



# **Safety, Health and Environmental Essentials for Contractors Working at Daresbury Laboratory**





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# Introduction

This booklet applies to all contractors who carry out work on STFC's Daresbury Laboratory (DL) site. The extent of its application will depend on the nature of the contracted work.

These requirements form part of STFC's safety, health and environment management arrangements, which all contractors are required to adhere to whilst working at DL.

They are in addition to the general requirement for contractors to comply with all applicable safety, health and environmental (SHE) legislation and STFC SHE codes.

## **a) Contract Supervising Officer (CSO).**

The CSO is the STFC representative responsible for the day-to-day management of the contract and for ensuring that the contracted works are carried out on site in accordance with contract conditions and with agreed controls for shared risks. The CSO may be any competent person employed by, or acting on behalf of STFC.

See SHE Code 16 - <http://www.she.stfc.ac.uk/SHE/Codes/21002.aspx>

## **b) Sub-Contractors**

Contractors are responsible for ensuring that all sub-contractors they employ on site comply with their relevant legal and contractual duties, STFC SHE codes and the additional requirements contained in this document.

Sub-contractors may not further subcontract out any part of their work on site without prior agreement between the CSO and main (principal) contractor.

## **c) Construction Work**

All work on site which is classified as "*construction work*" under the Construction (Design and Management) Regulations 2015 is subject to STFC's separate management arrangements for such work.

See SHE Code 13 - <http://www.she.stfc.ac.uk/SHE/codes/20858.aspx>

This booklet contains general requirements applicable to all contractors working at DL. It **does not** provide the specific duties and requirements that apply to construction-related contractors.

# 1 Before Work Starts

The scope of the work should be clearly defined in advance along with the main SHE implications. Any doubts or uncertainties should be clarified with the CSO.

Contractors must ensure that they have a valid risk assessment for the work they are going to do. This must be reviewed and agreed with the CSO **before work starts** to ensure that it adequately covers:

- ❖ the health and safety risks of the contracted work to STFC staff, visitors and other third parties on site;
- ❖ the health and safety risks to contractors from STFC's operations and any contractual or other constraints imposed by STFC;
- ❖ the measures needed to control the identified risks (including any safe systems of work, method statements, permits/authorisations etc.);
- ❖ the arrangements for checking the control measures are working in practice; and
- ❖ the process for identifying, evaluating and controlling other risks that arise during the works, for example environmental risks.

All contracted and sub-contracted personnel must have an appropriate DL site induction before they are permitted to work on site.

Where less than 5 contractors' personnel are employed to carry out a package of work, this induction may be given on the start of work to all contractors' personnel employed.

## Security and General Site Access

On the first day all contractors and sub-contractors must report to Security at the Reception Building who will arrange site access with the CSO, including security passes.

Security passes must be worn visibly at all times when on site.



To contact DL Security (general enquiries) call x3277/3511 from any site phone or 01925 603277 from a mobile.



# 2 Fire Safety

Contractors are responsible for taking all necessary precautions to prevent any risk of fire or explosion associated with their work. This includes the storage, use and disposal of flammable materials and ensuring ignition sources are eliminated or properly controlled.

Where contractors are unable to put adequate precautions in place they must not proceed with the work until they have agreed a way forward with their CSO, and as appropriate the DL Fire Safety Adviser.

All hot work undertaken by contractors has to be carried out in accordance with an electronic permit-to-work, which is issued by a STFC Hot Work Permit Issuer. No hot work may be carried out on site without this authorisation.

Contractors must not adjust, disable, tamper, remove, block or interfere in any other way with any physical fire safety systems; for example call points, fire doors, smoke detectors etc.

**PREVENT  
FALSE ALARMS!**

**REMEMBER  
SMOKE TRAVELS!**

All work that could affect the physical fire safety systems or the emergency evacuation of building occupants must be agreed in advance with the CSO, so that appropriate temporary measures are taken. This includes any works which:

- are likely to produce heat, dust or fumes;
- will restrict or block fire escape routes and exits;
- require the wedging open of fire doors;
- involve breaking a building's fire compartmentation; or
- affect the operation of the fire detection and alarm systems.

Contractors are responsible for ensuring that their works do not generate false fire alarms. The temporary disablement of automatic fire detectors must be arranged in advance through the DL Estates Helpdesk. Fire detectors must not be capped or covered without having the detection system isolated.

