stakeholder review of the draft issue.
- The contractor to review and update the plan through the duration of the works considering developments, changes, project phases, operatives and sub-contractors on site, etc.

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

During the construction site setup, the contractor must:

- Protect staff, students, the public, etc. from the site setup works by utilising physical segregation / barriers.
- Maintain a professional, clean and tidy environment throughout the works.
- Provide sufficient resource, including labour, plant, and materials to deliver the works in an efficient manner.
- Inform the UWE Contract Administrator of any potential issues that could result in deviation from the plan or schedule.



Site Protection

UWE has a minimum level of site protection required. Options range from barriers, tape/chain, fencing, full hoarding, etc.

A few specific design features are required on metal mesh fence panels:

- Panels should be covered in plastic diamond green mesh if wind loading allows.
- Feet must be positioned and conspicuously coloured to prevent trips.
- Panels should be secured with two couplers.
- Gates or doors in the panels should be padlocked when the site is unsupervised.
- Infill panels should be fitted to prevent snagging or tampering with the couplers etc.
- Open ends of fencing should have a 'return' or be secured to increase stability and security.
- The Contractor must undertake daily perimeter checks, for all fencing and hoarding.



Lifts

Contractors may use passenger lifts for personnel use where this has been specifically agreed in advance with UWE. The use of passenger lifts for construction material is not normally permitted, and specific permission must be in place if this is required. The Contractor must provide internal lift protection and protection on landings to protect the lift from damage. All weight limitations must be adhered to.

Barriers

Barriers must be a minimum of 1m high, in a conspicuous colour, and must be stable. Either barrier feet must be designed not protrude into walkways or colour of feet to contrast strongly with colour of floor to prevent trips.



Examples of barrier systems

Sheeting:

Sheeting must meet the fire resistance standard Loss Prevention Standard 1207 and either be Zipwall or a comparable alternative approved by UWE.

Barriers & Sheeting:

Barriers shall be deployed to help prevent persons pushing through the sheeting.

Hoarding – Generally:

Site hoarding shall follow the industry best practice guide 'Hoardings – A guide to good practice TWf2012:01t.

Doors must be locked when site is not occupied

Doors to open inwards into the work site

Internal Hoarding:

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

The gap between panels and ceiling must be infilled with sheeting to prevent dust release and dust migration.

Do not secure panels to the ceiling grid.

Doors fitted with locks or padlocks must be supplied with 3 keys: The Keys are to be held by the Site Manager, UWE contract administrator, and UWE Security.

External Hoarding:

- Marine Plywood 2.4m high, min 22mm thick, with timber 100 high x 25mm skirtings and top cover pieces, supported on min 100 x 75mm timber bearers. External angles to be protected with suitable corner cover pieces. Frame timbers to be designed to suit location and exposure with additional timbers and cross pieces as required.

For short term and less visible or quiet areas metal mesh fence panels can be used.



Welfare Facilities

Suitable and sufficient Welfare facilities must be provided. Where possible, the contractor will be given use of existing UWE welfare facilities. Operatives must be clean and tidy when using UWE welfare facilities.

Where this is not possible, the Contractor must inform the UWE Contract Administrator through tender clarifications and tender returns, as the Contractor may need to provide their own Portacabin Welfare.

Behaviour/Presentation by Operatives

Contractors must behave in a respectful manner towards everybody. Inappropriate behaviour, including verbal or physical abuse or harassment of any kind including sexual harassment will lead to instant, and normally permanent, dismissal of the operative from site.

There are several licensed premises at UWE. Operatives may not drink alcohol, nor take non-prescription drugs on site at any time. Any operative deemed to be affected by non-prescription drugs or alcohol will not be allowed to work on site.

RED Performance Notices will be issued in these instances.

Report and Support

UWE Bristol aims to create an inclusive campus where diversity is celebrated, antisocial attitudes and behaviours are challenged, and any type of harassment, bullying, assault or discrimination is not accepted. UWE wants people to feel empowered in speaking up if they see or hear something that it is not right. A [Report and Support tool](#) is available if you experience or observe something that doesn't feel right. You can report incidents anonymously or with contact details. Reports can be made about students, staff or others within the university community.

