



## **ESTATES AND FACILITIES**

# **CONTRACTORS HEALTH AND SAFETY HANDBOOK**

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## 1.0 - INTRODUCTION

### 1.1 - Facts about the University of Aberdeen

- Founded in 1495, The University of Aberdeen is Scotland's third oldest and the UK's fifth oldest University.
- We employ approximately 3100 members of staff and have more than 16,000 students – including people whose first language is not English and people with disabilities such as hearing and visual impairment.
- Our turnover is in excess of £230 million per annum.
- We plan to invest £270 million on infrastructure and facilities over the next ten years
- We have locations in Old Aberdeen, Foresterhill, Hillhead, Marischal College, and a number of outlying sites, including as far north as Bettyhill near Thurso.
- Our properties date from early 16<sup>th</sup> century to new builds dated 2022.



*King's College Chapel  
early 16<sup>th</sup> century*



*Rowett Institute of Nutrition and Health  
(completion date Nov 2015)*



*Sir Duncan Rice Library (2011)*



*Science Teaching Hub (2021)*

Estates and Facilities has responsibility for all matters relating to the construction and maintenance of the University estate including the provision of services such as grounds maintenance, heat, light, power, cleaning, porter services, security, transport, waste, furnishings, staff housing, catering, student residences and internal mail services.

## **1.2 - Scope of the Contractors Health and Safety Handbook**

The purpose of the Handbook is to provide essential information to all our Contractors on the minimum required standards of health and safety of which Estates and Facilities expects.

We require that:-

- No University staff, students, visitors or members of the public come to harm from any activities carried out by our Contractors.
- Your employees come to no harm.
- We preserve our reputation. The University is in a highly visible location. Poor health and safety practices present a very negative image which will not be accepted under any circumstances.

**It is the University of Aberdeen's legal duty to manage the Contractors working on our behalf. However, we do not expect to have to manage our Contractors' and their subcontractors' individual day to day works for them. It is the responsibility of all Contractors to familiarise themselves with the contents of this handbook and convey this information to their own operatives and the operatives of any subcontractors they employ.**

**Ignorance of this Handbook by our Contractors, or their subcontractors' operatives, or deviation of its requirements, will not be accepted by the University of Aberdeen under any circumstances whatsoever.**



### **1.3 - Health and Safety at Work etc. Act 1974**

We execute all our works and procedures as per the Health and Safety at Work etc. Act 1974 which is detailed below. We expect all our Contractors to adhere to the same standard.

#### General Duties of employers to their employees

2. (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
- (2) Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular-
  - (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
  - (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
  - (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

## **1.4 - Estates and Facilities - Health and Safety Policy Statement**

Estates and Facilities will establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities. We will:-

- Comply with the University of Aberdeen's Health and Safety Policy as set out by the Principal and Vice-Chancellor.
- Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Best Practice' applicable to our activities.
- Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their Health and Safety and, in doing so, bring this Policy to their attention, encouraging their participation.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risks to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled. Health and Safety is a line management responsibility and individual members of staff are required to take responsibility for the activities under their control.
- Retain access to competent advice and assistance through the support of the Estates and Facilities Health and Safety Manager, thereby ensuring that we are aware of relevant changes in legislation and 'Best Practice'.
- Provide health surveillance for staff where appropriate and maintain records.
- Co-operate with all Contractors on our sites, including construction sites, to ensure that they are aware of any identified risks to their employees and other people exposed by their activities and that we are aware of any identified risks to our employees from their activities. We must also ensure that they comply with the requirements of the relevant legislation.

It is the duty of all of us when at work:-

- To take reasonable care of our own health and safety.
- To take reasonable care of the health and safety of others who may be affected by what we do or fail to do.
- To co-operate with our health and safety requirements so that we can all comply with our legal responsibilities.
- To ensure that we do not interfere with or misuse anything provided in the interests of health and safety.
- To contact your line manager or the Health and Safety Manager with suggestions to improve our current health and safety arrangements.

**Director of Estates and Facilities  
University of Aberdeen**

## **1.5 - Estates and Facilities - Stop Work Policy Statement**

It is the policy of the University of Aberdeen Estates and Facilities to maintain a safe and secure work environment to minimise against any risk of exposure to personal harm to our employees, visitors and our Contractors whilst on our sites.

It is your absolute legal right, without any repercussions, to leave, propose to leave, refuse to return to a workplace or refuse to work where you believe there is a serious and imminent risk to your Health and Safety and the Health and Safety of others that cannot be easily and reasonably prevented.

As such it is the duty and right of every employee and subcontractor to activate a Stop Work Authority whenever they see, feel or suspect there may be a serious risk of immediate harm to themselves, their work colleagues or visitors to our sites.

It is also your duty to take appropriate steps to protect yourself and others when facing serious and imminent danger.

This applies to all employees and Contractors on all our premises and whilst undertaking works off site on our behalf.

Any situation which leads to a Stop Work Authority must be reported to a line manager and will be treated with the utmost confidentiality and will be fully investigated by the appropriate line manager and the Health and Safety Manager. The work activity should be stopped until the issue(s) causing concern are fully investigated, addressed and it is deemed safe to proceed.

To emphasise, Health and Safety is the responsibility of all of us.

When required, you are hereby empowered by the Director of Estates and Facilities to use your Stop Work Authority.

**Director of Estates and Facilities  
University of Aberdeen**



## **1.6 - Site Specific Information**

The Contractors Health and Safety Handbook is specifically designed to provide health and safety information to all Contractors on the standards which the University of Aberdeen expect as well as the general health and safety hazards which are present. All Contractors must inform and update their operatives and their subcontractors' operatives, who will work on university property, on this Handbook and keep them informed of site specific risks and any specific changes that they are notified about by the University.

## **1.7 - Site Inspections**

The University will carry out regular site inspections and they will monitor all Contractors to ensure that our standards are being adhered to. Any items of concern that are noted will stop the works and the issue will be discussed with the nominated person in charge of the works. The works will not proceed until the item of concern is rectified to the University's satisfaction.

