



## **BU Policy Document**

### **CDM 2015 - Pre-construction Health and Safety information**

Safety Standards and information for Contractors working at  
Bournemouth University

**Document Control Record**

Document revision number	Changes made	By whom	Date
Version 1	Original document	R White	08/2016
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# INDEX

## **Introduction**

### **1. Contract Management**

- 1.1. Construction Design and Management Regulations 2015
- 1.2. Description of the Project & Project Team Details
- 1.3. Site General Rules and Other restrictions on Contractors
- 1.4. Emergency Call-Out
- 1.5. Maintaining Existing Services
- 1.6. Environmental Considerations
- 1.7. Supervision
- 1.8. Signing in Procedure

### **2. Health & Safety Requirements**

- 2.1. General Site Hazards
- 2.2. Unsafe Working Practices/Conditions
- 2.3. Restricted Areas
- 2.4. Tools and Equipment
- 2.5. Plant and Tool Maintenance
- 2.6. Inspection
- 2.7. Lifting equipment
- 2.8. Scaffolding

### **3. Safety Requirements**

- 3.1. Site Hazards
- 3.2. Health, Safety and Welfare measures
- 3.3. Asbestos
- 3.4. Risk Assessments, Safe Systems of work and Method Statements
- 3.5. Permit To Work (PTW)
- 3.6. Excavations
- 3.7. Fire Precautions
- 3.8. Notices/Safety Signs

- 3.9. Nuisance
- 3.10. Overhead Working & Work on Roofs
- 3.11. External Barriers and Screening
- 3.12. Protection of Internal Works
- 3.13. Lifting Operations
- 3.14. Hazardous Materials and Substances (COSHH)
- 3.15. Grounds Maintenance
- 3.16. Pesticide Regulations
- 3.17. Tree Surgery
- 3.18. Housekeeping
- 3.19. Security

#### **4. Site Restrictions**

- 4.1. Designated work area
- 4.2. Electrical and Piped Services
- 4.3. Use of BU Lifts
- 4.4. Storage Areas
- 4.5. Street Lighting
- 4.6. Suspension of work

#### **5. Emergency Arrangements**

- 5.1. Emergency Evacuation
- 5.2. Fire Alarm Tests
- 5.3. First Aid
- 5.4. Accident Reporting

#### **6. Safety Check List for Contractors and Bournemouth University Managers**

- 6.1. Bournemouth University Managers
- 6.2. Contractors

#### **7. ANNEX A – BU CDM process flow chart.**

## **Introduction**

This document has been prepared for distribution to all contractors and their employees working or intending to work in areas controlled by Bournemouth University.

This information complies with the client's duties under the Construction (Design and Management) regulations 2015 (CDM) and provides details of University's risks, Hazards and Safe Systems Of Work (SSOW) procedures. Contractors are to comply with this document and use the information provided to develop their Construction Phase Plan in order to minimise any risk to the Health and Safety of contractors, staff, students the general public and the environment from all construction and maintenance activities.

Compliance with this document will ensure both Contractors and the University reduce the possibility of accidents and promote good collaborative working relationships.

The contractor shall detail proposals for complying with the requirements of this document and any legislative requirements for ensuring compliance. These requirements shall form the contractors Construction Phase Health and Safety plan, method statement and risk assessment as appropriate.

It is a requirement that all parties involved with the contract read and sign this plan to confirm they fully understand its contents.

These notes are not exhaustive and Contractors must ensure they meet their obligations under the requirements of all Health and Safety and Environmental legislation.

For reactive and planned maintenance, the Project Manager will be the Bournemouth University Maintenance Services Manager (MSM). The MSM may delegate these responsibilities to key members of staff.

For planned project works, the Project Manager will be a Consultant or a Bournemouth University Estates Representative appointed by Bournemouth University Head of Estates development.

It is the contractor's responsibility, when sub-contracting any part of the work, to ensure that their sub-contractors conform to the CDM regulations and familiarise themselves with the contents of this Pre-Construction H&S information and the Construction Phase Plan.

A copy of this document must be kept available at all times, and all staff working on University property, including all sub-Contractors, must be aware of its existence, its content and have access to it for reference.

# 1. Contract Management

## 1.1 Construction (Design and Management) Regulations 2015 (CDM)

Guidance on the CDM regulations, the duty holders and their responsibilities can be found on the CITB web site [citb.co.uk](http://citb.co.uk)

The CDM regulations are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to **all** building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

**a. All projects** must have:

- workers with the right skills, knowledge, training and experience
- contractors providing appropriate supervision, instruction and information
- A Construction Phase Plan

**b. Project where more than one contractor** is involved (domestic or non-domestic) must have 1 above plus:

- Principal designer and principal contractor must be appointed
- A health and safety file

**c. If work is scheduled to:**

- last longer than 30 working days and
- have more than 20 workers working simultaneously at any point in the project
- OR exceeds 500 person days
- All of A and B above plus Client must notify project to HSE

The CDM regulations require that construction clients provide **pre-construction information** as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.

The regulations define **pre-construction information** as 'information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:

- The project.
- Planning and management of the project.
- Health and safety hazards, including design and construction hazards and how they will be addressed.
- Information on any existing 'health and safety file'.

**Pre-construction information** should be provided in a convenient form and should be clear, concise and easily understandable. It should be prepared early in the project so that it can be provided to designers and contractors as part of the tendering or procurement process. This enables those preparing bids to assess the resources they will need to allocate to perform their duties under the regulations.

