



LIVERPOOL HOPE
UNIVERSITY
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Liverpool Hope University

**Contractor Health and Safety Induction Information
Booklet**

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1. Introduction

Welcome to Liverpool Hope University. Before you commence any works, please familiarise yourself with the information contained in this safety induction booklet.

Liverpool Hope University is committed to ensuring the health, safety and welfare of its staff, students, contractors, visitors and members of the public, and that they are not adversely affected as a result of the work it undertakes or by the condition of its buildings and estate environment.

This Contractors Health and Safety Induction Information Booklet has been produced to assist all contractors working directly for the University by making them aware of local policies, procedures, potential hazards and risks associated with working on University premises.

All contractors and their direct and non-direct employed workforce must undergo induction prior to commencing works at the University for the first time and then annually by completing a signed declaration confirming to have read, understood and agreed to comply with all Liverpool Hope University site working requirements.

The information in this booklet is not intended to be exhaustive and the contractor has a duty and responsibility to identify and report any hazard and risk during the course of planning and undertaking any activity on site to their University Contact.

All contractors have a duty of care and remain responsible for managing their own health and safety under the provisions of the Health and Safety at Work Act 1974. Contractors shall comply fully with current Liverpool Hope University published policy and code of practice requirements at all times in respect of all works undertaken on site. Liverpool Hope University expects contractors to employ a minimal level of compliance equal to statutory requirement.

Failure to comply with any of the requirements within this Contractors Health and Safety Induction Information Booklet or as identified within Liverpool Hope University policy and code of practice documentation, may result in the contractor and/or individual contractor employees being removed from site and refused future access. Failure to comply with Liverpool Hope University policy and its requirements may result in the contractor being removed from our framework and eligibility of future works.

The Contractors Health and Safety Induction Information Booklet does not in any way relieve the contractor of their legal and contractual obligations to Liverpool Hope University, be they expressed or implied.

Remember; You are responsible for supervising your own work and ensuring the health and safety of your own workers, however whilst on Liverpool Hope University premises, you will be monitored, both in respect to your own activities and to ensure your activities do not affect our staff, students, visitors and the public accordingly.

2. Important Emergency Contacts

In an emergency contact Campus Services for security, first aid emergencies or fire.

- [Hope Park](#): 0151 291 3800
- [Creative Campus](#): 0151 291 3700
- [Aigburth Park](#): 0151 291 3095 or 07736106185
- [Estate Helpdesk](#): 0151 291 3397
- [Main University switchboard](#): 0151 291 3000

3. Contractor Competency

Contractors must provide workers who are competent to carry out their works. All contractor employees at all levels employed to work at the University must have demonstrable health and safety competence and the appropriate level of skills, knowledge, experience and training consummate for the activities to be undertaken.

The contractor must produce valid credentials during induction for the purposes of inspection by Liverpool Hope University on request. Contractors will ensure sufficient supervision is available at all times when work is undertaken.

All contractor employees must:

- Be 16+ years of age.
- Be fit and able for the work they are expected to undertake.
- Have been provided with adequate information, instruction and training to commence works.

4. Insurance Arrangements

It is expected as a minimum, that all contractors maintain suitable and sufficient insurances to comply with 'Employers Liability (compulsory insurance) Act 1969 and Regulation 1998. Any specific insurance requirement will be confirmed by your University Contact as appropriate. Contractors are required to advise the University of changes or restrictions to insurance policies and provide updates annually.

5. Code of Conduct

Liverpool Hope University is committed to maintaining a safe working and learning environment for all staff, students, visitors and guests. Offensive behaviour of any kind including swearing and gesturing, and forms of harassment and discrimination of any kind are not acceptable and will not be tolerated by Liverpool Hope University.

You are required to:

- Conduct yourselves in a manner consistent with Liverpool Hope Universities aims.
- Dress appropriately at all times for the working environment and for the type of work being carried out. Company branded clothing/identification to be displayed at all times.

- Carry on your possession at all times and available for inspection upon request, a copy of the Permit to Work (if applicable) documentation.
- Ensure all persons are fit to undertake works. Persons affected by or found under the influence of alcohol or drugs are not permitted to carry out work on Liverpool Hope University premises.
- Show discretion at all times when using portable communication devices (radios/mobile phones) on campus and not disrupt University students and staff activity.
- Abide by Liverpool Hope University's Health and Safety Policy.
- Immediately report any issues of harassment, abuse etc., received from any members of University staff, students, visitors or public to your supervisor and nominated Liverpool Hope University Contact.