All concerns and issues will be notified to the contractors Directors as a matter of course, with no exceptions.

## **2.0 - POOR PERFORMANCE OF OUR CONTRACTORS**

- Poor security around work areas – this increases the risk of deliberate fire raising, vandalism, theft and injury to any trespassers (including children).
- Obstructing pedestrian routes.
  - Slip and trip hazards
  - Potential difficulties evacuating buildings in the event of a fire
- Poor control of works creating dust or fumes leading to:
  - False fire alarm activations
  - Inhalation of dust or fumes by nearby building occupants causing irritation of their respiratory systems.
- Vehicles being operated in busy areas without adequate precautions in place to protect pedestrians (e.g. reversing large vehicles without a banksman, driving too fast, unloading materials in busy areas).
- Accidental cutting of live electrical cables or contact with old electrical cables which have been cut in the past and are still connected to a power source.
- Disturbance of materials containing asbestos.
- Work at height – use of inappropriate equipment for the task, misuse of equipment or working near unprotected roof edges.
- Poor segregation of works and the campus community.

The photographs throughout this handbook show examples of good (✓) and bad (✗) practices.

## **3.0 - GENERAL STANDARDS**

### **3.1 - Health and Safety Knowledge**

All Contractors operatives, and their subcontractors, must be time served in the relevant trade they are carrying out for the University.

Contractors' operatives and their subcontractors' operatives must have received asbestos awareness training (see section 5).

In addition to this we would expect site managers and supervisors working on our larger contracts to have received the additional health and safety training necessary for these roles, i.e. CITB Site Management Safety Training Scheme (SMSTS) Site Safety Plus.

### **3.2 - Procedure for Commencement of Works**

Contractors will always be given a contact within Estates and Facilities. Contractors should never start work on a job without approval of their Estates and Facilities contact (or someone who is deputising for them) The Contractor shall ensure that an official Works Order is obtained, from the Director of Estates and Facilities or their authorised Estates and Facilities contact, prior to commencing any works.

You will be told who your main contact within Estates and Facilities is, **you must not take instructions to carry out work from any other member of staff unless your Estates and Facilities contact authorises you to do so.**

**It is also vital that you do not deviate from your original scope of work without the approval of your Estates and Facilities contact.**

All contractors and their subcontractors must be members of Reset and have the appropriate insurances, training, risk assessments and safe systems of work in place prior to arriving on campus.

We will not accept emails on the day of contractors arriving on campus explaining these essential documents are in place. They must be in place when they log in via Reset.

Contractors and subcontractors arriving on campus without these essential documents in place will be asked to leave campus until the issue is rectified.

Allow Reset **10 clear working days** to update your company profile before arriving on campus.

### **3.3 - Signing in and out – RESET**

All Contractors MUST sign in **AND OUT** on a daily basis at these locations using the Reset terminals:

<b>Location for signing in and out</b>	<b>Work locations covered</b>
Security Control (9A Dunbar Street)	Old Aberdeen, Marischal College or NDC (Oceanlab), outlying sites
Porter's Desk in the Polwarth Building	Foresterhill campus
Porter's Desk in the Hillhead Central Block	Hillhead Halls of Residence
Bedford Road Offices	Various locations

Contractors are permitted to nominate one person to sign in and out. Should Contractors wish to do this then this person must have confirmed that all those persons being signed out have actually left the site.

If for whatever reason Reset is not being used then the contractor must obtain a Temporary Reset Card from the clerk of work offices, Bedford Road M&E supervisors or the H&S Manager. These will only be issued where it is deemed essential as all contractors should have their own personal Reset card prior to arriving on our campus.

### **3.4 – Identification**

The Reset card will be your ID card and this MUST be worn at all times.

Contractors' vehicle passes must be obtained on a daily basis which will allow parking on all campuses, **Please Note** that the pass allocates a 'space' on campus but does not allow parking out with an allocated space. (i.e. hatched areas, disabled areas, pavements, double yellow lines and especially at the front of the Elphinstone Cloister.) Parking tickets will be issued for violation of the parking conditions.

**Any issues with any Reset terminals when signing in or out please contact your Estates & Facilities contact, NOT security or porter personnel.**

### **3.5 - Risk Assessments and Safe Working Procedures**

For non-routine maintenance works, we will expect the safety documentation produced for such work to be specific and to the point. We will NOT accept generic risk assessments and generic procedures for this type of work.

Where it is timeously possible, these site specific risk assessments and safe working procedures must be submitted to your contact authorising the work at least one working week in advance of the works commencing, for all work tasks. Where this is not possible they must always be submitted before the works commence in order for them to be approved by your contact.

For routine maintenance works, risk assessments and safe working procedures will be accepted that can be held in the University Estates and Facilities Office. These must always cover the works being carried out by the Contractors operatives. The operatives must also have copies of these whilst on our campus and they must be signed as read and understood.

Where works are undertaken out with any of the supplied risk assessments the contractors' operatives must document and sign a specific site based risk assessment such as a Take 5 risk assessment.

All risk assessments and safe working procedures must be held on site and all site operatives must be inducted on these prior to works commencing. They must also sign that they have read and understood them and the signature declaration sheet must also be held on site.

All operatives should have a detailed understanding of the risks involved in the work tasks and the precautions and controls that are required to carry out the works safely.

### **3.6 - Personal Protective Equipment (PPE)**

The contractors risk assessment and/or the method statement must state what PPE is required to carry out the task safely.

We expect PPE, which is appropriate to the work task, to be worn for all work tasks at all times.

### **3.7 - Contractors Code of Conduct**

Estates and Facilities is committed to providing a professional service of the highest quality. To enable us to achieve this objective, it is important to ensure that our contractors and their subcontractors are aware of the standards of conduct we wish to uphold.

This Code has therefore been prepared to assist Contractors in their dealings with University staff, visitors, students and members of the public. Contractors are expected to make sure their operatives and their subcontractors, support and implement these objectives.

Your help and co-operation in achieving the aims of this Code is appreciated.

