



# **HS 41 HEALTH & SAFETY CONTRACTOR & SUPPLIER GUIDELINES**

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**Date:** 22/12/15

**Revised:**

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## INTRODUCTION

### General

Welcome to the Leeds College of Art, the Estates department has a unique role by ensuring the physical environment in which staff and students work and learn have first class facilities which are fit for purpose, include high quality fixtures and fittings whilst being easy to maintain and present least impact on our environment.

In order to meet our commitments the department depend on a number of contractors to supplement our in-house staff. Typical activities include routine maintenance, attending to breakdown and inspection of specialist equipment and more traditional construction and refurbishment works. Routinely this requires access to occupied areas, many of which may be business-critical or can be by their nature, high risk areas such as workshops, plant rooms, roofs and duct spaces.

In general terms the work of contractors poses a greater health and safety concern to the College than that of other groups. Contractors tend to be unfamiliar with the site and are unaware of the dangers or our established procedures and sensitivities of a live college environment. In addition their environment can change significantly as work progresses; they tend to work in isolation, their specialist nature may involve unusual hazards and they can often work in close proximity to others undertaking similarly high risk activities.

Maintaining people's safety is therefore pivotal in all that we do. These requirements aim to provide a brief guide to the minimum requirements that the estates department expects of its contractors and their operatives.

### What the Law says

Whilst at work we all have a legal and moral responsibility to maintain our own safety and health, as well as that of other people who may be affected by our actions. Following this standard doesn't absolve contractors of their Health and Safety responsibilities.

The Health and Safety at Work etc. Act 1974, (S3 (1) (3)), requires the College to conduct its business in a way that does not expose non-employees to risks to their health and safety. The above legislation is reinforced in The Management of Health and Safety at Work Regulations 1999 (Regulation 11,1c) which specifies wherever contractors are working, they must be provided with information and instruction on the relevant risks to their health and safety which are peculiar to the premises or the activities carried out in them.

It is therefore crucial that all contractors undertaking physical work on College premises are made aware of our safety requirements and arrangements to ensure their health and safety requirements are met at all times.

**Note: All contractors must ensure that all of their staff and sub-contractors are made aware of the content of these guidelines during their recorded induction to site when working on any Leeds College of Art premises.**

## GENERAL INFORMATION

### Normal opening times

Blenheim Walk  
Monday to Thursday 7:45am - 9pm  
Friday 7:45am - 8pm  
Saturday 10am - 4pm

Vernon Street / Rossington Street  
Monday to Thursday 7:45am - 9pm  
Friday 7:45am - 5:30pm  
Saturday CLOSED

### Summer opening times

Blenheim Walk  
Monday to Thursday 7:45am - 6pm  
Friday 7:45am - 8pm  
Saturday 10am - 4pm

Vernon Street / Rossington Street  
Monday to Thursday 7:45am - 6pm  
Friday 7:45am - 5:30pm  
Saturday CLOSED

Earlier access can be arranged by contacting the estates management team

### College Policy on Sexual and Racial Harassment and Safeguarding

Leeds College of Art has an Inappropriate Behaviour Policy which it considers as forms of discrimination. Examples of unacceptable behaviour include unwanted or unwelcome terms, whistles, looks, comments or unwelcome physical contact. Leeds College of Art considers sexist and racist behaviour and harassment of its staff, students or visitors a serious offence and will not tolerate such conduct on its premises. The Contractor is asked to ensure that they, their workpeople and sub-contractors comply with the College's wishes in this regard.

The Contractor is asked to ensure that they, their workpeople and sub-contractors comply with the College's Safeguarding policy and will wear photographic identification cards at all times whilst at the premises.

### Welfare facilities

All contractors are permitted to use the café, vending and toilet facilities for non-notifiable projects. All contractors are reminded they are expected to behave and dress appropriately whilst using College facilities. Contractors are also reminded that College welfare facilities should be left in a clean and tidy condition.

Where a project is notifiable the contractor will be expected to provide suitable welfare accommodation as outlined in the Construction (Design and Management) Regulations 2015.

### College Non-Smoking Policy

Smoking is NOT PERMITTED in any of the College buildings and grounds WITHOUT EXCEPTION, apart from within the designated smoking areas.

- Blenheim Walk - café terrace smoking shelter.
- Vernon / Rossington Street - court yard smoking shelter.
- Woodhouse Lane - outside the front door.

e-cigarettes are prohibited in the College building.

### Parking

Parking of vehicles, this is free but estates management team would like to know in advance if a space is required, your College host should book this via the estates helpdesk.

### Appointment

Contractors must only visit sites when an appointment is scheduled in and must not visit site unannounced unless it is agreed with the estates management team prior.

### Security Register

The contractor must ensure that he or his representative on site reports to the relevant site reception at the beginning and the end of each working day whilst working on any of the

College sites. The identity badge is valid for one day only and must be surrendered at the end of that day to the site reception. It must be worn at all times while on College property.

This procedure is designed to record the number of people using a building at any one time and in the event of an emergency occurring, will enable the emergency services to check that all people are evacuated to safety.

An operative will be required to read and sign the general contractor information sheet on their first visit to College ensuring they understand the College rules.

Site	Phone Number
Blenheim reception	0113 202 8000
Vernon reception	0113 202 8030
Estates central office	0113 202 8013

### **Deliveries**

It will be the responsibility of the contractor or College area to ensure deliveries are collected from reception or other designated delivery areas.

Deliveries must not be stored in corridors, stairwells or fire exits.

## **EMERGENCY PROCEDURES**

### **First Aid**

In the event of an accident/incident contact the College reception for a first aider. A member of staff will complete the accident book.

### **Fire**

All persons must obey emergency alarms whilst on College property. Instruction notices are displayed throughout the College and contractors should acquaint themselves with local details.

Should a site worker discover or suspect there is a fire the following procedure should be strictly adhered to:

- raise the alarm
- break the glass at the nearest alarm call point
- when a fire alarm is activated proceed to the assembly point
- report the details immediately to the site reception desk/College fire wardens.

Tackle the fire if safe to do so: using the correct appliance. Leave the building immediately by the most direct safe route, calmly and quickly. Assist those with difficulties if you are able. Proceed to the appropriate assembly point and do not block entrances.

- at no time are you to take personal risks.

If circumstances permit, prevent the spread of fire by switching off gas and electrical appliances and closing windows and doors as you exit.

- do not use the lifts
- do not stop to collect personal belongings
- do not attempt to re-enter the building until it is announced it is safe to do so by the College.

**NOTE** (Should the break glass be broken accidentally the alarm will sound and the whole building will be evacuated, as though it was an authentic emergency. It is imperative that exceptional care is taken not to cause such an accident. But once the alarm has sounded follow the procedure as detailed above and leave the building and report the accident to the site reception or fire warden).

### **Assembly points**

- Blenheim Walk - Bottom of the College car park
- Vernon/Rossington Street - Between Leeds Museum steps and behind the bollards
- Woodhouse Lane - Grass area near Dry Dock.

### **Smoke detectors**

The College buildings are generally protected by fully automatic fire alarm systems incorporating smoke and heat detectors. The detectors are liable to be activated by any activity which generates heat, dust, smoke or fumes. The contractor will make arrangements to isolate the detectors before any work is commenced on site, lease with the estates management team.

Contractors requiring to undertake “Hot Work” shall make arrangements with the estates management team to have the detection system isolated.

### **Evacuation chairs/refuges**

If you have a condition that might restrict your ability to use the stairs in an emergency please mention this in confidence to your host. Arrangements can then be put in hand to ensure your speedy and safe evacuation should such an emergency occur.

Refuges are located on every staircase landing in Blenheim Walk (excluding the main staircase), Evacuation chairs are located on the 2<sup>nd</sup> floor of every staircase.

No refuges are currently in Vernon Street/Rossington Street, evacuation chairs are located on the top floor of each building.

Woodhouse Lane the evacuation chair is located near the 2<sup>nd</sup> floor lift.

## **COMMENCEMENT OF WORK**

### **Site standards**

Work areas must be clearly demarcated and construction work must be physically separated from any occupiers as agreed by the College. Working in and around occupiers is not permitted without physical barriers being in place. It should be noted that the College will not accept cones and tape as an effective means of demarcating site boundaries. Site signage must be displayed to identify site boundaries and the signage should comply with BS5499.

The College is keen to maintain a high standard of housekeeping at all times. Housekeeping is key to maintaining a successful fire strategy and preventing slips, trips and falls. It is therefore extremely important for health, safety and welfare of College employees, students, visitors and contractors, that all materials be stored in an orderly fashion in a designated area. Waste material and debris must not be allowed to accumulate. Any waste material found to be causing a hazard; that has to be removed by the College, will be billed to the offending contractor's account.

### **Site supervision**

The Contractor supervisor/manager will be responsible for the coordinating site work with the College's procedures and requirements. All contractors must ensure that a competent person of suitable experience is available to the project and to supervise and direct the works.

### **Contractor competency**

The College has a legal responsibility under Construction (Design and Management) Regulations 2015 to ensure that the contractors who the College engage are competent and work in accordance with health and safety legislation and current best practice. In turn, the contractors have a duty to ensure that sub-contractors that they engage meet the same standards.

