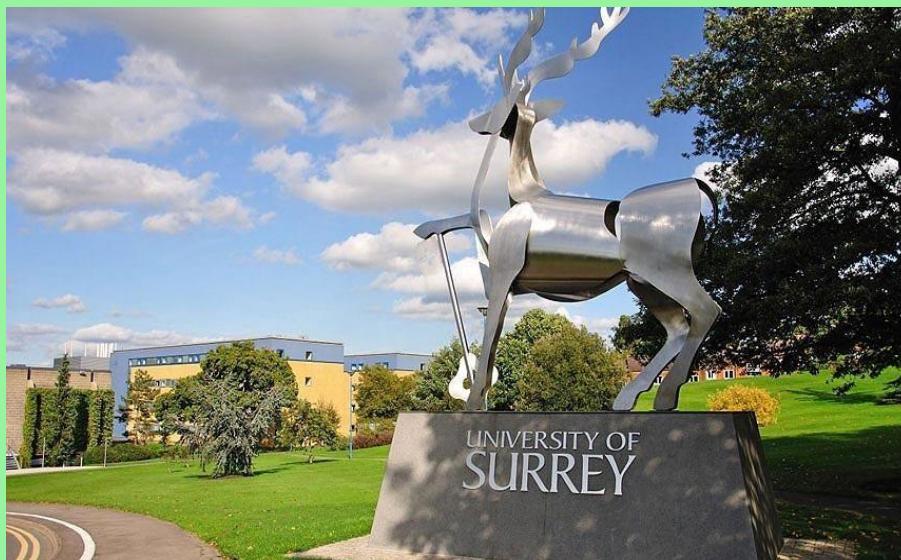
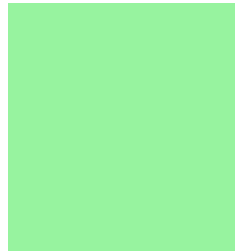


Health & Safety Instructions and Guidance for Contractors January 2022



Estates, Facilities and Commercial Services

Important Information



Instructions and Guidance for Contractors

The information in this document forms part of the Estates, Facilities and Commercial Services (EFCS) Health and Safety Policy. It is important to note that this document forms part of the 'Conditions of Contract' and breaches may result in the contractor being banned from site and the contract terminated. The contents of this and other related documents will be outlined during compulsory contractor safety induction training. Your University contact will organise the appropriate training.

Please Note: throughout this guidance booklet your University contact will be referred to as the Project Manager/Contract Administrator.

Estates, Facilities & Commercial Services Reception

Immediately upon arrival at the University all contractors must report to the EFCS Reception (marked in red on the maps below). Contractors can temporarily park vehicles in the designated short stay visitor parking bays when reporting to the reception. A parking permit can be issued for parking in the contractor's car park.

Opening Hours: Monday – Friday: 08:00 – 17:00

Outside of these hours' contractors should report to the Security Department Office, located in ground floor reception area of Senate House (marked in blue on the map below).

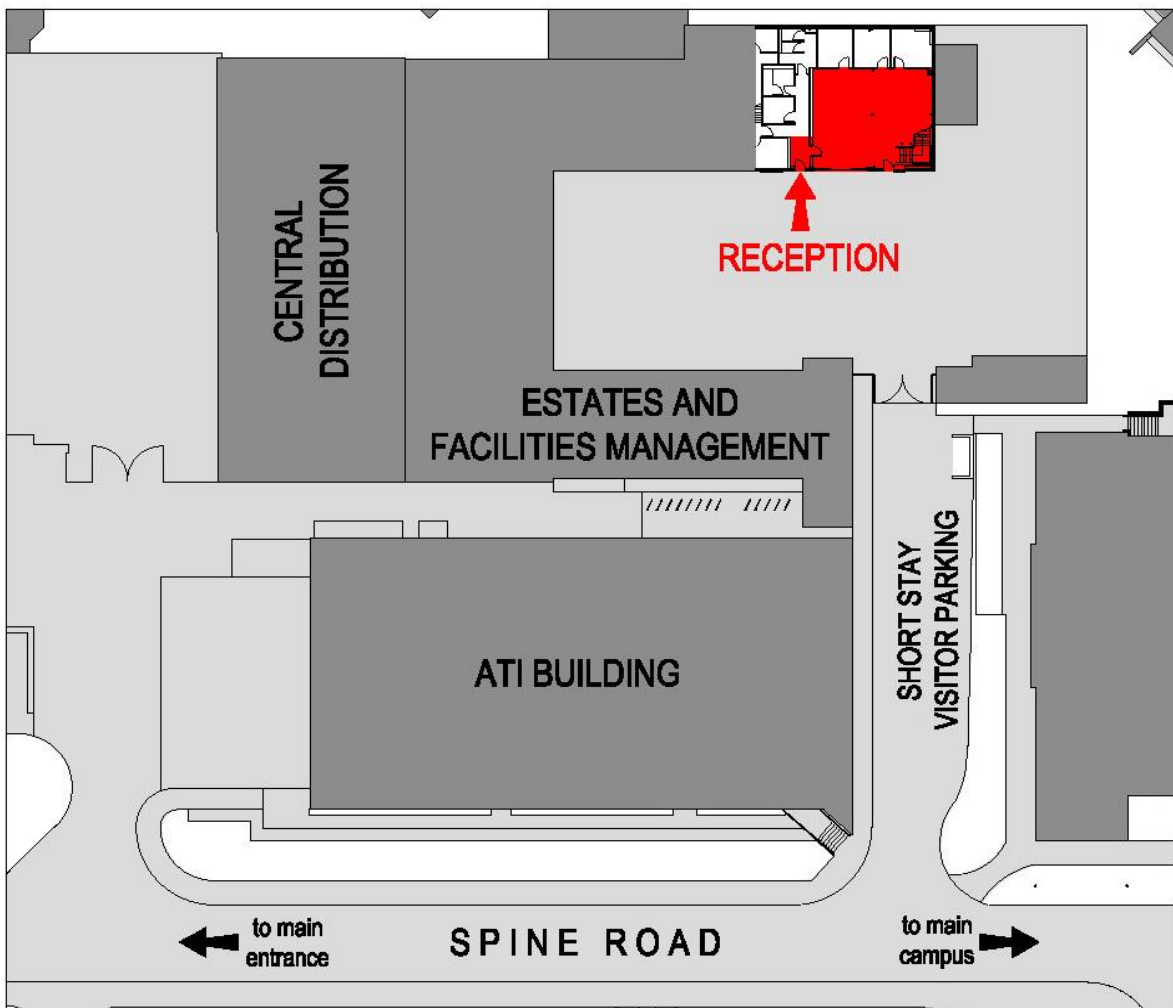
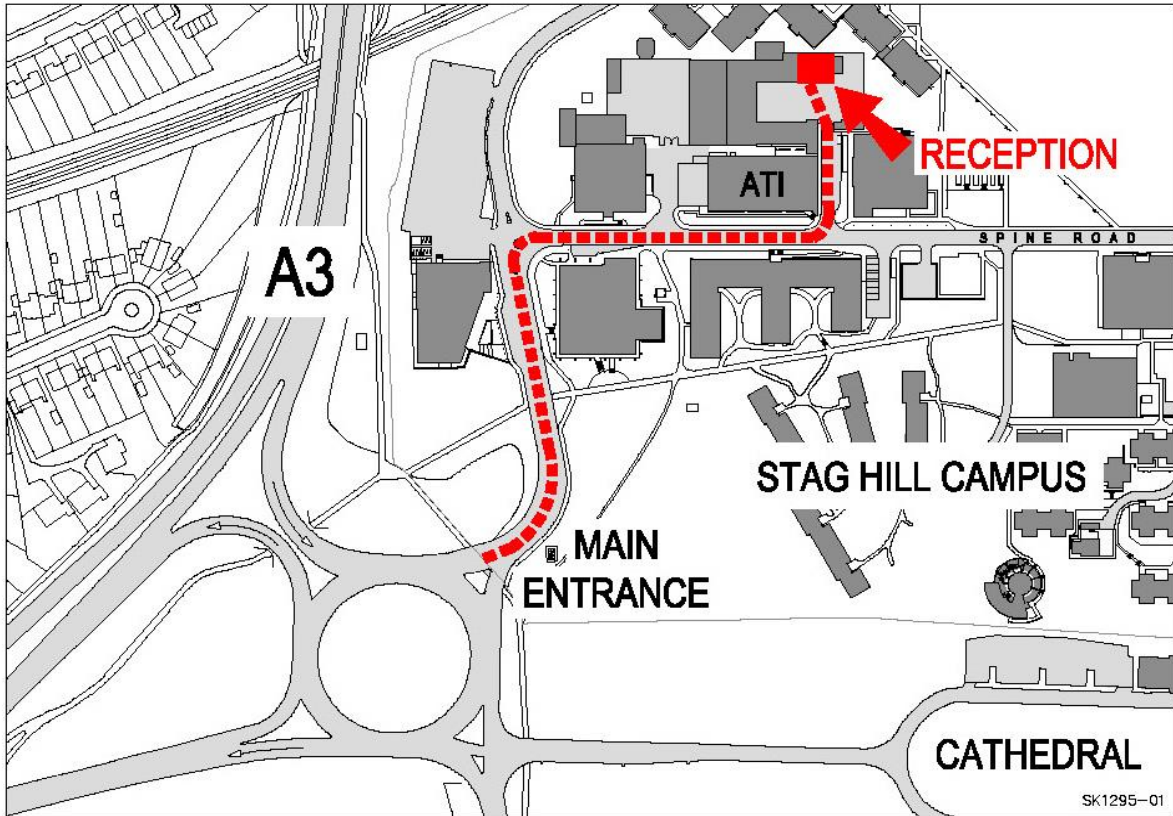
EFCS Reception staff will assist contractors with general information about the site and the following:

- Contractor 'sign-in' and the issuing of contractor passes (see section 03).
- Issuing of Permits to Work or Authority to Access permits and keys needed for access (see sections 06 and 09).
- Contractor and visitor parking issues (see section 07).
- Liaison with the Project Manager/Contract Administrator.