Health and safety responsibility is paramount and any serious breaches will result in the person(s) being instructed to leave the site immediately and we reserve the right to exclude contractor future works or to terminate the contract.

Remember, you represent both your company and the University as a key partner. Be courteous at all times and remember your surroundings.

6. Arriving on Site

For health, safety and security reasons it is essential that we know when contractors are on site, where they are, what type of work they are doing and what time they are expecting to leave. This information allows us opportunity to provide you with essential information about hazards and the precautions which must be implemented whilst working on campus and also to ensure there is no risk of conflict with other ongoing or planned works.

All contractors and workers involved in undertaking any activity on University property are required to report to your designated University Contact on arrival and complete the Induction procedure. This will include the issue of permit documentation as appropriate.

Contractors, including their subcontracted workforce, must sign in and out daily. All relevant site requirements must be communicated and understood by all persons intending to undertake works.

The location of the Estate signing books are;

- Hope Park - weekdays - 9-5pm - Estates Office.
- Hope Park - out-of-hours and weekends – I3 Building Security Lodge
- Creative Campus - all times - Security Lodge
- Aigburth Park - all times - Security Lodge.

Please note, if you are contracted to works directly with other University Departments, such as catering or IT, your University Contact will advise you of alternative signing locations.

Contractors will be asked to sign in and to provide/produce the following:

- Their name
- Who it is they are working for
- Where they will be working
- What type of work they will be doing
- What time they expect the work to be finished

- Provide contact telephone numbers, personal and head office (this will assist the University in tracing the whereabouts of a contractor should they fail to sign-out or for use in the event of an emergency).

Contractor project/site manager is permitted to sign multiple operatives in at one time but they must be responsible for keeping their own log and be accountable for the safety and behaviour of each operative when on campus.

7. Leaving site and log out

All contractors are expected to finalise supporting Permit to Work documentation before leaving site. To ensure that contractors are safe and have not been injured when working on campus it is important to know they have left the site safely. In order to do this there is a sign out procedure. Contractors must sign out at the location they signed in unless out of hours when sign out books will be in the relevant Campus Security Lodge.

Student examinations and other student events such as graduation ceremonies and open days will take precedence over work. Some of our students and staff have disabilities which you may need to plan for. This includes people who are partially sighted, wheelchair users, hearing impaired or those with mobility issues.

Remember, you are not authorised to work on University premises until you have reported to the relevant University Contact and received authorisation.

8. Security

Contractors must adhere to Liverpool Hope University security arrangements and ensure that all workforce employees are fully conversant and compliant with the requirements.

Liverpool Hope University operates a 24hr CCTV system and regular security patrol operation. Please contact Campus Services to report any security issue, e.g., damage, theft, fire, suspicious persons/activity, threat to own or others personal safety.

Contractors must maintain physical security of University property and ensure access to and from working locations and equipment is maintained secure at all times during and after the working day. Please ensure vehicles and plant are secure. Vehicle keys should not be left in vehicles or easily accessible to opportunist criminality.

9. Building Access

If access is required to any relevant building where work is being undertaken this can only be gained via;

- The project assigned project/maintenance manager
- Campus Services

Anytime the site is vacated of any contractor the site must be secured by one of the above. It is the contractor's responsibility to inform the above at any time the site is vacated. No keys will be made available to contractors.

10. Out-of-Hours Working

Any work undertaken out-of-hours (weekends or outside 9-5pm weekdays) approval must first be gained from their University Contact. Campus Services will then be notified of the out-of-hours working. Campus Services will refuse access unless prior notification has been provided.

11. Warning Signs and Barriers

All construction sites must have appropriate clear warning signs and barriers, with diversion signs as required. This is to ensure segregation of work activities from the live University activities.

Warning signs must indicate;

- Construction Site Warning
- Contractor company name
- Work specific hazard warnings e.g. dust.

12. Welfare

Depending on the type of works, welfare arrangements may be in place as part of CDM requirements. Toilet facilities are available on campus, (although not within residential accommodation). Water fountains and catering facilities are also accessible to contractors by prior agreement, however not permitted in catering facilities if wearing dusty, soiled or dirty boots and clothing.

13. Smoking and Vaping

Liverpool Hope University aims to operate a 'Healthy Campus' and No Smoking Policy (including electronic and vape smoking devices) on all University property. Smoking and vaping is only permitted in designated areas, which are clearly marked with signage. A location guidance document is available from your University Contact.

