



Number 781FXPlus

Penryn University Campus Contractor's General Code of Safe Practice

PLEASE NOTE THE WOODLANE CAMPUS ADHERES AND OPERATES UNDER THE SAME CONDITIONS AS THE PENRYN UNIVERSITY CAMPUS CONTRACTORS GENERAL CODE OF SAFE PRACTICE.



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1 Purpose

The purpose of this document is to outline the procedures for ensuring effective co-ordination between the work of contractors on Falmouth Exeter Plus (FXP) operated campuses and addresses how FXP expects sites to be managed.

The code has been prepared to help contractors and their employees work safely and to prevent accidents and injuries to both themselves and University personnel.

All contractors working on site must conform with the provisions of this code. The observance of this code, however, does not in any way relieve the contractor of his legal or contractual obligations. All contractors and their employees should be conversant with the safety rules of the department or area in which they are working, e.g. in Laboratory areas or workshops.

In the case of any doubt regarding the application of the code, or in any circumstances affecting safe working not covered by the code, advice should be sought from FXP.

2 Scope

These guidelines apply to construction work and do not apply to non-construction activities. All references to 'contractor' refers to the contractor as a company and employer. 'Contractor's operatives' refer to the individuals working for a contractor.

3 Legislation / Standards applicable to work at Penryn Campus



The Construction (Design and Management) Regulations 2007 (CDM 2007) clarify the responsibilities of contractors and principal contractors in the planning and management of projects. A range of other Health and Safety legislative requirements apply to contractors as employers, and a number of other standards have been developed and/or adopted by the Construction industry. If necessary, reference may be made to relevant legislation/standards in contract documents. However, it is not the duty of FXP nor the purpose of such documents to provide an exhaustive list or duplicate the content of statutes and standards.

Periodically, FXP will establish minimum standards to specify how contractors should meet (or exceed) a specific requirement of legislation or other standard while working for FXP. This document, for example, contains a number of minimum standards. Other minimum standards are contained in contract/tender documents and may form part of a specification. FXP is continually striving for improvement and understands that contractors are constantly facing new challenges within an ever-changing, competitive industry, often leading to original solutions. When contractors identify 'smarter' and safer ways of working, FXP will welcome safe innovation as well as feedback about our own performance.

4 Starting Work

Penryn campus is a busy environment and some areas are occupied and/or accessible 24 hours a day. Construction work is frequently conducted adjacent to and within 'live areas'. Consequently, public protection is typically considered to be the key safety issue on projects.

A site should generally be set up and protected as if it was a town centre location. Appropriate standards of fencing and other site protection are needed (see paragraph 8). Be aware that people may intentionally defeat barriers and ignore warning signs: When the site is unsupervised, protect excavations, prevent unauthorised access onto scaffolding, ensure tools/equipment are secure etc.

Complex, high risk or notifiable projects must have annotated site plans showing welfare facilities, access and (where necessary) evacuation routes, site boundaries, designated



smoking areas, fire points, storage areas, waste location, hazardous locations, no-go zones, first aid point etc.

Effective co-ordination with Penryn Campus activities, achieved through a co-operative approach led by the Head of Capital Projects (HCP)/ Project Manager, is essential for a successful project.

Effective signage (using pictograms as well as words) is essential. Directional signage may need to be agreed with (or supplied by) the HCP/ Project Manager.

Normal working hours for construction work are 07.00 to 18.00 Monday to Friday.

FXP expects high standards of housekeeping to be observed to reduce risks and ensure the appearance of the site reflects the professionalism of all involved.

If noise, dust, service isolations or other nuisances cannot be avoided or controlled to prevent significant disruption (and risk) to campus activities, some operations will need to occur outside/around campus activities which cannot be reasonably relocated.

During the tender stage and/or at pre-start meetings the main/principal contractor will be notified of special events which might affect the planning of the project.

Principal/Main Contractors should ensure that operatives, and especially Site Managers/ Foremen, have the aptitude to work in busy environments and deal politely with the public.

Contractors must carry out written risk assessments for the activities to be carried and prepare a written method statement for the works. Risk assessments must take into account that University property is likely to be occupied at all times by staff students and visitors.

5 General Site Rules

All operations likely to cause disturbance or disruption to the occupants and neighbours are to be referred to the HCP for co-ordination with the appropriate persons. Normal hours of working are from 08.00 to 17.00 hours Monday to Friday, unless prior permission is



obtained from the HCP and FXP. This site is not to be used for anything other than the works.

Any person found in possession of, or under the influence of alcohol or drugs, whether prescription or not, will be requested to leave the site forthwith, and may be permanently excluded.

Any emergency exits and equipment are to be kept clear at all times.

The Principal Contractor is to ensure that all vehicles associated with the works are parked so as not to cause nuisance or obstruction to others.

All works are to be co-ordinated with the PM, allowing sufficient time for the issue of Permits to Work, isolation of services and co-ordination with other contractors, if applicable.

The General Safety Rules for Building, Engineering, Construction and Maintenance Contractors and local warning or prohibition notices are to be strictly adhered to.

Smoking on the campus estate is not allowed within 5 meters of any building except in the designated smoking areas. A map of where these smoking areas are is available from reception.

Smoking on construction sites and the use of radios or personal stereos are not permitted. Anyone found to be smoking outside of designated areas or within partially/fully completed buildings will be permanently excluded from the works.

All materials and equipment are to be stored in an appropriate manner outside the building.

All rubbish is to be placed in skips and secured as necessary to prevent any nuisance. All deleterious material is to be disposed of in appropriate manner with due care and consideration with respect to the environmental impact. Refer to the site waste management plan.