Contacts

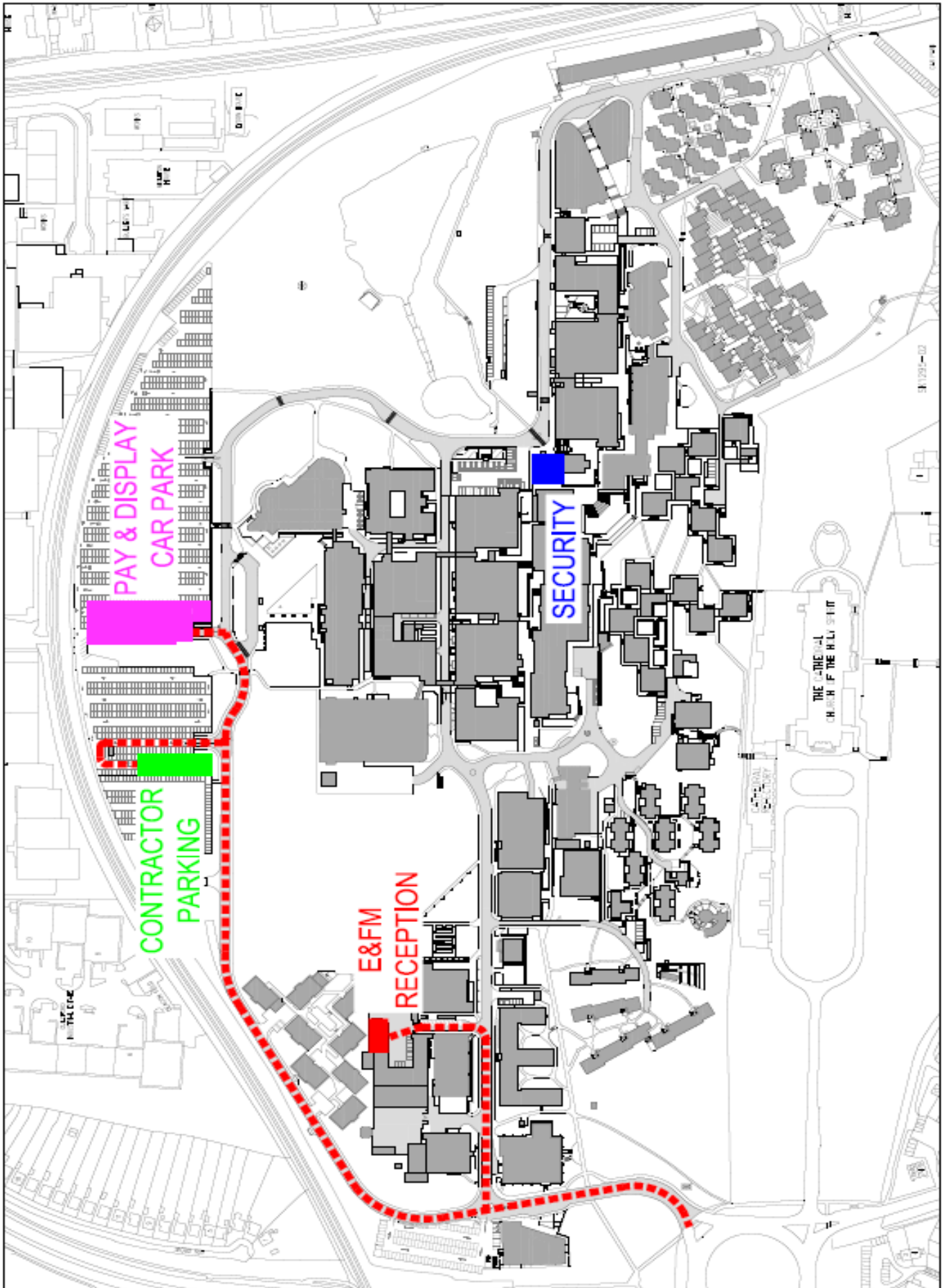
Estates, Facilities & Commercial Services Reception	9230 (Internal) 01483 689230 (External) www.surrey.ac.uk/estates
University Security Department Office	2002 (Internal) 01483 682002 (External)
Security Emergency Hotline	3333 (Internal) 01483 683333 (External)
University Health and Safety Department Office	9362 (Internal) 01483 689362 (External) www.surrey.ac.uk/hsd
University Central Switchboard	0 (Internal) 01483 300800 (External)

Location of Estates, Facilities & Commercial Services Reception



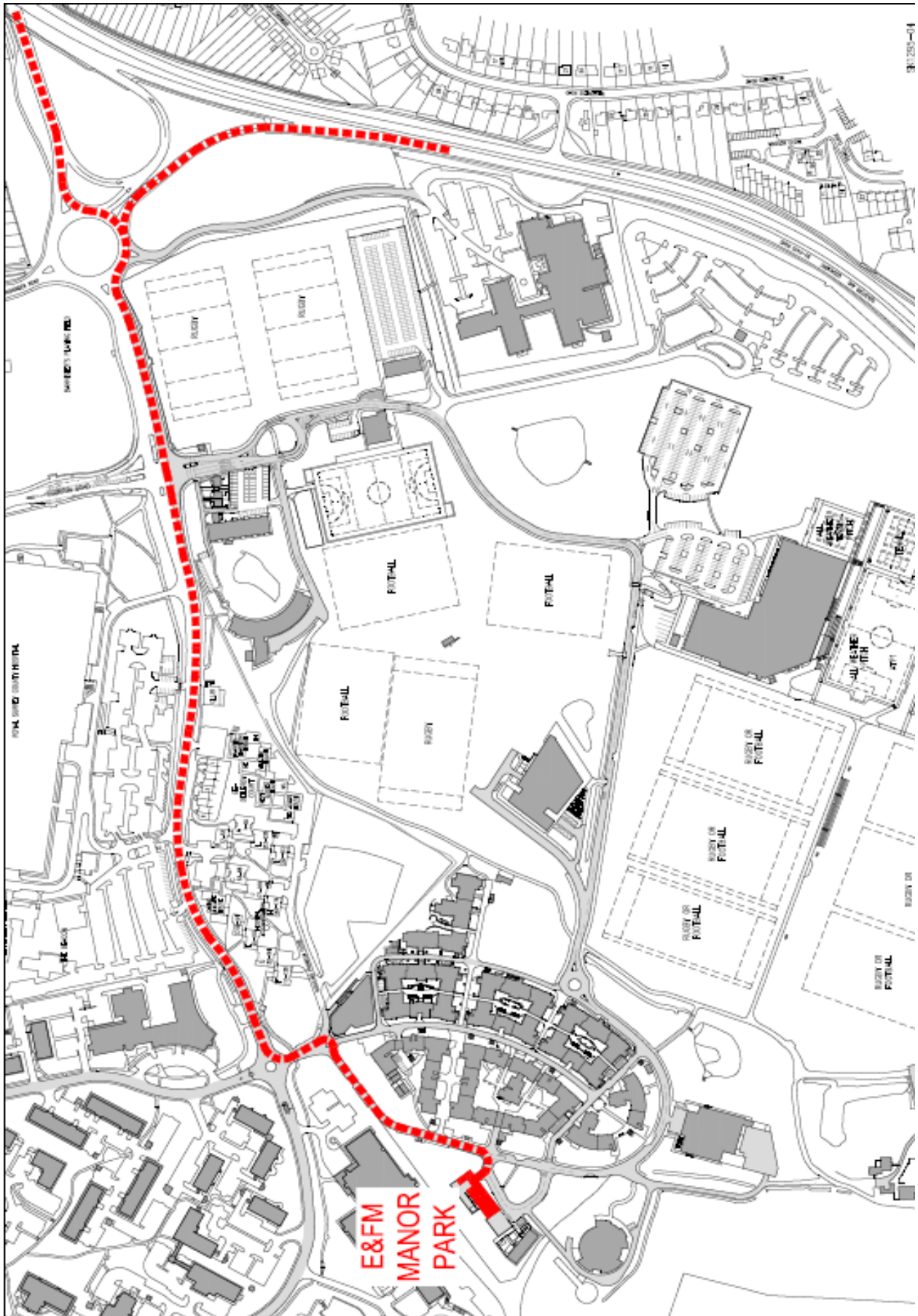
University Stag Hill Campus Map

(showing the locations of EFCS reception, Security and designated contractors and pay and display carparks)

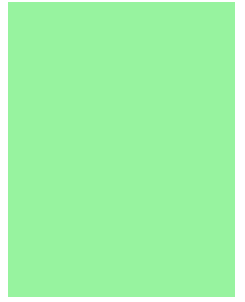


University Manor Park Campus Map

(Showing the main transport route from Stag Hill Campus to Manor Park main entrance and the EFCS Manor Park building)



Contents



Section

01	Introduction
02	Our Safety Vision
03	Site Rules and Behaviour Standards
04	Emergency Procedures
05	Incident Reporting
06	Site Security and Access
07	Vehicle Movement and Parking
08	Contractor Consultation and CDM Regulations
09	Risk Assessments, Method Statements, Permits to Work and Authority to Access
10	Personal Protection and Safe Use of Equipment
11	Restricted Access Areas
12	Hazardous Substances Including Asbestos
13	Electrical Works
14	Hot Works
15	Working at Height
16	Waste Management and Environmental Awareness
17	Welfare Facilities
18	Other sources of Health and Safety Information
19	Checklist
20	Document Receipt Acknowledgement (to be signed and returned)

Introduction

Welcome to the University of Surrey

We are committed to ensuring that all activities undertaken on the campus are carried out safely and to the highest possible standards of health and safety.

We want everyone to remain safe and healthy, regardless of whether they are a member of staff, a student or visitor. As contractors, you can have a significant impact on helping us achieve this aim.

As stated in the Health and Safety at Work Act 1974 everybody has a responsibility to protect the Health and Safety of themselves and others when carrying out any activity.

This booklet is intended to supplement HSE and other statutory legislation; it is not intended to be a definitive guide. Whilst carrying out work on the University premises you are expected to adhere to all Health and Safety legislation and codes of practice. Contractors, Suppliers, and other related parties should have their own Health & Safety information, instruction, training, and policies in place.

The details contained within this booklet form part of the Estates, Facilities & Commercial Services Health and Safety Policy. Please take a few minutes to read its contents to familiarise yourself with the University's site rules and emergency procedures.

This booklet applies to all University buildings and grounds at both the Stag Hill, Manor Park and Hazel Farm sites.