14. Parking Restrictions and Rules for Vehicles Accessing the Site

Hope Park Campus - Hope Park campus has a large number of parking bays on both sides of the campus. All contractor vehicles must have a valid "Pay and Display" parking permit clearly displayed in each vehicle. No parking is permitted in any other locations unless the vehicles are essential to undertake the works.

Creative Campus - There are no parking spaces at the Creative Campus and contractors are not permitted to park anywhere on campus unless the vehicles are essential to undertake the works. Discounted vouchers are available from Security for the nearby Q Car Park for contractors working on this campus.

Contractors drop off/pick up - Contractors vehicles that are not essential to the work but are required to drop off/pick up materials and/or equipment at a specific work location will be

permitted to do so for a limited period of time. Permission to do this must be arranged by a LHU assigned project/maintenance manager.

Any vehicle not displaying a valid permit is subject to the issue of a fixed penalty notice. Permits should be returned to the Estates Office prior to departing site.

Traffic and Road Safety on Campus

As our campuses are a public area with a high level of people movement, you must:

- Give priority to pedestrians, wheelchair users, cyclists and other non-motorised vehicles.
- Use a banksman when reversing in pedestrian areas – do not simply rely on reversing alarms and flashing lights.
- Observe the **(5mph)** speed limits on campus as indicated.
- Should it be necessary to drive in pedestrianized areas then the speed limit is 5mph (walking pace).
- Park only in designated parking bays;

When parking on site, Do Not:

- Park in bays marked for people with disabilities
- Park on a double yellow lines or yellow hatched areas
- Park on pavements or in delivery areas (unless actually unloading/loading)
- Block exit routes or emergency service vehicles access routes.
- Park on grassed areas.

Note: Construction plant should be fitted with audible (and ideally visual) reversing alarms and cameras.

15. Residential Accommodation

Pre-arrange any visit with the Estates Accommodation. Report your presence and arrange access via the Estates office. When working in areas such as on a landing or circulatory space with accommodation entry doors adjacent to the work activity, knock and alert residents to the event and display signage in prominent places.

If access is required to a residence or student accommodation, please:

- Knock before entry
- Wait a reasonable length of time for a reply
- If no response, knock and wait again
- If still no response, enter using key provided calling out the reason for your visit
- If you are confronted by an agitated resident, please offer your apologies, withdraw and inform the Estates office immediately.
- Residents should be out of bed and modestly dressed before works commence. If this is not the case, please report back to the Estates Office and your contact.

On completion of the works leave the area tidy and secure. Return any keys to the Estates office as appropriate on completion of works, or by the end of the day (whichever is sooner).

Note: Contractors working out of normal working hours and at weekends must contact Campus Services to book in and out of sites.

16. Fire and Emergency Procedures

On arrival at Liverpool Hope University and prior to commencing with any works, all contractors must familiarise themselves with local procedures, locations of installed firefighting equipment, means of raising the alarm and the nearest evacuation and assembly points.

All University buildings are installed with automatic fire detection systems. Check when fire alarm tests are carried out in and in close proximity to your work area/s. Contractors undertaking 'hot works' activities, are to provide their own adequate and in date tested firefighting equipment and persons **must** be trained in its use.

Emergency Fire Evacuation

When the evacuation of a building is required, a continuous alarm will sound. Upon hearing a fire alarm, stop work and immediately make safe any equipment you are using, leave the building by the nearest exit and proceed to the appropriate assembly point. When at the assembly point, await instructions from the attending Fire Marshals. Ensure that all working colleagues are accounted for and advise Fire Marshals accordingly. You must not re-enter the building, even if the alarm stops sounding until you are told it is safe to do so.

**Please see the Campus Map appendix to this document for your nearest fire assembly point.*

Raising the Alarm

If you discover a fire, raise the alarm, operate the nearest call point and evacuate the building. Do not attempt to fight a fire. Inform Campus Services on the emergency number and provide them with all information requested.

Fire Safety Systems and Means of Escape

Contractors must ensure that existing fire safety systems, including fire detection alarms, compartments, signage, firefighting equipment and means of escape are maintained at all times. If works require alterations to systems, alternative suitable arrangements must be made and agreed with your Liverpool Hope University Contact. This will be communicated to Estates and Campus Services staff, Fire Marshals and building occupants as appropriate.