This Code is intended as a guide and does not replace or alter the contract terms and conditions upon which you are employed by the University of Aberdeen

Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on University property.

It is essential that operatives carry their identification cards and always show them to the Universities authorised staff before they gain access to the property. All Contractors operatives, and their subcontractors, will wear corporate clothing including the contractor's name and/or logo.

All operatives should introduce themselves by name and organisation and state clearly why they have appeared on site.

Contractors are asked to remember that when they carry out work, they represent their company and the University and, therefore, a clean and tidy appearance at all times is required.

Damage to plants, trees, paths etc. should be avoided. If some damage is inevitable, this should be discussed and agreed with the University Contact and reinstated as agreed.

All equipment, tools and materials should be used correctly and not left in a dangerous or inconvenient position within the property. Agreement should be reached with the building end user on the placing of such items.

Use of University telephones is not permitted unless in an emergency and with your Estates and Facilities contacts permission and it is in connection with maintenance, service, repairs or issued works for the University.

When doors and windows have to be opened by the Contractor these should not be left open unnecessarily and only when Estates and Facilities is advised.

It is essential to avoid the following:-

- Rudeness.
- Excessive noise including the use of radios etc.
- Over familiarity.
- Arguments.
- Expressing an opinion about other maintenance, service, repairs or workmanship.
- Parking vehicles in the wrong place, e.g. on grassed or paved area, or out with designated parking bays, i.e. hatched areas, double yellow lines, and disabled bays. Parking tickets will be issued for these offences.
- Smoking inside or around the property.

Every individual involved in the employers work is required to carry out their duties with regard to the University of Aberdeen's Policies. In particular, deliberate acts of unlawful discrimination, derogatory racist or sexist remarks and racial or sexual harassment directed towards University staff, students or members of the public, will not be tolerated. Any complaints of discrimination will be thoroughly and promptly investigated.

### **3.8 - Accidents, incidents and near misses**

The University operates a procedure for reporting accidents, incidents and near misses. In the event of an accident, incident or near miss, the contractor will be required to inform their Estates and Facilities contact **immediately** and submit a report of the accident, incident or near miss detailing what went wrong and what is being done to prevent a similar occurrence. This procedure is in addition to the Contractors responsibilities for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any activation of fire alarms caused by contractors must also be reported **immediately** to the Estates and Facilities contact.



## **4.0 - SEPARATION AND SECURITY OF CONTRACTORS' WORK AREAS**

We must ensure that we have clear separation between Contractors' work areas and the rest of the University personnel in order to prevent staff, students and members of the public entering the work area and potentially being injured as a result.

We also need these areas to be secured when left unattended to prevent the risk of unauthorised access by children or the risk of vandalism, theft or arson.



*✗ Materials left outside the site compound*



*✓ Heras fencing put up around materials outside main site compound*

### **4.1 - Contractor Controlled Areas - Drawings**

In order to prevent confusion on larger or more complex jobs it will be necessary for drawings to be prepared highlighting those areas under the control of the contractor and those areas under the control of the University. These drawings should then be updated as necessary as the works proceed.

### **4.2 - Internal Works (short duration only) Minimum Standard Required**



Signs or cones on their own in work areas are only suitable for internal short duration minor works. These should be used along with the standard red and white barrier tape.

The following photographs show instances when signs and cones were not appropriate.



- ✘ *A sign on a stand is not appropriate for this location (a large refurbishment project) The sign is easy to ignore, someone has also removed the barrier tape.*



- ✘ *Crane lifting operation with exclusion zone marked off with cones only. Easy to ignore or misunderstand purpose of cones. At the very minimum the exclusion zone should have been enforced by standby men on the ground.*

#### **4.3 - External Works (short duration only) Minimum Standard Required**



These barriers may be suitable for short duration works only. People often tend to ignore these types of barriers unless a standby man is present to enforce the exclusion zone and prevent unauthorised access. This type of barrier is not suitable where materials, tools and equipment will be left unattended outside.



### 4.4 - Heras Fencing

This type of fencing is required for longer duration works, where materials (particularly combustible materials) or equipment are to be stored in the work area whilst unattended.

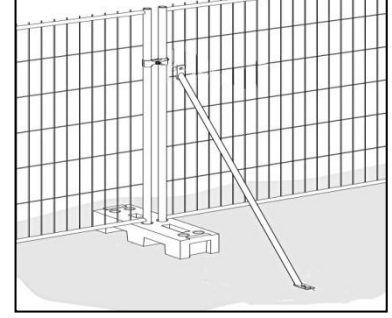
The following photographs show examples of both good and bad practice for Heras fencing. The good examples shown are the minimum standards which we expect.



✓ Panels double clipped together



✗ Panels not double clipped to each other



✓ Long runs supported, reduces the risk of fence being blown over

#### Ends of panels



✓ Eyebolt, chain and padlock (best method)



✓ Tie wrap and scaffolding clamp



✓ Fencing straps screwed to wall





- ✘ *Fencing not secured at end.*



- ✘ *Heras fencing stops short of the building meaning that anyone can gain access to the scaffold behind the fence.*



- ✘ *Combustible materials and an acetylene cylinder stored close to site boundary.*



- ✘ *Blocks for weighing down Heras fencing left outside fence.*



- ✘ *Site compounds should not be left open when the site is unattended  
Clear signage should also be posted at all entrances to site compounds.*

## **4.5 - Scaffolding**

The bases of scaffolds must be adequately fenced off to prevent unauthorised access to heights.

In many cases the University will require plywood hoarding to be erected around the base of the scaffold. At the very minimum Heras fencing will be required around the base of the scaffold.

Only trained and certified scaffolders are permitted to erect, adjust and inspect scaffold on our campuses.

We will require a Handover / Completion Certificate supplied to your Estates and Facilities contact prior to leaving campus for all fixed scaffolds erected on campus.