Designer/s must then take account of the **pre-construction information** when preparing or modifying designs.

**Pre-construction information** may be added as the project progresses, and should be provided as appropriate to designers and contractors throughout the project before work starts on any particular element.

The amount of detail included in **pre-construction information** should be sufficient to ensure that significant risks can be anticipated, focussing on those risks that could not reasonably be anticipated.

The contractor must provide Bournemouth University with a **Construction Phase Plan (CPP)** for the contract. An example CPP can be found on the CITB web site.

For simple projects and maintenance contracts the CITB also provide an 'app' which can be found on the 'app' store under CDM WIZARD.

#### [APPLE STORE](https://itunes.apple.com/gb/app/cdm-wizard/id974674223?mt=8&uo=4)

<https://itunes.apple.com/gb/app/cdm-wizard/id974674223?mt=8&uo=4>

#### [ANDROID](https://play.google.com/store/apps/details?id=co.uk.citb.cdmwizard&hl=en_GB)

[https://play.google.com/store/apps/details?id=co.uk.citb.cdmwizard&hl=en\\_GB](https://play.google.com/store/apps/details?id=co.uk.citb.cdmwizard&hl=en_GB)

The CPP must be provided and approved by the Client prior to any work commencing on site.

## **1.2 Description of the project**

Nature of the construction work or maintenance contract to be carried out;

*Project/job title:-*

*PM - List the key elements of the construction work or maintenance specific task including any associated infrastructure works and demolition and site clearance.*

### **Location**

*PM – Detailed description of the location of the works and access information.*

*A map or drawing may be included to help illustrate the location of the project.*

### **Programme/ Key dates**

*PM - State details of the time within which it is intended that the project/contract and any intermediate stages will be completed. Also outline any time restraints (if relevant). Any bespoke project arrangements -*

*Start –*

*Finish –*

### **Extent and location of existing information**

*PM – Detailed description of any available information for the specific project i.e. earlier H&S files, Known Asbestos, O&M drawings.*

### **Design Hazards**

*PM – List any known existing, construction, or residual design hazards for the project, i.e.*

*\*Delete/add as required*

- 1. Public/staff access*
- 2. Planning and managing the construction work.*
- 3. Confined spaces.*
- 4. Boundaries and access.*

5. Adjacent land uses.
6. Existing services.
7. Drainage (surface, foul and combined)
8. Ground\_conditions.
9. Existing structures.
10. Issues relating to plant and equipment.
11. Health\_and\_safety information in earlier design, construction or 'as-built' drawings.
12. Health hazards.
13. Contaminated\_land.
14. Client's activities.
15. Significant design and construction hazards
16. Assumptions and working methods.
17. Arrangements for co-ordination of ongoing design work.
18. Significant risks identified during design.
19. Materials requiring particular precautions.
20. A description of the format of the Health and Safety File and any conditions relating to its content.
21. Events at BU (ie where could be a conflict, noise issues etc)

## **Project Team Details**

### **Client**

Company name	Bournemouth University	
Company address	Estates Office, 501 Studland House, 12 Christchurch Road Bournemouth BH1 3NA	
Contact Name	*	Tel. 01202
Email:	@bournemouth.ac.uk	Mob.

### **Principle Designer**

Element of Design (*e.g. Mechanical, Architectural*)

Company name		
Company address		
Contact Name		Tel.
Email:		Mob.

### **Principal Contractor**

Company name		
Company address		
Contact Name		Tel.
Email:		Mob.

### **Sub Contractor (if Known)**

Company name		
Company address		
Contact Name		Tel.
Email:		Mob.

### **Other Consultants**

Element of Consultancy (*e.g. H&S Consultants, Project Management Consultants*)

Company name		
Company address		
Contact Name		Tel.
Email:		Mob.

### 1.3 Bournemouth University General Rules and Restrictions on Contractors

The following information must be adhered to at all times, failure to do so may require the immediate removal from the premises of any persons not adhering to the requirements laid out in this document. Any such persons may be removed from the University on a permanent basis and the continuation of contract may be assessed as a result. Any person removed from the site may not gain access to the University again without the express permission of the University's Project Manager.

- All work must comply with current health & safety and environmental legislation and undertaken in accordance with the Construction Phase Plan, 'current' risk assessment and method statement, all parties must be aware of its content and working method.
- Parking at Bournemouth University is strictly controlled by permit. Contractor's vehicles will be expected to park in pre designated car parking and display a valid permit at all times. Visitors to the site will require pre booking and temporary passes. The site is monitored daily by an independent security company; vehicles found without displaying a valid permit or parked illegally will be ticketed and fined. Parking on the grass verges is strictly prohibited.
- Speed limit on site is 5 mph for the safety of pedestrians; road calming measures are present on University roads.
- Designated contractor areas must be kept clean, clear and tidy at all times.
- Designated contractor areas must prevent access by unauthorised persons.
- Plant, equipment or tool kits are not permitted outside designated working areas. All tools are to be safely stored when not in use. Toolkits left unattended may be removed by Bournemouth University.
- PPE must not be worn within the University outside of the designated working and access area/s.
- Music radios are not permitted.
- Photographs shall not be taken without prior written permission.
- Shorts are not to be worn and the removal of shirts is not permissible at any time.
- No eating and drinking outside the designated public refreshment areas.
- Wolf whistling and other such lewd behaviour is not acceptable.
- The consumption of alcoholic products on site is strictly prohibited.
- The University has a no smoking policy within 5m of any building.
- Designated working, access and general communal areas are to be agreed with the Project Manager, all areas outside of this are deemed out of bounds.
- BU has a dedicated H&S Team; the H&S Team may undertake spot audits and safety checks without prior notice.
- Skips/working areas are to be Heras fenced and locked at all times.