The Contractor is to confine activities to areas authorised for their use.



Contractors in breach of site rules, working in an unsafe manner or causing undue disruption to Campus activities or in breach of site security requirements, may be excluded from site without previous warning

6 Health Risk from Client Activities

The campus will be in occupation and operation throughout the duration of the Contract. The principal risk is from vehicle movements both of campus operational and non-operational activities adjacent to work areas. The main risks relate to vehicles in close proximity to people and excavations.

Due to the continuous operational nature of the campus, live service connections will be likely in order that the site can remain 'on-line'.

Although there should be no reason to access the Scientific, Studio or Workshop areas, in the event that access is required, the Contractor shall be aware that within these areas, lasers are used as well as highly power equipment and instrumentation. The Contractor shall not touch or disturb any equipment or substance etc to which they are unfamiliar. In the event that it is necessary to get equipment, student work, or any suspect material moved, you are to seek the advice of the estates steward, prior to proceeding.

7 Access and Security

Contractors shall display at all times identification clearly indicating their name, trade (or profession) and company address, together with a contact telephone number. The preferred



option is an encapsulated ID badge with photograph pinned to the employees' jacket or overalls.

8 Standard of Site Protection/Barriers

Risk assessments should help to determine the exact level of site protection that is required (although contract preliminaries may stipulate the requirements for a particular project).

The Health and Safety Executive (www.hse.gov.uk/construction/cdm/miscfaq.htm) gives the following, broad guidelines: "Painting work in an occupied office block may just be taped off with a warning sign. Pavement works in the street might have temporary barriers in place, but a larger construction site with greater hazards may require a hoarding or secure fencing."

All site protection should fully enclose the work area and be supplemented by warning signs (see item 36). Barriers should be approximately 1m high and suitably stable.

The site is to be secured to prevent access when contractors not on site.

A number of additional design features are required on metal mesh fence panels at Penryn Campus:

- i. Panels should be covered in plastic diamond green mesh if wind loading allows
- ii. Feet should be designed, positioned and/or conspicuously coloured to prevent trips
- iii. Panels should be secured with two couplers
- iv. Gates or doors in the panels should be padlocked when the site is unsupervised
- v. Infill panels or similar should be fitted to prevent snagging of clothing etc.
- vi. Open ends of fencing should have a 'return' to increase stability and security.

9 Welfare facilities

All contractors must take reasonable steps to ensure that adequate welfare facilities have been provided. The requirement of Welfare facilities are contained within Schedule 2 of the Approved Code of Practice (ACoP) to CDM 2007.



CDM regulations - Not up-dated as as at Oct 2015

The Contractor shall provide details of the Welfare provision to the CDM-Coordinator. These shall be maintained throughout the contract.

During project planning, the HCP/ Project Manager assesses welfare requirements. Wherever appropriate, the contractor will be given use of Penryn Campus facilities. Pre-construction information and/or contract preliminaries will explain what is available

The employer may allow use of the Canteen and associated toilet facilities in the main building for lunch, providing that clean footwear is worn, and appropriate clothing. The Employer shall reserve the right to remove this concession should any contractor, or sub-contractors, not adhere to these, and other rules which may be in place within the campus canteen.

Operatives should be reasonably clean and tidy when using Penryn Campus welfare facilities.

When evaluating the welfare requirements of the project, the principal/main contractor may determine that the Campus facilities are not suitable. In this case, the principal/main contractor should inform the HCP/ Project Manager of the welfare facilities that are required. This can be done through tender clarifications and tender returns.

10 Contractors Keys

Contractors keys can be issued where required. The arrangements for issuing these keys will be confirmed at prestart meetings.



If these keys are lost, locks need to be changed and new keys issued. Consequently, the contractor will be charged £10,000 to cover the cost of resulting locks. Master keys for the site will not be issued.

11 Young People at Work

FXP acknowledges the importance of giving young people (persons under 18 years of age) opportunities to develop skills. This can be done through participation in work. However, young people are more vulnerable than adults at work. The requirements of the Management of Health and Safety at Work Regulations 1999 (Regulation 19) should be observed when employing young people (including prohibition of certain work activities).

Contractors operatives may not bring children (persons who have not reached the minimum school leaving age) onto site.

12 CRB Checks

FXP may require contractors to have CRB checks where it is foreseeable that their work could give them unsupervised contact with children. Where deemed necessary, the requirement for CRB checks will be included in tender documents.

13 CSCS Cards

Penryn Campus is a CSCS card site. All operatives applying for a contractors pass will be required to have a suitable CSCS card or a card affiliated to the scheme. There are two specific requirements:

Site managers on notifiable projects must hold a gold (supervisors) card.

All scaffolders working at Penryn Campus must hold an appropriate CISRS card (see item 22)



Where operatives have passed the CITB health and safety test and are waiting for a CSCS card, FXP will issue a contractors pass on receiving proof that the test was passed.

In exceptional cases, operatives will be permitted on site without a CSCS card or a contractors pass. This includes emergency situations or ancillary occupations (e.g. drivers and cleaners) performing non-construction work.

The acceptance of a CSCS card or issuing of a contractors Pass does not indicate that FXP deems an operative competent to perform work allocated to them by a contractor. This is the contractors responsibility (see item 20). Rather, the process assures FXP that operatives have sufficient safety awareness and general site information to ensure they are unlikely to pose a risk to Penryn Campus staff, students, property or operations while on site.

14 Obtaining / Exchanging Information about Site Risks

All contractors are strongly recommended to visit the site while preparing tender documents to understand the risks and issues involved in the project. This will assist your tender submission as some site-specific documentation will typically be requested at tender stage.