Please note that this booklet forms part of the 'Conditions of Contract' and any breach of conditions may result in the contractor being banned from site and termination of the contract.

It is the responsibility of the contractor to bring the contents of this booklet to the attention of ALL their sub-contractors and staff.

If you have any questions, or are unsure of anything contained within, please speak to your supervisor or the assigned Project Manager/Contract Administrator.

You may also wish to call any of the Health & Safety contacts detailed within the book.

**A COPY OF THIS BOOKLET MUST BE MADE AVAILABLE ON SITE AT ALL TIMES
AND ALL STAFF WORKING ON SITE MUST BE AWARE OF ITS EXISTENCE AND HAVE
ACCESS TO IT FOR REFERENCE.**

Our Safety Vision

02

The Estates, Facilities & Commercial Services Department Health and Safety Vision

*We are committed to a goal of zero harm
Achieved through Education, Communication,
Coordination, Empowerment, Review and Action.*

Everyone is expected to play their part in the delivery of our goal

The University manages and coordinates Health and Safety on this Estate, supported by skilled, trained, and qualified persons. The University in conjunction with the faculties and departments has a goal of 'towards zero harm'. Our aim is to support a continuing commitment to robust safety practices focusing on best practices in the workplace. Your work practices and safe systems of work may be checked and reviewed as part of our permit to work system and or as part of our routine inspections undertaken by your Contract Administrator, Project Managers, Principal Contractors, and our in-house Principal Designer.

Remember, you have a legal responsibility to protect the health and safety of yourself and others.

THE UNIVERSITY PROMOTES A WORKPLACE CULTURE IN WHICH THERE IS
MUTUAL SUPPORT FOR SAFETY AND SAFE PRACTICES. PLEASE GET INVOLVED
AND HELP PREVENT SOMEONE BEING INJURED.

Site Rules and Behaviour Standards

03

Whilst on site the following rules and standards of behaviour must be adhered to at all times.

- Contractor 'Sign-In' and Passes.
On arrival, all contractors must report to the EFCS Reception and 'sign-in'. On doing this you will be issued with a General Work Authorisation document (known as a GWA) and an identity card (Contractor Pass). Passes must be worn or available at all times; failure to do so may result in access to some areas being denied. Lost passes can be replaced at Reception, please note a charge will be incurred and the site contact notified.
Note: At the end of each day all passes must be returned to Reception and for out of hours to the Security Office.
- Safe System of Work (SSW).
All work activities must be supported by a risk assessment and a method statement (RAMS) and a GWA. High risk activities identified may also require a Permit to Work (PTW) or Authority to Access (ATA) (please refer to section 09).
- Personal Protective Equipment (PPE).
Contractors must be adequately clothed and use appropriate PPE (as identified in your Risk Assessment) in accordance with current regulations (see section 09 for further details). Contractors must wear high visibility clothing whilst on site marked with company logos and have a number visible whereby individuals may be identified, shirts must not be removed, and long trousers **MUST** be worn at all times (NO shorts allowed).
- Housekeeping and General Site Working Conditions.
Good housekeeping and orderly working conditions must be maintained. Contractors are responsible for ensuring that all working areas are safe and tidy.
- Harassment and Lewd Behaviour.
Contractors are expected to behave in a respectful manner towards all members of staff, students, and visitors. Inappropriate behaviour or harassment is not tolerated, you will be asked to leave site and the contract may be terminated.
- Alcohol and Drugs.
Contractors working on our estate must not be under the influence of alcohol or drugs. Anyone identified as being under the influence will be asked to stop work and will be subject to strict disciplinary procedures.
- Smoking (including e-cigarettes).
All contractors should read the university's [smoking policy](#). Smoking is prohibited in all enclosed spaces and outside entrance doors & windows. There is no smoking allowed within 5 metres of

any building on site and or you must use designated smoking shelters at ALL times. These requirements also apply to the use of electronic smoking devices.

- Photography.
Photographs must not be taken without prior authorisation obtained from the Project Manager/Contract Administrator.
- Noise.
Excessive noise and the use of radios and other audio equipment are not permitted. Works related noise restrictions will be identified by your Project Manager/Contract Administrator.
- Work Time Restrictions and Residential Buildings
If work in residential buildings is required, we must give 7 days' notice to affected residents. All work that is either within or could impact residential buildings on site, contractors will only be allowed to access and or start work at these locations, between regular working hours 9am to 5pm Monday to Friday. Work at weekends or outside of these hours must be organised in advance through your university contact i.e., Project Manager/Contract Administrator. For these works you will need to check in with security at Senate House and possibly have a security team member with you for the duration of the works. For any planned works that involve the shutting off of water, we request all works unless an emergency do not start prior to 10am, and the disruption of the water supply is reduced to the smallest timeframe possible.
- Emergency Access
Contractors will only be asked to attend out of normal hours emergencies at the request of the on-call Service Support Manager (SSM) if the call has been escalated to them by the maintenance on call operative. In this situation SSM would arrange all required access with security, including the completion of any needed authority to access and permits to work, and will ensure checks of the asbestos register are conducted with all necessary information supplied to the contractor. In any emergency situation requirements to notify residents/local stakeholders in advance of the works is not required, but all reasonable efforts must be made to reduce disruption to as little as possible.

In most instances you will be working in close proximity to University staff, students, and our general site visitors. Please be considerate of those around you. Poor standards of behaviour will reflect poorly on both you and the University and will not be tolerated.

FAILURE TO ABIDE BY THE THE RULES AND EXPECTED STANDARDS OF BEHAVIOUR AS OUTLINED ABOVE WILL RESULT IN THE INDIVIDUAL OR COMPANY BEING ASKED TO LEAVE THE UNIVERSITY PREMISES.

Emergency Procedures

04

What you need to know in case of Emergency including Fire, Evacuation, or Incidents.

Fire and Evacuation

All university buildings are equipped with fire alarm call points, automatic smoke detectors, fire extinguishers and emergency exit signposting. Most roofs are fitted with fire alarm flashing beacons which signal when workers on roofs should evacuate. If your works will create dust or other fumes which may affect smoke detecting equipment, please inform the Project Manager/Contract Administrator so that they can arrange for detectors to be isolated. You must not cover or turn off any detectors without prior consent and must go through the Permit to Work Process if this is required. On completion of your work or at the end of the workday, any covered or isolated smoke detectors, must be put back into normal use prior to leaving site. Remember to leave adequate time after works to ensure that detectors will not be activated on removal of covers or on re-activation of the detectors.

All fire alarm systems are connected directly to the Security Office whose personnel will respond to every alarm activation. Security personnel will call the emergency services as appropriate.

If you discover or suspect a fire:

- Operate the nearest fire alarm call point.
- Tackle a small fire (only if it is safe to do so where you have a clear escape route away from the fire source and only when you have been trained to use fire extinguishers).
- Never put yourself at risk.
- Ensure all fire doors are closed or secured as you leave (if safe to do so).
- Leave immediately using the nearest available exit.
- Do not use lifts or hoists.
- Do not stop to collect personal belongings.
- Go to the nearest Fire Assembly point (local fire action notices will have the closest assembly point for the building) and remain there until instructed otherwise.



If you hear the fire alarm:

- Make your work area safe and disconnect any plant or machinery as appropriate.
- Ensure all fire doors are closed or secured as you leave.
- Leave immediately using the nearest available exit.
- Do not use lifts or hoists.
- Do not stop to collect personal belongings.
- Go to the nearest Fire Assembly point and remain there until instructed otherwise.

Fire Safety Sub Contractors Induction Training

All sub-contractors working on the campus must have completed a basic fire safety induction training given by the main contractor for that project or works. The information must include the University's fire regulations and rules. This must be recorded and held on site and be available for inspection by Project Manager, Principal Designer or Members of the University's Health and Safety Team.

University Skip Policy

Any contractor organising and using skips must comply to the University's skip policy. Skips must be placed at a reasonable distance away from any building and not below windows. These skips must be the covered type and appropriate measures put in place to prevent arson or access to them. There is to be no smoking within 5 metres of any skip or disposal of cigarettes within them.

Fire Escape Routes

Any work being carried out within fire escape routes must retain a safe escape route through that area and must be kept clear at all times. Any combustible materials should be removed from the building as soon as possible and must not be left within any fire escape routes overnight.

Fire Stopping

If any work being carried out that is required to breach any fire compartmentation walls or doors, appropriate measures will need to be conducted that re implements the required fire stopping to the required fire resistance. This works should be organised in advanced, photographed, and a file given to the EFCS Department. The fire stopping should be carried out to the University's standard. Any area where work is being carried out the contractor comes across existing poor quality or compromised fire stopping, this again must be photographed and reported straight away to EFCS Department prior to work being conducted or continued.

First Aid

All contractors must ensure that their own First Aid requirements are adequate for their workers and suitable for activities being undertaken at the University.

If you, or one of your colleagues, have an accident or medical issue you should immediately call the Security Emergency line as shown below, it is strongly advised that while you are working on our site this number is put in all contractors' mobile phones and or put up on staff notice boards or at any information points. Security personnel will arrange for a specially trained first aider to attend and will call and co-ordinate any Emergency services as required. Avoid calling the emergency services directly as our site is large and security often provide escorts to the incident areas, avoiding delays in emergency services getting to people in need.