- Contractors must make their own arrangements to receive deliveries. Bournemouth University will not sign for deliveries or hold packages on behalf of contractors.
- Temporary lighting for construction and security is to be agreed with the Project Manager.
- Contractors must control nuisance pollution, such as noise, dust etc. and prevent pollution to minimise any impact to University business and in agreement with the Project Manager.
- All vehicles must be registered as being on site, long or high vehicles may have difficulty negotiating the University roads, as some roads are very narrow and not all buildings are accessible by road, only paths.

#### **1.4 Emergency Call-Out**

Contractors undertaking construction or major refurbishment project must put in place an emergency call out system, both for their own company and their principal mechanical and electrical sub-contractors.

The minimum requirements of the University, whichever system is selected by a contractor and his principal sub-Contractors, are that:-

- The call out system will operate both weekdays and weekends for all hours that the contractors are not on site.
- There shall be sufficient back-up contacts to ensure a workable system.
- The contractor and his principal sub-contractors guarantee an out-of-hours presence on site, in the case of an emergency, within two hours of contact.

The University's emergency telephone number is 01202 62222, or 222 from an internal University telephone.

#### **1.5 Maintaining Existing Services**

External services drawings and 'as built' Operational and Maintenance Manuals are available from Estates on request.

Before work commences, contractors shall ascertain the positions of all known live drains and services, which may be affected by the operations. Contractors must take all necessary measures to maintain them and to prevent damage to them. If any damage to live drains or services is caused by carrying out the work contractors must notify the Project Manager and make good the damage at their own expense.

The minimum period of notice for shutdowns, isolations or interruption to existing water, electrical and heating services, including drainage and telecommunications systems shall be:-

- 5 working days for internal services only serving a single department or area.
- 20 working days for external mains, primary distribution services or those services feeding more than one department or area.

Please note, due to the specific nature of Universities business, shut downs for a specific requested date cannot always be granted.

Contractors shall give these periods of notice in writing to the Project Manager giving full details including type of service(s), location, date for and length of time of disruption together with a method statement. The 5 day/20 day periods shall commence from the time of arrival of the notice with the Project Manager.

## 1.6 Environmental Management

Contractors must comply with all statutory requirements and industry best practice to control the disposal of waste and the emission of noise, vibration, dust, water, smoke, fumes, rubbish and other causes to prevent pollution to the environment.

The burning of rubbish on site is not permitted and adequate precautions must be taken to avoid nuisance to occupiers of any adjacent buildings. Please note that external noise is restricted to 08.00hrs to 18.00hrs Monday to Saturday. If applicable, you must take measures to prevent disturbance to wildlife on site and to local residents.

Works, which have an environmental impact to the University, must have a complete risk assessment for the environmental hazards identifying the control procedures in place to minimise harm to the environment. A useful reference is SEPA's Pollution Prevention Guide 6: [Working at Construction and Demolition Sites](#);

The Contractor shall identify the person with responsibility for environment management on site and provide details of their competence. The site is to be set up to minimise impacts from transport and provide safe and secure storage of materials and waste (e.g. lockable skip).

Contractors must have read and understand BU's Sustainability Policy and provide an Emergency Plan to identify actions in the event of an environmental incident.

All hazardous chemicals and oils are to be stored appropriately in accordance with COSHH regulations to prevent spills. Contaminated water must not enter the foul or surface water drains on site.

If possible, please turn off all equipment when not in use and turn off lights if you are the last individual leaving an area of a building.

Report any environmental incidents to your employer and BU representative at the earliest opportunity.

The use of BU waste facilities is not permitted to dispose of any waste you produce. Duty of Care information must be provided to BU including waste carrier and waste management licenses/permit/exemption information. You will also be required to provide information on the amount of waste produced and its disposal route (recycled, recovery with and without energy production or landfill).

Contractors must arrange for the regular removal of all their own arising's. Items of salvage must only be kept in a location agreed with the Project Manager. Unless otherwise stated in the contract, any arising's from work undertaken must be removed from the University premises on a daily basis unless the use of contractors' skips have been specifically agreed with the Project Manager.

Any hazardous waste arising's should be handled in accordance with legal requirements. If in doubt please ask the Project Manager. Industrial waste must not be disposed of in domestic waste bins.

It shall be noted that disposal of WEEE waste & fluorescent tubes shall be via a suitable container and not in skips.

Contractors shall ensure that skips are suitably positioned to not create an obstruction or hazard. They are to be marked so as to be clearly visible at night and in conditions of poor visibility. While the roads on the estate may be private, the University is still liable under the Occupier Liability Regulations. Skips should be covered to prevent unauthorised removal or addition of items and must be removed immediately when full. Skips are to be fully fenced and locked with 'Heras' or similar.

## **1.7 Supervision**

The contractor must appoint a named person responsible for site safety and daily activities to act as the 'contractors' representative on site. Contractors are fully responsible for the behavior of their employees, including sub-contractors or any temporary staff under their employment. Poor behavior will not be tolerated and persons/contractors may be asked to leave the University.