Relevant pre-construction information will be provided for all projects. In the case of notifiable projects, this will be prepared by the CDM Co-ordinator (CDM-C) and included in the tender pack. In the case of non-notifiable projects, information will be compiled and issued directly by the HCP/ Project Manager during the tender and pre-start stages.

Once appointed, the main/principal contractor will be asked to attend one or more site visits with the HCP/ Project Manager and CDM-C (on notifiable projects) to review site risks. On low risk/ projects of low complexity, this may be combined with a pre-start meeting.

While FXP takes reasonable steps to ensure the accuracy and completeness of preconstruction information, it is not always possible to guarantee that records are



completely accurate and contractors should take reasonable steps to verify this information during the course of the project. Where relevant information is missing, and could not be reasonably obtained before work commenced, provisions will be made for necessary checks, inspections or tests to be made after work has started (possibly by the Principal/Main Contractor where that is appropriate).

Main/Principal contractors must ensure that all operatives, including sub-contractors' operatives (and their sub-contractors), attend the Penryn Campus Safety Seminar or receive a site induction as this provides general information about site risks.

Main/Principal contractors must ensure that relevant items from the FXP Contractors Rules are incorporated into their own site rules or induction arrangements: There may be a number of 'unique' requirements that do not feature in your own, standard rules.

15 Special Hazards

Where contractor's operations are expected to create special hazards, e.g. in the application of heat, demolition work or the use of dangerous articles or substances the attention of the department concerned and FXP must be specifically drawn to the hazards, so that adequate precautions can be taken. Consultation should be carried out with the CDM-C and FXP Estate Management to ensure that work areas are managed to avoid interruption to services or key University functions eg. Examinations and research. Hours of work must be agreed at the start of each project to ensure minimal disruption. FXP, Falmouth University and Exeter University have their own safety requirements for projects that directly affect them. These are outlined in the subsequent appendices.

Contractors' employees may be at risk when working in certain area, in which case hazards will be detailed on a permit to work issued by FXP or otherwise authorised person.

It is the contractor's responsibility to acquaint his employees with these hazards.



16 Risk Assessments & Method Statements

FXP expects:

- i. Risk Assessments and method statements will be prepared by a competent person within a competent company.
- ii. Operatives to have easy and rapid access to relevant safety documentation, notably risk assessments and method statements. It is not acceptable to hold such important documentation off-site. The FXP permit-to-work arrangements will prevent operatives working on site if they lack these documents.
- iii. Risk assessments and method statements will be site specific (or generic documents that are reviewed, suitably amended and signed/dated by a site supervisor or other manager).
- iv. The format and level of detail of any risk assessment and method statement will be suitable for the task. FXP will not impose a specific format upon contractors.

Contract preliminaries may request that tender returns include a small number of site specific risk assessments and method statements for high risk or key activities. These should be used by contractors to assist with planning and allocation of resources.

FXP Project Managers will sometimes review Risk Assessments and Method Statement (for example when issuing an Approval to Work (see section 31) or during the tender process (mentioned above)). The purpose of this review is not to comment on the technical content of the contractors work, but is rather to ensure that:

- i. The project is effectively co-ordinated with FXP activities.
- ii. Necessary pre-construction information is supplied, where it is available.
- iii. Risks to FXP staff, students and operations are being effectively.

17 Behaviour/Presentation by Operatives



FXP rules for Contractors requires operatives to behave in a respectful manner towards staff and students. Inappropriate (e.g. lewd) behaviour towards staff or students will lead to dismissal of the operative from site.

There are a number of licensed premises on site. FXP does not permit contractor's operatives to drink alcohol on site, even if they have finished work for the day.

18 Asbestos

There is no known asbestos containing materials affecting the works. Should any material be discovered which is suspected to contain asbestos, this is to be brought to the attention of the HCP/Project Manager prior to any further works being undertaken.

The University Building stock may contain asbestos containing materials (ACM's). Contractors shall ensure that all of their employees and staff under their control working on Penryn Campus building that contain asbestos reference the relevant section of the asbestos register and sign to acknowledge that they have understood its contents. This must be done before any surveying or work commences.

Contractors shall demonstrate that all their employees and staff under their control working on the Penryn Campus site have received asbestos awareness training when working on a building with noted asbestos content.

No work involving the handling or disturbance of ACM' shall be undertaken without authorisation from FXP.

FXP shall be advised of any work that may result in the risk in the risk of the disturbance of ACM's prior to the commencement of the works.

All cases of accidental disturbance and damage of ACM's must be reported to FXP.

All contractors applying for a Penryn Campus contractors pass will have attended asbestos awareness training or a refresher event run by UKATA accredited organisation within the previous 2 years



Contractors who are not performing construction work (e.g. delivery drivers, cleaners engaged at the end of a project, PAT testing company working in office environments) will be exempt from the requirement for asbestos training.

Asbestos consultants will advise on whether a job is notifiable under the Control of Asbestos Regulations 2006. They will supervise all works that are notifiable under CAR and any remediation work related to projects notifiable under CDM 2007. At the discretion of the HCP/ Project Manager, they may also supervise complex, non-notifiable works. See section 32 for further details of co-ordination.

Only licensed contractors are allowed to work on Asbestos materials at Penryn Campus.

19 Competency check of Main/ Principle Contractor

All contractors seeking a place on framework agreements or other approved lists have been required to demonstrate their competency in line with Appendix 4 of the Approved Code of Practice to CDM 2007

Main/Principal Contractors will be asked to provide information on an annual basis regarding their safety management and safety performance. The purpose is to ensure the ongoing competency of our contractors

Competency questionnaire is included in appendix A.