Training and Approval of Site Managers

Site managers on complex works are required to have the full CITB Site Management Safety Training, the NEBOSH 'Construction Certificate' or equivalent. For works with moderate risk, the full CITB Site Supervisors Safety Training (or equivalent) will be sufficient.

Site managers must be direct employees of the Main Contractor. UWE should be notified if the site manager will be changed following the award of the contract and their CV should be provided. UWE reserves the right to refuse proposed site manager if their competence is deemed unsuitable and/or insufficient.

Signage

UWE have a set of standard Contractor signs that are to be used to indicate the dates of the works, the works request number, alternative diversion routes, and a contact. The UWE standard set of signs for Contractors to use are here [.\\..\\2. MASTER DOCUMENTS\\11. Signs\\UWE Standardised Contractor Signage 16.06.2023.pdf](#).

All signs must include a symbol or pictogram accompanied by words. The information being displayed must be clear and legible. Signs must be sized so they are clearly visible from the required distance. Signs must be appropriately fixed and secured and be rigid and weatherproof where used externally.

The contractor must maintain the signs so that they are current, clean, and visible.

Notifications of Hazards & Defects

If anyone notices an uncontrolled hazard or defect, the Contractor shall notify UWE even if the hazard or defect is outside the contractors work or does not affect them directly.

Personal Protective Equipment (PPE) and Clothing Standards

The minimum PPE requirements for contractors working on site are high visibility jackets or vests to BS EN 471 Class 2. These must have clear Livery on them for identification purposes.

Protective footwear with steel insole and toe cap to BS EN ISO 20345.

Company logos are to be displayed on operatives PPE.

Shorts must not be worn on site and workers must not be bare-chested.

Access

Scaffold

Contractors may only use UWE authorised scaffolders. UWE will only allow NASC-accredited scaffolding contractors.

All scaffolding is to be designed in compliance with NASC TG 20:13. Any scaffold that is not described as a basic scaffold under TG20 must be accompanied by design information.

Scaffolders must provide adequate RAMS complying with NASC SG30:09, to the site manager for approval. Scaffolders must also provide a rescue plan as part of scaffolding method statements.

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

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

UWE requirements are:

- close boarding over any access routes passing underneath the scaffolding
- brick guards on bays where materials are being stored
- debris netting on the external façade of any bays where work is being carried out. Nets must comply with fire resistance measures.
- boards above access routes must be covered in ply (or similar) sheets flush with the building to prevent dust and debris falling onto access routes
- padding to exposed standards, with yellow/black or red/white tape.
- no tubes projecting/intruding into public areas/access routes, even if capped

- Scaffold access must be by stair tower. Internal ladders may be used where this is not possible.
- Ladders access points must be protected by ladder gates.
- Remove or board over ladders at the end of the day or lock off all access.

Scaffold design must account for any additional loadings, including wind and snow.

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

Hoist suppliers/installers shall be directly appointed by the main contractor.

Contractors are responsible for ensuring statutory scaffold inspections are carried out by competent personnel.

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

Scaffold Handover

The Contractor must review the scaffold with the scaffolder to ensure it is fit for purpose and verify that designs are up-to-date before accepting initial handover. Scaffold designs must be held on site.

The handover must clarify which ties have been pull tested (in accordance with NASC TG4:13). All ties shall be tagged to prevent and help detect tampering.

Scaffolds on roofs

Scaffolds on roofs are not normally permitted unless completely necessary and with an authorised Approval to Work and a Roof Access Permit to Work from UWE. Do not proceed without structural information confirming the load bearing capacity of the roof. Scaffold designs must be co-ordinated with the structural design as well as prevailing winds.

Ladders

All operatives using any type of ladder or stepladder must be competent at Working at Height. All Ladders must be inspected, and in-date Tags must be always attached to every ladder.

Plant Rooms, Switch Rooms, Lift Motor Rooms

Plant rooms etc. cannot be used for storage of anything. No waste nor unused equipment is allowed to be left in plant rooms.

Access into HV switch rooms is only allowed with documented authorisation from a UWE Authorised Electrical Engineer as part of the Permit to Work process.