Fire hydrants must not be used as a water supply unless they have written permission from the DL Fire Safety Adviser.  
If you enter a building and notice a flashing light but no alarm sounding please exit the building immediately as the alarm is active.

**Please note site fire alarms are tested every Wednesday between 09:30 and 12:00.**



#### **If you discover a fire:**



Operate the nearest manual call point and alert colleagues - shout "Fire! Fire!"



Call Security on x3333 (01925 603333 from a mobile) giving location and type of fire



Fight the fire with the correct type of extinguisher only **if trained and it is safe to do so**



Leave the building by the nearest available exit



Go to the nearest muster point and inform Building Warden of location of the fire

#### **If you hear the fire alarm:**



Leave the building by the nearest available exit



Go to the muster point



# 3 Site Emergencies

A site emergency is any situation which could potentially harm people across the site, for example an external toxic cloud emergency, requiring site occupants to stay inside buildings.

## General Evacuation Alarm

In the event of a general evacuation alarm leave equipment safe before exiting the building and proceed to the nearest Muster Point.

**In the event of an external incident an announcement will be made over the Site personal address system.**

Listen carefully for instructions which may include staying within the building and keeping doors and windows closed while also keeping away from automatic doors.

# 4 Accidents and Injuries

## First Aid

### Minor Injuries

- Contact the local DL first aider (see first aid poster); or
- Call Security on x 3277/3511 for advice.

The details of DL first aiders are posted by first aid boxes in all buildings and are on STFC's **intranet** site. You can also ask any member of STFC staff to help you locate a first aider.

### Serious Injuries or Medical Emergencies

- Call Security on x3333 (01925 603333 from a mobile). They will provide immediate assistance, including calling for an ambulance if one is required;
- Tell Security if an ambulance has already been called from the scene, so they can be ready for its arrival; and
- Do what you can to make the casualty safe until help arrives, without putting yourself at risk.

## Accident Reporting

Contractors must ensure that all injuries or near misses they have on site, however minor, are reported without delay to STFC through their CSO. In some circumstances the CSO may arrange for the contractor to submit reports directly via STFC's online incident reporting system.

In all cases contractors retain responsibility for fulfilling their legal duties under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). **STFC will not submit RIDDOR reports on their behalf.**

For details about RIDDOR see: <http://www.hse.gov.uk/riddor/>



# 5 Asbestos

Most of the buildings on the DL site contain asbestos. Due to the age of the estate this was typically used in building materials, lagging and sprayed coatings. It was also used in the thermal insulation for some scientific equipment.

DL has a site asbestos register, which contains records of the asbestos known to be present in the buildings, plant and equipment along with historical records of asbestos removed from the site.

Despite an extensive site asbestos register it is not possible to know where all asbestos is located. Consequently all work on site that is likely to disturb or damage asbestos-containing materials is strictly managed on the presumption of the presence of asbestos until it can be confirmed otherwise. This is done by means of an asbestos refurbishment and demolition survey carried out by an independent assessor.



**Contractors must ensure** they consider the risk of damaging or disturbing asbestos containing materials into their risk assessments and discuss the risk assessment with their CSO, who will consult with DL Estates.

Only contractors authorised by DL's Estates Department are permitted to carry out work involving asbestos-containing materials.

**All other contractors must not** proceed with any work which might result in the release of asbestos fibres.

Any contractor, who unintentionally damages, disturbs or suspects the presence of unknown asbestos containing materials must:

- immediately stop work;
- evacuate the area;
- contact their CSO; and
- prevent other people from entering the area until their CSO and/or member of the DL Estates team arrives to evaluate the situation.

# 6 Confined Spaces

Work in confined spaces must be avoided wherever possible.

Where this is not possible the contractor must carry out a specific risk assessment and develop a safe system of work, which includes emergency procedures. These must be agreed with the CSO and/or local DL Supervisor for the area.

Before work in a confined space can commence the contractor **must obtain** a confined space permit-to-work from a DL authorised permit issuer.





# 7 General Safety

## Local Hazard Information

You will find a yellow bordered A3 hazard warning poster at the entrance to workshops, laboratories and similar areas.

These posters summarise the main hazards in the room/area and the contact details of the key people responsible for the area.

Contractors must liaise with the people responsible for these areas before undertaking any work in them. This is to ensure that all work is properly coordinated and the necessary precautions are taken.

## Personal Protective Equipment (PPE)

Contractors must provide, use and store safely the correct PPE for the work they are undertaking on site, e.g. ear defenders, eye protection, hard hats, safety boots, Hi-vis clothing, gloves etc.

