

Building and Services Engineering Contractors Safety Agreement

These rules form part of the agreement entered into between Bath Spa University and a contractor before any building personnel or materials from that contractor are allowed on site. Any breach of these rules may therefore lead to the exclusion from the site, or in extreme cases, the termination of any contract with the Contractor.

The rules have been drawn up to ensure the safety of all BSU employees so far as is reasonably practicable when outside building and services engineering contractors are working on any part of the University campuses, and that there is no ambiguity of responsibilities.

1 Before commencing work

- 1.1 The name of the person responsible for the health and safety of the Contractor's employees must be notified to both the University's Estates Manager and the Corporate Safety Adviser.
 - 1.2 All statutory notices applicable to the type of work being undertaken by the Contractors must be displayed.
 - 1.3 Contractors must agree to ensure that their employees and any employees of firms sub-contracted to them observe all Safety Rules and Fire Procedures specified by the University.
 - 1.4 All contractors working on any BSU site must ensure that their area of work is properly cordoned off and display recognised warning signs which conform to the latest BS standard and the 1994 Safety Signs Regulations.
 - 1.5 Contractors must ensure that no BSU employee, student or visitor enters their cordoned-off restricted areas, unless invited to do so, and where this is the case, they are to be provided with appropriate protective safety equipment, such as a helmet.
 - 1.6 Contractors must understand that they are responsible for all health and safety practice within their dedicated area of work in 1.4 above.
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2 Protective clothing

- 2.1 It is the Main Contractor's responsibility to ensure that adequate protective clothing and equipment, suitable for the work being undertaken, is provided for the use of their employees, as per the Personal Protective Equipment at Work Regulations 1992.
 - 2.2 All machinery brought onto any BSU campus by a Contractor must be so guarded that it conforms to the requirements of the Health and Safety at Work Act 1974 and the Provision and Use of Works Equipment Regulations 1992. It is the responsibility of the Main Contractor to ensure that no guards or protective devices are removed or equipment is misused by any persons in their employ or under their jurisdiction.
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3 General conditions

- 3.1 A record of all personnel employed on site by, or sub-contracted to, the Main Contractor must be maintained by the Main Contractor and be available on request to the University's Director of Estates responsible for estates matters.

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3.2 Use of the University's mechanical, electrical, drainage or any other services or facilities will be agreed at the Pre-Contract Meeting and recorded in the Agreement.

Section 3 continues on page 2 →

3 General conditions *continued*

- 3.3 No machines, substances or processes which cause either fume or disturbance from noise may be used within any building where there are employees present without suitable ventilation and noise prevention arrangements or without prior agreement with the University's Deputy Vice Chancellor (Estates).
 - 3.4 No overhead works may be carried out without prior arrangement with the appropriate Deputy Vice Chancellor.
 - 3.5 The Contractor must ensure that his employees take all reasonable precautions to prevent the pollution or blockage of the University's drains or sewers with any solid or liquid waste, together with any water courses or water features within the curtilage of the site.
 - 3.6 Any hazardous chemicals used and/or stored on site by a contractor must be isolated and controlled as per Regulation 7 of the COSHH Regulations, 1988 for the protection of employees, students and visitors to the University.
 - 3.7 All waste material – as defined by the Environmental Protection Act, 1990 – must be disposed of by the Contractor away from any BSU site.
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4 Fire precautions

- 4.1 The Contractor must ensure that his employees are aware of the University's evacuation procedures and the location of the fire alarms, the evacuation signal and escape routes. Where the Contractor is working in a location where there is not an appropriate fire extinguisher for the job being undertaken, eg welding, then it is incumbent on that Contractor to supply their own fire extinguisher.
 - 4.2 The University's fire equipment must only be used for fire fighting purposes. Should the work carried out by the Contractor necessitate the removal or obstruction of any fire fighting equipment or exit, the University's Corporate Safety Adviser must be informed.
 - 4.3 Contractors must be sensitive to the presence of fire alarms and where their work is likely to inadvertently set them off, eg by causing dust, fumes, etc, then arrangements must be made with the University's Property Services Department to agree a strategy to prevent unnecessary triggering of these alarms. If this involves disconnection, it is the Contractor's responsibility to ensure that they are restored on-line as soon as is practically possible and that they are working before the Contractor leaves the area.
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5 Welding