20 Contribution to progress meetings

Under CDM 2007, the client is required to ensure the arrangements for managing the project safely remain adequate (Regulation 9 applies). Therefore, contractor's safety performance is a standing item on the agenda of progress meetings. This will address matters such as:

- i. A review of accidents/incidents on site.



- ii. A review of performance notices issued (see below).
- iii. Overview of key changes to the Construction Phase Plan (if project is notifiable).
- iv. A review of new sub-contractors starting on site.
- v. The findings of safety inspections conducted by the main/principal contractor.
- vi. Confirming information is being collected for the health and safety file.
- vii. On notifiable projects, progress reports by principal/main contractor should be written.

21 Site Inspections

FXP may ask to inspect a work site at any time, although will generally seek to visit the site at a mutually agreeable time. Principal/main contractors should ensure that all areas are made reasonably safe for entry by visitors but if this is not reasonably practicable, entry into hazardous areas should be prohibited. Entry should be refused to any visitor if they are not wearing appropriate protective equipment.

22 Competency of Subcontractors and Operatives

Principal/Main contractors are required to establish the competency of sub-contractors in line with Appendix 4 of the ACoP to CDM 2007.

Site managers should check operatives training records (as explained on page 52 of the ACoP to CDM 2007). It is also the responsibility of the main/principal contractor to ensure that their subcontractors hold Penryn Campus contractors passes before they commence work.

Where FXP names less than 3 sub-contractors, FXP will be required to establish their competency (this will be taken to be an appointment for the purposes of defining FXP's duties under CDM 2007). Principal/main contractors will, on request, be given access to the competency evidence that the sub-contractor provided to FXP. If a disagreement arises regarding the assessment of competency of a named contractor, the Principal Surveyor or Engineer will convene a meeting to review the available material and seek a solution.

23 Fire Safety Arrangements



FXP expects contractors to comply with the Fire Protection Association's 'Joint Code' (entitled 'Fire Prevention on Construction Sites').

The Joint Code states that principal contractors on projects with an original contract value of £2.5m or above should appoint a competent person to assess fire risks and develop/update a Site Fire Safety Plan in accordance with the Joint Code. On smaller projects, the Joint Code should be applied as 'best practice'.

The HCP/ Project Manager will issue significant fire risk information relevant to the building/area as pre-construction information. The main/principal contractor should assess this when planning their work.

On notifiable projects, a fire risk assessment and fire/emergency procedures should form part of the Construction Phase Plan. Note that a suitably annotated site plan can convey fire safety information.

On non-notifiable projects, fire risk will normally be considered as a potential hazard on relevant, general risk assessments. FXP expects contractors to have specific fire risk assessments and liaise with site management on their fire safety plans, unless the general risk assessments are suitable and sufficient to manage fire risk. The contractor must consider the fire risk in educational establishments and the insurance requirements for the site. All external constructions associated the work of Contracting companies, temporary or permanent eg Portacabin should have a fire risk assessment in place. Contractors should be able to show their fire logs to the estates management at any time and make available their site to Fire service inspection. Contractors should familiarise themselves with the fire evacuation procedures for the building/area where they are working in accordance with FXP and their own companies policy and emergency plan.

All potential Fire Hazards (eg waste storage fuel storage) on site should be notified to FXP so that they can be incorporated on the site risk register held at reception.

Where risk assessments or a fire safety plan require contractors to have access to fire fighting equipment, they should supply their own (do not rely upon using Penryn Campus equipment).



LPG Cylinders should not be stored inside Penryn Campus buildings. Suitable, secure external containers should be provided by the main/principal contractor in compliance with the UKLPG Association code of practice "Storage of Full and Empty LPG Cylinders and Cartridges" (current edition is dated March 2004: See www.uklpg.org) and the 'joint code'. An assessment under the Dangerous Substances and Explosive atmospheres regulations may need to be carried out in certain circumstances.

Smoking, the use of flame lights or the application of heat as in welding or burning is prohibited in many areas of Penryn Campus. Contractors and their employees must seek prior permission for these activities from FXP.

Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved. Contractors and their employees should on the arrival at the work site, check for the following safety matters:

- The nearest means of escape in case of fire
- The location, type and method of operation of the nearest fire-fighting appliance
- The location and method of operation of the nearest fire alarm.

Contractors must obey emergency procedures for the evacuation of University buildings when called upon to do so.

The Penryn Campus emergency instructions are as follows:

- i. If you spot a fire, alert those around you and break the glass of a manual call point and evacuate to your nominated assembly point.
- ii. If you hear the continuous alarm:
 - a. Stop what you are doing.
 - b. Make your work area safe (to prevent trip hazards/obstructions etc.) and ensure fire doors are closed.
 - c. Follow fire exit signs to leave by the nearest exit.



d. Go to your nominated assembly point.

On hearing the fire alarm Contractors should leave the building by the nearest available exit as directed by the fire marshals. The fire alarm is a continuous high pitched electronic sound in all buildings.

iii. If you are outside a building being evacuated then you should stop your work and move to a safe place away from the building or if possible the nominated assembly point.

iv. If you suspect your work (dust, heat, smoke etc) has caused the alarm activation or you have accidentally struck a call point or detector you must evacuate but immediately give the details to Penryn Campus reception on 01326 340700

v. Await instruction to re-enter the building

Contractors working outside of the main Contractor compound or within other areas of the campus must sign in at the main reception unless other arrangements have been agreed. Please make yourself familiar with the nearest fire exit, the person signing you authorisation will assist you if required.