Fire Detection and False Alarms

Creating dust and fumes can cause automatic fire detection systems to activate, resulting in significant disruption and false alarms. If your work is unavoidably likely to produce heat, dust, smoke and/or fumes, you must liaise with your University Contact and agree the most appropriate method for isolating fire alarm detection systems. Remember, eliminate, reduce and/or control the production of heat, dust, smoke and fumes.

General Fire Safety Do's and Don'ts

Don't

- block or change fire escape routes or exits.
- Isolate fire alarms or detectors without first informing and getting permission from your University contact
- Leave detectors isolated longer than necessary
- Create dust – risk of false alarms
- Store flammable gases or liquids inside buildings

- Leave fire doors held/wedged open (only use wedges temporarily when moving equipment)
- leave gas cylinders unattended, do not leave them on site overnight.
- store flammable liquids near heat sources, ensure appropriate storage is provided for the duration of the activity.
- move fire extinguishers.
- smoke or vape (other than in identified external authorised smoking and vaping shelter areas).
- use portable heating devices unless specific permission has been granted by your University Contact.
- carry out any hot works before prior approval and appropriate permit is granted.

Do

- keep the area tidy and dispose of waste frequently and at end of each working day.
- report anything that has the potential to create a fire risk.
- familiarise yourself with Liverpool Hope University Fire Safety Procedures and arrangements including fire exits, call points, fire action notices and assembly locations.
- report all incidents, dangerous occurrences, near misses, unsafe acts, unsafe conditions, damage to premises, plant or machinery and environmental hazards and incidents immediately.

Contractor Controlled Areas Emergency Arrangements

All contractor controlled or Construction Design Managed areas are to ensure their emergency arrangements meet statutory and Liverpool Hope University requirements. Prior to commencement on site, all contractors must produce and provide an emergency plan detailing all health, safety, welfare and environmental arrangements.

Before works commence, the contractor must notify Liverpool Hope and receive confirmation of the University's agreement in order to ensure that the appropriate emergency arrangements are established.

17. First Aid Arrangements

Contractors must assess the risks associated with the proposed works and provide appropriate first aid provision as identified within Risk Assessment and Method Statement documentation. In the event of requiring First Aid support beyond your own arrangements, please contact Campus Services.

Location of the nearest Accident and Emergency Department

The nearest Accident and Emergency Department is located at the **Royal Liverpool Hospital, Mount Vernon Street/West Derby Street, Liverpool, L7 8YE** and approximately 3.7 miles from Hope Park Campus and 0.4 miles from The University Creative Campus.

Before starting work identify:

- Your First Aider (if within your own team)
- The location of your First Aid Kit.

Note: The University can and does provide first aid cover in the event of an accident or in an emergency, should you not have the resource in your team. Should an ambulance be required refer to the emergency contact numbers at the start of this handbook.

18. Incident and Accident Reporting

All accidents, incidents, near misses, dangerous occurrences, unsafe situations or circumstances, damages to premises, plant or machinery and environmental hazards and incidents must be reported immediately to your PC/PM and Liverpool Hope University Contact and a formal record of the incident made.

In the event of an emergency please contact the University emergency number. Campus Services staff will arrange the necessary accident support services to attend to the incident immediately.

19. Personal and Respiratory Protective Equipment (PPE/RPE) and Appearance

Contractors must observe University rules with regard to the wearing PPE/RPE when specified as required in their own risk assessments and COSHH assessments etc.

Whilst other specialist equipment may also be required specific to the task, our minimum PPE and appearance requirements are:

- Clothing bearing logos to distinguish you from staff and students
- Safety helmets (where risk of head injury is foreseeable)
- Bump cap (for duct spaces and overhead pipe)
- High visibility clothing (in appropriate working environment)
- Protective footwear at all times.

What is NOT acceptable:

- Wearing shorts without prior approval
- wearing “cut down”, torn, tatty or short shorts
- Bare chests or tops off
- T-shirts with political statements, offensive or contentious messages, that could lead to misunderstanding or offence
- Hoodies with hood up when working in offices/internal public spaces
- The wearing of high visibility clothing that displays anything other than your company logo or that of the Principal Contractor you are working for.

20. Risk Assessment and Method Statements

All Contractors must always, as required under MHSWR 1999, produce and provide risk assessments or any other safe system of work assessment and method statements for review and authorisation to the University and to hold in their possession for the work they are planning to undertake on Liverpool Hope University estate.

The aim is to make sure that no one is put at risk, hurt or becomes ill, damages University property or negatively impacts the environments as a result of the work being carried out.