- 5.1 Before any Hot Works are undertaken in any part of the University's premises, a 'Hot Work Permit' must be obtained for each job and for each day from the Property Services Department.
 - 5.2 Use of welding and cutting equipment or any naked flame or spark-producing equipment must be in conjunction with protective screens suitable to protect BSU employees from the harmful affects of ultra violet rays or hot debris. Arrangements should also be made to prevent fumes from disturbing BSU employees.
 - 5.3 During Hot Work operations the operator should have access to a suitable fire extinguisher and be aware of 4.1 above.
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6 Services below ground

- 6.1 Before Contractors start excavation on University premises, they must ascertain the position of the service below ground from the Property Services Department and/or use appropriate locating equipment.
 - 6.2 All workings must be fenced off and suitable warning signs posted before work commences and only removed on completion of the work.
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6 Services below ground *continued*

- 6.3 When replacing soil, Contractors must ensure that a warning trace is inserted at least 12" (30 cm) above the buried services to indicate the nature of the service being covered.
 - 6.4 Any original traces that are damaged in the actual operations of digging must be cut back and replaced.
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7 Roofs

- 7.1 Access to any roof must be after approval has been obtained from the University's Estates Manager.
 - 7.2 Crawling boards must always be used when working on roofs. Where work is close to the edges of a roof, secure guard rails and toe-boards must be provided and in place.
 - 7.3 All necessary safety precautions must be taken by the Contractor's employees working on any high area or roof including the use of safety belts, lines and harnesses where necessary.
 - 7.4 Rubbish and rubble must be removed from roofs by a safe and approved method, such as a fenced-in chute.
 - 7.5 The Contractor must ensure that his employees do not block or obstruct any roof valley, gutter or downpipe with rubble or rubbish.
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8 Ladders and scaffolding

- 8.1 All ladders and scaffolding must be used in accordance with appropriate HSE guidance notes and 'constructions' inspected and passed as safe before use by qualified personnel.
 - 8.2 All ladders must be inspected before use by the Contractor to ensure that they are in a safe working condition.
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9 Cranes, hoists and lifting tackle

- 9.1 Any crane, hoist or lifting tackle that is brought onto University premises must have a copy of its current Certificate of Examination for presentation to the Estates Manager.
 - 9.2 The safe working load of all lifting equipment must never be exceeded and must be used in a safe manner.
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10 Electrical

- 10.1 All electrical connection to the University supply must only be carried out after approval from the Estates Manager and by an authorised NICEIC electrician in accordance with the current recommendations of the Institute of Electrical Engineers.
 - 10.2 All installations must conform to the Electricity at Work Regulations 1989, the IEE Regulations for Electrical Installations, 16th Edition, 1992, updated with the current recommendations of the Institute of Electrical Engineers.
 - 10.3 All electrical equipment and temporary installations must be satisfactorily isolated and labelled before leaving the premises.
 - 10.4 All portable tools must be of a minimum voltage (recommended 100v or less) supplied from a transformer provided by the Contractor.
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11 Reporting of incidents

- 11.1 The University investigates all accidents and dangerous occurrences that occur on the premises and expects the full and timely cooperation of Contractors in any investigation as to the cause of any such accident or occurrence.
- 11.2 All accidents or incidents prejudicial to health, safety or welfare must be reported immediately to the University's Security staff and thereafter by the completion of an Accident/Dangerous Occurrences form.
- 11.3 The provision of First Aid is the responsibility of Contractors inside their work areas. However, the University does have a quantity of First Aid staff who can be called upon if required.

12 Consent

- 12.1 No permission or consent under these Rules shall in any way relieve the Contractor of his/her responsibility under the building or services engineering contract or any current health and safety legislation or established best practice.

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FOR USE BY THE CONTRACTOR

Name of Company

Details of work to be undertaken including dates and locations

As the nominated representative of the above company, I have read and agree to abide by the Conditions set out in the Agreement.

Name:

Position:

Signature:

Date:

PLEASE RETURN TO:

**ESTATES MANAGER
BATH SPA UNIVERSITY
NEWTON PARK
NEWTON ST LOE
BATH BA2 9BN**