

# Site Handbook for Contractors



# Introduction and Definitions

## Introductory Statement

The Pirbright Institute has a legal and moral duty to ensure, so far as is reasonably practicable, the health and safety at work of all its staff and to ensure that activities undertaken by the Institute and those it employs, do not endanger others.

The Institute recognises these duties and also that specific arrangements will have to be made from time to time to cater for special risks, either of a permanent or temporary nature. In view of the many and varied activities carried out by contractors on the Institute premises, these site rules have been introduced to ensure the safety of the staff, students, contractors and any other visitors on site.

The Pirbright Institute will, as far as is reasonably practicable, ensure that all contractors engaged to carry out work are competent and will encourage good safety practices. The Institute will plan, co-ordinate, control and monitor the activities of contractors to minimise the risks presented to staff, students, contractors and other persons on site.

All contractors are required to observe the procedures laid down in these site rules and to ensure that their supervisors and employees on site are familiar with its contents. In addition, contractors are required to sign the declaration at the end of this handbook to say they have read the document and agree to abide by this requirement and return it to the Institute before any work commences.

## Purpose of this document

These rules have been prepared to assist contractors and their employees to work safely and to prevent accidents and injuries and ill-health to themselves and to Pirbright Institute staff, students and other contractors and visitors to site. It also aims at assisting contractors in complying with the Health and Safety at Work etc Act 1974 and any subsidiary regulations and other statutory provisions.

All contractors working on Institute premises must conform to the provisions of these site rules. They do not in any way relieve the contractors of their legal or contractual obligations. All contractors and their employees should be familiar with the health, safety and biosafety rules of the area in which they are working and the contractor's senior on-site representative is responsible for ensuring that

this is so.

In any case of doubt regarding the application of the site rules, advice should be sought from the contractor's host, from whom additional copies of the site rules may be obtained and clarification given.



## Definitions and Abbreviations

'Institute' is The Pirbright Institute.

The 'Contractor Host' or 'Host' is any nominated person within the Pirbright Institute acting on its behalf, who has arranged for the contractor(s) to attend site to carry out contracted works; is responsible for the coordination of their activities whilst on site.

A 'Contractor' is any third party, engaged by any member of staff or student, to carry out work on site. Such 'work' includes installation, commissioning, service, maintenance, examination, repair, alteration, relocation, decommissioning or removal of any equipment, plant, services, or building fabric. This definition does not include visitors only attending site for meetings, seminars, and courses, nor third parties providing administrative or observational services, such as consultancy, auditing or filming.

'Approved Contractors' are contractors that are issued contractor access cards (yellow) after successful completion of personnel screening. Contractor access cards allow the bearer to move around site unescorted (depending on level of access training) and escort up to three visitors at one time.

An 'Escorted Contractor' is a person, or company, who has not undergone the approval process and therefore must be accompanied (escorted) whilst on site. Escorted contractors are issued a red visitors' access pass.

'Restricted Areas' are containment facilities where high risk infectious viruses are handled.

'Normal working hours – Monday to Thursday, 08.45 – 17:15, Friday 08.30 – 16.30 (different working hours may apply in some areas on site).

'Out of hours' – general areas: 20.00-06.00 Monday to Friday and all weekend and when the Institute is closed; and 19.00-07.00 as above for the Plowright Building.

# Appointment and Insurance

## Appointment of Contractors

The contractor **must** inform the Pirbright Institute of the intention to use sub-contracted staff prior to work being undertaken.

The contractor **must** ensure any sub-contracted staff are given a copy of this document and that they have procedures in place to be able to comply with its requirements and all other Institute Policies and SOPs that are relevant to the work being undertaken.

It is the contractor's responsibility to ensure (and declare at the end of this handbook) that any individual or subcontractor employed to work on their behalf fully understands and adheres to the standards set out in this document and that they retain evidence that it has been received. The contractor must ensure that any such individuals are aware of the nature and scope of the work and that they are competent to undertake such work.

## Institute Policies and Procedures

The Institute has a number of policies and procedures that must be adhered to when working on its premises. These procedures are summarised for contractors in this handbook. A copy of the Institutes Health, Safety and Biosafety Policy is available upon request.