✓

*Plywood  
hoarding around  
scaffold*



✗

*Base of scaffold not  
fenced off.*



✗

*Access could  
easily be gained  
onto the scaffold.*



## **4.6 - Storage of Waste**

Contractors are responsible for storing and disposing of waste produced as a result of their work activities. In order to reduce the risk of wilful fire raising, Contractors waste must be stored in lockable skips. These must be locked when the site is left unattended.

Skips must be located at least 6m away from buildings in order to protect buildings in the event that the contents of a skip are set on fire. Any other arrangements for storage of waste must be approved by your Estates and Facilities contact or the Health and Safety Manager.

Lockable skips must also be located at least 6m away from the building and usually with a Heras fenced area with double clips.



## 4.7 - Signage

The signage on all entrances to Contractors' work areas should be clear. The pictures below show some examples of very poor practices which will not be accepted.



✘

*Both of the photographs show the entrances to Contractors work areas on major refurbishment programmes. On both occasions there was no signage posted to inform staff and students that the areas were construction sites and that access was prohibited.*

In view of this the University now recommend the following signage on all construction sites.



Contractors working on construction sites must display these at the appropriate locations. They are available from your Estates and Facilities contact.

In cases where Contractors are not working on a construction site, the signage must be appropriate for the work being carried out.

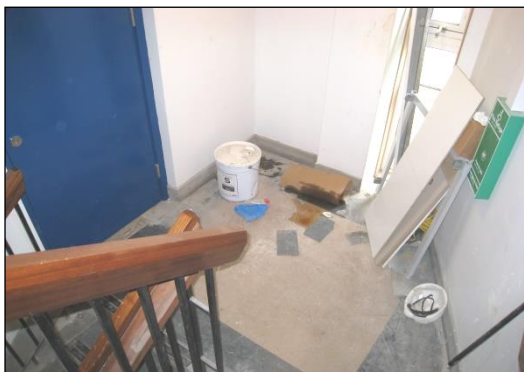


## **4.8 - Pedestrian Routes Inside and Outside Buildings**

Routes inside and outside buildings which are used by pedestrians should be free from any slip or trip hazards.

When carrying out your work you should always consider how people will escape from the building in the event of a fire.

The following photographs show some examples of the bad practices we have found.



**x**

*Contractor left materials on stair landing (fire escape route for staff).*



**x**

*Electric cable on stair landing (fire escape route) causing a trip hazard. Note: Cable is also 240V which is not permitted.*



**x**

*Mobile scaffold left across a fire escape route.*



**x**

*Desk placed across fire escape route and disabled access ramp.*

If a fire escape route has the potential to be obstructed during the course of works we will require this to be discussed with your Estates and Facilities contact and the Estates and Facilities Health and Safety Manager. The escape route should then be closed off and alternative escape routes to be agreed and formed (including signage) along with notification to the building users prior to works commencing.

**Fire doors should never be wedged open for any reason whatsoever.**

## 4.9 - Noise

Many of the activities carried out by Contractors are by their very nature noisy. There is the potential for levels of noise to become so loud that they disrupt teaching activities or other events (e.g. exams or conferences) taking place across the University.

In some sensitive locations the times when work can be carried out may be restricted. Your Estates and Facilities contact will advise on any working restrictions in place.

Radios or music from any device **WILL NOT** be permitted on the campus.

## 4.10 - Dust

On larger works, Contractors will often have their own dedicated route to and from the work area as well as their own facilities (e.g. toilets, rest areas etc.). In the past Contractors' operatives have often ignored these and used other routes in buildings as well as the University's facilities with the result that dust and dirt has been transferred into areas which were previously clean.

Dust can cause irritation to other building occupants and trigger fire detectors; we will expect the cleaning of such areas to be carried out by the Contractor at no cost to the University.

Contractors' operatives should only use access routes approved by the University. Your Estates and Facilities contact will advise on whether the University's facilities may be used.

In work areas which are immediately next to other areas still occupied by the University, barriers to prevent the passage of dust will be required if the works are likely to create significant quantities of dust. These may take the form of polythene sheeting on timber framing or temporary seals placed around existing doors.



x

*Gap in plywood barrier around existing sink allowing dust to be spread by the strong air currents in the building.*



✓

*Gap around sink sealed to prevent passage of dust.*



✘ *Ventilation grille between work area and clean area not sealed off*



✘ *No seal between plywood and ceiling/wall  
Nothing around edge of door to prevent passage of dust*



✓ *Plastic strips stapled around door edges to prevent passage of dust  
Continuous taping to junction between plywood panels and ceiling/walls*



✓ *Plastic strips stapled around door edges to prevent passage of dust*

A wet dust suppression system must be used in conjunction with the use of cut-off saws for stone or concrete cutting type of equipment. In cases where water cannot be used for safety reasons (e.g. near electrical equipment), then the equipment must be connected to a local exhaust ventilation system.



## **4.11 - Ventilation**

Dust and fumes can be transferred through ventilation systems, open windows and other openings, causing irritation to other occupants within the building or triggering fire detectors. Any works likely to create large quantities of dust or fumes should be discussed with your Estates and Facilities contact beforehand.



*Ventilation grilles on the roof of one of our academic buildings. As can be seen from the picture on the right these may not always be immediately obvious.*

*In this case there were two separate incidents due to a failure to isolate the intake fans prior to carrying out roofing works.*

*In the first incident fumes were drawn into the building causing distress to students and staff in a nearby lecture theatre.*

*In the second incident fumes were drawn in triggering a fire detector, the whole building had to be evacuated.*

## **4.12 - Vehicles and Deliveries**

### **CONTRACTOR CAR PARKING**

Controlled car parking is in effect at Old Aberdeen and Foresterhill because these sites suffer from insufficient parking to meet demand.

Contractors will be issued with a parking permit when they arrive on site. Permits will be issued for vehicles which are required for the contracted work only. Permits will not be issued for vehicles which are solely used for commuting purposes. The permit entitles the user to search for and park in an available space in designated staff or student parking areas. The Permit does not guarantee a space. All permits should be collected from and returned to the security office. No charge will be made for the permit.