Contractors must lock all plant rooms when unoccupied and when leaving.

Entry into Ceiling Voids

- Due to the range of potential hazards that can exist in ceiling voids, all Operatives must always wear a certified P3 mask when first accessing above ceiling tiles before moving any ceiling tiles.
- Access is prohibited into ceiling void areas where asbestos materials have been identified or are presumed to be present. Consult with the Estates Asbestos Coordinator before proceeding.
- As an example, the lifting of suspended ceiling tiles in areas immediately adjacent to asbestos shadow battens is not permitted. The areas will not be locked off and signage will not be in place. However, the identified asbestos material will be present on the asbestos register.
- Disposable gloves should be considered as essential for use in dirtier environments.
- Entry into a confined space must be avoided if possible and is subject to the UWE Permit to Work systems.

Entry into Student Accommodation

Student accommodation is and must be treated as someone's home. These rules are in addition to all standard rules for Contractors, but will be reconsidered in emergency situations:

- 7 days' notice for all access.
- 24hr notice for urgent reactive works.
- No works before 9am. Ring and/or knock at least twice and wait for a response. If no response after at least two times, slowly enter and announce yourself before going in.
- Always wear your UWE Contractor Pass.
- Do not use accommodation WC's or other welfare facilities.
- Be especially tidy and polite.
- Always wear Hi-Viz with clear Livery for identification purposes.
- Doors must be propped open whilst operatives are working within. ENSURE the door is firmly closed on completion.
- Ask the occupant to leave the room if they are alone. If the occupant refuses to do this, the works CAN NOT proceed, and the operative must report this back to the Accommodation team via the Reception desks.
- Special swipe cards and fobs for accommodations can be obtained from Accommodation Staff.
- Report back to Accommodation Staff on completion of the works to confirm extent of works undertaken and status as left.

Vibration, Dust, Noise

Pre-Construction documents will make the Contractors aware of 'sensitive' UWE activities and events occurring in the vicinity of the works and may impose certain restrictions, such as limiting the hours when noisy operations can occur or the implementation of a suitable noise monitoring strategy for the duration of the works.

Wherever possible, Contractors shall create a dust/fume proof seal between the work area and surrounding areas if nuisance or hazardous dust/fumes etc. are likely to be generated.

Contractors must produce a detailed plan providing sufficient notice on these types of working activities which are to take place over the next 7-14 days.

Lifting Plans for Crane Operations

Contractors must submit written lifting plans for all crane operations in advance, along with an annotated site plan.

UWE can confirm understanding of hardstanding weight limitations and locations of underground services.

Removal of Wires During Refurbishments

During refurbishments, redundant wiring must be identified and completely isolated and removed.

Asbestos

Asbestos is known to be present throughout UWE. UWE has a robust Asbestos Management Plan and detailed asbestos information will be obtained and shared as Pre-Construction Information.

Operatives are not to commence any work unless they have reviewed asbestos information relating to the area in question and put all necessary controls in place.

No voids or un-accessed areas are to be exposed or entered by operatives until a Refurbishment and Demolition survey has been carried out.

All operatives applying for a UWE contractors pass must provide evidence of up-to-date UKATA or IATP accredited asbestos awareness. This situation can be waived by an Estates Manager where it can be proven that there is no foreseeable likelihood of the operatives encountering ACM.

Contractors who are not performing work (e.g. delivery drivers, cleaners engaged at the end of a works, PAT testing company working in office environments) will be exempt from the requirement for asbestos awareness training.

All asbestos remediation works must have a Works with Asbestos Permit to Work in place, and must be discussed with the UWE Estates Asbestos Coordinator in advance. The Asbestos Coordinator, or appointed Asbestos Consultant, will advise on whether a job is notifiable under the Control of Asbestos Regulations 2012.

Only after consultation and approval from the UWE Estates Asbestos Coordinator, UWE may allow unlicensed contractors to over-paint asbestos containing materials that have already been painted or sealed. Under no circumstances should such materials be rubbed or sanded; they can only be over-painted.

Unsealed asbestos may only be worked on by licensed contractors. Contractors must check the condition of paintwork before commencing. If the painted surface has been damaged or abraded so that asbestos containing materials are exposed then stop work immediately and notify Estates.