The contractor must ensure that sub-contracted staff comply with the requirements set out in this document and any other instructions received from site inductions that are relevant to the work being undertaken. If you are unsure about site procedures, speak to your host.

## Insurance Requirements

It is the policy of the Pirbright Institute to maintain a high standard of health and safety in all of its undertakings.

The Pirbright Institute insists that contractors working on any of our premises must have the following insurance in place as a minimum requirement:

- Employers Liability
- Public/Products Liability
- Contractors All Risks Insurance (where applicable)

The level of liability required will normally be a minimum of £10 million, however, where risks are considered to be lower, a lower level of liability cover may be accepted.

Copies of insurance certificates are required by the procurement officer before contractors are allowed to work on site.

## COVID-19 procedure

The Pirbright Institute operates a COVID-secure site by means of a code of conduct. Contractors are required to follow social distancing arrangements, sanitise/wash hands frequently and wear a face covering where directed to, or according to their own work practices.

**Any contractor who receives a positive COVID-19 test result within seven days of attending our site is requested to inform their host.**



## Planning

The scope of work to be undertaken by the contractor should be clearly defined by the host. Should there be any doubt as to the scope of work, clarification should be sought from your host prior to starting work.

The contractor is required to conduct and provide relevant risk assessments and method statements (RAMS) for all jobs to be undertaken at least 5 working days prior to commencement of the works except for emergency work. It is the contractor's responsibility to ensure that a safe system of work is followed for activities which present a significant hazard and that this dovetails into the Institute's own safe system of work.

If the contractor considers, at any stage, that any work is necessary out of normal working hours then sufficient notice of this must be provided to their host for agreement of the arrangements.



## Permissions

Many works will require permission through the Institute's permit to work system. The following activities require a mandatory permit:

- Work involving or likely to involve the disturbance of asbestos
- Working in biocontainment or on any system which might affect biocontainment
- Confined space work
- Work involving any excavation or creation of opening. A proven and suitable method of scanning the ground for services must be undertaken prior to digging taking place and excavations must be shored if the ground is considered unstable. The excavation must be risk assessed on a continuous basis.
- Work on high voltage systems. No working on live electrical systems will be permitted, except fault finding by those who have received suitable training and are qualified to do this. No lone person working on live system will be permitted.
- Hot work i.e. work involving the potential of fire e.g. welding, cutting, grinding
- Working on life safety systems (eg fire alarms)
- Working on pressure systems
- Working at height
- Work involving the use of highly flammable liquids or gases or the use of gas cylinders

If the contractor is in any doubt as to whether any of the above are applicable this must be discussed with their host.



# Risk Management

## Risk Management

The contractor must ensure there are effective arrangements for safeguarding staff (their own and TPI), students, sub-contractors, suppliers and visitors. This will include carrying out and providing a suitable and sufficient RAMS for the host to review at least five working days before the works are due to begin.

A sub-contractor must not sub-contract anything out without informing the original contractor and reviewing the agreed RAMS.

## Dust

The Contractor must take all reasonable precautions to limit and contain dust when working inside buildings.

## Asbestos

The Pirbright Institute has taken a number of steps to ensure that Contractors will not encounter asbestos this includes:

- The labelling of Asbestos Containing Materials in certain areas.
- An Asbestos Register available in electronic and hard copy format.

The register must be consulted prior to any works to ensure Asbestos will not be disturbed.

The possibility may arise where contractors unexpectedly encounter material they suspect to be asbestos. In this case, they must stop work immediately and inform their host for further guidance before work can continue.



# Statutory Duties & Services

## Statutory Duties

All contractors must carry out their works in accordance with the appropriate legislation.

The following is not an exhaustive list of the legislation that may apply:

- Health and Safety at Work etc Act 1974
- Electricity at Work Regulations 1989 (and IEE Code of Practice)
- Workplace, (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Working at Height Regulations 2005
- Control of Asbestos Regulations 2012
- Management of Health and Safety at Work regulation 1999 (amended 2006)
- Construction (Design and Management) Regulations 2015
- Pressure Systems Safety Regulations 2000

## Services

Services such as electrical systems, compressed air systems, water, drainage, industrial gasses, air or ventilation systems, air conditioning, BMS, fire alarm, safety critical alarms, steam, access control systems must not be interrupted without the prior permission of the host.