Delivery vehicles are granted access and short term (15 minutes) parking for the purposes of delivery and collection. There is no requirement for delivery vehicles to display a permit. If a delivery vehicle is likely to be on site for longer than 15 minutes they should follow the procedures for Contractors.

All permits remain the property of the University and may be withdrawn from the user at any time. All permits must be clearly displayed in the front window of the vehicle.

Parking Charge Notices (PCN) will be issued to vehicles parked in contravention of the parking regulations.

There can be a large number of pedestrians walking around the University campus at any one time (staff, students and members of the public including children). Unfortunately pedestrians often do not pay attention to traffic. Students also often wear earphones whilst walking around the campus and cannot hear traffic properly.

Pedestrians are at risk from speeding vehicles or vehicles being reversed in an unsafe manner.

Contractors therefore need to be very vigilant when driving vehicles around the University campuses.

Our speed limits are posted on each campus. These must be obeyed at all times. A banksman must always be used when reversing larger vehicles (unless the vehicle has on board cameras).

Deliveries of materials to work locations including scaffolding should be made at times when the campus is not busy (i.e. early morning rather than during periods when lectures are about to start/finish). Materials should be unloaded within the site compound wherever possible; precautions may be required where this is not possible (e.g. temporary barriers).

On larger more complex jobs, drawings showing vehicle delivery routes will be required. Mitigation of trailing mud onto our roads and our public roads must be made for all vehicles exiting these sites.



✓

*Trained banksmen used for reversing larger vehicles.*



✓

*On-board cameras used when larger vehicles are reversing.*



**x** *Contractors' vehicles must **NEVER BE PARKED ON PAVEMENTS, HATCHED AREAS, PAVEMENTS OR DOUBLE YELLOW LINES** as they force pedestrians to walk on roads. The weight of the vehicles can also break paving slabs forming a trip hazard.*



**x** *Disabled parking spaces are for those with registered disabilities - Contractors must **NEVER PARK THEIR VEHICLES IN DISABLED PARKING BAYS FOR ANY REASON, even for short duration for unloading***

You should also consider the effect that your activities may have on routes used by other vehicles around the campus. The photograph below shows one instance where there could have been a serious incident.





- ✘ *Scaffolding tubes (for temporary handrail) extending over road used by University vehicles. There is a risk that any high sided vehicles could have collided with these.*

## **5.0 - ASBESTOS**

Many of the University's buildings contain asbestos.

The following photographs were taken at the University; they show examples of the variety of asbestos materials present in some areas.



Asbestos pipe insulation



Asbestos insulation board (AIB)



Sprayed asbestos



Asbestos debris

The University requires that all Contractors operatives must have received asbestos awareness training from an UKATA, IATP or RoSPA approved training company, appropriate to the duties which they will be carrying out for the University.

Prior to the commencement of your work, your Estates and Facilities contact will check our asbestos register to ensure that no known asbestos containing materials will be disturbed by your work. The Contractors operative must also ask to view our asbestos matrix which will be held in the security office prior to commencing any works. There is always the possibility that there could be asbestos containing materials present which have not yet been identified.

**It is therefore vital that should you come across or disturb any material which you think might be asbestos that you STOP WORK immediately, secure the area and inform your Estates and Facilities contact immediately.**

**Under no circumstances should you attempt to clear up any debris that you suspect may contain asbestos material.**

## **6.0 - ELECTRICITY AND OTHER BUILDING SERVICES**

### **6.1 - Work on electrical systems**

The only Contractors permitted to work on our electrical systems are qualified electricians. This includes activities such as stripping out redundant electrical cables and electrical equipment.

Only our own electrical staff are permitted to isolate/de-isolate electrical circuits.

Should you find any cables which have been cut or damaged during the course of your works, then you must **STOP WORK** immediately and report to your Estates and Facilities Contact.

## **6.2 - Isolation and De-isolation of Building Services**

The following building services may only be isolated/de-isolated by Estates and Facilities staff:

Air conditioning, Gas, Heating, Electrical, Intruder alarms, Steam, Ventilation, Water

## **6.4 - Portable Electrical Equipment**

Tools used by Contractors' operatives must be either 110 volt or battery operated. Where 110V transformers are used these must be placed immediately next to the 240V outlet (i.e. not running 240V cables across the site).

## **6.5 - Portable Generators**

Portable petrol or diesel generators should not be used indoors for any amount of time whatsoever. They must be used entirely outdoors at all times. Fumes can build up extremely quickly and prove fatal. Any use of a portable petrol or diesel generator must be authorised by your Estates & Facilities contact prior to use.

## **7.0 - EXCAVATIONS**

In order to reduce the risk from excavation work you must obtain a Permit to Dig from your Estates and Facilities contact prior to proceeding with any works. Excavations should be double fenced overnight.

## **8.0 - FIRE**

### **8.1 - Hot Works**

In order to reduce the risk from hot works you must obtain a Hot Work Permit from your Estates and Facilities contact, and if required, a Fire Alarm Isolation prior to proceeding with any works. A one-hour fire watch is required for all hot works and a TWO-hour fire watch for roof works and work on our older buildings such as the Chapel and Kings.

### **8.2 - Fire Procedures**

In the event of a fire, all operatives must carry out the following in this order:

- 1) Warn others by shouting FIRE, then sound the alarm by activating the nearest fire alarm call point.
- 2) Only if there is no immediate danger to own life, tackle the fire with a suitable fire extinguisher, if trained and confident to do so.
- 3) Leave the building by the nearest exit and phone the fire brigade.

Fire notices are posted at the entrance to each building. Please familiarise yourself with the contents of these notices and make your way to the building muster point unless you have your own designated muster point for the project you are working on.

### **8.3 - Fire Separation**

Works that will penetrate through fire breaks must have the area reinstated with approved materials. (Consult with your Estates and Facilities contact)



## **9.0 - WORK AT HEIGHT**

### **9.1 - Permit to Access Roof**

In order to reduce the risk from falls from roofs, lone working and to keep a check on the whereabouts of our contractors you must obtain a Roof Access Permit from your Estates and Facilities contact prior to proceeding with any roof surveys or any roof works.