24 Scaffolding

The erection/striking of scaffolding is deemed by FXP to pose a higher level of risk to members of the public (due to hazards such as carrying poles along traffic routes, risk of falling objects/falls from height etc.). Scaffolding is often a highly visible operation in which unacceptable practices are likely to be quickly detected. Consequently, construction of tube and fitting or system scaffolds is subject to the FXP Approval to Work process (mobile tower scaffolds are exempt).

Principal/Main Contractors must ensure the competency of scaffolding sub-contractors both in terms of erection and, where appropriate, design. All scaffolders working on Penryn



Campus must hold appropriate CISRS (Construction Industry Scaffolders Record Scheme) cards. More information can be found at www.cisrs.org.uk.

Scaffolding should be designed to protect members of the public in the vicinity of the scaffold. Fans over access routes, mesh along working areas and padding to exposed standards are examples of measures that should be considered (note that the additional wind loading etc. will need to be accounted for when designing the structure). Proposals for scaffold design should be discussed with the Contract Administrator/Project Manager.

Principle/ Main Contractors are encouraged to only use scaffolding subcontractors who are registered with the National Access and Scaffolding Confederation (NASC).

All scaffolds should display a completed 'scafftag' to enable rapid check whether the scaffold has been inspected on a weekly basis. All incomplete scaffolding should be signed. Care should be taken to keep scaffolding secure as possible at the end of the working day

Site plans must be used to assist with the planning of scaffolding operations.

25 Work above ground

When work by the contractor involves the erection of any scaffold, support, shoring or similar structure, he is responsible for the incorporation, in addition to any of the safety of the above, of features such as 'fans', walkways, covers, guardrails, warning lights, etc, as may be necessary for safety. Steps must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases each day to prevent unauthorised access. Activities must comply with the Working at Height regulations.



26 Work below ground

Ground on Penryn Campus may not be broken without the express permission of FXP. The work site must be made and kept safe by means of barriers, warning notices, lights etc at all times. When work is complete, the site must be made good and any markers, protective covers and warning notices restored.

All trenches and excavations, particularly those adjacent to roads or existing buildings must be adequately shored and falls of material prevented by battering back, caissons or other effective means. In particular, the safety of children should be borne in mind and excavations boarded over when work is not actually proceeding. In particular, open manholes should be protected at all times.

27 Work at Height

All contractors must comply with the Working at Height regulations and follow FXP working at height and roof work procedure if involved with work in FXP controlled areas.

28 Vibration, dust and noise

Vibration, noise and dust should be minimised and controlled to prevent risk to operatives and nuisance/risks to Penryn Campus staff and students.

Tender documents will make the principal/main contractors aware of Penryn Campus activities and events occurring in the vicinity of the project and may impose certain restrictions, such as limiting the hours when noisy operations can occur. Such stipulations will also be discussed in pre-start/progress meetings. The principal/main contractor should ensure that the programming or methods of working do not infringe these restrictions. If in



doubt about whether an operation would constitute a nuisance, the HCP/ Project Manager should be contacted. The HCP/ Project Manager may request that 'trial' operations are run.

Wherever possible main/principal contractors should create a dust/fume proof seal between the work area and surrounding rooms and corridors if nuisance or hazardous dust/fumes etc. are likely to be generated. Adequate ventilation must still be provided to those at work.

29 Traffic Management & Road Safety

The operation of plant and vehicles in and around 'live' sites pose a particular risk to staff and students, especially when reversing or crossing footpaths.

Site plans can communicate important traffic management information.

Construction plant, HGV etc. must be fitted with audible and visual reversing alarms.

Unavoidable vehicular operations that pose a risk to the public (e.g. crossing footpaths) or disturbing examinations should be assessed and controlled through the use of banksmen, out of hours work etc.

Consequently, the operation of vehicles or plant in pedestrian areas is subject to the FXP Permit to Work Process.

Contractor's vehicles must not exceed 10 miles per hour while driving through campuses. Note that this may be less than the general speed limits on site and is a reflection of the greater risk posed by drivers who are not familiar with traffic routes/site risks etc.

In nominated pedestrian zones access for contractor vehicles is minimised, only by prior arrangement and under the direction of a banksman preceding the vehicle.

Only park adjacent to building whilst unloading. A designated area will be provided for contractor parking and storage. These will be mutually agreed with the Contractor and FXP, but will be as close to the site as possible.



Contractor's vehicles must not park in/on the following areas:

- a. Bays for drivers with disabilities
- b. Double yellow lines
- c. Yellow hatched areas
- d. Delivery areas
- e. Locations which block access routes

Where it is deemed absolutely necessary to park in such areas, the Contract Administrator will seek permission from FXP. Even when permission is granted, vehicles should only be left in such areas for the minimum amount of time necessary.

Contractors will be made aware of permissible parking places through pre-construction information contained in tender documents and/or pre-start meetings.

On arrival, delivery drivers should contact the principal/main contractor's site manager/foreman so that arrangements can be made to meet them. Materials should not be left unattended on the campus. Delivery schedules should be discussed with the HCP/ Project Manager if deliveries could disrupt adjacent projects or the campus road network.

The contractors will incur full costs for releasing their own vehicles that are clamped or Towed away due to improper parking on site. FXP will not be liable for any costs incurred.

FXP will accept no liability for any damage to or theft of/from contractor's vehicles.

Where significant amounts of mud are likely to be carried on to the road network, the contract should allow for wheel washing facilities on site and road cleaning operations.

Contractors working on access roads within the curtilage of Penryn Campus should ensure they provide adequate signage and barriers to safely direct traffic around the work area. Arrangements should be shown on a site plan and the work must be authorised on a FXP Approval to Work form.