STFC will provide any specialist items of PPE needed for the location where the contractor is working, e.g. lab coats. This must be organised in advance through the CSO.



**Safety helmet  
must be worn**

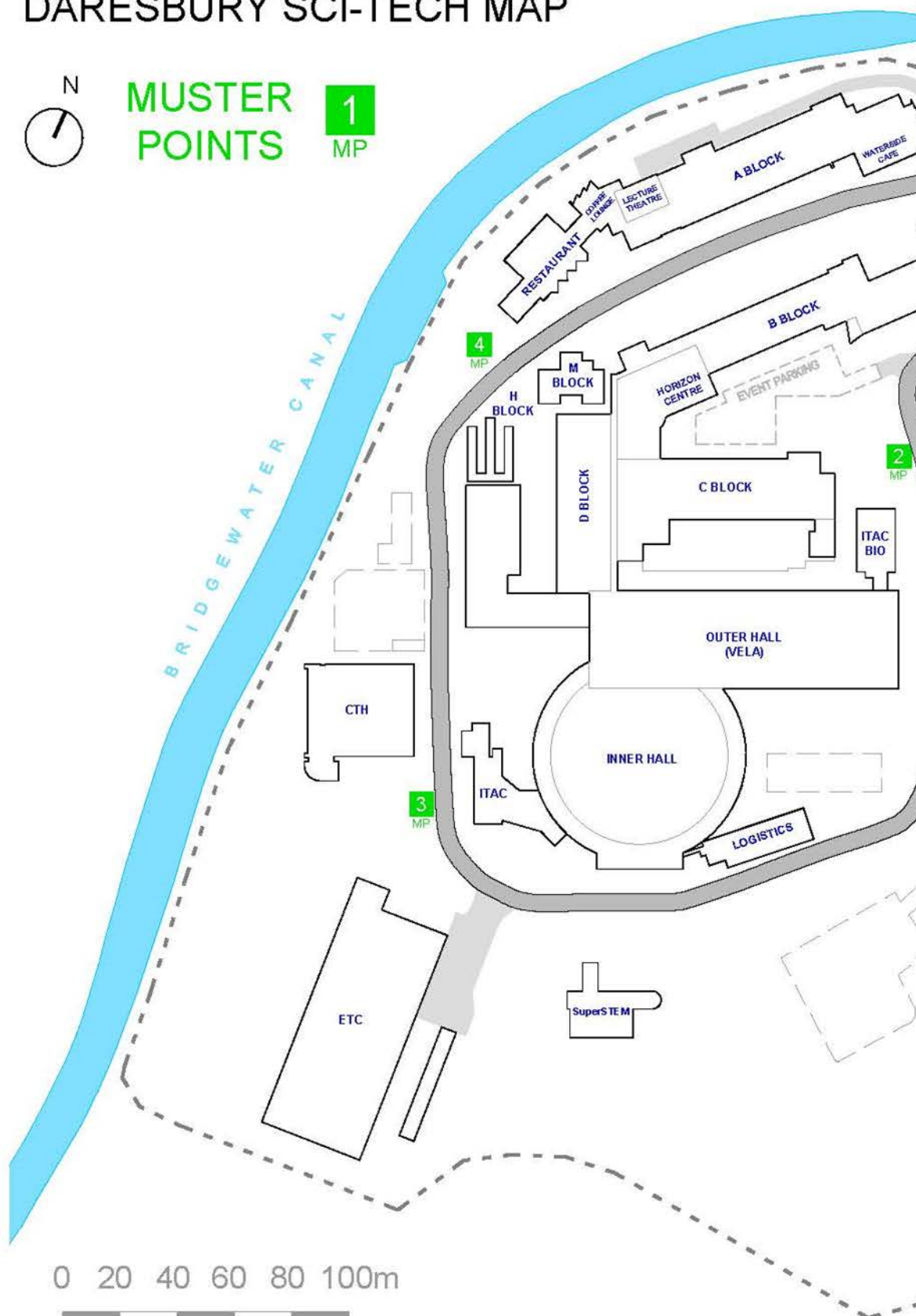


**Safety boots  
must be worn**

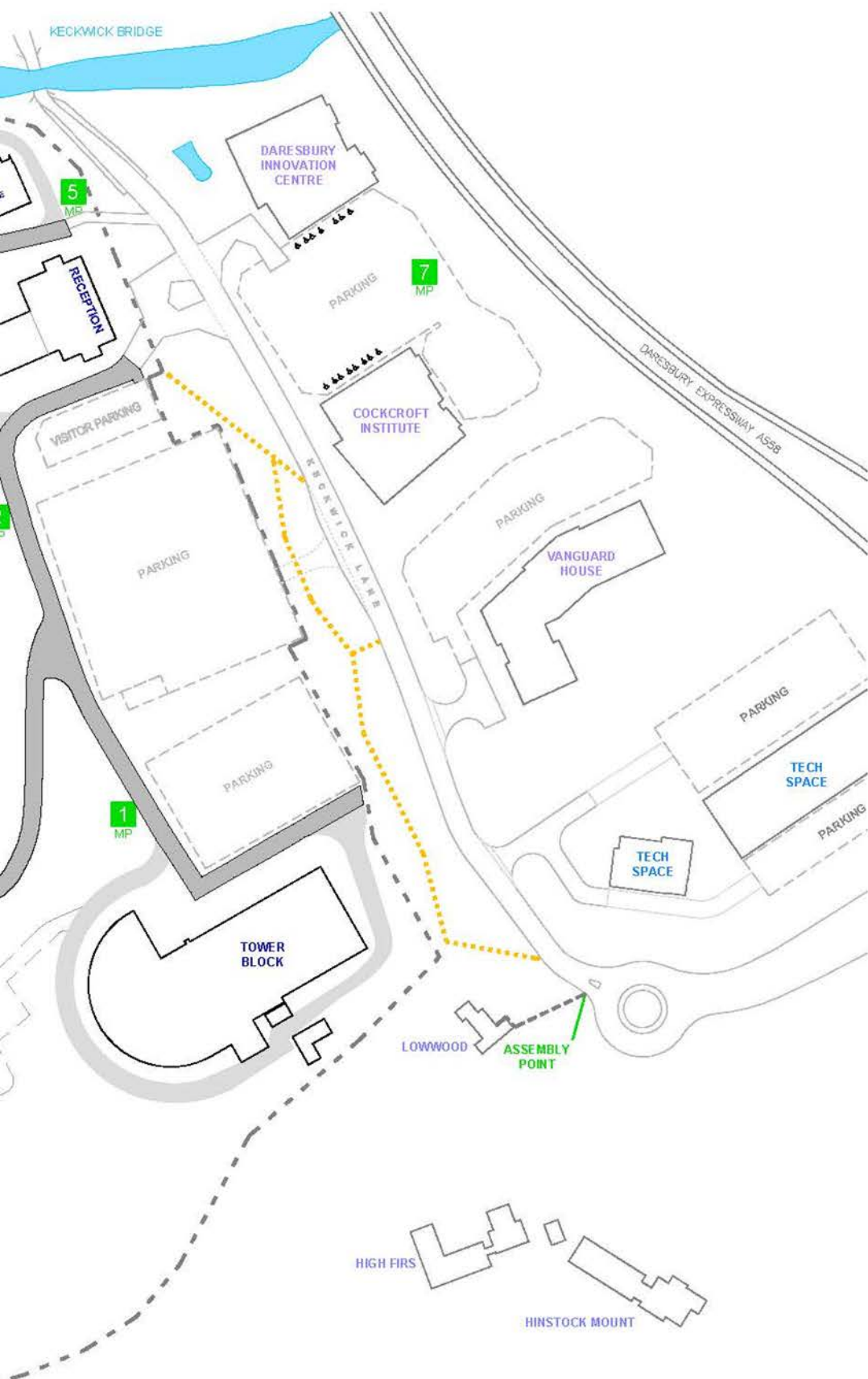


**Eye protection  
must be worn**

# DARESBURY SCI-TECH MAP







Estates CAD Services JLH 2016

## Lone Working

Where relevant, contractors must consider lone working risk as part of their risk assessments and take appropriate precautions.

This includes complying with any relevant STFC local procedures and prohibitions on lone working that may apply.

## Housekeeping

Contractors must ensure that all materials, substances and equipment are stored safely, securely and tidily on site in areas/locations agreed by their CSO.

Contractors must ensure that their work does not pose a slip or trip risk to building occupants, prevent or restrict access to fire doors or block escape routes for building occupants.

Contractors must be mindful of the impact their work has on building occupants; for example noise, fumes, dust, vibrations etc. The impacts and possible mitigation measures must be discussed with their CSO prior to work commencing so that building occupants can be advised.