Before works commence, the contractor must notify the University and receive confirmation, in order to ensure that the appropriate arrangements for coordinating health, safety and environmental management are established. Where appropriate, the University will provide the contractor with a specification or schedule of works package outlining the work required and appropriate pre-construction information to highlight known risks.

It is the responsibility of the contractor to acquaint themselves of such hazards in order to complete a concise specific risk assessment and method statement. This must be submitted and made available to the University prior to any works commencing and must be reviewed and validated. It should 'so far as reasonably practicable', remove or reduce the risks inherent in the proposed method to their staff and all others at risk, including environmental from the proposed works.

No works will be allowed to begin without an approved risk assessment and Method Statement/Safe System of Work, specific to the task, and communicated to and understood by all those involved.

All contractors will provide risk assessments for routine activities in advance, which will be held by Liverpool Hope University Estates Team. This should be updated and submitted annually, or when there is a change in legislation or identified risk.

21. Permits to Work

Certain activities and works at Liverpool Hope University are identified with increased risk and are controlled by the use of 'Permit to Work System' that requires specific consideration and actions to be taken, to minimise risk associated with the planned works. The following activities are strictly controlled with the use of a 'Permit to Work System' or other control systems:

- Hot works.
- Working at height/ Roof access.
- HV/LV electrical works.
- Isolations (fire alarms/services).
- Entry to confined spaces.
- Excavations/digging

All high-risk activity will require a Permit to Work, which will be issued by a departmental approved person on receipt, review and approval of satisfactory and sufficient risk assessment and method statement. A Permit to Work for reactive works outside of normal working hours can be arranged via the Estates Team and Estates Maintenance Manager. All activities are carried out on a risk-based approach which will determine the level of controls required.

Remember; **permits are to be retained at the workplace for inspection and to 'Close' the Permit out correctly when finished.**

Permit to Access - access to some rooms and roof areas are controlled. If access to these locations is required, all contractors are to report to the Estates Office prior to work commencing.

Roof Permit – laboratory fume extraction locations - prior to commencement of works, your University Contact will liaise with School technicians or persons managing laboratory areas, to discuss health and safety arrangements to safeguard the contractor workforce from

exposure to hazardous extracted fumes and will make available sufficient information to the contractor to support completion and appraisal of safe system of working documentation.

Ionising Radiation - the contractor is not permitted to bring or use sources of ionising radiation on to University premises without obtaining the necessary statutory licenses and approval by the University Health and Safety Advisor.

Access Authorisation

A number of locations require authorisation to access. You must have permission from your University contact prior to entering or accessing:

- Duct spaces (although these may be assessed as a confined space)
- Roofs/ roofs with fume extraction
- Plant room, risers and similar spaces
- Ionising radiation and non- ionising radiation hazard areas, example warning signs below;
- Ionising-Radiation
- Biohazard/chemical laboratories
- Engineering workshops or similar

22. Accessing Ceiling Voids

Expect a range of hazards including live services, materials containing asbestos and waste pipes which may contain toxic substances. Be vigilant and assume all services are live until proven otherwise, including redundant- looking electrical cables. Report signs of leaks or anything which looks unsafe.

23. Confined Spaces

Do not enter a confined space or duct without express permission of your university contact or Principal. To enter a confined space, you need to have a Permit to Access document from your contact, appropriate training, emergency rescue plan, appropriate PPE and equipment.

24. Roofs

Some roofs have limited edge protection, fragile glazing and equipment with potentially damaging emissions. To go onto a roof you need permit access authorisation via your contact, a detailed risk assessment of the specific roof and a working mobile phone. Lone working is not permitted for any roof works.

25. University Laboratories

You need authorisation from your contact and clearance to enter from the department before accessing or working in these areas, which will include information about any additional controls needed.

Note: Laboratories and laboratory equipment can present biological, radiological and chemical hazards – particularly residues in sinks, waste traps, under benching and waste

pipes etc. Laboratory equipment may be contaminated with harmful remnants, particularly fume cupboards, sinks, traps and laboratory benching.

26. Laser Use

Use of laser is restricted to Health Sciences. Do not enter areas where laser equipment is in use as indicated by signage. You may suffer serious eye damage.

27. Hot Works

Hot Work is defined as: Any temporary operation or task that involves open flames or production of heat and/or sparks. Avoid hot works unless deemed necessary. Hot works should be sufficiently planned and conducted by competent trained persons. As a contractor you are responsible for providing your own fire extinguishing media to be used during fire watch.