## **1.8 Signing in Procedure**

All contractors are required to have a general Bournemouth University H&S site induction by their sponsor before working on site. Site passes will not be issued until evidence of a suitable site induction has been provided.

It is expected that 'Capital' works projects and contractors working within a 'controlled site' will be inducted by the Project Manager and utilise the contractors own signing in procedure.

All other contractors working on behalf of Estates Facilities Management will be required to report to Talbot Campus, Estates Office, PG78. Contractors will receive a temporary pass or permanent SALTO ID card with access authorisation/keys if required. Contractors will be required to electronically sign in and out of the universities contractor management system (SALTO) on each visit to the University unless;

- There is a maintenance emergency/out of hours call out
- Pre-arranged with a member of BU Estates

Contractors requiring access to Lansdowne Campus must report and sign in to the Talbot Campus first. Upon leaving site the pass must be handed back to the office at Talbot Campus and electronically signed out.

All contractors will be expected to wear the identification badges provided which must be visible at all times.

Contractors will not normally be permitted to work at closed premises where normal access/egress is not possible.

Working outside of normal hours will require information to be added to the security memo to advise security staff. Please provide sufficient (24hrs) advance notice to the Project Manager to enable the information to be disseminated. Outside normal working hours BU uses a security firm to undertake access control.

## **2. Health & Safety Requirements**

## **2.1 General Site Hazards**

Bournemouth University has the following general hazards for consideration by all visiting contractors:-

- There are approx. 1500 staff and 17,000 students using the University premises. The buildings are also open to the general public and are accessed by people of all ages, disabilities and religious and ethnic backgrounds. Some buildings are permanently open providing access to students 24/7. There is high volume pedestrian circulation around campus and crossing roads.
- There are designated cycle routes within the road markings in and around campus.
- Staff and students use the limited access roads and designated parking bays, there are high volume traffic movements at peak times. The Arts University is located adjacent to Bournemouth University, both establishments use the same access roads, Bournemouth Arts University students also use Bournemouth Universities facilities.
- Chemicals and some gases are used within Science labs.
- Various plant is located on roof tops requiring permits to work.
- Bio mass bunker. There is a large 50m<sup>3</sup> Bio mass bunker held below road level adjacent to the Bio Mass boiler room. Street level access is required to this area daily during the winter heating season. The bunker is a designated Confined Space.
- There is high volume bus movement around the campus and a travel interchange at the main entrance to the University.

## **2.2 Unsafe Working Practices/Conditions**

The Project Manager, and other persons authorised to act on behalf of Bournemouth University Estates, have the authority to stop contractor work immediately in the event of unsafe practices, if unsafe working conditions exist or where there is a risk of pollution. Where it is evident that there is serious or imminent danger, any University employee has a duty to act by requesting that the work cease.

## **2.3 Restricted Areas**

Under no circumstances may Contractors enter areas designated outside of the agreed construction or public areas without prior permission from the Project Manager.

## 2.4 Tools and Equipment

All tools and equipment in use on site must be in date for test / inspected as required by legislation. All electrical tools will be either 110V or battery operated. **240V tools are not permitted.**

Contractors will supply all necessary tools, equipment, protective clothing and safety equipment required to carry out their works. Equipment will NOT be loaned by the University.

Contractors are not permitted to use Bournemouth University workshops, maintenance facilities tools or plant.

## 2.5 Plant and Tool Maintenance

It will be the responsibility of the contractor to ensure that any tools, plant or equipment are maintained in a safe working condition and appropriate records are kept. If any tool, plant or equipment is declared to be unsuitable or in an unsatisfactory condition, it is to be removed from site immediately. Plant brought onto BU premises will require its service records to be provided to the project manager in addition to the CPP documentation.

## 2.6 Inspection

The Project Manager or a Senior Estates representative will have the right at any time to:-

- Inspect tools, plant or equipment used by a contractor
- View copies of all relevant test and inspection records related to those tools, plants or equipment
- Check employees competence records
- Check Plant records
- Complete an environmental audit

## 2.7 Lifting Equipment

Upon request, the contractor must make available to the Project Manager copies of current certificates of inspection for all lifting equipment brought onto University sites. The use of lifting equipment must comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and the Lifting Operations and Lifting Equipment Regulations 1998 and subsequent amendments to those regulations.

## 2.8 Scaffolding

The Contractor will be responsible for ensuring that any scaffolding erected to undertake the works is erected by a competent person/s and is subject to statutory inspections. Copies of relevant statutory documentation shall be held on site for the duration of works and shall be made available for inspection by the Project Manager. **A valid scaffold tag is to be prominently displayed at all times.** Ladder access is to be removed at the end of each day to prevent unauthorised access by others.

### **3. Safety requirements**

#### **3.1 Site Hazards**

Contractors shall confirm details of any known site hazards within the CPP. Where prior works has been carried out at the University premises that has been subject to the CDM Regulations and a Health and Safety File exists, this shall also be referenced.

#### **3.2 Health, Safety and Welfare measures**

Contractors shall ensure that all current legislation with particular reference to the Health and Safety at Work Act 1974 is implemented in spirit, the letter of the law and/or the working rules of any industry are strictly complied with. Contractors shall provide all safety, health and welfare measures and amenities as required by the relevant legislation.

There is a legal duty under The Workplace (Health, Safety and Welfare) Regulations 1992, as amended by The (CDM Regulations 2015) to ensure that appropriate and adequate welfare facilities are provided at most workplaces.

The provision of welfare facilities should be considered at the planning stages of a project to ensure they are appropriately located.