## Smoking and Vaping



Smoking and vaping is not permitted inside any STFC building or within 5m of any building. All cigarettes must be extinguished properly and disposed of in the bins provided.



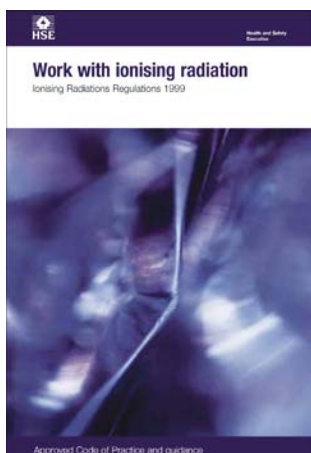


# 8 Ionising Radiation



Certain areas of the laboratory are designated as controlled or supervised areas as defined in the Ionising Radiations Regulations, 1999, because of the presence of ionising radiation and/or radioactive substances. If any of these hazards exist in the proposed work areas, contractors will be made aware beforehand.

The CSO will also provide you with a copy of *"Notes for Contractors Required Working in Designated Radiation and/or Contamination Controlled Areas at the STFC Daresbury Laboratory"*, which will provide some further details.



Contractors wishing to bring any ionising radiation hazards onto the DL site or to work with such hazards at the site **MUST** discuss this with their CSO and consult initially with the DL Health Physics Group

## Contact details for the DL site Health Physics:

**Tel:** 01925 603554/ 07827896856

**Tel:** 01235 445594/ 07500953812

**Email:** [christine.mills@stfc.ac.uk](mailto:christine.mills@stfc.ac.uk)



# 9 Restricted Areas

Due to the nature of the science undertaken at DL there are many areas on site where there are strict access controls due to the safety hazards present, these are frequently invisible hazards, for example:

- ❖ ionising radiation;
- ❖ hazardous chemical substances;
- ❖ electromagnetic fields;
- ❖ high power lasers;
- ❖ oxygen depleted atmospheres; or
- ❖ strong static and varying magnetic fields;



**No access for  
unauthorised persons**

Restricted areas include certain laboratories, workshops, plant rooms, roofs and experimental facilities. They can normally be identified by safety warning safety signs at the entrance points to these areas.

Contractors may not enter restricted access areas without prior approval / authorisation from the CSO and/or the local STFC supervisor for the area. This may include having to attend a specific induction briefing for the area.

Once access has been authorised contractors must abide by all the local safety rules for the area at all times.

# 10 Safety Signs

Contractors must know and understand the meaning of safety signs provided in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

For more details about these regulations see: [www.hse.gov.uk](http://www.hse.gov.uk)

Due to the nature of STFC's work contractors will encounter some of the less common hazard warning signs on site, such as the following:



**Corrosive  
Material**



**Oxidant  
Material**



**Explosive  
Material**



**Toxic  
Material**



**Flammable  
Material**



**Low  
Temperature  
or Cryogenic  
material**



**Radioactive  
Material**



**Non-ionising  
Radiation**



**Laser  
Beam**



**Strong  
Magnetic  
Field**



**Biological  
Risk**



# 11 Tools and Equipment

Contractors may not borrow or use STFC tools and equipment unless they are explicitly permitted to do so under their contract or have written approval from their CSO.

## Portable Electric Hand Tools and Other Equipment

Contractors must ensure that all portable electrical equipment they bring on site has been suitably inspected and PAT tested and be able to evidence this to their CSO.

Portable electric hand tools must be battery powered or reduced voltage (110v CTE).

## Ladders and Stepladders



All ladders and stepladders must be UK Class 1 (industrial) or EN131 and have been suitably inspected and be able to evidence this to their CSO.



## Lifting Equipment

Contractors must ensure that all lifting equipment and lifting accessories they bring on site has been suitably maintained, and be able to evidence current statutory inspection records for the equipment to their CSO.



# Mobile Elevated Work Platforms (MEWPs)

The use of MEWPs must be agreed / authorised by the CSO in advance. Before the MEWP is used on site contractors must have provided the CSO with:

- copies of the latest inspection and thorough examination records for the MEWP;
- a copy of the training certificate, card or "licence" for each MEWP Operator, confirming they are trained in that type of MEWP; and.
- evidence that the MEWP operator(s) have had familiarisation training on the controls and operation of the particular make and model of MEWP.

## Pressure Systems

Contractors must ensure that all positive and negative pressure equipment they bring on site has been suitably maintained, and be able to evidence current statutory inspection records for the equipment to their CSO.