Following hot works, the area of work is to be cleared of any hot waste materials and spent materials generated by the process. All equipment, including gas cylinders, to be removed from the site or returned to a designated safe store. The site to be monitored by a trained competent person for **continuous 60 minutes** after completion of the work to detect and extinguish any smouldering materials or address any hot spots. This must be followed by further checks being made at regular intervals over a further **180 minutes after cessation** of hot work, and before the permit is signed off. The fire watch period can be extended where determined necessary by fire risk assessment. The inspections to embrace the floors below and above and areas on the other side of walls or partitions as appropriate. Any sections of the fire alarm and other active fire protection measures that have been isolated for the period of the work permit, or smoke detectors covered over, to be fully reinstated on completion of the works.

28. Asbestos

The University has a responsibility for the appropriate management and control of Asbestos Containing Materials (ACM's) and asbestos on site. Liverpool Hope University Procedures for the safe management of Asbestos Containing Materials are to be followed and complied with at all times.

Area's that have been tested and contain ACM may have an "Asbestos warning sticker" on the areas affected. This will limit the likelihood that ACM will be encountered while working at the University but will not completely remove the risk especially if the work you are doing differs from its original design. Therefore you must always proceed with caution and should you encounter any material you suspect could contain asbestos you must stop work immediately, vacate the area and inform the assigned project/maintenance manager responsible for your contract.

Before any works that have the potential to disturb ACM commences, all contractors appointed to conduct works at the University, must ensure that the assigned Project Manager or Maintenance Manager have reviewed the appropriate site-specific Asbestos Register and assessment information or project specific refurbishment/demolition survey for the location of any ACM's to negate any risk of exposure or disturbance.

Reviewing the Asbestos Register

During normal working hours, the contractor must review the Asbestos Register before commencing any work.

It is the responsibility of the contractor to note the existence of asbestos in the areas they are working in and if this restricts their ability to do their work safely, then they must notify their University Contact immediately.

Contractors attending out of normal working hours or responding to an emergency callout shall report to Campus Services, advising them of the nature of the call out and location. It is the responsibility of the contractor to request access to the Asbestos Register which must be reviewed before commencing any work.

Any work being undertaken where the contractor believes they have been exposed to asbestos should be reported immediately to their University Contact and the Asbestos Duty Holder or Health and Safety Advisor and immediate employer supervisor/manager. If there is any doubt as to the level of risk involved relative to asbestos containing materials (perceived or real), then the works should cease with immediate effect.

Asbestos Emergency Procedure

1. Stop work immediately
2. Windows and doors should be closed if it is possible to do so without further disturbance
3. All persons MUST leave the area
4. Post an 'out of bounds' notice, seal up doorway
5. Contact Estates Helpdesk and your supervisor/line manager
6. Do not re-enter the area until advised by an appointed person.

29. Dust and Projectiles

When working, every effort must be made to keep the level of dust and projectiles generated to a minimum. Dust suppression must be used, and mechanisms employed to protect neighbouring areas/pedestrians against projectiles. Dust not only has the potential to damage respiratory health, but as dry contaminant is the cause of many slip accidents, in addition its presence makes the area look dirty and uncared for and is detrimental to the University's general appearance.

30. Noise, Vibration and Disturbance

The University operates 7 days a week therefore consideration of disruptive works is requested. As contractor, you must ensure that staff, students, visitors or members of the public are not subject to excessive noise, vibration or disturbance and must endeavour to control and keep levels as low as practicable. Excessive noise and/or vibration and or disturbance producing works need to be identified and agreed with your University Contact prior to works commencing.

Radios are not permitted in occupied buildings. Any work that does cause a major disturbance to University activities, (such as exams), LHU Estates has the right as ask contractor to stop work immediately.

31. Excavations

Do not break the ground without the express permission of your University contact. Many services run concealed below the surface (e.g. electrical cables, high voltage and low voltage) water, telecommunications, drains, sewers, and steam and fibre optics). Therefore, where permission is given you must ensure:

- Where available, refer to plans to determine the precise location of services – Liaise with your University Contact
- Employ safe digger techniques (e.g. cable avoidance tool locator, other scanning devices and hand digging)

Do Not Enter excavations unless properly shored / battened back to prevent collapse. Ensure the safety of all, staff, visitor, contractors, and students at all times (e.g. back-fill, board / plate over, enclose and fence excavations when work is not in progress).