The CDM regulations require that contractors, as far as is reasonably practicable, provide welfare facilities which meet the minimum requirements set out in Schedule 2 of the regulations for their own employees working on site or anyone else working under their control.

On projects where there is more than one contractor, the client and the principal contractor have a similar duty to ensure suitable and sufficient welfare facilities are provided for, before any construction work starts and for the duration of the construction work. The principal contractor should liaise with other contractors involved in the project to ensure appropriate welfare facilities are provided. This should continue throughout the construction phase to take account of any changes which might change the requirement for the provision of welfare facilities.

Schedule 2 of the regulations suggests that the minimum welfare facilities required includes:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest.

Bournemouth University welfare facilities may only be used at the express permission of the Project Manager.

Where restaurant facilities are used by contractors, they shall at all times be aware of their dress and conduct. PPE and any unclean work-wear, including shoes, are not permitted in these areas. This includes high visibility garments and hard hats that must not be worn in catering or beverage outlets.

A current issue of the HSE publication "Health and Safety in Construction" is to be available on site for reference by all. Contractors must make themselves and their employees aware of the risks and hazards within the CPP relevant to the work which they are performing.

### 3.3 Asbestos

Estates Project Managers and Service Managers responsible for delivery 'the work', must provide details of known asbestos within the designated site/working areas to all contractors during the design stage prior to work commencing on site. Estates hold asbestos management surveys together with the current asbestos register detailing all known Asbestos Containing Materials (ACM's) at BU. This information is held within Talbot Campus, Estates Office, PG80 (01202 61626) and is available for inspection during normal working hours.

#### **Asbestos exists within the following buildings.**

All asbestos containing materials are labelled where possible

<b>Building Name</b>	<b>Description</b>
Poole House A	Office/Teaching Block
Poole House B	Catering & Sports Block
Weymouth House	Office/Teaching/TV Studio/Cinema
Talbot House	Student Services/Nursery
Dorset House A	Office, Seminar/Teaching Labs
Dorset House B	Allesbrook Lecture Theatre
Sir Michael Cobham Library	Library and Learning Centre
Christchurch House	Office/Teaching/Labs
Bournemouth House	Office and Teaching/laboratories
Bournemouth House	Boiler/Plant Rooms
Studland House	Office and Teaching
Royal London House	Offices
Old Fire Station	Student Bar
Elliot Road	Store
Bournemouth University Yeovil	Office/Teaching

Contractors' requiring working access within these buildings must consult the Asbestos Register and sign the register to record it has been inspected for the 'contract area'.

Where the presence of Asbestos Containing Materials (ACMs) has been identified or is suspected, the contractor or the contractor's representative must remove all personnel from the immediate area and inform Bournemouth University's Project Manager or their representative immediately. The area should be isolated and sealed where possible until suitably qualified specialists are on site. The Asbestos Management Plan (AMP) identifies all BU procedures in the event of uncovering Asbestos. The AMP is available on request or from the Estates office.

If the contractor identifies any new asbestos, work activities will cease immediately until the suspect material has been sampled and analysed by a UKAS accredited laboratory. Should it be found that the material contains asbestos – it should be removed by a competent contractor in accordance with the Control of Asbestos Regulations 2012. Copies of contractor licences, employee training certificates, waste consignment notes and the Landfill License are to be given to the Maintenance Services Manager for record keeping, together with the weight of asbestos disposed of.

Project Managers are to work in accordance with Bournemouth University's Asbestos Management Plan.

Contractors must ensure that their staff and sub-contractors fully understand and comply with Bournemouth University's management procedures.

### 3.4 Risk Assessments, Safe Systems of Work and Method Statements

The contractor is responsible for carrying out risk assessments for all work activities undertaken as part of the contract. The contractor shall employ '*Safe Systems of Work*' at all times, and where appropriate must include arrangements which ensure the safety of their own staff with particular reference to those persons working unaccompanied (Lone Workers), Bournemouth University employees and members of the public. The contractor should note that the sites are complex and other contractors may be involved in the work area.

The contractor shall make available copies of risk assessments including '*Safe Systems of Work*' and a specific method statement to the Project Manager prior to starting work on site.

Contractors will be responsible for ensuring that their own employees/sub-contractors are provided with and use appropriate protective equipment in accordance with the risk assessments prior to starting work on site.

When working on or adjacent to the public highway, high visibility garments must be worn.

### 3.5 Permit to Work

For certain high-risk activities Bournemouth University uses a Permit to Work system. Areas where a Permit to Work is required include:-

- Hot Work/Welding/Grinding. A 1hr fire watch is required post completion of hot works. (permit can be provided by the project manager)
- Low Voltage Electrical work (Authorised Person only)
- Confined Space working – Including 'spaces' created specifically by the work being undertaken (Authorised Person only)
- Sinks in Laboratories - Chemical hazards (permit can be provided by the project manager)
- Roof Access Permit – When working on high level roofs (Access permits can be provided by the project manager)
- Other restricted areas (permit can be provided by the project manager)

Permit to Work will be issued by the BU Authorised Person (AP) or Project Manager on receipt of all supporting documentation for the task. Permit to works will be time dependent on the type of task and the level of risk which will be determined by the AP. The contractor will be responsible for supplying all relevant information including but not limited to;

- Competencies – Training records and qualifications of the engineers/workers undertaking the task/s
- Suitable and sufficient Risk Assessments for each aspect of the task
- Method Statement detailing the system and sequence of the work, the location, to be signed and dated by all operatives prior to undertaking the task.