Where contractors are required to wear the appropriate FFP3 face masks, records must be provided and available on site to identify that an operative has received a recent full face fit test.

Fire Safety Arrangements

A fire risk assessment and fire & emergency procedures should form part of the Construction Phase Plan. This could be a suitably annotated site plan.

All operatives must be aware of the fire evacuation procedures for the area where they are working.

Contractors must supply their own firefighting equipment.

Disruption to fire escape routes, access to dry riser inlet valves or Call Points, or Defibrillation Units are all subject to the UWE Approval to Work process. The UWE Fire Safety Standard FSS020 must be completed in all instances.

It is a UWE Insurance requirement that any isolation or impairment to Fire Alarms, Detector Heads, Sprinklers, Dry Risers, Fire Suppression systems, or breaches of fire compartmentation that exceed 8 hours must be notified to the UWE Insurers using a standard form.

LPG Cylinders cannot be stored inside buildings. Suitable, secure external containers shall be provided by the contractor for storage of full and empty cylinders and cartridges.

If any works breaches a fire compartment such as a wall, ceiling, or floor, the contractor must have a valid UWE 'Penetrations Permit to Work'. The Contractor must fire stop all penetrations immediately, using Competent fire stopping operatives and only using approved and certified fire stopping products. UWE specify fire stopping products only from Quelfire or Rockwool.

All fire stopping must be clearly labelled; UWE have standard labels.

UWE do not allow any expanding foam of any type to be used for fire stopping.

Fire Alarms

A continuous alert sound is given in the event of a fire alarm activation. Evacuate immediately, using the nearest fire escape route (unless you have been explicitly told that it is a test).

If you spot a fire, alert those around you and break the glass of a manual call point.

If you hear the continuous alarm:

- Stop what you are doing
- Make your work area safe (to prevent trip hazards/obstructions etc.) and ensure fire doors are closed
- Follow fire exit signs to leave by the nearest exit
- Go to a safe place away from the building and muster with your team.
- If you are outside a building being evacuated, then you should stop your work and move to a safe place away from the building.
- If you suspect your work (dust, heat, smoke etc) has caused the alarm activation or you have accidentally struck a call point or detector you must evacuate but immediately give the details to UWE Security on **9999** (or **0117 328 9999**).
- Await instruction before attempting to re-enter the building.

The capping and/or isolation of detector heads and fire alarm systems is only allowed with an approved UWE Approval to Work and a Permit to Work. Only UWE issued detector caps are allowed to be used. These must be removed at the end of each day, and return all caps at the end of the Permit to Work date.

If anyone caps a detector head with anything other than a UWE approved cap, or leaves a cap on a detector head out of hours, this will be deemed an unsafe act with a high risk and will attract a proportionate response from UWE.



Traffic Management

Operating Plant and Construction Vehicles in Operational Areas

Contractors must be conscious of fire escape routes, Muster points, and accessible routes.

Arrangements must be shown on a site plan and the work must be authorised by UWE prior to commencement.

The positioning and design of any signs used should conform to Chapter 8 of the Traffic Signs Manual to ensure they are readily understood

Mud on Roads

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

- Hardstanding for vehicles accessing/egressing and parking within the site
- Appropriate containment of any spoil being removed from the site, such as sheeting. Wash-down, or Wheel washing facilities when required.
- Readily accessible, suitable road cleaning equipment such as a mechanical road sweep.

Work in Pedestrian & Cyclist Routes

Contractors should ensure that all bus routes, pedestrian (normal and accessible routes) and cyclist routes are unobstructed and kept free from mud and debris. If these routes are impacted by works out of necessity, whether a temporary obstruction, closure or diversion of a route, the works must be appropriately planned and agreed with UWE in advance. The Contractor must provide suitable sufficient signage indicating alternative routes.

Suitable lighting levels must always be maintained for all permanent or temporary routes.

Suitable pavement ramps must be provided where necessary.

Contractor Parking

Contractors may only park in designated car parks. These areas will be specifically outlined to you by UWE.