# 12 Vehicles on Site

## General

Site roads are subject to all the standards contained in the Highway Code. All vehicles brought on site must be well maintained to prevent leakage of fuel/oils into the surface water drains.

The site maximum speed limit is 15mph. The site contains speed warning signs and site security undertake regular speed camera monitoring campaigns.



The use of mobile phones or mobile communication devices, including hands free kits, is not permitted whilst driving on site.

Vehicles must only be parked in designated areas, unless the CSO or security has authorised parking elsewhere. A valid site parking permit must be clearly displayed in the windscreen of the vehicle, where required.

All vehicle-related collisions on site must be reported immediately to your CSO and Security on ext. 3277/3511.

Vehicle engines must be switched off when the vehicle is stationary. They must not be left running, even for short periods.

**Driving without due care and attention, speeding and/or unauthorised parking may result in drivers being banned from driving on site.**

## Reversing

The reversing of large vehicles and mobile plant on site should be avoided as far as possible. Where it can't be avoided the contractor must use a trained 'Banksman' to guide the driver and keep the reversing area clear of pedestrians and other vehicles.





## Loading and Unloading

Contractors are responsible for ensuring the loading and unloading of their vehicles is carried out safely and without risks to people in the vicinity, including the use of Fork Lift Trucks (FLTs). This includes deliveries and collections under their control.

Arrangements for receiving / dispatching large loads must be agreed in advance with the CSO and as appropriate site logistics via the Estates Helpdesk. This includes arranging any special parking that may be required.

During such operations clear access for emergency service vehicles must be maintained at all times.



# 13 Waste and Pollution

Contractors and their sub-contractors must agree in advance the management and disposal of all wastes arising from their work at DL with their CSO. This includes the use of any DL site waste disposal streams.

The DL site drains into the Bridgewater Canal. All uncontained liquid spills on unmade land or site roads must be contained to prevent discharge into site drains. Spillages of this nature must also be reported immediately to your CSO and the DL Estates Helpdesk.

## DL Drain Markings



Surface Water



Foul Drain





# 14 Work on Site Utilities

## Electricity

Only suitably qualified and authorised electricians are permitted to undertake work on STFC's electrical systems and equipment. No other contractors may undertake such work.

The isolation of any electrical supply must be approved in advance by DL Estates for the site electrical supply infrastructure and mains systems, and the relevant Department electrical engineers for experimental electrical systems. Any isolation will require a permit-to-work.

Working near live exposed (accessible) conductors must be avoided wherever possible. Live working is prohibited but may be allowed in exceptional circumstances, with approval by the relevant DL authorising electrical engineer.

## Water

Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the DL site mains water supply network under the direction of DL Estates and the Legionella Responsible Officer.

The use of site water as part of works onsite must be approved by your CSO. Suitable measures must also be taken to minimise water use/wastage and ensure site drainage systems are not contaminated.

## Gas

Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the DL site mains gas supply network under the direction of DL Estates. A permit-to-work is also required.



# 15 Key Contacts

## Your Contract Supervising Officer (CSO)

CSO Name	
CSO Location	
CSO Contact number/details	
CSO Deputy (name and contact information)	

## Other Key Contacts

<b>DL Site Security</b> (24/7 Emergency number)	Dial <b>3333</b> from any site landline; or Call <b>01925 603333</b> from a mobile phone
<b>DL Site Security</b> (General Enquiries)	Dial 3277/3511 from any site landline; or Call 01925 60 3277/3511 from a mobile phone
<b>DL Estates helpdesk</b>	email: <a href="mailto:estate.services@stfc.ac.uk">estate.services@stfc.ac.uk</a>
<b>DL Radiation Protection Officer</b>	Tel: 01925 603554 or 01235 445594 Email: <a href="mailto:christine.mills@stfc.ac.uk">christine.mills@stfc.ac.uk</a>
<b>DL Safety, Health and Environment Group</b>	Tel: 01925 603874 email: <a href="mailto:colin.brown@stfc.ac.uk">colin.brown@stfc.ac.uk</a>
<b>DL Fire Safety Advisor</b>	Tel: 01925 603874 email: <a href="mailto:colin.brown@stfc.ac.uk">colin.brown@stfc.ac.uk</a>
<b>DL Site address</b>	Science and Technology Facilities Council, Sci-Tech Daresbury, Daresbury Laboratory, Keckwick Lane, Daresbury, WA4 4AD. General Enquiries: 01925 603000