A permit to work requires 72 hours' notice to Estates.

24 hours before a permit is issued, the contractor must provide the AP/PM (issuing the permit) with the task specific documentation as detailed above.

The appropriate Authorised Person can be contacted through Estates on 01202 961626

### 3.6 Excavations

Where the works require excavations to be undertaken the contractor shall:-

- Before starting work, obtain a PTW including service plans and consult the Project Manager on the locations of drains, cables, gas and water mains etc. If there is any doubt, the contractor will arrange for equipment to detect buried services as part of the contract requirements.
- Use safe excavation methods, as described in the current HSE guidance note HS (G) 47 – ‘Avoiding Danger from Underground Services’ and subsequent HSE updates. Particular consideration shall be given to supporting the sides of excavations against collapse.
- Ensure an adequate working area is allowed. Placement of arisings/spoil must not cause a nuisance or hazard. Roads and footpaths must be kept clean and swept to prevent slipping and/or a skidding hazard for vehicles, cyclists and pedestrians.
- Ensure that suitable protective sheets shall be used in the vicinity of excavation works in order to minimise the damage caused to surrounding areas.
- Ensure that all excavations or areas where the good surface of pathways has been disturbed are guarded with suitable signs and with “Heras” fencing as appropriate. If the area is not well-illuminated by the premises street lighting, then flashing beacons may be needed during darkness. These beacons should be well-secured to avoid theft. It will be the contractor’s responsibility to ensure that these measures are maintained throughout the duration that the hazard exists.
- Carry out all reinstatement to the satisfaction of Estates including any measure necessary to reinstate the surfaces disturbed, i.e. new turf, top soil, seeding and watering etc. as necessary.

### 3.7 Fire Precautions

Contractors shall take all necessary precautions to minimise loss or damage by fire and to prevent the outbreak of fire.

Contractors shall comply with the code: “*Fire Prevention on Construction Sites, the Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation*”, latest edition, obtainable from the Building Employers Confederation and the Loss Prevention Council. Contractors shall retain a copy of the code on site at all times.

On all sites contractors must discuss and agree with the Project Manager:-

- The name by which the site is to be known for emergency reporting of fire
- Signboards at access points from the public road frontage prominently displaying the name by which the site is to be known
- The means of raising the alarm and the action to be taken in case of fire
- The position in which all gas cylinders, flammable liquids and other flammable consumable stores are to be kept when not in use
- The exact siting of the contractors’ huts and stores.
- The designated RV point

Prior to starting works, contractors shall discuss and agree with the Project Manager:-

- Any fire hazards associated with the construction proposals for carrying out any maintenance; adaptation or extension of existing buildings.
- Instructions to contractor's and sub-contractors staff about the action to be taken in case of fire, or hearing any alarm, either in the contractor's area or in and around the University's buildings.
- Instructions to all supervisory staff, including foremen and charge hands, whether own staff or sub-contractors, of the specific arrangements for reporting of fire to the University by telephone.

Contractors shall ensure that they do not compromise the University's existing fire precautions and shall amongst all other things:-

- Maintain operation of the University's fire alarm systems and smoke detectors installed and connected within the curtilage of the contractor's site.
- Keep clear the access routes for fire engines around buildings
- Keep clear, and if necessary illuminate the escape routes within buildings
- Maintain the University's fire protection compartments within the curtilage of the contractor's site

### **3.8 Notices/Safety signs**

Contractors must obey any Bournemouth University safety sign or instruction notices displayed. Contractors are responsible for supplying and displaying sufficient safety signs, to prevent injury to Bournemouth University staff, or other persons, on or off the site. The positioning of contractors statutory notices must be agreed with the Project Manager.

### **3.9 Nuisance**

Contractors shall take all practical steps to minimise any nuisance created by their own operations, e.g. dust, fumes or noise. Contractors must inform the Project Manager, in advance of any operation they intend carrying out, where a hazard or nuisance cannot be eliminated.

Noise in or within earshot of existing occupied buildings, vibration, dust, smoke, pollution, obstruction, or any other nuisance caused to any persons or property in the neighborhood, shall be kept to a minimum. Compressors, pneumatic drills, etc. shall be fitted with silencers. Concrete/cement mortar mixers and hoists shall be electrically operated.

**N.B. Contractors shall be aware that during the examination period no noise will be allowed in areas adjacent to examinations.**

Fumes from machinery or plant must not enter occupied buildings and all equipment must be sited accordingly.

The contractor's attention is drawn to the "*Control of Pollution Act 1974* Sections 60 and 61". The Local Authority may impose a maximum noise level for the site and also lay down restrictions on the types of plant to be used and the methods of working to be adopted. It is the contractor's duty to ascertain if any impositions or restrictions will apply to the site and to submit application to the Local Authority for prior consent to proposals for complying

with the Local Authority's requirements. All costs arising out of such compliance shall be included in the contractor's tender price

Short wave radio or other electronic equipment must not be used without the approval of the Project Manager, which may subsequently be withheld or withdrawn if interference with electronic equipment occurs or recurs.

### **3.10 Overhead Working and Work on Roofs**

Falls continue to be the biggest cause of fatal injury in Britain's workplaces, with 25 construction worker deaths in 2016/17 (source HSE).

The contractor shall:

Consult with the Project Manager on the proposed system of work and methods of access.