### **Risk assessments and method statements**

Seven days prior to the commencement of any work on College premises, contractors must provide risk assessments and method statements to the estates management team. The risk assessments will need to be task specific and address all associated hazards. Copies of risk assessments and method statements must be readily accessible for reference and inspection on site at all times. The College also expects to see evidence that contractors have made their staff and sub-contractors aware of the risk assessments and method statements.

### **Any work carried out must be within accordance of the risk assessments and method statement at all times.**

If you are a regular contractor to the College you will need to complete the contractor competence questionnaire forwarding all health and safety documentation to the health and safety officer.

### **Insurance documentation**

No work shall commence on site until risk assessments and method statements (RAMS) and insurance documentation have been submitted to the Estates management team in advance.

If you are a regular contractor to the College you will need to complete the contractor competence questionnaire forwarding all health and safety documentation to the Health and Safety Officer.

### **Working Area**

Apart from access, contractor's employees are forbidden from going outside the working areas, except by arrangement with the estates management team.

### **Services**

No connections may be made to mains electricity, gas, compressed air, steam, water without expressed permission of the College.

## **PLANT AND EQUIPMENT**

### **Equipment**

Contractors should ensure that all site operatives using plant or equipment are adequately trained and is competent to use it. No contractor shall operate plant or equipment brought on to site by a sub-contractor unless there is expressed authority by the owner. The College expects to see evidence that contractors can demonstrate their competence on site.

Any contractor bringing plant and equipment on to site must ensure that it is:

- in a safe condition and properly maintained
- guarded and equipped with safety devices

- operated within accordance with manufacturer's instructions
- installed and operated by a competent person
- periodically inspected by a competent person
- dust control systems are in place (if applicable)
- all electrical power tools must be rated maximum 110 volt. Battery powered tools are preferable.

No contractor should enter any sub-station, switch room or other such area without expressed permission from the College. Work should not commence without the necessary permit to work issued by the College. Locking off procedure must be included with the method statement and risk assessment.

### **Guards**

Guards (e.g. machine guards, fencing etc.) shall not be removed without the estates management teams' authority and that the correct isolation procedure is adopted.

The machinery and plant brought onto the College sites by the contractor should be fully guarded.

### **Electrical plant**

The contractor or their employees shall not enter any switch room or similar area without the relevant clearance and authority of the estates management team. All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989. All portable electric tools shall be at 110V.

### **Compressed gas cylinders**

All contractors shall ensure that gas cylinders are:

- stored safely and securely
- not stored in doors
- used in accordance with manufacturer's precautions and instructions.

## **CONTROL OF POLLUTION**

### **Environmental waste materials**

It is preferred by the College that normal waste materials are removed from site each day. Where this is not practical skips can be used but they must be the covered and lockable type and located in an area agreed by the College. Skips should not be stored less than 6m from a glazed face of a building.

No contractor is permitted to dispose of any hazardous waste, chemical or any other substances into the drains or any of the College's refuse bins without expressed permission from the College.

Waste removed from site must comply with the Hazardous Waste Regulations 2005.

## **SUBSTANCES HAZARDOUS TO HEALTH**

### **Discovery of hazardous materials (asbestos)**

Any site operatives planning to work (with a risk of coming into contact with asbestos) must have received formal 'Asbestos Awareness' training before working on College premises. Prior to starting any work where there is a likelihood that asbestos may be disturbed the contractor should obtain written details of an asbestos survey from the estates management team.

For all demolition and refurbishment work an appropriate asbestos survey will be undertaken by the College. Prior to the commencement of any works all contractors must ensure that a copy of the asbestos survey report is available on site or the College asbestos register has been consulted. Under no circumstances is verbal communication on asbestos findings acceptable, even if the survey shows no asbestos present.

If accidental disturbance occurs or where a material suspected as being asbestos is found all work should contact immediately the estates management team. (No further work is to be carried out in the vicinity where the material was discovered.)

The estates management team will arrange for either:

- the sample will be taken for analysis by the College Health and Safety Officer, or
- an appropriate party to take the sample for analysis.

Then precautions/measures will be taken on site until the results of the analysis are known.

If the results of the analysis are positive, an approved contractor will be contacted to arrange the removal.

### **Control of Substances Hazardous to Health (COSHH)**

Before procuring any substance that could potentially be hazardous to health, the College expects all contractors to consider the following, in order of priority:

- eliminate the use of a harmful product or substance and use a safer one
- use a safer form of the product, e.g. paste rather than powder
- change the process to emit less of the substance
- enclose the process so that the product does not escape
- extract emissions of the substance near the source
- have as few works in harms' way as possible
- provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer.