All work must be carried out to a programme agreed by the Estates and Management Services (EMS) Department, by trained and authorised personnel.

Appropriate Regulations and Codes of Practice (especially for gas and electricity) must be followed.

Use of live Institute services shall be allowed by the contractor only with prior written agreement from their host.



# Tools & Equipment

## Tools and Equipment

All tools and equipment necessary for the contract will be provided by the contractor. No Institute plant, equipment, or apparatus shall be borrowed by the contractor unless there is written approval from their host (there may be exceptions to this rule in the case of work within a Restricted Area).

Tools and equipment taken into a Restricted Area will be subjected to a decontamination procedure upon exit. This should be discussed with the host beforehand to ensure the tools are suitable for decontamination as they may have to remain in the restricted areas in which they have been used.

The contractor's tools and equipment must be in good condition and appropriate for the job.

It shall be the contractor's responsibility to ensure that all personnel who use any tools or equipment are adequately trained and competent.

The contractor's tools and equipment must be kept secure at all times and not loaned to any Institute employees, students or visitors.

The Institute accepts no responsibility for the safe keeping of or the loan or damage to, any tools or equipment of the contractor.

## Ladders and other Access Equipment

All work at height must comply with standards laid down in the Working at Height Regulations 2005 and any current HSE Guidance Notes. Unsecured ladders should only be used for inspection purposes and footed when used.

All gangways and working platforms must be properly protected.

The contractor should ensure that their ladders and stepladders are regularly inspected, properly secured / footed when in use and be Industrial Class 1 (Heavy Duty Type).



## Electrical Equipment and Working

Use of live Institute services shall be allowed by the contractor only by prior written agreement from their Host.

All electrical work to be undertaken by the contractor must be carried out by qualified electricians in accordance with regulations.

Portable electrical hand tools to be used by the contractor must be rated at 110 volts or below, and supplied from a transformer which will have a centre tap to earth.



All electrical cables and equipment must be in good condition, and must be inspected regularly by the contractor to ensure that defective or damaged equipment is repaired or replaced.

The contractor should ensure that cables are protected from accidental damage, especially when they extend beyond the immediate work site, and must not present a hazard to pedestrians or vehicles.

The contractor should ensure that all lights are switched off whenever the area is vacated unless health and safety is compromised.

Any other electrical equipment that is used by the contractor must be switched off if possible whenever the area is vacated.

Electrical equipment brought to site for use must be supported by the relevant certification.

Test certification shall be provided for all electrical installations.

# PPE & Site Housekeeping

## Personal Protective Equipment (PPE)

The contractor is responsible for providing their own employees with personal protective equipment (PPE) as specified in the RAMS and for ensuring that it is worn as necessary by those conducting the work.



The Institute will provide any specialist equipment that may be required when working in specific areas, for example, lab coats and disposable gloves when working in a laboratory area.



All contractors will be required to wear high visibility jackets whilst working on site or suitable high visibility equipment for the working location.



## Site Housekeeping

If any goods are to be delivered to the Institute for the contractor's use, then prior warning must be given to the host. Goods should state the Institute contract order number, the contractor's name and their host.

It is the contractor's sole responsibility to ensure that materials and equipment are safely, securely, and neatly stored while on site. They must not block gangways, roadways or exits.

All equipment and materials used at the Institute must conform to the relevant Standard and be installed according to the manufacturer's instructions.

Breakages of glass e.g. windows or light bulbs/fluorescent tubes must be reported promptly to the host.

The RAMS must consider the risk of generating building dust and/or liquid waste to determine the potential contamination risk and controls needed (including suitable working practices) to reduce these hazards where they cannot be eliminated.

## Restricted Areas

Entry to Restricted Areas will require a biosafety awareness induction which will take around 15 minutes. Depending on the area visited, entry may involve fully undressing and removing all personal items such as jewellery and watches. A complete change of clothing is provided and a full body and hair shower is mandatory upon exit. The changing rooms are single sex. There may also be a three day quarantine period from contact with any cloven hooved animals, depending on where you have visited.