32. Working at Height

When working at height, whether using ladders, stepladders, mobile elevated working platforms, scaffolds or towers, the area around the work activity should be cordoned off to prevent passers-by inadvertently coming into contact with the working equipment or having items fall upon them. All equipment used should be appropriately tagged and inspected, and operators able to present evidence of their competency on demand.

The hierarchy of risk reduction methods are to be adopted by the contractor when identifying reasonably practicable control measures for work at height. Contractors **must** ensure that all work at height is risk assessed and complies with the requirements of the Work at Height Regulations 2005. Only access equipment appropriate for the task must be used, the choice of equipment must consider the activity, the tools/materials being used, the duration of the task and the environment in which it is being used.

33. Mobile Elevated Working Platforms (MEWP's)

You must be trained and hold a valid operator's licence (IPAF) for the category of machine to be used. Ensure statutory inspection certificates and maintenance records are in date and available for inspection. Be aware of buildings, trees and overhead services and mindful of crushing and trapping hazards. Use a harness and restraint lanyard to anchor point for boom type MEWP. Do not use if the wind is gusting in excess of 23mph. Familiarise yourself with the machine's emergency rescue procedures.

34. Mobile Towers

Towers should be used for reasonably short duration tasks only and must not be used in winds gusting in excess of 17mph. (the leaves on the trees will rustle). Do not erect or alter the tower in any way unless suitably qualified (e.g. PASMA). Ensure outriggers and guardrails are in place before use. When mobile platforms and towers are not in use please ensure they are secured to prevent unauthorised access.

35. Fixed Scaffold

To strike or erect scaffold you must be a holder of an appropriate CISRS (Construction Industry Scaffolds Record Scheme) card. Please ensure you work in accordance with NASC TG 20:13.

Note: Consider sheeted fan guards when erecting over access routes, brick guards, debris netting, access trapdoors on working platforms etc. Scaffolds left overnight must be protected by physical barriers to the first lift to deter unauthorised access. Pull tests should be undertaken on 5% of all anchors with a minimum of five undertaken using a calibrated device. Board retainer ties to be used on all scaffolds above one lift. Where feasible please look to install stairs instead of ladders. In addition to periodic seven-day inspections, scaffolds should be re-inspected after adverse weather events or if you have reason to suspect the integrity of the scaffold.

36. Use of Ladders

Contractors must ensure that access platforms, ladders, stepladders that are left unattended, are securely stored and adequate preventative measures implemented to restrict unauthorised use.

37. Work Equipment and Tools

Contractors shall comply with the health and safety regulations controlling the provision, trained use, calibration, testing, inspection and maintenance of equipment by their staff. The use of any University equipment is not permitted to any contracted employee workforce unless agreed in advance.

Do not remove or disconnect any operational, security, emergency equipment, safety devices without prior approval of Campus Services and the Health and Safety Advisor as necessary. Liverpool Hope University holds no responsibility for the loss or damage to property owned by contractors whilst on University property.

38. COSHH

Hazardous substances are stored and used by the University. Contractors and their employee workforce should be aware of this and ensure the area in which they are going to work is safe and free from exposure to hazardous substances. Contractors must ensure that COSHH assessments are produced for substances brought into the University, available for inspection and complied with. All chemicals are to be adequately stored and adequate containment used. Contractors should be equipped with spill kits to deal with any arising spills and suitably trained in spill response. **Any substances brought to site, must be removed at the end of works and not left for the University to dispose of.**

39. Gas Cylinders

Acetylene: Contractors must specifically request and attain permission from your Liverpool Hope University Contact before bringing Acetylene (or other bottled gases) to University

property. Contractors must also ensure appropriate safety measures are in place and adhered to for the duration of the work activity.

All Gas Cylinders – requirements:

- Only the minimum quantity of gas cylinders required for the work may be brought to site.
- Cylinders must never be left unattended.
- All cylinders must be removed from site every night or by agreement of your University Contact, be stored externally in a secured cage.
- A 'Hot Works Permit' must be obtained.

40. Water Safety Management

The University has a Water Management Scheme and ongoing management, and control arrangements are in place for all estate water systems and fixed insulations. All contractors are required to review, confirm understanding and comply with the requirements set out within scheme.

Any work which involves water systems - whether installing new, or modifying existing systems or any other works that could create spray, water vapour or water droplets, a process for evaluating and minimising the risk must be submitted and approved in advance by your University Contact, Responsible Person (Water Safety) or RP Deputy. It is essential that you make adequate resources available for the prevention or minimisation of the risk arising from Legionella within the University. All work carried out at the University must be fully compliant with HSE document L8.