This applies to all roofs, with or without roof edge protection.



**Not something we would ever expect to see on our Campus. No protection whatsoever from a fall of approximately 100+ feet. The contractor was immediately dismissed by his company when this photo was shown to them.**



**x**

*The base of the ladder was sitting on the back of a flatbed truck.*



**x**

*The base of the ladder was not supported. The ladder did not extend 1m above platform. No edge protection for operative on roof.*

The Permit to Work will state what minimum precautions are to be taken.

## **9.2 - Ladders and Stepladders**

Ladders and stepladders are only suitable for short duration and light work which needs to be discussed with your Estates and Facilities contact prior to commencing works. Ladders must be footed at all times when in use.

There may be other means of access which are more suitable (e.g. mobile tower scaffold, MEWPs) and these should be given due consideration.

We expect our Contractors to use equipment, which is in good condition, has been inspected and is appropriate for the activity being carried out.

## **9.3 - Harnesses and Lanyards**

Harnesses and lanyards are specialised items of equipment; these should not be used by anyone who has not been trained in their use. If you use such equipment your employer should also have a formal inspection regime in place for the equipment.

Your Estates and Facilities contact must also provide you with evidence that our roof system has a current test certificate.

## **9.4 - Scaffolds**

Only trained and certified scaffolders are permitted to erect, adjust and inspect scaffold on our campuses.

We will require a Handover / Completion Certificate supplied to your Estates and Facilities contact prior to leaving campus for all fixed scaffolds erected on campus.

## **9.5 - Mobile Scaffolds**

Mobile tower scaffolds should only be erected and used by operatives who have been trained and certified in their use. No mobile towers should be left erected outside overnight.

## **9.6 - Mobile Elevating Work Platforms (MEWPs)**

Mobile Elevating Work Platforms should only be used by operatives who have been trained and certified in their use. Please ensure prior to using MEWPS, cherry pickers, scissor lifts etc. on campus you have a copy of the relevant operators card and the required certificate to operate the machine. You must also be in possession of the statutory paperwork relating to the equipment.

Contractors must be present to take delivery of this type of equipment and are responsible for making it safe and secure.

Please also ensure that any of the above equipment that are to be left on campus overnight are left within a discreet, designated area and are completely closed off with Heras fencing which must be double clipped. Keys must also be removed.

## 10.0 - LABS AND ASSOCIATED SERVICES (INCLUDING FUME CUPBOARDS)

There are two types of lab areas which contractors may have to work in:-

- Labs which have been entirely handed over to Estates and Facilities by the School.
- Labs which are still in use by the School.

Unless you are advised specifically by your Estates and Facilities contact you should assume that the labs are still in use by the school.

**Never enter any lab area without permission from an ‘authorised’ member of the School.**



*Typical warning signs posted on the entrance doors to labs – do not enter any such areas without the permission of the authorised member of the school.*

**LABORATORY ACCESS NOTICE**

- Significant hazards exist.
- Access restricted to authorised persons only.
- All users must have a safety induction from an authorised person.
- All visitors must be accompanied by an authorised person at all times.
- Strictly no deliveries.

**AUTHORISED PERSONS**

- Staff and Students explicitly authorised by a responsible person.
- TRO.
- Local Safety Coordinator.

**PROHIBITED PERSONS (Except by Arrangement)**

- Maintenance & Cleaning Staff.
- Porting & Security staff.
- Contractors.
- Delivery personnel.

Contacts		
Jan Walker	G29	2942
Russell Gray	061	2996
Out of Hours Emergency	Security	3939

All deliveries must be made to the Stores B76.

**LABORATORY ACCESS NOTICE**

- Potentially significant hazards may exist.
- Access restricted to authorised persons only.
- All users must have a safety induction from an authorised person.
- All visitors must be accompanied by an authorised person.
- No deliveries.

**AUTHORISED PERSONS**

- Staff and Students explicitly authorised by a responsible person.
- Cleaning Staff
- TRO
- Local Safety Coordinator

**PROHIBITED PERSONS (Except by Arrangement)**

- Maintenance
- Porting & Security staff
- Contractors
- Delivery personnel.
- Visitors

Contacts		
Jan Walker	G29	2942
Russell Gray	061	2996
Out of Hours Emergency	Security	3939

All deliveries must be made to the Stores B76.

**LABORATORY ACCESS NOTICE**

- No significant hazards exist within.
- Some access restrictions apply.
- No deliveries.

**AUTHORISED PERSONS**

Staff, students and visitors.  
Maintenance & Cleaning Staff.  
Porting & Security staff.  
TRO.  
Local Safety Coordinator.

**PROHIBITED PERSONS (Except by Arrangement)**

Contractors  
Delivery personnel.

Contacts		
Jan Walker	G29	2942
Russell Gray	061	2996
Out of Hours Emergency	Security	3939

All deliveries must be made to the Stores B76.

## **10.1 - Fume Cupboard Extracts and their Services**

Fume cupboards provide protection for staff and students handling potentially dangerous chemicals. Work on fume cupboard systems which is not carried out in a safe manner can put staff, students and Contractors at **SERIOUS** risk. Never work on a fume cupboard whilst it is in operation and never work on a fume cupboard without permission from an 'authorised' person from that School.

All work on the extract systems, or the services for extract systems (e.g. circuits), requires a Permit to Work to be issued by an 'authorised' person from that School.

## **10.2 - Work on other items within labs**

Should you have to work on other services within a lab (e.g. drains from sinks, extract ventilation ductwork etc.) your Estates and Facilities contact will advise of any precautions to be taken.

## **11.0 - CONFINED SPACES**

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are easy to identify, e.g. enclosures with limited openings, storage tanks, silos, reaction vessels, enclosed drains and sewers.

Others may be less obvious, but can be equally dangerous, for example: open-topped chambers, vats, combustion chambers in furnaces etc., ductwork, unventilated or poorly ventilated rooms.