What is an AED

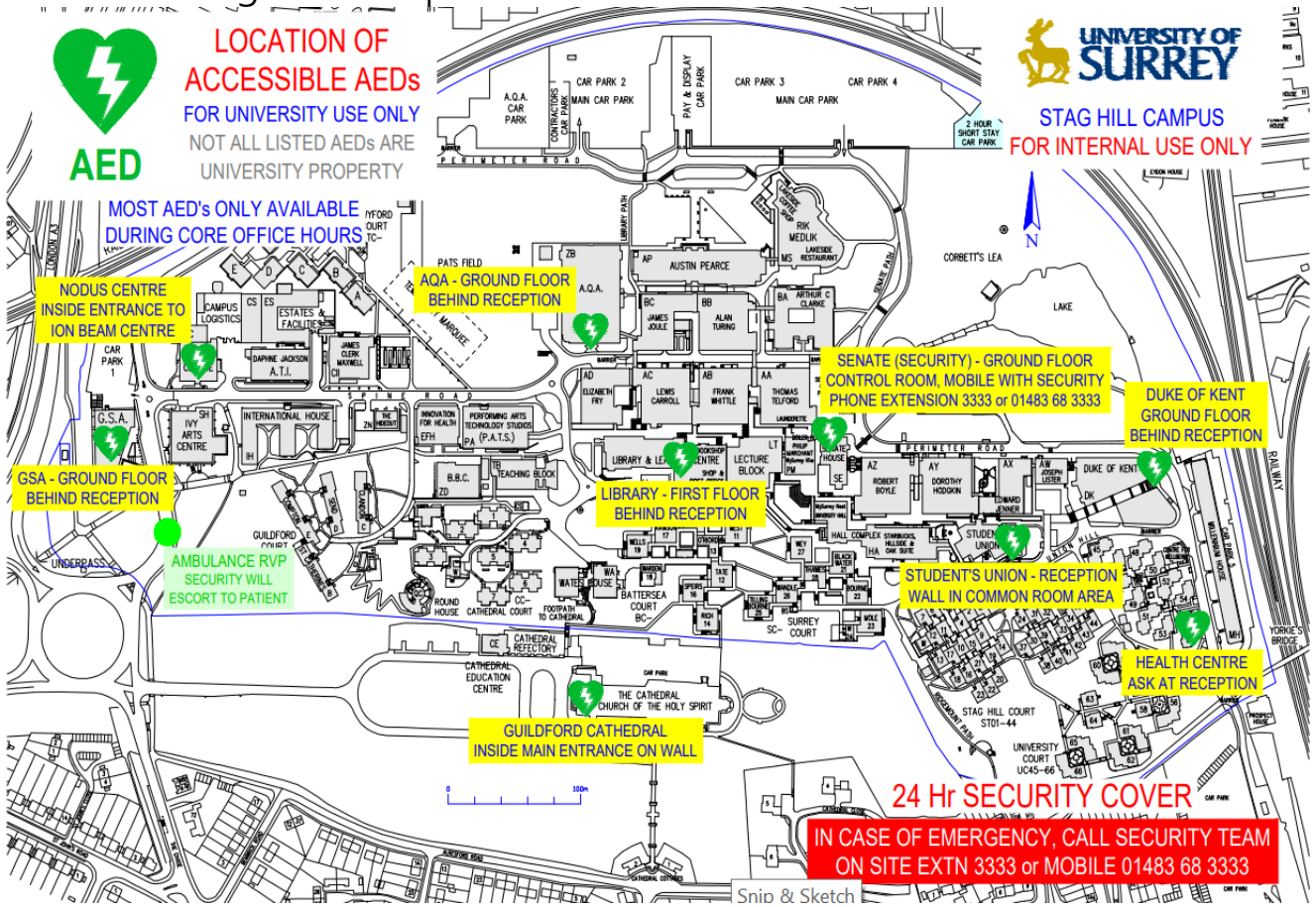
The term AED means automated external defibrillator (AED), it is a portable electronic device that automatically diagnoses life-threatening cardiac issues and is able to treat them through the application of electricity to body, allowing the heart to re-establish an effective rhythm. The early application and use of an AED machine on a person experience cardiac arrest, will mean they are 80% more likely to survive than solely relying on CPR alone.

AED'S at Surrey

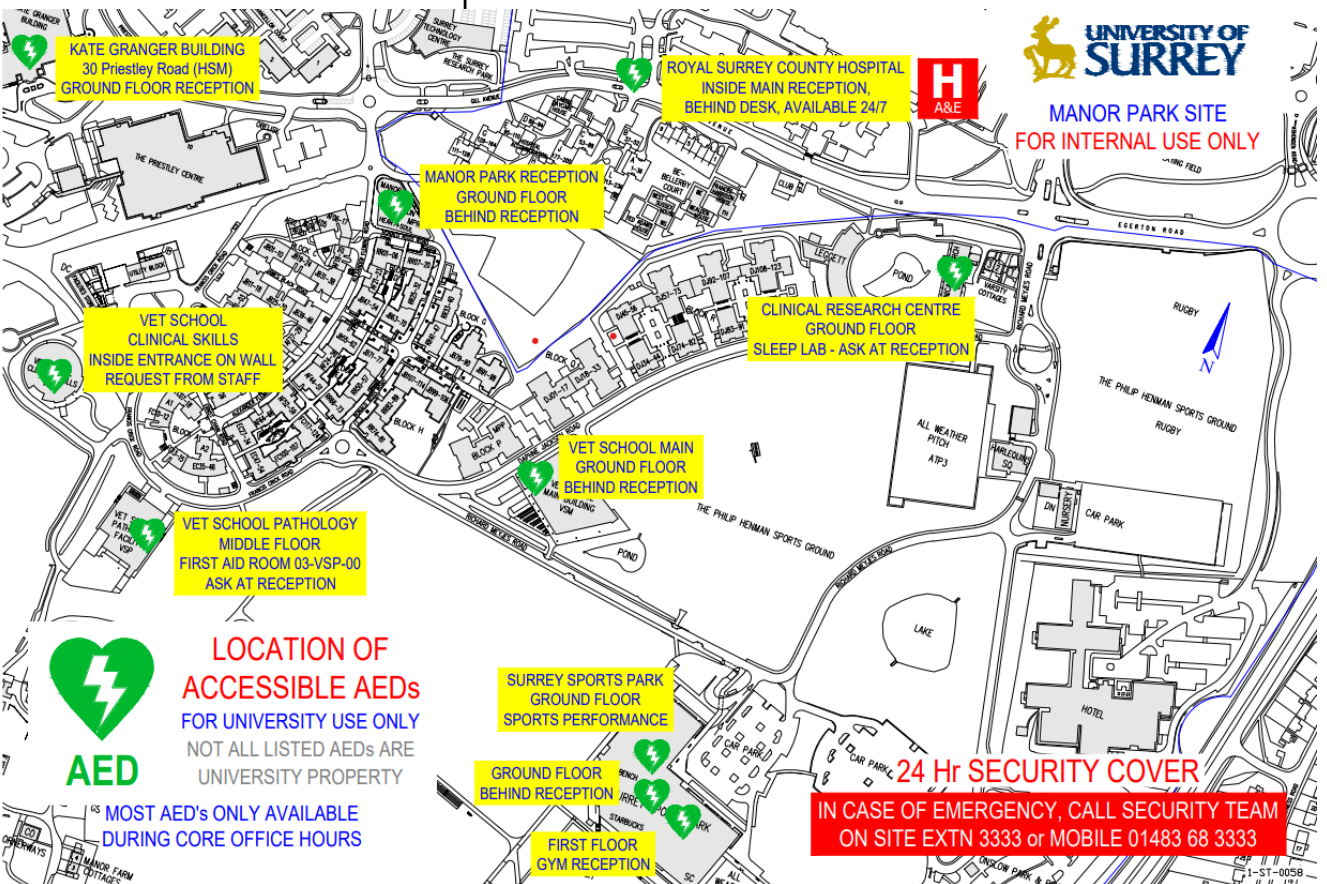
The University of Surrey has invested in multiple AED machines across all our campuses (please refer to maps below), as well as two mobile units carried by our security teams. All our AED machines are voice instructed and do not require training to be effectively used in an emergency

situation, please take the time to find where the closest AED unit is located to your area/s of work on our site.

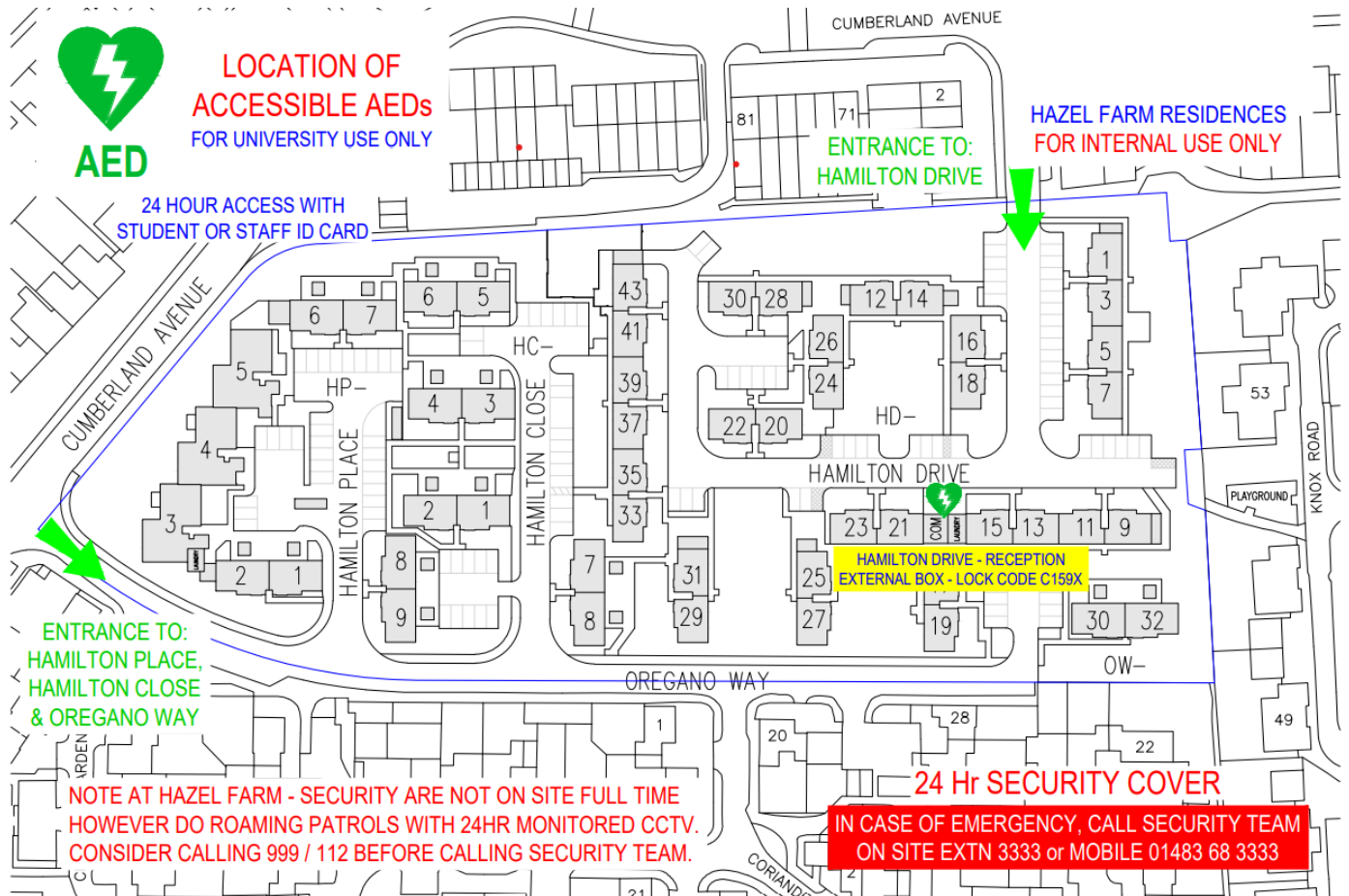
AED'S At Stag Hill Campus



AED's At Manor Park Campus



AED's At Hazel Farm



Reporting Incidents

Contractors must report all accidents and near-miss incidents to their university contact (Project Manager/Contract Administrator). All incidents get logged on our Incident reporting system (MASS) which is reviewed by our Health and Safety Team and may warrant further investigation.