Before using any hazardous substance contractors must ensure that a suitable COSHH assessment has been carried out. The COSHH assessments will need to address all associated hazards. Copies of COSHH assessment and COSHH datasheets must be readily accessible for reference and inspection on site at all times. The College also expects to see evidence that contractors have made their staff and sub-contractors aware of the COSHH assessments and COSHH datasheet information.

Consideration must also be given to the building occupiers that potentially could be exposed to fumes that may extend beyond site boundaries.

Contractors will be expected to provide evidence that workers are not being exposed to levels exceeding the Occupational Exposure Levels (OEL) and stated on COSHH assessment and COSHH datasheets.

**Any work carried out using hazardous substances must be within accordance of the COSHH assessments and COSHH datasheet information at all times.**

### **Noise**

Contractors have a legal responsibility to impose limits on exposure of harmful noise to the members of staff. In additional noise must be kept to a minimum at all times especially during term time.

Contractors must ensure that they have carried out a suitable assessment of all noisy activities. A basic rule of thumb to be used when considering if noise is a problem is if a site operative has to shout to be clearly heard by someone 2 metres away. The values take account of noise exposure over the whole working day or shift:

Lower exposure action value:

- daily or weekly exposure of 80 dB (peak sound pressure of 135 dB)

Upper exposure action value:

- daily or weekly exposure of 85 dB (peak sound pressure of 137 dB)

Maximum exposure limit value:

- daily or weekly exposure of 87 dB (peak sound pressure of 140 dB)

As a basic guide, contractors are encouraged to seek noise exposure output information from manufacturer guidelines and consult the HSE's noise calculators.

### **Vibration**

Contractors must ensure that they have assessed the risk of hand-arm vibration syndrome from the use of hand held vibratory power tools and equipment. They must also implement suitable controls to reduce the risk of injury and occupational ill health.

As a basic guide, contractors are encouraged to seek vibration exposure output information from manufacturer guidelines and consult the HSE's vibration calculators.

### **Permit to work**

The Contractor who is required to undertake "Hot Work, Roof Access and High Voltage electrical equipment" must make arrangements with the estates management team and complete a Permit to Work, obtainable from the estates management office before any work commences.

The work will only be allowed to commence on site when the estates management team are satisfied that:

- the permit has been completed correctly
- the fire detectors have been isolated
- the contractor has taken reasonable precaution to prevent fire damage and danger to personnel
- all neighbouring sections have been advised
- all hot works shall cease no less than one hour before leaving the site
- the work area must be thoroughly checked before leaving the site
- the contractor must provide a 4.5kg dry powder fire extinguisher. This must be strategically placed in close proximity to the work area
- all works will be carried out in full compliance with the risk assessment, method statement.

**Under no circumstances shall a Contractor carry out "Hot Work or access the roof" without the approval of the estates management team.**

### **WORKING AT HEIGHT**

#### **Ladders and step ladders**

Ladders and step ladders should only be used for straightforward, short duration work. They should be in good condition, be fit for purpose and used correctly. Contractors are responsible for ensuring that all operatives are suitably trained in their safe use.

### **Scaffolds and scaffold towers**

All independent scaffolds and tower scaffolds for access and material handing purposes shall be erected in accordance with British Standards on scaffold use BS EN 12811-1-1: 2003 this should be adhered to at all times. All scaffolding and scaffold towers shall be erected only by trained and authorised competent persons. Evidence of competency should be available for inspection. Any scaffold which remains erected for more than one week should be inspected at least once per week and after bad weather which may have an effect on strength and stability. The inspection is to be carried out by a competent person and a record of all inspections is to be retained on site for inspection.

### **Roof access**

Contractors are only permitted to access roofs on the issue of a roof access permitted by the Health and Safety Officer, Head of Estates, Facilities Manager and Facilities Supervisor. All contractors must have a suitable and sufficient risk assessment in place prior to the commencement of any works. Where no access or fall prevention measures are provided the main contractor is responsible for ensuring that all operatives can access and work in a safe manner. Weather conditions must be suitable for the work being undertaken. It should be ensured that no person, work equipment (including PPE) or materials can fall or be blow off any roof.

Any operatives carrying out work on the roof will be ask to carry a walkie talkie this is for the individuals safety and in case of an emergency and they need to be contacted.

No works are to be carried out on roof tops, external scaffold towers and independent scaffolding in wind speeds of 17mph (Beaufort Scale 4) or above. All contractors and sub-contractors are expected to monitor wind speed with a suitable anemometer device.