It is not possible to provide a comprehensive list of all our confined spaces as some places may become confined spaces when work is being carried out in them.

All Contractors must carry out a suitable and sufficient risk assessment for all work activities to decide what precautions, control measures, emergency arrangements etc. are necessary for the safety of all operatives.

For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take.

A Permit to Work will be required for all access and all works in our duct networks.

## **12.0 - BIOLOGICAL HAZARDS**

### **12.1 - Chemicals**

In cases where chemicals do have to be used you should be aware of the hazards involved in the use of that chemical and the control measures required.

In order to be able to do this COSHH risk assessments and Material Safety Data Sheets for the chemicals being used should be held on site. These will contain information such as the risks entailed in handling the chemical, precautions to be taken when handling, first-aid measures in the event of exposure and environmental precautions. They will also be used by the fire services in the event of a fire and medical staff in the event of an injury involving the chemical.

You should know what to do if you are exposed to, or spill, the chemical.

### **12.2 - Used Needles**

As our campus is an open one, we have had incidents of disposed needles on our site. We have also had instances of needles used for medical conditions (e.g. insulin pens) being disposed of inappropriately. We would advise Contractors to be especially vigilant whilst working on our campus.



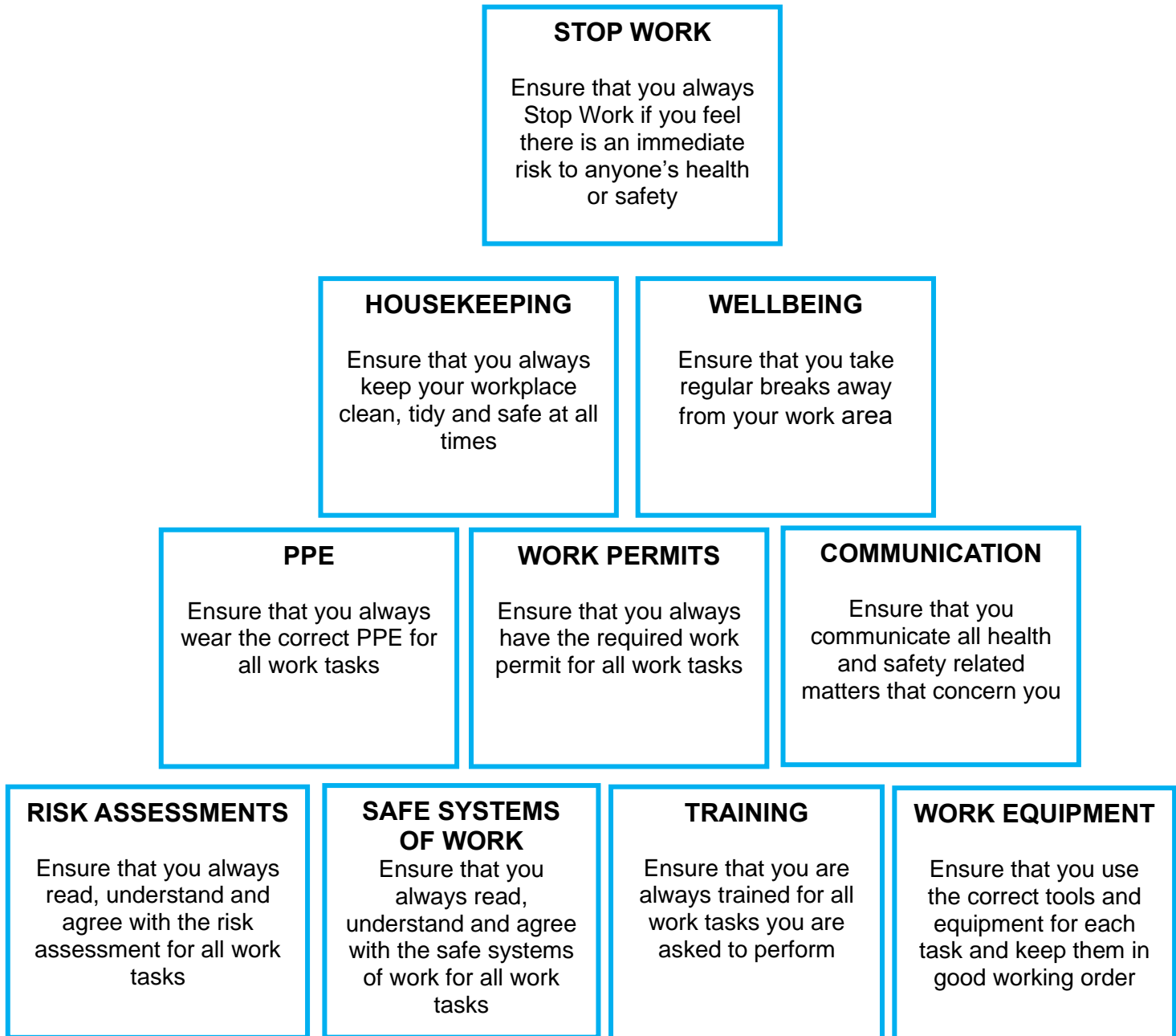
**12.3 - OUR GOLDEN RULES**

Estates and Facilities has introduced Golden Rules to promote and enhance our Health and Safety Policy, our safety culture and our commitment to avoid injury to employees, students, contractors, visitors and members of the public.

We would expect all personnel working for Estates and Facilities to adhere to them and for our contracting companies to incorporate them into their own Health and Safety Management Systems.

The Golden Rules are not intended to replace any existing procedures but to complement and enhance their importance. If we all follow and adopt the basic principles of the Golden Rules, we are confident that we can all contribute in bringing our safety performance to an even higher level.

Please help by embracing the Golden Rules and by communicating them to all your staff.