The Project Manager should be notified immediately of a serious incident (e.g. RIDDOR reportable). Other incidents affecting only the contractors own personnel and equipment should be reported by submitting a copy of the contractor's accident report form to the Project Manager. If the incident harms or affects Penryn Campus staff, students or property then the contractor will be helped to complete a FXP incident report form.

FXP may undertake or participate in accident investigations where it is deemed necessary.

31 Approval to Work Process

In the case of especially hazardous work, or where contractors' operations may need to be especially coordinated with those of the University to ensure safety, the work may be governed by means of a formal permit system. The relevance of such a system to the work envisaged will be discussed wherever possible during the planning stage and the necessity for such a system to be adopted considered before work commences.

FXP operates the following permit to work systems. These shall be implemented and maintained by the Contractor for the duration of works.

- Access to the roof.
- Hot work.
- Work on live electricity.
- Confined space work.

It is envisaged that the contractor will implement other suitable permits to works, in particular with this Contract, a permit for excavation/breaking the ground.

Please see Appendix B for FXP permit to work procedure.



32 Co-ordination/ Co-operation with other contractors

Main/Principal Contractor will be made aware of adjacent construction projects during the tender stage and/or through meetings.

Due to the scale of Penryn Campus it is not always possible to know where or when smaller projects (especially minor maintenance jobs) are taking place. Consequently, it is foreseeable that operatives or sub-contractors will seek entry into work sites. Main/Principal Contractors should not allow other contractors access on to their site unless it has been approved by the HCP/ Project Manager and agreed by the Main/Principal Contractor. Main/Principal Contractor should stipulate that all contractors coming on to their site have to go through an appropriate induction

The HCP/ Project Manager(s) will make appropriate arrangements for site managers/foremen of adjacent sites to initially meet. Ongoing discussions between site managers/foremen need not involve the HCP/ Project Manager(s) unless there is disagreement which requires the HCP/ Project Manager (s) to act as mediator.

Where asbestos remediation work is required, the programming and co-ordination of this work will be agreed with the Main/Principal contractor.

33 First Aid

Faculties/departments maintain their own first aid provision. However, the Main/Principal Contractor should make their own arrangements for first aid, in compliance with the Health and Safety (First Aid Regulations) 1981. In an emergency (e.g. if the contractor's own first aider is injured), contractors may contact Penryn Campus first aiders for assistance.



Where specialist first aid instruction or training is required, e.g. dealing with the effects of suspension trauma, the main/principal contractor should ensure that either they or appropriate sub-contractors have received the instruction or training.

Main/Principal Contractor are asked to provide first aid assistance for Penryn Campus staff who are injured while visiting their sites and cannot obtain first aid assistance from Penryn Campus staff.

34 Service Isolations

Due to the potential disruption and costs arising from unplanned service disruptions, main/principal contractors must not effect service isolations without the permission of the FXP. Other than in emergencies, permission will only be given once the Department is satisfied that it has identified what areas will be affected by an interruption to services, ensured that relevant stakeholders have been consulted and have developed suitable plans to manage the impact of disruption. Consequently, all service isolations are subject to the Approval to Work process.

35 Lifting Plans for Crane operations

FXP must see a written lifting plan for all crane operations (lifting plans are discussed in the ACoP to the Lifting Operations and Lifting Equipment Regulations 1998). As a crane lift is deemed by FXP to be a high risk operation, an annotated site plan should accompany the lifting plan. The Main contractor is responsible for ensuring that appropriate notification for tower cranes to the authorities is undertaken.

The lifting plan is to be issued to FXP for comment at least 2 working days prior to the start of the lift (a longer lead in time may be needed depending on the complexity and risk of the operation).



36 Signage

Safety signs must comply with the Safety Signs and Signals Regulations 1996 so must include a symbol/pictogram accompanied by words where necessary. Signs must be of a professional standard. As a minimum, when barriers, fencing or hoarding are used, there must be signs warning persons not to enter the work area (e.g. no unauthorised access).

37 Notification of Hazards and Defects

If an operative of a main/principal notices an uncontrolled hazard or defect, it is expected that the main/principal contractor will notify the Facilities Department even if the hazard or defect is outside the scope of the contractors work or does not affect them directly.

38 Managing Instruction given by Staff

Principal/main contractors should only accept variations/instructions from the HCP/ Project Manager. Any other persons attempting to issue variations/instructions (or queries over the validity of a variation/instruction) should be directed to the HCP/ Project Manager.

Occasionally work will cause unforeseen disruption. A contractor can be instructed to halt work in the case of emergency, imminent risk to life or health, major disruption to services or examinations. All requests to cease work should be coordinated through reception.

The person giving this request should be asked to confirm their name and the reason for the instruction and this request passed onto made to the HCP/ Project Manager immediately. A acting deputy should be in place for the project manager at all times. The HCP/ Project Manager/deputy will maintain means of contact and response with site reception at all times.



The HCP/ Project Manager should contact the main/principal contractor immediately in this instance.

39 Personal Protective Equipment (PPE)

The minimum PPE requirements for contractors working on site are high visibility jackets or vests to BS EN 471 Class 2 and protective footwear with steel insole and toe cap to BS EN ISO 20345. Principal/main contractors can impose higher or additional minimum standards as required by their risk assessments or policy (e.g. a compulsory glove policy).

40 Storage and Site Waste Management

Storage requirements and locations will be determined during the tender and pre-start stages. Due to the confined nature of some work areas, main/principal contractors may need to keep minimal materials on site, making use of off-site storage or 'just in time' delivery solutions.