Emergency Spills Procedures

If there is a risk of spillages occurring on site as part of your works, you will be required to have appropriate emergency spill procedures in place, necessary spill kit supplies, and appropriate number of staff trained in their use. The risk of spillage and the appropriate emergency response and mitigations put in place must be included in all contractor's risk assessments and method statements. Evidence of this maybe requested or checked by the Project Manager, Contract Administrator, Principal Designer and or other EFCS staff as part of General Work Authorisation and the Permit to Work system. If a spill occurs and it is a hazardous substance or a large spill, you MUST contact the security team using emergency number 0148368333, they will coordinate our onsite trained staff to assist you and or liaise with emergency services to contain and mitigate any impacts from the spill.

ALL EMERGENCIES MUST BE IMMEDIATELY REPORTED BY DIALING

3333 (INTERNAL) **01483 683333** (EXTERNAL)

Incident Reporting

05

An incident is an unexpected event that causes injury, could have caused injury or results in material damage.

Types of occurrence that are considered an incident:

- Any accident involving injury to a member of staff, student, contractor, visitor, or member of the public.
- Any incident that had the potential to cause death or serious injury (near miss).
- Any incident that involves damage to property or to the grounds.
- Any incident involving pedestrians or road vehicles.
- Damage to health as a result of something arising on site e.g., exposure to hazardous substance.
- Lost work time due to a health or safety problem on site.

The first priority in any incident is to assess and deal with the situation, ensuring the area is made safe and those that need assistance receive the help they need. If an incident happens to you, or to a colleague, a report of the incident must be completed as soon as the incident has been dealt with, where possible include photographs with the report.

All incidents must be reported to ensure that all persons are properly supported, that the Contractor/University complies with its legal requirements and to help identify preventative measures that will reduce the likelihood of repeat incidents. All major and 'over seven day' incidents must be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Remember, failure to comply is a criminal offence.

Reporting Procedure:

Contractors working in locations throughout the University must report all incidents to their assigned Project Manager/Contract Administrator. The Incident will be recorded, and details will be sent to the University Health and Safety Office, where all incidents are recorded electronically.

Contractors working on 'contained sites' (which are governed by CDM regulations 2015) must report all incidents to the principal contractor. The Incident will be recorded, and details will be sent to the University Health and Safety Office and a site visit may be required to ensure that all parties are properly supported.

In the event of a major incident immediately call the Emergency Hotline

3333 (Internal) **01483 683333** (External)

During an emergency situation or in the aftermath you may need help from our onsite staff to make safe an area or to clean and sanitize after an emergency situation. Please contact the EFCS Helpdesk on extension 9230 or on external phonenumber 01483689230.

**ALWAYS REPORT ANY INCIDENT THAT TAKES PLACE WHILST ON SITE.
IT DOES NOT MATTER HOW TRIVIAL IT MIGHT APPEAR TO BE. REPORTING IT
COULD HELP TO PREVENT A MORE SERIOUS INCIDENT.**

Site Security and Access

06

The University Security Team is responsible for the security of all University buildings and external areas, across all sites. Access is rigorously monitored and controlled.

Security patrols operate throughout the University twenty-four hours a day, seven days a week. It is important that you are able to properly identify yourself, the nature of your work and have relevant contact details for your Project Manager/Contract Administrator.

Building sites and other work areas are especially vulnerable to opportunist thieves, so it is important that tools and materials are securely locked or protected. It is important to note that contractors are responsible for the security of their own 'contained site' areas and their own equipment, vehicles, and personal belongings.

Contained sites – hoarding or 'Heras' fencing must be regularly inspected to ensure stability and security of structure.

If you see anything suspicious or require any crime prevention advice, please contact the Security Department Office (on the number shown below). The Security Department Office is located on the ground floor of Senate House and operates on a 24/7 basis (you can find the security office as the blue marked location on the site map at the start of this document).

Access Arrangements

Most University buildings and secure areas are access controlled using card swipe locking systems, and often have intruder alarms and CCTV units installed. Access authorisation should be sought from the Project Manager/Contract Administrator before commencing work.

Once authorisation has been obtained keys and/or swipe cards will be issued by EFCS Reception staff or if out of hours by the Security Department Office. Under no circumstances will keys and/or swipe cards be issued without appropriate authorisation.

If access to a particular building or secure area outside agreed or normal hours is required, the Project Manager/Contract Administrator will advise the Security Department and you will be afforded entry in accordance with your requirements. All such arrangements must be made in advance (minimum 3 working days), unless in response to an emergency call out.

All keys and/or swipe cards must be returned at the end of each working day. If you have lost a key card, or access key this must be reported to EFCS reception Helpdesk or security team if out of normal hours as soon as possible. A fine of £50 per key per day will be levied for any non-returned cards or keys.

THE SECURITY DEPARTMENT OFFICE CAN BE CONTACTED BY DIALING

2002 (INTERNAL) **01483 682002** (EXTERNAL)

Vehicle Movement and Parking








07

The roads running through the University are considered to be part of the public highway and are subject to enforcement under the Road Traffic Act.

Vehicle Access

Vehicle access (including deliveries) to the University should be pre-arranged with the Project Manager/Contract Administrator as a number of the entrances to the University are controlled by rising bollards and barriers.

Whilst on site drivers must:

Adhere to speed limits as indicated by signage and follow the National Road Traffic Regulations (Highway Code)	
Pay particular attention to pedestrians, cyclists & other road users, particularly as they may not be aware of you	
Wear high visibility clothing & safety shoes as required by the weather or road conditions and by your risk assessment	
Not use mobile phones whilst driving	
Manoeuvre vehicles with care paying particular attention when reversing (preferably using a banksman and sounders)	
On hearing a fire alarm follow the instructions of the University Fire Marshals or fire fighters (who may be on site)	
Not smoke in 'No Smoking' areas, only use designated smoking shelters	

Parking

Parking for contractor vehicles is restricted to minimal essential requirements. Parking must be agreed in advance with your University Contact. There is no parking in the EFCS yard. Contractors can park in the *Contractor's Car Park*. Parking permits are available from the EFCS reception (please refer to site map with green and purple marked areas showing available parking locations).

Private cars must be parked in appropriate University 'pay and display' facilities. Motorbikes do not require a parking permit, but riders are requested to register their machines with the Security Office. Vehicles must only be parked in designated spaces. Parking on grassed areas is not permitted without the express permission of the Horticultural and Landscape Manager (via the EFCS Reception and/or the Security office).

ANYONE WHO PARKS WITHOUT A VALID PERMIT OR IN A NON-DESIGNATED AREA WILL BE ISSUED WITH A £70 PARKING CHARGE NOTICE (IN ACCORDANCE WITH THE UNIVERSITY OF SURREY TRAFFIC REGULATIONS)

Contractor Consultation and CDM Regulations

08

The Construction (Design & Management) Regulations CDM 2015 are the main set of regulations 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.

Construction can be a high-risk industry, with historically high levels of serious incidents resulting in major injuries and even fatalities. To reduce the risk of this type of work we employ a safe system of work and ensure that the principals of the CDM 2015 Regulations and good health and safety practice are followed.

How We Manage CDM

For small scale works and maintenance contracts, you will be assigned a Project Manager/Contract Administrator as your point of contact, who will ensure that the principles of CDM 2015 regulations and good health and safety practices are in place and maintained for the duration of the works and your time on our site. For larger scale works and projects, we also have an in-house Principal Designer role, who will ensure all required documentation and health and safety matters are organised during the pre-construction phase. The Principal Designer will also conduct monthly health and safety checks throughout the duration of the project, ensuring all key health and safety requirements are being maintained and that you take appropriate action if any issues are found. All large projects will require our pre-construction documentation to be compiled, ensuring that the risk process review has been conducted, including the completion and review of applicable risk assessments and method statements prior to the construction phase.

It is the Principal Contractor's role to ensure that a high level of health and safety is maintained on our site. We as the clients take our role seriously, in that we will ensure as far as reasonably practicable, that the health and safety of projects we commission are maintained to a high standard. All documentation and details of our expected standards will be supplied to you prior to start of the works, by your assigned Project Manager, Contract Administrator and or the Universities Principal Designer. All health and safety standards specified must be adhered to and followed or you could be asked to stop work and leave site; with more serious consequences depending on the severity of the issue.

All contractors will be required to show evidence that appropriate site inductions and toolbox talks have been completed for all those working on site and will be asked for evidence of training records and competency for high-risk or specialist works (including third party or sub-contractors they engage). Where the contractor has control of a 'contained site', it is expected that all visitors will be required to have an appropriate site induction and be supervised at all times.

A project is notifiable to the HSE where works are to last more than 30 working days and have more than 20 workers working simultaneously, or it exceeds 500 person days.

ALL CONTRACTORS THAT WORK ON OUR SITE MUST BE ABLE TO DEMONSTRATE AN UNDERSTANDING OF CDM2015 AND HOW TO COMPLY WITH THE DUTIES THAT THESE REGULATIONS IMPOSES ON THEM.

Risk Assessments, Method Statements, Permits To Work and Authority to Access

09

Risk Assessments & Method Statements (RAMS) are required for all works. Permits to Work (PTW) for high-risk work.