## **12.4 - Fire Alarm Test Times**

### **Tuesday - Old Aberdeen.**

07.30 Hrs	SDRL
08.50 Hrs	Butchart.
09.00 Hrs	46/48 College Bounds.
09.10 Hrs	Powis Gate.
09.15 Hrs	Humanity Manse.
09.25 Hrs	50/52 College Bounds.
10.00 Hrs	Crombie Halls.
10.15 Hrs	Crombie Annex.
10.20 Hrs	Kings Hall.
10.30 Hrs	Johnstone Halls
10.45 Hrs	Johnstone Central.
11.00 Hrs	Elphinstone Road Flats.
11.10 Hrs	St Mary's.
11.20 Hrs	Student Union
11.25 Hrs	110 High Street.
11.30 Hrs	90 High Street.
11.35 Hrs	Old Town House.
11.40 Hrs	23 St Marchar Drive.
11.45 Hrs	Cruickshank.
11.50 Hrs	Zoology.

### **Wednesday - Old Aberdeen.**

07.30 Hrs	Meston.
08.10 Hrs	Rocking Horse Nusery.
08.15 Hrs	New Rocking Horse Nusery.
08.30 Hrs	Kings College - All Areas.
9.15 Hrs	Kings Pavilion.
09.20 Hrs	Bedford Road Workshops.
09.30 Hrs	CHP.
10.00 Hrs	Fraser Noble.
10.10 Hrs	17 High Street.
10.20 Hrs	Old Brewery.
10.25 Hrs	24 High Street.
10.30 Hrs	New Kings.
10.35 Hrs	25 High Street.
10.45 Hrs	91 High Street.
10.55 Hrs	9A Dunbar Street.
11.00 Hrs	5 Dunbar Street.
11.10 Hrs	Edward Wright.
11.20 Hrs	Taylor.
11.25 Hrs	Regent.
11.30 Hrs	University Office.
11.35 Hrs	William Guild
11.40 Hrs	Mac Robert.

### **Wednesday - Out lying Areas.**

08.15 Hrs	ASV
08.30 Hrs	AAC
08.45 Hrs	Holland Street.
09.00 Hrs	Marischal College.
10.10 Hrs	Chanonry Lodge.
10.30 Hrs	19 The Spital.

### **Thursday - Out lying Areas**

07.00 Hrs	Roy Strathdee Building
13.15 Hrs	Balgownie Pavilion.
14.10 Hrs	National Decommissioning Centre Newburgh South
14.30 Hrs	National Decommissioning Centre Newburgh North

### **Hillhead Wednesday.**

08.15 Hrs	Hillhead Centre.
09.45 - 12.00 Hrs	Hillhead Halls.
13.00 - 14.00 Hrs	New Carnegie.

### **Forersterhill -Wednesday.**

08.15 Hrs	LSI
09.00 Hrs	Rowett Inst.
11.00 Hrs	Polwarth.
11.25 Hrs	Bio Med Physics.
11.30 Hrs	IMS
11.40 Hrs	Suttie Centre.
14.00 Hrs	MRF
14.20 Hrs	Liberty Safe Works.
14.30 Hrs	Pedri Unit.

**Acknowledgment and Receipt**

I / we hereby confirm that I / we understand the contents of this Contractors Handbook and will comply with all the information and instructions given whilst working for the University of Aberdeen.

I / we also understand the Contractors Handbook describes important health and safety information and general requirements of the University of Aberdeen that must be complied with at all times.

I / we understand that I / we should consult my / our Estates and Facilities contact regarding any questions not answered in the Contractors Handbook.

**It is the University of Aberdeen’s legal duty to manage the Contractors working on our behalf. However, we do not expect to have to manage our Contractors’ and their subcontractors’ individual day to day works for them. It is the responsibility of all Contractors to familiarise themselves with the contents of this handbook and convey this information to their own operatives and the operatives of any subcontractors they employ.**

**Ignorance of this Handbook by our Contractors, or their subcontractors’ operatives, or deviation of its requirements, will not be accepted by the University of Aberdeen under any circumstances whatsoever.**

Employee's Signature

Employee's Name (Print)

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## USEFUL TELEPHONE NUMBERS

24 Hour on call contact.	.	.	.	.	01224 273939
Security Control	.	.	.	.	01224 273327
Service Desk.	.	.	.	.	01224 273333
<u>Health, Safety &amp; Asbestos</u>					
David Malcolm	.	.	.	.	0775 927 8138
<u>Building Clerk of Works</u>					
Dave MacDonald.	.	.	.	.	01224 272069
Grant Paterson	.	.	.	.	01224 272071
Ryan Mackie	.	.	.	.	01224 272070
Kyle Stuart	.	.	.	.	01224 273182
<u>Grounds</u>					
Bruce Reid .	.	.	.	.	01224 272143
Gordon Barrie	.	.	.	.	01224 272145
Max Grant .	.	.	.	.	01224 274150
<u>Projects</u>					
Paul Gormley	.	.	.	.	01224 272088
Duncan Collin	.	.	.	.	01224 272067
Steven Miller	.	.	.	.	01224 273659
Gregg Wilkins	.	.	.	.	01224 273194
Steven Smith	.	.	.	.	01224 274219
Claire Akparanta .	.	.	.	.	01224 273863
<u>Project Clerk of Works</u>					
John McManus	.	.	.	.	01224 273718
Colin Clark .	.	.	.	.	01224 273680
John Hayes	.	.	.	.	01224 274223
Mike Durno.	.	.	.	.	01224 273163
<u>Mechanical &amp; Electrical</u>					
Atholl Murray	.	.	.	.	01224 272072
Dave Stark .	.	.	.	.	01224 272142
Graeme Reid	.	.	.	.	01224 272143
Alan Chalmers	.	.	.	.	01224 272779
Robert Duncan	.	.	.	.	01224 272144
<u>Energy</u>					
Tristan Wolfe.	.	.	.	.	01224 273617
Clark Middleton	.	.	.	.	01224 274244
George Wilson	.	.	.	.	01224 274160
Nearest Accident & Emergency	.				0345 456 6000
Aberdeen Royal Infirmary	.	.			or 999 in an emergency
Foresterhill					
Aberdeen					
AB25 2ZN					