Entry into our Specific Pathogen Free facility requires no contact with poultry for 48 hours beforehand.



# Energy, Waste & Pollution Prevention

## Environmental Impact

Annually, the Pirbright Institute site consumes the same amount of energy as 2,000 average UK homes. Please help the Institute reduce its energy consumption by:

- Turning off lighting and any other equipment when not in use
- Reporting any water, air, steam and condensate leaks to your host
- Reporting energy reduction suggestions to your host.



## Waste, Environment & Pollution Prevention

No harmful or polluting substances may be discharged into the drains or unsurfaced ground. In the event that contamination does occur, this must be reported to your host as an incident as soon as possible, so that the Institute Environment Advisor is notified.



Where a project or activity presents a risk of pollution, the contractor must show that risk has been mitigated via the RAMS. If liquids such as paints, oils or petrol are being used, spill kits must be provided and a means of safe disposal identified.

Plant such as generators or pumps which are fuel driven must be bunded or have a built in bund system.

Disposal of waste is the responsibility of the contractor, unless specifically informed otherwise by the Host. The contractor is not permitted to use any Institute bins or skips for the disposal of waste associated with the project or activity, unless written authorisation is received from the host.

It is the contractor's responsibility, under the Environmental Protection Act 1990, to ensure that waste is:

- handed to a licensed waste carrier;
- accompanied by a waste transfer note
- disposed of at a licensed or exempt recycling/transfer facility or landfill.

Where a project or activity produces hazardous waste as defined by the Hazardous Waste Regulations 2005 it is the responsibility of the contractor to dispose of the waste. The contractor will identify the appropriate standard industrial classification (SIC) code as producer and request the Institute premise code from the Environmental Advisor prior to disposal. A hazardous waste consignment note must be completed when handing waste to a carrier. Copies of all waste handling records to be given to the host on completion for audit purposes.

Any waste generated in Restricted Areas undergoes specialist treatment before disposal; the Institute will arrange the necessary treatment of this waste once the work is completed or during the works if the project is extensive.





# Facilities, Hygiene and Conduct

## Site Facilities

Welfare facilities will be available for contractor use. The host will inform the contractor of their location. These facilities must be respected at all times; **no dirty clothing to be worn at any time** in the canteen area. Further to this, the facilities must be left in a clean condition after use.

Temporary or portable buildings for use by the contractor will only be allowed by prior written agreement with their host. Mains services will not normally be provided.

The contractor must at all times comply with Institute notices and statutory signage.

## Personal Hygiene

The Contractor must follow Institute procedures with regards to hygiene; in particular when working in laboratory areas. Hands must be washed prior to leaving the area.

Smoking/vaping is not permitted on the Institute premises except in specially designated areas. Your host will show you where these areas are during your induction.

Food and drink must never be taken into work areas, and must only be consumed in the canteen area or site welfare cabins.



No alcoholic drinks are to be consumed on or brought onto Institute premises.

## Conduct

The contractor must ensure that they and their employees behave in a courteous manner when working on Institute premises. Bad language, unnecessarily raised voices and language or behaviour that could be offensive on *any* grounds (including age, physical appearance, gender, sexuality, disability, ethnicity or religion) are all forbidden.

Examples of unacceptable conduct are:

- verbal abuse, or insulting behaviour
- sexist jokes, racist jokes, jokes about an individual's sexual orientation or jokes about disability
- unwanted physical contact ranging from touching to serious assault
- display or circulation of sexually suggestive or racially abusive material
- bullying, coercive or menacing behaviour
- ridicule or exclusion of any individual
- obscene slogans on T-shirts

Any contractor who causes offence by his/her actions or creates an unsafe situation may be prohibited from the Institute estate and may be required to leave immediately when instructed by the host or a member of security staff.

Care should be taken to ensure that access routes, for example dropped kerbs needed for disabled access and egress, or fire assembly points, are not blocked by vehicles, skips, plant or materials.

Radios or other media devices are not permitted on site except hand held two way communication radios.