Works that are considered high-risk and involve significant identified hazards which will include the need for Permit to Work or Authority to Access (ATA) to be requested include:

- Roofing and scaffolding (working at height).
- Excavations or work on utilities and services.
- Electrical work (LV and HV).
- Work with hazardous substances.
- Work in laboratories, on LEV's and fume cupboards.
- Work and isolation of HVAC systems.
- Work in confined spaces.
- Work on lifts or accessing restricted locations to access lift areas or components.
- Hot works, breaking into pipework, isolation of pressurised units and gas work.
- Isolations of fire alarms for any purpose.
- Asbestos related works.
- Lifting operations.
- Lone working.
- Work in radiation-controlled areas.
- Works near water and roads.



Please Note: This list is not exhaustive; you will be advised by your assigned Project Manager/Contract Administrator if your works will require a PTW or ATA.

Risk Assessments

Contractors must provide the Project Manager/Contract Administrator with a written site-specific risk assessment prior to the commencement of works. The risk assessment must cover all aspects of the work to be carried out.

Method Statements

A method statement will clearly outline the stages of the work activities and together with the risk assessment, these RAMS will demonstrate that the work will be undertaken in an effective and safe manner and without unnecessary risk.

Permits to Work & Authority to Access

In addition to the RAMS and the University GWA, a Permit to Work (authorised by a relevant 'competent' person) will be raised by the relevant University Lead (or main contractor on 'contained sites') for all high-risk works and will be issued on 'sign-in'. Please Note that a minimum of three days notice is required for a University PTW to be raised to ensure that access and parking

arrangements can be managed in advance of the works. All permits must be returned to Reception on completion of works, failure to do so may result in work not being 'signed-off'.

For some works or specific locations an 'Authority to Access' (ATA) permit will be required, these are often used for access to high-risk areas, like laboratories, roof spaces and restricted spaces, for basic maintenance and servicing tasks.

It is the responsibility of all persons to read and understand these risk assessments, method statements, and permits to work requirements, relevant to their work and have them available both before and during the works. This documentation will help you carry out your work with minimal risk.

Checks of PTW

As part of the PTW process, key competent university staff will ensure that all contractors working in accordance with PTW's, and ATA's are fully trained and competent to do the work as specified on the permit. Competent University staff may do checks of PTW locations prior to works starting, to ensure key mitigations and controls as part of the risk assessment and permit process are being followed. Random spot checks may also occur at any time, including a check of the work area on completion, prior to signing off the permit. Failing to follow any required PWT actions, specified mitigations and or your risk assessment control measures, can result in the work being halted until issues are rectified and or you having to leave site.

IF YOU FEEL THERE IS A SIGNIFICANT RISK
THAT IS NOT SUPPORTED BY THE DOCUMENTATION
YOU SHOULD REPORT THIS TO YOUR MANAGER.

Personal Protection and Safe Use of Equipment **10**

Personal Protective Equipment (PPE) must be supplied and used at work as a 'last resort' where risks to health & safety cannot be managed by other control measures.



For all works that involve significant identified hazards a risk assessment will identify any personal protective equipment (PPE) and standards of PPE required. Some PPE will be specific to the work being carried out e.g., ear defenders and safety glasses and some will be mandatory e.g., safety footwear and hard hats.

It is a legal requirement that personal protective equipment (PPE):

- Is properly assessed before and during use to ensure it is suitable.
- Is maintained and stored properly.
- Have to ensure it is used correctly by all who are provided with it.
- Has instructions on how to use it, maintain it, and if applicable how to check it is working.

Contractors will be responsible for supplying and ensuring that their own employees use appropriate personal protective equipment in accordance with their risk assessment. In addition, they must ensure that all sub-contractors employed by them have the same protection as detailed in their RAMS.

Where the contractor has control of a 'contained site', it will be expected that additional protection will be provided for any occasional site visitors e.g., hard hats and high visibility tabards must be made available.

Safe Use of Equipment and Manual Handling

A risk assessment must be carried out before any plant or equipment is operated on site. You must only operate plant or equipment that you have been specifically trained and authorised to use. Contractors are required to provide any relevant operative training certificates, skills cards (logbooks) or records prior to commencement of works.

The following should be noted:

- All electrical equipment must be in good condition and safety tested (PAT).
- Only tagged and tested equipment should be used.
- Guards and safety devices must be used where provided.

We expect all those who work on our site to have had acceptable manual handling training and to use good manual handling techniques. Remember to think about individual capability; the nature of the load; environmental conditions; site conditions and work organisation. When you do have to do manual handling try and reduce the amount of twisting, stooping, and reaching and avoid lifting from floor level or above shoulder height where possible, especially with heavy loads.

Manual handling should be included into the task risk assessment and RAMS, and if needed task specific manual handling assessments conducted for all high-risk manual handling tasks. Please consider:

- Where possible avoiding the need for excessive manual handling.
- Where it can't be avoided use appropriate mechanical lifting equipment or employ team lifting to reduce the risk.
- Consider storage needs and delivery of items to site, get deliveries dropped off near the point of use.
- Break loads down to smaller consignments.
- Have a good availability of lifting aids available.
- Adjust storage areas to minimise, excessive, awkward, or dangerous manual handling.

All contractors on site must not use any Surrey University owned equipment or PPE, you must only use the equipment that you have brought with you. If you do not have the appropriate equipment to do the task safely, then you must not do it, report the issue to your direct line manager/principal contractor.

**YOU HAVE A LEGAL DUTY TO
WEAR ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) AND
USE ANY SAFETY EQUIPMENT PROVIDED TO YOU APPROPRIATELY, AS YOU HAVE
BEEN INSTRUCTED AND OR TRAINED HOW TO USE**

Restricted Access Areas

11

There are areas of the University campus that present particular hazards for those working in or close to them.

Some laboratories, workshops, plantrooms, stores, and roofs have been designated as RESTRICTED ACCESS AREAS. These are clearly identified by prominent signage and you must not enter them unless you have obtained a relevant ATA or in some situations a PTW, from the Project Manager/Contract Administrator and had an induction from the Laboratory Manager as appropriate.

Types of hazards that may be present in RESTRICTED ACCESS AREAS include:

- Chemicals
- Biohazards
- Radiation
- Lasers
- Electromagnetic fields



Please Note. This list is not exhaustive.

Laboratories

An Authority to Access (ATA) permit is required to access designated high-risk areas and a PTW may be required depending on type of work activity that will be undertaken.

Although hazards will, as far as possible, be removed or highlighted, it is essential that there is no interference with laboratory equipment or processes. If anything has to be moved, the laboratory Technician/Manager must be consulted. Experiments and experimental equipment may be dependent on mechanical and/or electrical services. These services must NOT be switched off or altered without prior consent by the Laboratory Manager, unless in an emergency situation. The ATA is essential for ensuring a safe system of work in high-risk locations.

Some laboratories have special risks. They are identified with 'Biohazard' or 'Radiation' signs, and special precautions will be taken to ensure that they are safe before you work in them. Do not enter these areas or start work in them until this has been done and that you have received a local induction. Please talk to the Project Manager/Contract Administrator or the Safety Office if you have any doubts.

When working in labs where chemical, biohazard or radiation work is being carried out, you must wear the appropriate PPE, such as safety glasses, gloves, lab coat or equivalent. The PPE needed for these locations will be clearly indicated at the entry point to restricted location and or will be included in the local safety induction to the area.

**EATING AND DRINKING IS PROHIBITED
IN ALL RESTRICTED AND HAZARDOUS AREAS AND
PPE MUST BE WORN AS INSTRUCTED.**

Hazardous Substances Including Asbestos

12

Hazardous substances are the single greatest cause of work-related ill-health in the UK. Legislation requires that any work or possible contact with hazardous substances is suitably managed and the risk mitigated to safe levels.

The University (where possible) will advise contractors of the presence of any hazardous substances that may impact upon their areas of work. Where hazardous substances are to be brought on site by contractors a written COSHH assessment must be provided to the Project Manager/Contract Administrator and appropriate control mitigations put in place, that are reflected in method statements and risk assessments.

The University and contractors have a duty of care to ensure the safety of all who may come into contact with hazardous substances.

Types of hazardous substances include:

- Chemicals.
- Biological risks.
- Dusts (including Respirable Crystalline Silica).
- Fumes, vapours, mists, and gases.
- Lead.
- Asbestos.

Please Note: This list is not exhaustive.



Asbestos

Some of the University's premises were built when asbestos was a common construction material, and it is likely to remain in our buildings for many years to come. However, this does not mean that it poses a risk to staff and others. If left intact and undisturbed, asbestos presents no direct risk. It is the disturbance of the material leading to release of fibres into the environment which could be detrimental to health. It is essential that proper precautions are taken when work is to take place in areas where asbestos is present.

Before starting work, you must confirm with the Project Manager/Contract Administrator whether asbestos is known to be present in your area of work. The University has carried out asbestos management surveys and has produced a register of areas where asbestos has been located (this must be checked prior to any works).

The University cannot guarantee that every location of asbestos is listed, so it is important that contractors carry out their own appropriate additional surveys. To help with this, you will see two types of signage being used throughout the university, one for public places (yellow caution label) situated at low level and one for non-public places (standard black/red asbestos warning label).

All intrusive work to the fabric of the building requires a refurbishment and demolition survey (R&D).

It is important to note that where contractors are required (as part of the contract works) to handle or remove asbestos materials, they should do so with strict adherence to current legislative guidelines, with all works going through our onsite competent nominated person/s.

All contractors working on site must have passed either a UKATA or ATTP Asbestos Awareness Training Course within the last 12 months. Any contractors that work specifically with Asbestos must have required qualifications as specified in Surreys Asbestos Management Plan (ask Project Manager/Contract Administrator for further information). You will need you to provide appropriate evidence to your university point of contact or Project Manager that all contractors (including sub-contractors) have the required valid asbestos qualifications and competency prior to work commencing on site.

IF YOU SUSPECT OR DISCOVER ASBESTOS IS PRESENT YOU MUST STOP WORK, EVACUATE THE IMMEDIATE VICINITY, DO NOT ALLOW ANYONE ELSE INTO THE AREA AND CONTACT THE PROJECT MANAGER/CONTRACT ADMINISTRATOR STRAIGHT AWAY.

Electrical Works

'Electrical Works' are any works on or near electrical equipment and systems that are liable to become live under faulty conditions or improper use.