Assess the job-specific risks with working at height and take into account HSE and CONIAC guidance on the measures to be taken to prevent falls. These may include the appropriate combination of physical barriers, equipment for providing safe access and a safe place of work, fall arrest equipment and safe systems for working. Ensure that appropriate means are in place to prevent falls likely to cause personal injury. The means should include physical barriers, fall arrest equipment or other methods of working.

Ensure that suitable precautions are taken to protect persons below from falling objects. This is especially important when work is to be carried out above footpaths, stairwells or entrances to buildings. In the latter case, it may be sometimes possible to arrange a temporary closure of the entrance, but this will have to be agreed well in advance.

Ensure that in all cases where any person may be beneath scaffolding, toe boards and metal mesh brick guards must be provided. Full height protection must be provided over entrances and exits if they remain open. The base of all scaffolding must be protected with secure 'Heras' type fencing if not within a secure site.

Display warning signs around the work area. These must conform to the "*Safety Signs and Signals Regulations 1996*". In all cases, it will be necessary to cordon off the work area with solid physical barriers.

If scaffolding is necessary, ensure that the statutory scaffolding register is maintained.

If mobile platform scaffolds are used, ensure that the HSE recommendations are followed ensuring that staff using the platform are suitably trained in its operation.

A valid scaffold Tag is to be displayed at all times.

### **3.11 External Barriers and Screening**

Barriers must be erected around any hole or excavation, supplemented with safety signs by day and lamps by night. Where practicable, the contractor will ensure that the excavation is adequately covered in accordance with current health and safety regulations. The contractor is responsible for the provision of the necessary barriers, notices and lights.

Standard pedestrian barriers are not deemed suitable protection from external work areas. Bournemouth University requires contractors to use Heras fencing (or similar) as the minimum requirement of a physical barrier for all external works unless an alternative method has been approved by the project manager.

### **3.12 Protection of Internal Works**

Wherever the Contractor's employees and sub-Contractors are working there must be a solid, physical barrier between them, their work, students, visitors and staff. Within buildings the solid, physical barrier may need to be full height but depending on the nature of the work could be as low as one meter high. When corridors need to be closed, even for short periods, solid, physical barriers are to be erected including across corridor doors where appropriate. Freestanding diversion signs shall be employed to re-direct visitors, clients and staff with prominent black lettering on a yellow background. Tape barriers, plastic bollards and rails and plastic mesh fencing are unacceptable.

Where it is absolutely necessary for students or staff to pass through the contractor's working area, the contractor shall employ a watchman to ensure the full safety of those students, visitors and staff including safe distances from tools, plant or equipment.

### **3.13 Lifting operations**

Lifting operations should be undertaken in accordance with requirements of the "*Lifting Operations and Lifting Equipment Regulations 1998*" and subsequent amendments to the regulations. In particular the lifting operations should be planned, supervised and carried out by competent persons.

### **3.14 Hazardous Materials and Substances**

The use of all substances and processes must comply with "*Control of Substances Hazardous to Health Regulations 2002*" and any administrative update (COSHH).

Prior to contractors bringing COSHH materials to Bournemouth University, they shall supply the Project Manager with any relevant data sheets and risk assessments. Means of storage of COSHH materials shall be identified as part of the risk assessment and method statement documentation to the Project Manager.

The use of Bleach containing substances is prohibited for use within the University.

### **3.15 Grounds Maintenance**

Contractors shall conform to current safe working practices, wear correct protective clothing in relation to the work they are carrying out.

### **3.16 Pesticide**

Only qualified contractors who can demonstrate their competence and provide certificates for the Pesticide spraying, pertinent to the chemical they are using shall undertake spraying activities. Risk Assessments, Method Statements and COSHH Data information must be provided to Estates on an annual basis or when persons or chemicals have changed.

### **3.17 Tree Surgery**

The contractor shall assume all trees on site are the subject of a Tree Preservation Order (TPO). The contractor shall ascertain from the Project Manager if this is the case. If affirmative, then Local Authority approval must be obtained before carrying out tree surgery work. Areas are to be correctly fenced and signed.

All work must conform to 'Arboricultural Association ASCI' safety guide and regulations. Sites are to be kept safe and tidy during working and after hours.

### **3.18 Housekeeping**

All site areas where work is being carried should be maintained in a safe condition, gangways and escape routes must be kept clear and free from hazards at all times.

### **3.19 Security**

The University operates a Management Security Policy. Measures are required to prevent unauthorised access and to allow controlled access in accordance with the particular project requirements. Security provisions should co-ordinate with, and not compromise emergency means of escape.

The security of existing buildings must be maintained at all times. The contractor shall ensure that appropriate steps are taken to limit the number of people on site to those directly concerned with the construction work ensuring that the security of the building is maintained as a whole.

The contractor shall ensure that the University's security devices remain in working order throughout the duration of the contract; where this is not possible arrangements shall be made with the BU Soft Services Manager to agree/provide alternative arrangements.

## **4. Site Restrictions**

### **4.1 Designated work area**

The work areas within the premises in which works are to be carried out shall be agreed between the contractor and the Project Manager.

### **4.2 Electrical and Piped Services**

At the discretion of the Project Manager, electricity, water and drainage services may be made available for use by the contractor at designated take-off points; connections must be of a type acceptable to the Project Manager. The contractor will be wholly responsible for the supply and installation of any connection and for its satisfactory removal and reinstatement upon completion of the contract.