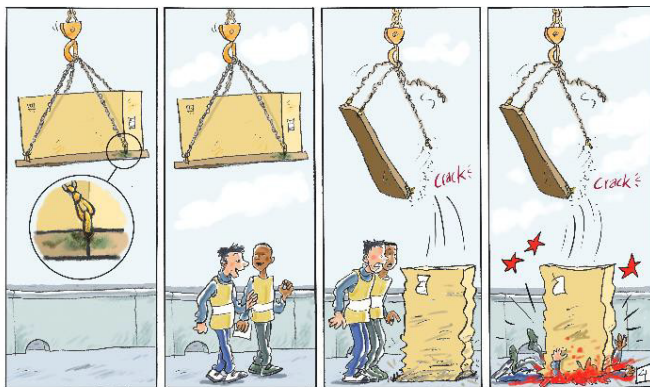


# Incidents, Accidents & Vehicles on Site

## Incidents and Accidents

The contractor must ensure all near misses and accidents, however minor, are reported to their host immediately either verbally or via 2-way radio. If the accident is serious it must also be reported to the Institute Security staff located at the Security Gatehouse either by radio (channel 8), telephoning from an Institute telephone on x1000 or 01483 231000 from a mobile phone, according to the Institute emergency procedures. If the emergency services are required, call 999 without hesitation but be sure to call the gatehouse immediately afterwards of ask someone to do it on your behalf.

This report does not, however, remove the contractor's legal obligations to report relevant accidents or incidents to the Enforcing Authorities, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).



First Aid boxes are available in a number of locations for emergency use. A number of Institute personnel with a current First Aid certificate have access to the First Aid Boxes. A trained Institute First Aider can be requested via the site emergency number x1000.

Where work is carried out on a construction site, it is the contractor's responsibility to provide First Aid equipment and, where applicable, suitably trained personnel as identified by the contractor's First Aid Risk Assessment.



## Vehicles and pedestrian Safety

Driving of any vehicles by the contractor on Institute premises shall be undertaken with due care and attention and within the **10 mph site speed limit**, following all direction signs. The contractor shall be considerate to other road users, and particular care should be taken with regards to pedestrians on site who should be given priority at all times and in particular at marked crossing points.

Vehicles belonging to the contractor shall be parked in the designated parking bays, exceptions shall be for loading/unloading and arranged with your host. No vehicle shall be left unattended whilst unloading/loading.

The contractor must ensure that they do not block fire exits at any time.

When manoeuvring, the contractor must ensure all large goods vehicles and plant are watched by and are under the directions of a banksman.

It is not permitted to use a mobile phone whilst driving a vehicle on Institute premises.

Any incidents involving damage by the contractor to property or causing injury no matter how minor must be reported to the Institute security staff and their host as soon as practicable after the event.

When walking around site, designated pedestrian walkways must be used wherever possible.



# Fire and Fire Alarm System

## Fire and Fire Alarm System

The contractor must make themselves fully aware of, and adhere to, the fire and evacuation procedures in operation within the Institute. And the host should tell them where the nearest FAP is.

It is the contractor's responsibility to satisfy themselves that their work creates no fire or explosion risk.

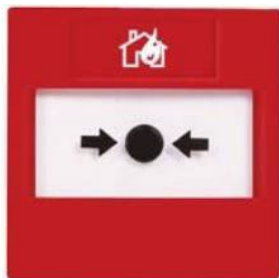
Fire doors and smoke stop doors may only be propped or wedged open by the contractor for the immediate passage of plant and materials and with personnel in attendance to close if necessary. Under no circumstances are fire doors to be permanently wedged open.

Where it is intended to carry out any work on any exit route, the contractor must inform their host in advance and gain approval before commencement.

Where contractor work requires breaking fire separation, e.g. fire doors, particularly in occupied buildings, this must be kept to a minimum and the breach made good as soon as is practical. Where permanent reinstatement is not practical in the short term, temporary means must be used such as the use of intumescent pillows, temporary fire screening, etc.

Heat detectors, smoke detectors and portable extinguishers are installed in most areas throughout the site.

Prior to the start of any works, the contractor shall liaise with their host, Estates Management Services, and the Health Safety and Biosafety Group to ensure that the works do not affect the system functionality or in any way reduce the effectiveness of the fire systems. Any alteration or amendments to the fire alarm system shall be documented. Any additions to the fire alarm system are to be provided on the contractor's Operating and Maintenance Manuals.