Contractors must display UWE parking permits at all times when parked on UWE sites. The Contractor will incur full costs for releasing their own vehicles or paying fines due to improper parking on site. UWE will not be liable for any costs incurred. UWE will accept no liability for any damage to or theft of/from contractor's vehicles, including delivery vehicles.

Deliveries

On arrival, delivery drivers should contact the Contractor's site manager so that arrangements can be made to meet them. Materials should not be left unattended on the campus. Delivery schedules should be discussed with the Contract Administrator if deliveries could disrupt adjacent works or UWE operations.

Speed Limit

Vehicles must not exceed 10 miles per hour while driving through campuses.

Automated barriers

High ground clearance vehicles sometimes 'defeat' car park barriers which close after the front wheels have crossed the magnetic loop. Notify the UWE Contract Administrator in advance so that appropriate arrangements can be made.

Vehicles must never 'tailgate'.

Accidents & Incidents

All incidents, accidents, and near misses must be reported by the Contractor to UWE, including any incident from sub-contractors.

The Contractor must carry out their own incident investigation and submit a copy of the Contractors' accident / incident / near miss report form to UWE. UWE will also complete a UWE online incident report form.

Violence or abuse directed at operatives by UWE staff or students is unacceptable and must be reported as an incident to UWE. The incident will be dealt with in line with current UWE policy.

First Aid

Contractors must make their own arrangements for first aid, in compliance with the Health and Safety (First Aid Regulations). In emergencies, Contractors may contact UWE Security for assistance.

Callmy Alert

An emergency notification service and smartphone app called "Callmy Alert" has been adopted by UWE to communicate urgent security news. In the event of a critical security incident, an alert will be sent via the Callmy Alert app. In the unlikely event of a major incident, UWE can contact students and staff quickly using this app.

UWE advise Contractor staff to download the Callmy Alert app where they spend significant or extended time at UWE locations. This is the most useful and immediate way to contact you. It can be downloaded on android and Apple smartphones.

Callmy Alert is only used:

- To inform and update when there is a critical incident
- To inform when the critical incident is over

What is a critical incident? Critical incidents could be situations like:

- Major fire
- Terrorist attack
- Emergency campus closure
- Danger of chemical exposure
- University-wide IT incident

Environmental Management

Site and Waste Management

UWE does not have storage facilities available for use by contractors.

It is not acceptable to use plant rooms, switch rooms, lift motor rooms, cleaners' cupboards etc. for any storage at all. Performance notices will be issued where this is discovered.

UWE has a duty to know what waste is produced, the quantity and where it goes. All Contractors must complete the Facilities online form for all waste:

https://facilities.uwe.ac.uk/online/Services/Waste_Disposal.aspx

The Contractor shall submit all waste information, including waste transfer notes, Hazardous waste consignment notes, etc. which are a legal requirement.

Skips shall be:

- Located a minimum of 10m from a building and kept covered whenever unsupervised.
 - Through weight or anchoring it should be impossible to move a bin from the allocated area without mechanical assistance.
 - If skips/bins have to be stored closer than 10m for unavoidable reasons, they should **never** be closer than 6m and must:
 - Never be overfilled.
 - Be fire hoarded (min 30 mins) between skip and building.
 - The area around the skip should be free of waste, debris and dry vegetation.
- Be metallic with a close-fitting lockable lid, and the lid should be kept locked when the site is unsupervised.
 - Never be filled with flammables.
 - Have adequate numbers of appropriate extinguishers, in an accessible location to the skip.
 - Be emptied as soon as practical and if the site will be unsupervised for 24 hours or more.
 - Be subject to daily, recorded review by site management.
 - To optimise material segregation, skips and bins should be clearly labelled with the accepted waste materials.

If a contractor intends to use a chute to dispose of waste from upper floors, the compound must be secure and minimise the risk of materials being ejected out of the skip. The chute and skip must be removed at the end of every day.

Waste

All waste produced as part of the works at UWE must be stored appropriately to protect the environment, to prevent harm to the environment, or to prevent harm to human health or cause nuisance.

Any hazardous waste likely to be produced must be identified in advance. Appropriate storage, transport and disposal arrangements must be in place.

Hazardous and non-hazardous waste must not be mixed.