Penryn Campus does not have storage facilities available for use by contractors, except where explicitly stated.

There could be considerable loss if a bin was ignited close to a building. Skips should be:

- i. Located a minimum of 10m from a building and kept covered whenever unsupervised.
- ii. Through weight or anchoring it should be impossible to move the skip or bin from the allocated area without mechanical assistance. Where this is not reasonably practicable, the skip should be located within a secure compound (see item 8).
- iii. If skips/bins have to be stored closer than 10m (for reasons of practicality and safety) they should **never** be closer than 8m and must:
 - a. Never be overfilled
 - b. The area around the skip should be free of waste, debris and dry vegetation
 - c. Be metallic with a close-fitting lockable lid
 - d. The lid should be kept locked when the site is unsupervised



- e. Never be filled with flammable substances (e.g. oily rags, shavings, waste kitchen oil/scrap etc.)
- f. Have adequate numbers of appropriate extinguishers for the quantity and nature of waste in the skip sited in an accessible location in the vicinity of the skip.
- g. Be emptied as soon as practical and always before leaving the site unsupervised for more than 24 hours (e.g. weekends).
- h. Be subject to daily review by site management (site fire checklists, site diaries or a similar mechanism should be used to record these reviews).

iv. If a contractor intends to use a chute to safely and rapidly dispose of demolition waste from an upper floor, a skip will need to be located within 6m of a structure. In this instance, the controls a-h above shall apply along with the following additional controls:

- a. Due to the risks, authority to proceed must be given on an Approval to Work Form which will ensure the following steps will be taken:
- b. The skip should be protected in accordance with item 5 to minimise the risk of materials being ejected out of the skip into public areas and the risk of ignition sources (e.g. smoking materials) being thrown into the skip.
- c. Combustible materials (e.g. wood skirting etc.) should, wherever reasonably practicable, not be discarded in the skip. Note that good waste management typically requires segregation of waste at source.
- d. The skip must be removed at the end of every day.

41 Gas Plant and Equipment

All contractors undertaking gas works shall be Gas Safe registered. Individual Operatives shall be competent to carry out gas work and hold valid certificates over the areas of gas work and hold valid certificates over the areas of gas work that they intend to work. The contractor shall provide a copy of the Gas Safe registration certificate and assessment



certificates for operatives they intend to use operatives shall carry their Gas Safe registration card, which shall be available for inspection.

42 Use of Plant, Equipment and Lifts

Main/principal contractors should supply and utilise their own equipment and should not use Penryn Campus plant and equipment in the conduct of their duties.

Penryn Campus lifts may be used by operatives travelling to and from the work area. Construction materials should not be carried by lift unless authorised by the HCP/ Project Manager who will ensure steps have been taken to prevent damage to or overloading of the lift car.

Lifts should not be used in the event of a fire.

43 Waste Traps

There are a number of waste traps (and drain runs) throughout the Campus that may contain substances that could pose a risk of harm. These are typically (but not always) labelled. Work on waste traps or associated drain runs is subject to the Approval to Work process. Where it is possible to obtain material safety data sheets for the substances, the HCP/ Project Manager shall arrange for these to be made available to the contractor. A contractor should not disturb any waste trap or drain run from a waste trap until they have assessed the likely nature of any material or residues held within the trap and performed a suitable risk assessment to identify the required control measures.

In the case of spillage from a contractor site contamination waste traps or interceptors the contractor shall pay all fees for the cleanup and overseeing of that operation.

44 Plant Rooms



Plant rooms are not to be used for the storage of tools and equipment.

Access into HV switchrooms is prohibited unless authorisation is given by Penryn Campus as part of the Approval to Work Process.

Contractors must ensure that plant rooms are locked when unoccupied and when leaving.

45 Services Generally

Contractors must not connect to or interfere with the Compressed air, electrical, gas or other services of the University without the express permission of Penryn Campus Services.

46 Tools and Equipment

All Plant, tools, tackle and equipment used by contractors on University premises must be suitable for the work undertaken, must comply with all the relevant legal standards and must be maintained in accordance with appropriate safety standards. Operatives must be trained in the use of such equipment,

Contractors may not use the University Plant, tools, tackle or equipment without the express permission of FXP and then only on clear understanding that they are responsible for ensuring its suitability and safety for its intended use.

47 The Storage, Transport and Disposal of Waste



Any waste produced as part of your contract at Penryn Campus must be stored appropriately in line with the Environmental Protection Act (EPA) requirements to prevent escape to the environment or harm to human health or cause nuisance.

Any hazardous waste likely to be produced should be identified prior to the start of work and appropriate storage, transport and disposal arrangements must be in place. Hazardous and non hazardous waste must not be mixed. In line with the Hazardous Waste Regulations you must keep records of the hazardous wastes produced and copies of Consignment Notes.

No waste is to leave Penryn Campus premises without full compliance with the Duty of Care requirements, for example, by using licensed waste carriers and the production of waste transfer or consignment notes.

To comply with the Lists of Waste Regulations contractors arranging for the disposal of waste must ensure the correct identification of waste on the waste transfer or consignment note.

Work must not begin on projects of value greater than £300k without a Site Waste Management Plan (SWMP) in place. Projects of value greater than £500k require a detailed SWMP.

48 The Storage, Transport and Handling of Substances- Prevention of Releases to Land, Air and Water

Adequate prevention and mitigation procedures must be in place for any substances brought onto Penryn Campus premises that have the potential to be released to land, air or water and cause environmental harm. Such procedures may operate in collaboration with existing



Penryn Campus processes. This must be agreed prior to substances being brought onto site. Any unplanned release should be reported to the Head of Capital Projects as soon as is practicable.