Disruption to any services, including isolation, reinstatement or commissioning will not be permitted without prior arrangements with the Project Manager (see paragraph 1.5 above).

Live electrical working is not permitted.

Any work on public drinking water systems will only be permitted by WRAS approved (or equivalent) engineers.

### **4.3 Use of BU Lifts**

Lifts or Hoists may only be used with the written permission of the Project Manager following a suitable and sufficient risk assessment to ensure the appropriate lift or hoist is specified for the load to be carried.

Contractors shall install suitable protection to the internal surfaces of lifts to prevent any damage to the lift fabric. Any damage caused to the lift/s during the works will be charged back to the contractor.

### **4.4 Storage Areas**

The Project Manager will advise contractors of the permitted locations for any huts or other temporary storage facilities before they arrive on site.

### **4.5 Street Lighting**

Lighting of routes accessible to the public:- Where required by the Local Authority or where public footpaths/roadways are inadequately lit due to the nature of the works, temporary maintained lighting shall be provided. All escape routes shall be adequately illuminated during working hours.

### **4.6 Suspension of Work**

The University reserves the right to require a contractor to temporarily suspend any activity which interferes with the running of the University operations and facilities.

## **5. Emergency Arrangements**

These will be briefed at the pre start meeting prior to starting work by a BU representative. Sub-contractors are to be briefed by the Principle Contractor.

### **5.1 Emergency Evacuation**

On arriving on site, the contractor shall make themselves aware of the site rules, restricted areas and emergency arrangements by contacting the Estates Office at Talbot Campus.

The contractor must make their employees aware of:-

- The fire alarm testing arrangements, along with assembly points and evacuation arrangements in place.
- Any other evacuation arrangements in place.

It is the duty of the Contractor to bring this information to the attention of all sub-Contractors.

### **5.2 Fire Alarm Tests**

Talbot Campus – Fire alarm tests are undertaken on the first Wednesday of the month between 07:30 and 09:00 hrs.

Lansdown Campus – Fire alarm tests are undertaken weekly on Tuesday mornings between 07:30 and 09:00hrs.

Contractors shall request details of times of tests on arriving on site for the areas they will be working in.

### **5.3 First Aid**

The Contractor is expected to provide First Aid facilities for employees in accordance with statutory requirements. There are no medical services available at the University.

### **5.4 Accident Reporting**

In the event of an accident, near miss or dangerous occurrence, however minor on Bournemouth University premises, the Project Manager or their nominated representative must be notified at the time of the accident. These need to be reported using the BU online Intranet H&S accident reporting tool (this is also the case for environmental incidents).

If a notifiable accident (as defined in the *RIDDOR 2013*) occurs on site, and the injured party is an employee of the Contractor, it is the responsibility of the Contractor to notify the relevant enforcing authority in accordance with the above-mentioned regulations.

All contractors' accident investigation reports must be copied to the Project Manager or their nominated representative.

In the event of a dangerous occurrence (as defined by *RIDDOR2013*) in connection with any work being carried out by the Contractor on Bournemouth University premises, it is the responsibility of the contractor to notify the relevant enforcing authority in accordance with the above-mentioned regulations. The Project Manager or their nominated representative must be notified at the time of the dangerous occurrence. These need to be reported using the BU on-line Intranet H&S accident reporting tool.

Bournemouth University reserves the right to ask for copies of the contractor's investigation report as well as the right to investigate all accidents and dangerous occurrences on its premises.

## **6. Safety Check List for Contractors and Bournemouth University Managers**

### **6.1 Bournemouth University Managers**

- Ensure a specific construction phase plan, risk assessment/s and method statement/s have been provided by contractor/s for the work and they have been checked and approved
- Ensure environmental hazards are identified and appropriate control measures are in place to minimise harm to the environment
- Competencies are checked and recorded within the job file
- Ensure inductions are carried out signed for; recorded and that passes are displayed at all times
- Ensure Contractors attending the premises complete the attendance sheet at the Building/ Reception/Estates Office, contractors are to sign both in and out.
- Ensure escape route and exits are free from obstructions and fire doors are kept closed
- Ensure unsafe activities are challenged immediately and, if necessary, the occurrence is reported to the Project Manager
- Ensure contractors are made aware of any operational hazards at the premises
- Have you undertaken and recorded an Equality Impact assessment

### **6.2 Contractors**

- Ensure a suitable construction phase plan, risk assessments and method statements are provided for all activities
- Ensure all environmental hazards have been assessed and appropriate control measures are in place to minimise harm to the environment;
- Ensure all competencies, training certification and service records for plant are provided where necessary
- Ensure COSHH assessments are available
- Ensure safety signs and barriers are provided as required
- Ensure any hazardous areas are cordoned off and staff are advised
- Ensure they have been briefed on the site rules and procedures, fire alarm tests, restricted areas and emergency evacuation arrangements
- Ensure all walkways, escape route and exits are free from obstructions and fire doors are kept closed
- Ensure all fire extinguishers are accessible

- Ensure all extension leads and trailing power supplies are safely managed
- Ensure the work activity does not create potential hazard, for example:-
  - High-level working
  - Hazardous substances
  - Temporary electrical working
  - Ensure the integrity of the fire warning system.
- Ensure the safety of staff and the general public
- Ensure that all relevant site records are kept up to date
- Ensure that unacceptable levels of noise, fumes or dust are avoided
- Ensure that safe systems of work are re-appraised should the nature of the work significantly change.

# 7. ANNEX A – BU CDM process flow chart.