41. Plumbing

Speak to your University Contact before breaking into hot or cold-water supplies. Pipe runs should then be fully drained and isolated from the main system ensuring that dead legs/blind ends are not created. Do not reconnect without appropriate collaboration.

Run hot and cold main distribution pipework separately where possible. When connected and filled for the first-time, flush all associated outlets (if unsure speak to your University Contact) and prepare and submit appropriate records.

42. Electrical Safety

Unless proven otherwise consider all services to be live – this includes redundant services until fully and correctly identified and isolated. Some equipment can contain capacitors which will mean the equipment may remain live even when the equipment has been electrically isolated. Be particularly careful of spurious feeds/isolations to equipment within buildings.

Only approved type warning notices and 'locking off' procedures are to be used to indicate that isolations have been made. These should clearly identify the name, date and contact details of the individual making the isolation and prevent unauthorised persons from inadvertently reenergising. Please use battery tools or 110v supply where feasible. If you need to use 240v this should be protected by an RCD device. Block adapters are not allowed.

43. Housekeeping and Waste Disposal

The work area should be a safe and controlled area at all times as determined by risk assessment and maintained to a high standard. Poor standards of housekeeping increase the risk of slip, trip and fall accidents, fire and occupational diseases. Contractors personnel must ensure your work area is kept clean and tidy, spills are reported and cleaned up immediately and waste is kept secure in skips and disposed of frequently.

Failure to maintain housekeeping to a high standard while working for the University may impact on chance of winning future work.

Any waste removed off site must be disposed of in the correct manner and copies of any "Waste Disposal Note" must be given to their assigned project/maintenance manager.

Ensure:

- Spills are reported and cleaned up
- Ensure all tools and equipment is safely removed/stored on site when not in use.
- Waste is stored appropriately, frequently removed and disposed of correctly.
- Any damage caused directly or indirectly by your works is to be reported to your University Contact and made good.
- Hold all relevant waste licenses and permits for any waste management
- Any waste contractors used, hold the relevant permits and licenses and that all waste is taken to fully license waste site/s.

The use of University waste receptacles is not permitted unless prior permission is granted. The location of any contractor waste receptacle is to be agreed by your University Contact prior to commencement of works and should be an enclosed container, covered, kept securely (as appropriate if requested by the University e.g. securely fitted Heras fencing).

On completion of works, all waste and equipment should be removed from the site by the contractor. The University may dispose of any item found or not removed. Any costs incurred for disposal will be met by the responsible relevant contractor.

44. Environmental Management

All contractors have a duty of care and remain responsible for managing their own environmental aspects under the provisions of the relevant statutory environmental legislations, regulations, codes of practice, guidance, etc. Contractors shall comply fully with Liverpool Hope University Environmental Sustainability Policy.

Liverpool Hope University expects contractors to:

- Ensure compliance equal to statutory requirements.
- Adopt reasonable controls to prevent pollution to ground, controlled waters or atmosphere, noise, nuisance and waste.
- Prepare for, respond to, and mitigate any environmental incident or accident caused by their work activities.
- **ALL** incidents, near misses or observed environmental hazards should reported to their University Contact and to the Estates Team.
- Communicate with and train all workers regarding environmental management.

- Ensure all relevant environmental permits are in place for activity to be undertaken at the University premises and to act in full accordance with the conditions of the permit. Practicably minimise energy consumption used to carry out the works at all times.

45. Useful Telephone Numbers

- LHU Estates office – 0151 291 3185
- LHU Security
- Hope Park – 0151 291 3520
- Creative Campus – 0151 291 3939
- Aigburth Park – 0151 291 2120/3095 or 07736 106185.

Estates Personnel

- James Ellison, Director of Estates - 0151 291 3914 / 07740080994
- David Kerry, Estates Services Manager - 0151 291 3918 / 07736827074
- John Begley, Head of Maintenance - 0151 291 3764 / 07720073006
- Anthony McCormick, Estates Building Surveyor - 0151 291 3078 / 07526780115

Contractors Health and Safety Induction Information Booklet Acknowledgement

I confirm that I have read and understood this document and have disseminated it to all persons that will work on Liverpool Hope University premises (directly employed or non-directly employed) and agree to work to the requirements set out.

Name:

Company:

Position:

Signature:

Date:

**This document is to be read and understood and signed by regular contractors on an annual basis*