### **Personal protective equipment (PPE)**

All site operatives must wear the correct personal protective equipment before carrying out any work on site. The contractor is responsible for ensuring that site operatives are assessed and provided with all appropriate PPE, as outlined in the Personal Protection Equipment at Work Regulations 1992 and the College requirements.

### **Lone working**

Contractors should ensure that if working alone they have suitable controls in place for the safety of the lone worker. Employers are responsible for their employee's safety. If you are self-employed you should make arrangements with the College for whatever cover you may require.

### **Portable radios etc**

The use of radios etc will not be permitted on College sites, because they can cause annoyance to the College's teaching commitments. If works are being carried out outside of term time permission is to be sought from the estates management team.

Headphones should not be worn while working on site this is so you are aware of what is going on around you in the working environment.

### **Storage of materials**

All items of equipment and materials are to be stored safely on site and under cover to prevent damage. The contractor shall be responsible for the security and loss of any materials.

No materials shall be stored in corridors, stairwells or fire exits.

### **Accident reporting**

The contractor shall record all accidents, which arise in areas under his control. The contractor shall keep these records for the minimum statutory time period. The contractor

shall notify the relevant health and safety enforcing authority within the statutory time periods of any injury, dangerous occurrence or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which arise in areas under their control. Copies of any such reports are to be provided immediately to the Health and Safety Officer.

## **NON COMPLIANCE**

### **The Health and Safety Executive**

In the event of any enforcement notice being served by an HSE inspector; in accordance with section 21 and 22 of the Health and Safety at Work Act 1974. The contractor must immediately notify the Health and Safety Officer, regarding the reason for the notice and what action the contractor intends to take as a result. The contractor must comply with the terms of any such notice within the appropriate time period or submit an appeal to the HSE.

### **Leeds College of Art**

The College will operate a '3 strikes' rule and will issue warning notices for all contractors working within the College. These will be policed by unannounced inspections and audits carried out by any of the estates management team. On receiving 3 'strikes' the offending contractor will no longer be permitted to work within the College and will only be reinstated if satisfactory measures have been put in place. It should be noted that the main or principal contractor will be held responsible for the failures of their sub-contractors.

### **Notices for non-compliance**

- Warning notice - issued to remedy short term deficiencies which can be dealt with immediately. On the issue of the three warning notices on any one scheme a prohibition notice will be issued.
- Prohibition notice - issued where there is an immediate risk of personal injury, significant loss or damage of plant/equipment. On the issue of a prohibition notice, the work activity in question must cease immediately and the contractor will be no longer permitted to work on site and they will be reviewed as to the suitability of future work within the College.

A contractor can appeal against the issue of prohibition notices but there is no appeal process for warning notices as they are intended for immediate short term action. All appeals and assurance of remedial action must be issued in writing to the Health and Safety Officer or Head of Estates within 7 days.

## KEY CONTACTS

**Estates Team**  
Room 330  
Blenheim Walk  
Leeds  
LS2 9AQ

Tel: 0113 202 8000

**Health and Safety Officer**  
Andrew Thompson  
Email: [andrew.thompson@leeds-art.ac.uk](mailto:andrew.thompson@leeds-art.ac.uk)

**Head of Estates**  
Graham Morley  
Email: [graham.morley@leeds-art.ac.uk](mailto:graham.morley@leeds-art.ac.uk)

**Facilities Manager**  
Corina Kettlewell  
Email: [corina.kettlewell@leeds-art.ac.uk](mailto:corina.kettlewell@leeds-art.ac.uk)

**Facilities Supervisor**  
Adrian Parker  
Email: [adrian.parker@leeds-art.ac.uk](mailto:adrian.parker@leeds-art.ac.uk)

**Facilities Co-ordinator**  
Joanne Newsome  
Email: [joanne.newsome@leeds-art.ac.uk](mailto:joanne.newsome@leeds-art.ac.uk)

# APPENDIX 1

## ACKNOWLEDGEMENT OF HEALTH AND SAFETY CONTRACTOR GUIDELINES AT LEEDS COLLEGE OF ART, LEEDS LS2 9AQ

To:

Health and Safety Officer  
Estates Department  
Room 330  
Leeds College of Art  
Blenheim Walk  
Leeds  
LS2 9AQ

I/we hereby certify that I/we have received a copy of the “Health and Safety Contractor Guidelines” working on sites controlled by Leeds College of Art, that I/we have read and understood its contents, and that I/we agree to comply with these rules when working at Leeds College of Art.

Signed	
Name	
Position	
Company	
Address	
Telephone	
Date	

*Please return this form duly completed with your documents*

Signed on behalf of Leeds College of Art	
Date	

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