An isolation permit must be issued if the fire alarm is to be isolated for any reason. The permit must be closed at the end of the working day or alternative means put in place for adequate building protection.

Any cable/equipment damage or false alarms caused by the contractor's failure to comply with this requirement shall result in the Institute seeking costs for such damages or business disruption where appropriate.

Where there is a dust explosion risk, any work by the contractor to be carried out in these areas must be agreed in advance with their host.

## Procedure in the Event of Fire

Raise the alarm immediately in the event of a fire, by pressing/operating the nearest fire alarm call point and calling 999 if applicable. Gatehouse must be informed via radio channel 8 or the emergency number (1000).

On hearing a fire alarm the Contractor must stop work immediately and follow the fire evacuation procedure leaving the building by the nearest safe exit route and then proceed to the closest fire assembly point. Once at the fire assembly point you must wait for further instructions from a Fire Warden.

The contractor should close all doors behind themselves and must not use lifts.

The contractor is not to return to work or re-enter any building until instructed it is safe to do so by the Fire Warden in attendance or the Fire Service.



# Security and Access

The Institute runs an 'Approved Contractor' scheme for contractors who regularly work on site. To become approved, contractors must undergo security screening. In addition to the screening process, all individuals must successfully complete enhanced induction and familiarisation training. This is to ensure the site rules are fully understood. Further awareness induction training will be required if work is to be carried out in Restricted Areas as these areas are subject to quarantine rules and other restrictions. All contractors will be escorted in Restricted Areas at all times (refer to Restricted Areas section). Contractors and apprentices who are under 18 years of age will not be allowed in our Restricted Areas.

The contractor must provide photographic identification to gain access to the Pirbright Institute site; this will be checked at the security gatehouse upon arrival at site. Individuals who are an Approved Contractor are issued with a personal yellow contractor access pass; those who are not Approved Contractors are issued with a temporary red visitor access pass. All passes must be worn visibly at all times whilst on site. Neither type of pass will grant access at the site entrance. This is granted by Gatehouse Security staff.

All contractors must sign in at the Gatehouse and sign out prior to leaving site at all times. Approved Contractors must follow the Institute site security procedures by 'badging' into all areas where proximity card readers are present. **Tailgating is not permitted.**

The Institute reserves the right to search any vehicle, person or property entering, leaving or present on Institute premises, the contractor will be deemed to have consented to this requirement prior to arrival at The Pirbright Institute.

No photographs can be taken of any part of the site, or any equipment on the site, without written permission from the Head of Security or the host.

Contractors are not authorised to be in any other part of site apart from that area they have been authorised to work in.

## Cyber security – Use of IT services on site

Any mobile data devices (Phone, Tablet, Laptop, USB Stick, USB Hard drive etc.) MUST NOT be connected to any Institute device.

Where it is unavoidably necessary to connect to Pirbright networks or plant & equipment for servicing, maintenance, repair etc, then this can only be done using IT equipment provided by Pirbright.

In extreme cases where only the vendor laptop can be used, IT will work with the vendor to find a practicable solution if risks can be mitigated, this must be by prior arrangement.

If such works require specific software and/or data, then arrangements must be made at least one week in advance.

**Upon any reasonable request, the contractor must comply with any instruction given by the Institute Security Department.**





# Acceptance Form

This form must be completed and signed by every contractor prior to undertaking any construction, maintenance or other similar works on The Pirbright Institute estate.  
The completed form should be sent to:

The Pirbright Institute  
Health, Safety and Biosafety  
Ash Road  
Woking, Surrey  
GU24 0NF

I/we have received a copy of the Institute's Site Rules for Contractors undertaking work on the Institute estate.

I/we have read and understood the Rules referred to above and briefed our employees and subcontractors of the requirements and contents.

I/we agree to comply with all current legislation governing construction works and associated activities and the specific rules and procedures detailed in the Institute's Site Rules.

I/we understand that any contravention/breach of relevant health and safety legislation and the specific rules and procedures detailed in the Institute's Site Rules may lead to termination of the contract and removal from the Institute's approved list of contractors.

Signed:

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Name:

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Position held:

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On behalf of:

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Dated: