



Campus Services (CS)

Contractor Working Practices

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Be responsible for cleaning / sanitisation of contractor managed work sites.

Construction Phase Plans and associated risk assessments must detail the contractor's onsite controls for the mitigation of Covid-19.

Contractors must notify the University, as soon as possible, if an employee, worker, visitor, third party, or any other individual for whom the Contractor is responsible and who was at the work site:

- Leaves the University work site due to symptoms that could be associated with COVID-19
- Tests positive for COVID-19

INSURANCES

Before starting any work at the University Contractors must provide the University with a copy of their valid and current Insurance Certificate and, on request, copies of any other relevant insurance cover and /or bonds (*for example*

GENERAL HEALTH AND SAFETY ARRANGEMENTS

The information provided from this point forwards outlines the arrangements / working practices, you as a Contractor and your employees are expected to follow as a minimum whilst working at Bangor University.

CONTRACTOR SELECTION

The University expects you to have suitable health and safety arrangements in place for the type of work being undertaken. Although the University encourages membership of the Safety Schemes in Procurement (SSIP), as minimum construction contractors are expected to be compliant with the Contractors Health and Safety Assessment Scheme (CHAS) or other similar accreditation scheme. Specific requirements (examples below) may also be specified by the PO.

In some instances, particularly for specialist works, where a Contractor does not have formal accreditations the CS Compliance & Safety Co-ordinator and PO will carry out an internal assessment to verify suitability.

Specific Contractor Activities	Competency Requirements (or equivalent)
Asbestos Removal	HSE Licensed ARCA - member
Building Services Engineering	CIBSE
Demolition	NFDC (dependant on nature of work)
Electrical	National Inspection Council for Electrical Installation Contractors (NICEIC), and Electrical Contractors Association, and The Electrical Safety Assurance Scheme / Electrical Safety Register
Gas	Gas Safe – registered member
Heating and Ventilation	B&ES- registered member
Compressed Air and Laboratory / Medical Gases	BCGA – member of British Compressed Gases /F6 10 Tf1 0 0 1 365.13 .98 3967343.9 233.48 32Gase 23

Notify the PO of any incident, which results in damage to University buildings, the environment, equipment and infrastructure and / or which could impact upon University or others activities.

Provide and / or compile information for the project H&S File and O&M Manuals.

Access Arrangements

The PO will inform you about specific access requirements. All controls must be followed with any loss of keys etc. reported to the PO or the Main Arts Security Lodge at the earliest opportunity. Loss may incur costs. In addition, Contractors must:

Shared Occupancy Sites:

Never start work on site without prior PO approval and, if needed, without building users notified.

Maintain a Site Attendance Register (if practicable) to record who is on site.

Contractor staff to carry some form of identification e.g. staff card and / or CSCS card and be clearly identifiable by their work attire e.g. logo on Hi-Viz tabard.

Contractors staff to sign in as follows:

- o Mon – Fri 08:30am – 18:00pm: Sign in as directed by the PO.
- o Mon – Fri 18.00pm – 8.30am, Sat & Sun: Sign in at the Pontio Security Lodge,
- o Halls of Residences Mon – Fri: 08:45am – 17:00pm: Sign in at the Halls Office, Idwal Building, Ffriddoedd Site, or if outside of these hours with Main Arts Security.

Sole Possession (Corralled) Sites:

A site area in its own confines and not connected to other University buildings i.e. connected to other University services. You will be expected to operate your 'id Card and 'Signing in and out' procedures and comply with any PO request to undertake a BU Induction.

If whilst working on Sole Possession Sites you need to access areas / buildings outside your designated site boundary or occupied by the University, the *Shared Occupancy Sites* controls apply.

Laboratory Access

Laboratories are assigned with one of two access categories - 'No Entry' or 'Caution'.

Before working in any of these labs' contractors must have:

Attended Laboratory Safety Access training – provided by the University

Supervision from someone with experience of working in the laboratory

The necessary permits to allow work to proceed

Taken into consideration the "downstream" services from controlled areas – such as waste pipes and extraction.

PERMITS TO WORK

The PO will inform you of requirements before starting work on site. Although these will generally relate to standard Permits such as Working at Height and Hot Works the University does operate Permits for areas you will probably not be familiar with, for example laboratories, aquaria, animal houses.

Contractors in sole possession of a *corralled* site will be expected to operate their own *Permit to Work* systems with the PO notified immediately of any work which could encroach the site boundary.

WORKING PRACTICES

It is imperative that when working at Bangor University you consider the impact of your work upon the people using our facilities as well as our day to day activities. For example, noise, dust and fumes entering a building causing discomfort to staff and students, unplugging an electrical item which stops a laboratory experiment, dropping a paint brush when working overhead hitting someone below.

The following information details specific controls which should hopefully prevent such occurrences.

SAFETY AND SECURITY IN AND AROUND THE WORK AREA

Contractors must comply with the controls outlined in *Access Arrangements* above. In addition, you must ensure your staff etc. are suitable to work on the BU estate, with police vetting undertaken if required. Whilst working for BU your employees must keep their work area safe and secure

STORAGE AND DISTRIBUTION OF MATERIALS / EQUIPMENT

BU areas may not be used for storage unless authorised by the PO. If approved, stored items must be kept to a minimum and held securely within the site boundary / agreed area. Storage should be captured in your RAMS with specific COSHH and Fire Risk Assessments carried out if required.

Consideration must be given to carrying equipment and materials through 'live' buildings, specifically during 'peak times'. It is also vital that you consider placement of waste materials during the duration of the project, taking into

Personal Contamination

Where accidental personal contamination has occurred, the person(s) concerned must remain in the area, isolate the area and contact their Line Manager and University Security (01248 38 2795) who will contact the HEM, Asbestos Consultant AND Head of Health, Safety and Campus Wellbeing.

PLANT AND EQUIPMENT

All plant, tools, and equipment used on University premises must comply with all relevant legal requirements and be inspected, tested and maintained as necessary. Any plant and equipment left unattended must be secured to prevent unauthorized use.

NOTE: The PO must give prior approval before any University plant, tools, equipment are used.

PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment used on University premises must be suitable for the environment it is to be used with items inspected, tested and maintained as required. Electrically powered hand tools should be battery operated, or 110-volt or less, used with an approved single-phase transformer.

NOTE: Contractors may not connect to University electrical services without prior permission of the PO.

WORKING AT HEIGHT

Working at height and / or designs which results in a requirement to access or work at height must meet the requirements of the *Work at Height Regulations*. As part of this, i

calculation, by a Competent Person. The design should be available on site for reference and inspection purposes with a copy provided to the PO on request.

All scaffolds must be erected in compliance with *NASC Technical Standard SG4 / 15* with Scaff tags (or other similar system) affixed to display the status of the scaffold and inspection details.

A

Each skip must be no larger than 5 metres in length by 2 metres in width.

Where possible, they should have lockable lids, if this is not possible then a locked/secured HERAS Fence (with suitable signage) must be erected.

Permission must be sought from the CS Compliance and Safety Coordinator if a skip, containing combustibles, cannot be placed at least 10 meters away from any building. Skips containing rubble only may be placed next to a building where there is a safe hard standing area.

See CS_SOP_Skips on BU Premises (as amended)

CONTRACTOR MONITORING AND REVIEW

Progress Meetings

The PO will arrange Progress Meetings with appropriate representatives from your Company as required.

Health and safety, the finding of inspections and audits, accidents / incidents / near misses and HSE Enforcement and Statutory Inspection visits should be standing items on every Agenda (dependent on the project/work being undertaken). Risks to staff, students, visitors, public etc., University activities and the environment should also be raised at Progress Meetings with suitable risk assessments and method statements presented, which detail how risks will be controlled. Information must be presented in a timely manner to allow the PO time to coordinate activities with others if necessary.

Contractors will also be expected to monitor health and safety as per their own Company's procedures with copies of Inspection and Audit Reports provided to the PO on request.

Post Contract / Project Review

On project / contract completion, an internal CS Review may be carried out to review Contractor performance during the work that will include the management of health and safety and environmental compliance with any specific requirements detailed in this document.

It should be noted that the findings of Reviews will be held on record and will be considered during future tender invitations.

Additional Monitoring

The PO and the University's Health and Safety Services Unit may, from time to time undertake site inspections and audits. Please cooperate fully with such inspections and audits.

APPENDIX 1: General Procedures / Site Rules

When working at the University, Contractors' employees, Sub-contractors, Agents, Designers etc. must:

A	<p>Accidents and Incidents: Report them immediately to their Site Supervisor and / or CS PO.</p> <p>Alcohol and Drugs: Never be under the influence of alcohol or drugs or drink alcohol or take drugs (other than medication) on University premises.</p> <p>Asbestos: Never interfere with the fabric of a building until asbestos information is received.</p> <p>Authorisation: Never start work without prior permission of the CS PO.</p>
B	<p>Bedrooms: Never enter a student bedroom without Halls Office authority.</p> <p>Behaviour: Be courteous to University staff, students and visitors at all times.</p>
C	<p>Cooperate / Coordinate: Cooperate and coordinate work activities with Building Users.</p>

APPENDIX 1.1: General Procedures / Site Rules

General Procedure for working within Halls buildings:

Halls Operations reception is open from 9am-5pm Monday to Friday.

Always sign in and out with Halls when working on site during standard working hours as well as security.

Keys to Halls are always to be collected from Halls during standard working hours (*with exception of A Sub which is held by Campus Services*).

Planned works - check with Hall's reception regarding occupied rooms and whether 7 days' notice was given...to Hall's.

Reactive works – check with Hall's reception regarding occupied rooms / and how long ago the request was reported.

All staff and contractors should follow the protocol of knock, wait, enter and announce their presence.

Remember to lock doors after leaving room (swipe to lock in Enlli, Alaw, Peris & St Mary's site)

Check whether any resident is under 18 and if so, enter room in pairs.

Take the job number on phone/tablet/ paperwork with you to Hall's reception.

Access to occupied Halls is not permitted before 9am unless as part of an urgent / emergency request.

Works that are likely to mean 'no (hot) water' or 'excessive noise' are permitted from 10am.