All Contractors must have arrangements in place to remove all waste from site, including green waste and excavated spoil.

Contractors must keep records of the hazardous wastes produced and copies of Consignment Notes. The first six digits of the consignment note code for hazardous waste collections from UWE should be **UWEBRI**.

The Contractor must provide UWE with copies of all Consignment Notes.

Any leftover building materials and supplies must be removed from site by the Contractor at the end of the works.

Prevention of Releases to Land, Air & Water

Adequate prevention and mitigation procedures must be in place for any substances brought onto the UWE estate that have the potential to be released to land, air or water and cause environmental harm. Any unplanned release must be reported to UWE immediately.

Where required, Contractors must have their own spills kits, in sufficient quantities and easily accessible, to mitigate their own risks.

In the event that there are any spills of oil, chemicals, diesel etc., the Contractor must notify UWE immediately.

Bio-diversity

Any damage to landscaping identified as a result of the Contractor's works must be repaired in agreement with Grounds Manager, at the Contractors cost.

Track matting is to be used to transport machinery or goods across any section of soft landscaping, unless there has been prior agreement with UWE Grounds Manager.

Designing out waste

Site Waste Management Plan's (SWMP) should be used as a means to plan for resource effectiveness and waste prevention. Contractors are expected to adhere to the principles of this scheme and actively work to achieve waste reduction and recovery.

Appendix 1 – Contractors Safety Rules

Contractors Safety Rules

Version: 15b

Issue date: 15 November 2024



No Card
No Access
No Work



Public Protection

- ✓ Keep your work site secure at all times
- ✓ Keep all work areas (and surrounding areas) tidy
- ✓ Secure away unsupervised tools and equipment
- ✓ Cover excavations when unattended
- ✓ Prevent access on to unsupervised scaffolding
- ✓ Follow UWE Permit to Work for capping fire detectors
- ✓ If you harm or nearly harm students, staff, public or property, notify Estates on 0117 3281222 who will help you complete a UWE report form
- ✓ Serious incidents must be reported IMMEDIATELY to Security, and then UWE Estates.
- ✓ Keep access and emergency routes clear and safe
- ✓ Ensure cables, barrier feet etc. are not trip hazards

Vehicles and Plant

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

Protecting Yourself and Others

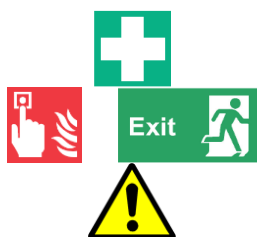
- ✓ Wear liveried high vis vests and protective boots
- ✓ Working in labs is only permitted with the prior authorisation of the relevant Technical Manager.
- ✓ All portable electrical equipment must be PAT checked (within the last 6 months if used in construction)
- ✓ If you harm or nearly harm yourself, colleagues or your own kit, complete your own report form and provide a copy to Estates.
- ✗ Do not work on site until you have a valid UWE Contractors Pass
- ✗ Do not use 240v tools – only use 110v
- ✗ Do not start work until you have a UWE Approval to Work form.
- ✗ Do not start work unless you have easy access to your risk assessments and method statements
- ✗ Do not eat/drink in work areas
- ✗ Do not throw materials on site or allow them to fall

Approval to Work

- ✓ You need an Approval to Work from Estates before starting **any** work
- ✓ You may also need a separate Permit to Work for high risk activities or high risk areas.
- ✗ Do not enter high risk areas, start high risk activities or perform a major service isolation unless you have an Approval to Work form AND a Permit to Work.
- ✗ Do not work on these jobs after the Approval or Permit runs out

Asbestos

- ✓ You must have an accredited, valid asbestos awareness certificate
- ✓ If you think you found or damaged asbestos then STOP, leave the area, make the area secure and contact Estates IMMEDIATELY
- ✗ Do not work unless you have seen the register or a survey
- ✗ Do not disturb an area if it has not been surveyed
- ✗ Do not work with asbestos unless you have a UWE Works with Asbestos Permit to Work.
- ✗ Asbestos works are all deemed licensed works: If you are going to disturb asbestos then stop work



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

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

STOP WORK and contact Estates on 0117 3281222 if:

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

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