Electrical circuits throughout the University have been tested in line with current legislation and copies of relevant certificates can be provided on request, please make all requests through your university contact.

All electrical switch rooms are restricted areas and can only be accessed through ATA or PTW. These locations never be left unattended or left unlocked. It is essential that method statements and risk assessments are completed for all electrical works and a PTW must be obtained before making any connection or isolation of electrical supplies.

Contractors must ensure their tools, test equipment, power supplies and cable leads meet all relevant standards and are visually inspected before use, adequately maintained, in good repair and covered by current PAT certificates. Battery operated tools are the preferred option on site, but safe voltage (110V) mains powered tools and with use of RCDs (residual current devices or power breakers) is also acceptable where a risk assessment identifies the necessary use of such equipment. No additional sources of power, generators or fuel are allowed on site for any works carried out on University premises unless it is properly risk assessed and authorised in advanced, please make all requests through your university contact.

Any contractors working on electrical systems must show evidence of appropriate qualifications and competency (in relation to the type and extent of electrical work being conducted) to their Project Manager/Contract Administrator. No contractor is permitted to do any work on Surrey electrical systems that has not been evidenced as fully qualified and competent to do so.

Isolation of Electrical Supply

The isolation of any electrical supply must be approved through the PTW system and must be carried out by University engineers, unless otherwise agreed. Isolations carried out by a University engineer will remain under the control of that engineer until he is satisfied that all works have been carried out with strict adherence to current regulations. Only then will the circuit be re-energised.

Please Note: All isolation switches must be 'locked off' or fuses removed and 'tagged' with a clear warning notice to any isolation switch warning that the apparatus or system is being worked on.

Following completion of any electrical works circuits should be inspected and tested in accordance with regulations. This work should be carried out only by a 'competent' person, who should report in writing the results of the test.



**DO NOT ASSUME SERVICES ARE DISCONNECTED
ALWAYS CONFIRM WHETHER SUPPLIES ARE LOW OR HIGH VOLTAGE
AVOID TRAILING POWER CABLES WHEN USING PORTABLE ELECTRICAL EQUIPMENT**

Hot Works

14

'Hot Works' are any works that creates a source of ignition where flammable materials are present or can start a fire. Common hot works include welding, soldering, cutting, grinding and brazing.

It is essential that method statements and risk assessments are completed and a PTW obtained prior to the commencement of any Hot Works.

Before a permit can be issued for Hot Works within or on buildings, contractors must discuss with the Project Manager/Contract Administrator the steps which will be taken to achieve adequate fire safety standards.

These steps will include:

- Precautionary measures to avoid ignition of flammable materials.
- Appropriate protective shielding, screening, and signage.
- The de-activation or covering of smoke detection systems and the re-activation of these systems.
- Isolation of services and de-pressurising of lines (gas lines).
- Have their own suitable and sufficient fire-fighting equipment.
- Appropriate good housekeeping measures.
- Making safe unattended equipment.
- A safety check of the area an hour after the work ended.

Please Note: this list is not exhaustive other measures may be appropriate or applicable.

Petrol-driven cutting gear must not be used in internal areas, including plant rooms, or in the vicinity of gas pipes.

To ensure maximum safety, contractors carrying out Hot Works must not work alone and ensure they have the correct fire extinguishers in place and personnel suitably trained in their use.

At the end of the working day, it is essential that the work area is inspected and must be monitored for at least one hour after the Hot Work has ceased to ensure that no fires have started or signs of heat in the area. You must ensure that your work schedule allows time for this to be done or make other appropriate arrangements with the Project Manager/Contract Administrator.



SMOKE AND HEAT DETECTORS WILL NEED TO BE COVERED OR ISOLATED PRIOR TO THE COMMENCEMENT OF HOT WORKS BY ARRANGEMENT WITH YOUR PROJECT MANAGER/CONTRACT ADMINISTRATOR

Working at Height

15

Working at Height is defined as 'work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury', regardless of whether it is above, at or below ground level.

In the first instance we request that you try to avoid or plan out the need for working at height and consider other means to conduct the task. For example, bring plant to ground level, the use of extendable tools and other ways of working where it is practical to do so. If working at height is essential, all working at height must be properly planned with risk assessments and method statement completed and reviewed by one of our own competent persons, prior to the commencement of any working at height. You must also ensure appropriate ATA's or PTW's are obtained.

Ladder, Step Stools and, and Low Height Work Platforms

The use of ladders, step stools, and low height work platforms do not require a Permit to Work to be used on our site. However, we do require that the use of this type of equipment is adequately risk assessed and appropriate control measures are put in place. We will request to see evidence that working at height on these types of equipment has been carefully considered prior to you starting the work. All ladder work should be well planned for short durations only (30 minutes or less at a time), not used to transport or hold heavy items or equipment (10 kilos maximum at one time), and at no point should it be used as a last resort to get the job done. Evidence of contractor's competence or safe working knowledge using this equipment may be checked on site by competent person/s within our team.

Remember:

- All ladders and step ladders used on site are to be of Class EN131 Professional standard and be in good condition. Evidence of applicable safety inspections may be requested.
- All access equipment used by contractors on site must be in a good condition and suitable for the task being conducted.
- All access equipment must be inspected prior to use and only used by trained competent persons (evidenced by certification or approval by on site competent person/s).
- All ladders must be tethered at the top or footed at the bottom and when set up must adhere to the 4:1 rule.

If while performing work on the ladder or any other working at height apparatus and you believe it is not suitable to complete the task, please stop the work you are doing, contact your direct line manager and get in touch with your university Project Manager/Contract Administrator, as you may need another form of working at height to be conducted and a PTW for your working at height task may be needed.

Safe System Of Work, PTW's and ATA's

PTW are required for all working at height tasks that are either:

- One-off works.
- Putting up, taking down and or working off scaffolding.
- Working on pitched and slanted roofs.
- Roof areas where there is no fixed edge protection, or which has unprotected fragile surfaces and you are within three metres of these features.
- Work that requires the use of harnesses or other fall preventative measures.
- If other risk hazards are present (like extraction fumes from labs).
- When doing other high-risk tasks when working at height.

For routine and or regular maintenance activities (i.e., standard servicing and maintenance) on roof accessible locations with fixed barrier protection and or not working within three metres of an exposed edge or unprotected fragile surface, then an ATA can be given. At all times these works should be planned in advance with a minimum of three working days' notice given for most PTW. Ten days notice may be required if additional hazards are present e.g., roof top fume cupboard extract units, as we have to organise isolation and deactivation of these systems with relevant stakeholders.

When working at height you must discuss the steps you intend to take to protect yourself and others that may be affected by the works with the Project Manager/Contract Administrator. These should be included in relevant risk assessments, method statements and permit requirements.

These steps will include:

- Use of collective preventative controls measures over individual control measure, where it is reasonably practicable.
- Suitable equipment e.g., crawling boards and mobile towers.
- Appropriate cordoning and signage.
- Adequate protection of skylights/other fragile surfaces.
- Appropriate good housekeeping measures.
- Fall protection measures/full restraint equipment.
- Evidence of competency for those using equipment.

Please Note: this list is not exhaustive, other mitigations may be required or help to reduce the risk.

Scaffolding and Use of MEWP's

Where the use of scaffolding/MEWP's is required, contractors must seek prior agreement from the Project Manager/Contract Administrator with regard to its design and location and go through the appropriate PTW process. We must ensure:

- MEWP use is carried out by qualified and competent persons only (evidenced by certification or assessment of competence by on site competent person/s)
- Mobile scaffolding is only erected by trained personnel (evidenced by certification or assessment of competence by on site competent person/s).
- Permanent fixed scaffolding is erected and tagged by a competent scaffolder; and subject to inspection by a competent person (evidenced by certification or assessment of competence by on site competent person/s).
- All those using scaffolding or MEWP's will be fully qualified and competent persons, including in emergency situations (evidenced by certification or assessment of competence by on site competent person/s).
- All MEWP's, mobile scaffolding units and fixed scaffolding structures have appropriate inspections and pre-use checks conducted.



Contractors must ensure that appropriate measures are instigated to ensure access to MEWP'S, or scaffolding is restricted, ensuring no unauthorised access occurs, appropriate access restrictions and security controls should be included within PTW process and work documentation. The Project Manager/Contract Administrator may be able to offer advice and guidance on security issues, but it is the responsibility of contractor to ensure appropriate measures are in place.

Falling Objects and Good Housekeeping

Suitable precautions must be taken to protect persons below from falling objects. This is especially important when work is to be carried out above footpaths or entrances to buildings.

Acceptable precautions may include:

- Use of equipment with adequate guarding to prevent items falling, i.e., toe boards, enclosed platforms etc.
- Keeping materials away from unprotected exposed edges, unless essential for work in process.
- Straps/lanyards on tools.
- Lifting plans and operations conducted by trained and competent staff (qualifications and competency will be checked prior to work starting).
- Use of debris nets, catching platforms and covered webbing on scaffolding.
- Check materials/mitigations used that prevent falling items prior to first use.
- Removal of loose items and securing of materials in elevated locations.

Please Note: this list is not exhaustive, all required controls must be recorded in produced risk assessments and method statements prior to work starting.

In some circumstances it may be required or deemed prudent by risk assessment to arrange a temporary closure of an entrance, walkway, or area, but this will have to be agreed well in advance with the Project Manager/Contract Administrator and be included within the permit requirements.

In certain circumstances, it may be necessary for an operative to be posted at ground level whilst specific operations are in progress, in order to direct and protect pedestrians below.

All materials and waste refuse must be removed from roofs, as the work proceeds and must be tidied up on completion.

THE STATUTORY SCAFFOLDING REGISTER MUST
BE MAINTAINED IF SCAFFOLDING IS IN USE.
REMOVE ALL LADDERS AND SECURE THEM FROM UNAUTHORISED USE AT THE
END OF THE WORKING DAY

Waste Management and Environmental Awareness

16

Any company producing, importing, storing, treating, processing, transporting, recycling, or disposing of commercial or industrial waste must comply with the duty of care.

Contractors have a Duty of Care to ensure that waste is contained and secured safely to prevent pollution and harm. The University has an obligation to ensure that contractors are fulfilling their Duty of Care and do so by carrying out audits and regular inspections.

Waste arising from contracted work is the contractors' responsibility. The contractor is the producer of the waste, not the University, and therefore waste arising from the contracted work should not be disposed of in waste facilities belonging to the University without prior agreement with the Project Manager/Contract Administrator.

Contractors must ensure that:

- Waste is securely stored in suitable containers.
- Positioning of skips etc is agreed with the Project Manager/Faculty Manager.
- Waste is disposed of by an authorised waste carrier with providable evidence that required due diligence checks for the waste carrier has been conducted.
- All general and hazardous waste is disposed of in line with current regulations.
- Appropriate documentation (transfer note) is completed when waste is disposed of.
- We expect appropriate waste management controls to be clearly outlined as part of any contractors work on our sites. Evidence of these practices maybe checked by the Project Manager/Contract Administrator at any stage of the work.



All waste must be removed from site on completion of work; all waste that is not removed will be disposed of by the University and costs for doing so will be charged to the contractor.

Environmental awareness

The University of Surrey takes environmental awareness and sustainability seriously, by applying key sustainable practices and principles across all our operations and sites. It is the aim of the University to develop a sustainability strategy to reduce our overall environmental footprint. As contractors of the university, we ask that you share these values and principles, engaging with us to achieve our environmental impact reduction targets and to actively consider how to reduce, re-use or recover waste produced cause by the works you carry out on our behalf. We ask that you:

- Protect and prevent water pollution by storing and handling materials carefully.
- Take extra care when handling and transporting materials and prevent any releases or leaks.
- Limit noise/vibration pollution to as little as reasonably practicable.

- Ensure adequate measures are in place to protect our natural space and local wildlife.
- Switch off lights & appliances/tools when not needed or in use.
- Segregate waste correctly and recycle it appropriately.
- Avoid engines/machines idling where possible.
- If any incidents occur, report it. If spills of hazardous substances are a possibility, ensure you have appropriate emergency procedures in place and spill kits to protect our environment.
- Have required legal documentation, permits and training where needed.

ALL WASTE MUST BE REMOVED FROM SITE ON COMPLETION OF WORK; WASTE THAT IS NOT REMOVED WILL BE DISPOSED OF BY THE UNIVERSITY AND THE COST WILL BE CHARGED TO THE CONTRACTOR

Welfare Facilities

17

Whilst on site contractors must ensure that suitable welfare facilities are provided to all staff and sub-contractors, the University will ensure that this happens.

A duty is placed on the principal contractor under CDM 2015 to provide their staff and sub-contractors adequate access to toilets, washing and welfare facilities. This includes a place for preparing and consuming food and drink, and somewhere for cleaning, storing, and drying clothing, and personal protective equipment (PPE).

All University restaurant facilities are out of bounds to contractors, except those that have been specifically identified by the Project Manager/Contract Administrator as suitable for use by contractors.

Where no existing facilities have been identified, contractors must provide adequate welfare facilities for their workforce.

Where University facilities are used, contractors should be aware at all times of their dress and conduct in front of University clients and visitors.

Contractor passes must be worn or clearly displayed at all times. Poor dress and behaviour will reflect poorly on their company and on the University. It may also result in the immediate exclusion from the University facility of individuals or even the whole organisation.

Any welfare facilities provided by the University must be kept clean and tidy at all times and handed back in the condition in which they were initially used. At no point are toilet facilities in occupied residential buildings allowed to be used by any contractors.

Failure to look after any university owned facilities dedicated for your use or using locations that you were not given permission to use, can result in the facility being withdrawn, any costs incurred to clean and remedy breakages will be recovered and further disciplinary action depending on the nature of the incident.



CONTRACTORS WILL NOT BE PERMITTED TO START WORK UNTIL WELFARE FACILITIES HAVE BEEN INSPECTED AND APPROVED BY THE PROJECT MANAGER/CONTRACT ADMINISTRATOR

Other Sources of Health and Safety information 18

The University has policies and guidance notes covering various aspects of health and safety much of which is provided in this booklet.

Other additional information can be found online at Surrey's [policies web page](#), you can contact your assigned Project Manager/Contract Administrator directly or can use the following contact details:

Estates, Facilities and Commercial Services Department	9230 (Internal) 01483 683824 (External) efcshelpdesk@surrey.ac.uk
University Health and Safety Department Office	9362 (Internal) 01483 689362 (External) safety@surrey.ac.uk
Radiation and Environmental Protection Officer (Hazardous Waste)	9362 (Internal) 01483 689362 (External) safety@surrey.ac.uk
Fire Safety Advisor/Manager	9362 (Internal) 01483 689362 (External) firesafety@surrey.ac.uk
Health and Safety Executive:	www.hse.gov.uk
Universities Safety and Health Association	www.usha.org.uk

PLEASE SPEAK WITH THE PROJECT MANAGER/CONTRACT ADMINISTRATOR
IF YOU HAVE ANY FURTHER HEALTH AND SAFETY QUERIES

Checklist

19

Prior to the commencement of works contractors should ensure items listed below are reviewed as appropriate.

1	The content of this booklet and other key safety information is brought to the attention of ALL sub-contractors and staff (including those involved in deliveries or site security).	<input type="checkbox"/>
2	Induction training carried out and relevant training records checked.	<input type="checkbox"/>
3	Area and scope of work defined, including working and storage areas, site activities and utilities requirements.	<input type="checkbox"/>
4	Risk assessments and method statements provided to the Project Manager/Contract Administrator, which have been assessed and approved.	<input type="checkbox"/>
5	Permits to Work and contractor passes issued and keys/swipe cards obtained as required.	<input type="checkbox"/>
6	Vehicle parking arrangements made with the Project Manager/Contract Administrator and parking permits obtained.	<input type="checkbox"/>
7	Hours of work defined with special arrangements agreed for any out of hours work.	<input type="checkbox"/>
8	Arrangements made with the Project Manager/Contract Administrator for safe routes, methods of delivering and removing equipment/materials, including lifting operation plans.	<input type="checkbox"/>
9	Design and location of scaffolding and use of MEWP's agreed, including any restrictions on walkway, or building access with the Project Manager/Contract Administrator.	<input type="checkbox"/>
10	Emergency procedures plan (inclusive of First Aid provision) and Health and Safety document produced and provided.	<input type="checkbox"/>
11	Firefighting and detection equipment arrangements agreed with the Project Manager/Contract Administrator.	<input type="checkbox"/>
12	Site security arrangements and plans agreed and in place. Provision of emergency contact number from contractor.	<input type="checkbox"/>
13	Appropriate PPE defined, provided, inspected before use, stored appropriately, and used in accordance with training and instructions given.	<input type="checkbox"/>
14	Asbestos and other relevant information obtained from the designated persons.	<input type="checkbox"/>
15	Arrangements made for the safe storage of chemical/hazardous substances or gas bottles (e.g., acetylene or LPG), including emergency response plans in case of incidents and spills.	<input type="checkbox"/>
16	All required ATA's and PTW's been requested, assessed, and approved.	<input type="checkbox"/>
17	Any works scheduled to take place in the University grounds or that require excavation must also be agreed and approval gained from the Horticultural and Landscape Managers.	<input type="checkbox"/>
18	Scheduled programme of site progress meetings agreed with the Project Manager/Contract Administrator.	<input type="checkbox"/>
19	Have the site waste management requirements been discussed, outlined clearly, and agreed by the Project Manager/Contract Administrator.	<input type="checkbox"/>
20	Have welfare facilities been discussed and agreed with the assigned Project Manager/Contract Administrator? Specifically concerning the acceptable use of Surrey's own facilities. You must have in place acceptable measures for providing sanitary facilities, washing, rest and changing facilities, as well as for eating and drinking during break periods.	<input type="checkbox"/>

Document Receipt Acknowledgement

20

(To be signed and returned)

Please complete this receipt and return it to your supervisor or University Project Manager/
Contract Administrator.

NAME (Print):

COMPANY:

CONTACT TELEPHONE NUMBER:

I have received a copy of the Health & Safety Instructions and Guidance for Contractors booklet,
(Green Book).

I have read and understood the site rules and emergency procedures in this booklet, and I agree
to comply with them.

I have received induction training from a representative of the University.

SIGNED:

DATE:

Estates, Facilities & Commercial Services use only:

A photocopy of this receipt must be kept in the project file

NAME (Print):

SIGNED:

DATE:

PROJECT/LOCATION:

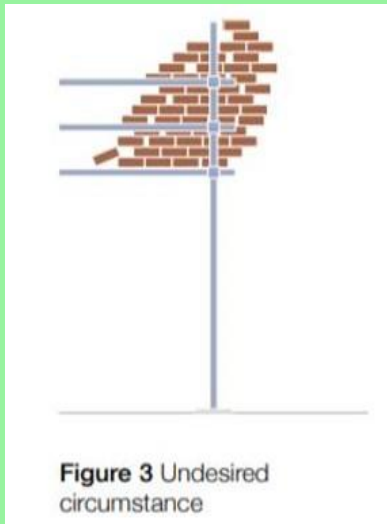
Document History

Revision	Description	Revised By	Date
1	Reorganisation of contents	R Williams	01/08/07
2	Modification of electrical details	D Meadows	08/01/08
3	Updating legislative information and review of contents	RW and Dept	20/05/09
4	Updating legislative information and review of contents	RW and Dept	28/03/11
5	Updating legislative information and review of contents	RW and Dept	01/12/12
6	Review of contents	RW and Dept	28/03/14
7	Updating legislative information and review of contents	RB and Dept	21/04/15
8	Updating legislative information and review of contents	MDR	30/01/17
9	Updated to include GWA, contractor car park move	MDR	29/09/17
10	Review of contents and update to CDM	John Paul	18/02/19
11	Review of contents and general update	Peter Colvin	13/01/22

An 'Accident' is an unplanned event that results in injury, damage to property or some other loss.

A 'Near Miss' is an unplanned event that did not result in injury, illness or damage but had the potential to do so.

We encourage all contractors to report near misses so we can help to prevent a potential future accident



Unsafe Condition

Near Miss

Accident

Your 'SAFETY' is important and that of your workmates

Report all 'Unsafe Conditions' and 'Near Misses' so they can be investigated

If they go unnoticed it might lead to an 'Accident'

.....

In the event of a major incident immediately call the Emergency Hotline

3333 (Internal) **01483 683333** (External)