In accordance with the Ground Water Resources Act no substance or solid material shall be allowed to enter a controlled water or any land. There must be no discharges to drains or sewer systems unless clearance has been given by the HCP/ Project Manager and, where necessary, the appropriate regulatory authority.

If any substances identified in List 1 of the Groundwater Regulations (1998) are to be brought onto Penryn Campus premises the HCP must be informed prior to them being brought on to the Campus.

Any substances regulated under the Control of Pollution (Oil Storage) Regulation 2001 must be stored in compliance with these regulations.

Contractors may not deposit any waste, chemical or any other substances whatsoever, into drains on Penryn Campus, unless express permission for FXP has been given.

No burning on site is permitted.

49 Nuisance

Environmental nuisances, such as those outlined in section 79 of the EPA or the Noise and Statutory Nuisance Act must be adequately managed. For example, odours, dust, smoke, and noise should be minimised.

50 Contacting Emergency Services

If you are involved in an accident or witness the effects of one, first make any casualty and scene of the accident safe if you can. Obtain emergency help by contacting reception on "4444" by internal phone or 01326 370400 by mobile or find the nearest First aider if appropriate.



If the accident is serious and you need to dial for an ambulance directly please remember that you must dial 9 then 999 when using an internal phone.

You must inform reception immediately the ambulance is summoned – they will assist by ensuring the crew get straight to the right part of the campus.

If an air ambulance is required, the main landing area is the bus stop. Reception must be informed immediately so that this area can be cleared in preparation for the landing

Give the following address: -
Penryn University Campus
Treliever Road
Penryn
Cornwall TR10 9EZ
Telephone No: 01326 370400

Make clear what part of the campus you are on -Main site, Performance centre or Residences.

Remember the Ambulance will go to reception if not met and directed by a member of security. If access to the performance centre is needed, access is to be via the Kernick Industrial Estate Entrance.

The nearest Minor injuries unit (5 Minutes drive):

Minor Injuries Unit (open daily 08.00 to 20.00)
Falmouth Hospital
Trescobeas Road
Falmouth
Cornwall
Tel: 01326 434700

The nearest casualty department (at least 30 Minutes drive):



Royal Cornwall Hospital
Treliske
Truro
Cornwall
Tel: 01872 250000

51 Co-operation details

The contractor is to arrange for formal, minuted design development meetings to be held monthly at an appropriate location. All designers are to be present at these meetings; and the client and CDM Co-ordinator are both to be invited. Minutes are to be issued to the Client consultants as appropriate and the CDM Co-ordinator.

During construction, progress and coordination/ health and safety meetings shall be held at a frequency defined in the Contract / Specification, but shall be at no greater than one month intervals.

52 Management Arrangements

The contractor is to comply with all Health, Safety and Welfare Legislation relating to Health & Safety at Work Act and current CDM Regulations.

The client requires formal Health and Safety goals of nil accidents or near misses. The contractor appointed safety rep to be on site at all times.



Formal induction procedures are to be agreed and briefed prior to any employees starting work on the site.

The contractor is to arrange for formal, minuted progress meetings to be held fortnightly at an appropriate location. All sub-contractors are to be present at these meetings; and the client and CDM Coordinator are both to be invited. The contractor is to issue a formal progress report including Health and Safety matters, including incidents and Construction Phase Plan development, details and date of revision to risk assessments and method statements. Minutes are to be issued to the CDM Coordinator.

The Contractor shall allow access for Health & Safety audits to be undertaken by FXP's own appointed inspector. Access for this audit shall not be unreasonably denied. The information collated from the audit shall be given to the Contractor for action. This information shall also be shared with other Contractors on site to assist in the promotion of a positive Health & Safety culture.

53 Confined Spaces Register

Confined spaces applicable to this contract consist of the numerous IT cables & drainage manholes (refer to the services drawings). There is also a trench around the Media Centre—Client permit to work systems are in operation for access to these areas.

Tremough House is known to have a basement, however, there is no access provided.



Phase 2 Residencies – It is not envisaged that access to this area will be required during this contract. However, the Contractor shall be aware that there are confined spaces in the form of manholes, foul pumping station and rainwater harvesting tanks. Should access be required to the residences, please refer to the Health & Safety File or Confined Space Register held by FXP.

54 Restrictions to deliveries on site

All deliveries are to be accompanied by a Banksman. There are to be no deliveries outside normal working without prior permission from the HCP/ Project Manager. All deliveries are to be reported to site office, and then escorted to the site by the Banksman. Any deliveries to the main campus reception will be rejected.

55 Information on Adjacent Land use

The surrounding land is of agricultural and light commercial use. Bats are known to nest around the campus, and therefore vegetation and trees are not to be disturbed unless it forms part of the Contracted works. No vegetation is to be scrubbed up or removed without prior approval of the head gardener gained through liaison with the HCP/ Project Manager. The site contains Grade 2 listed gardens and unique species of plant to the site. No Large shrub or plant will be disturbed without consent.

56 Existing Storage of Hazardous Materials

The Contractor shall be aware that hazardous materials are securely stored on site, including gas, fuel and radioactive materials. Access to these area is strictly prohibited and it is not envisaged that access will be required as part of the works.



57 Ground Investigation / Contamination

Reference must be made to FXP for this information.

Appendix A

TCS Contractors Site Procedure



Appendix B

TCS Permit to Work (Procedure and examples)



Appendix C

Additional Requirements for University of Exeter Projects



Appendix D

Reference Section



Appendix E

Principle Contractor Competency Audit

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