

Employment for Contractors and Sub-Contractors Policy

Release:	Updated version
Subject:	Employment for Contractors and Sub-Contractors Policy
Ownership:	University Safety Office
Published by:	University Safety Office
Version:	3.0
Effective From:	24 July 2023
Approved By:	University Safety, Health and Security Committee
Approved Date:	18 May 2015

Employment for Contractors and Sub-Contractors Policy

Aim: Kingston University is a thriving “Town Centre” University. Over 17000 students study with us, giving a very high and sometimes unpredictable footfall in many of our buildings. A range of activities (including exams, tests, filming, open days and visits) take place daily, which can alter the hazards presented in the working environment. The Estate, which contains buildings from a wide range of dates, is continually being improved and upgraded. These elements combine to create a unique working environment. The safety of our staff and students is of paramount importance to us. The purpose of this guidance is to:

- Ensure that sensible and visible risk management procedures are taken when work is being undertaken
- Minimise the risk of accidents occurring when contractors are working on Kingston University premises
- Ensure that, as a minimum, legal requirements are complied with

Applies to: All contractors carrying out work on any Kingston University Premises must observe the contents of this guidance. Method statements must be both site and job specific to take account of these factors.

Principles:

1.0 Action required in all cases.

Kingston University will provide a copy of this guidance to either:

- Accompany the purchase order or contract
 - The most senior employee of the contractor when they commence the work
- In either case, complete your return details on the bottom of the acceptance form (the last pages of this guidance)

If the company engaged has signed a copy of the latest version of this guidance within 12 months, it is not required to have a second copy re-signed. The nominated project officer is responsible for maintaining records of the signed copies of the acceptance forms.

Contractors should note the date and person to whom they sent their acceptance form and retain a copy for their own records.

A copy of the contractor's acceptance form will be held on the Permit to Work (PTW) database. This will need to be supplied annually for the contractor to remain on the database and be able to obtain work permits.

2.0 Definitions

"Kingston University" shall mean Kingston University, River House, High Street, Kingston upon Thames, Surrey, KT1 1LQ and any subsidiary companies, i.e. Kingston University Service Company (KUSCO)

"Premises" shall mean any premises or site controlled by Kingston University.

"Responsible Officer" or **"Director of Function / Faculty or Project Manager"** shall mean the person or persons appointed by the University to be in control of particular premises and with overall responsibility for the health, safety and welfare of all persons using those premises.

"Contract Supervising officer" or **"Contract Administrator or Project Manager"** shall mean the person or University approved Consultant placing the works order and overseeing the planning and safe execution of the contract work on behalf of the University.

"Construction work" shall include conversions or fit-outs, alterations renovations, repairs, dismantling, demolition and maintenance.

3.0 Interpretation of guidelines

In all matters of interpretation of these guidelines the decision of the Head of Health, Safety and Security for Kingston University shall be final and binding on all contractors.

Useful Names and Telephone Numbers

Kingston University main switchboard: 020 8417 9000

Kingston University Head of Health, Safety and Security: 020 8417 7374
(Ian Appleford) e-mail: i.appleford@kingston.ac.uk

KUSCO Permit to Work office 0208 417 9000.
permitstowork@kingston.ac.uk

Health and Safety Executive - Regional Office 01342 334 200

Health and Safety Executive 020 7407 8911

This policy is designed to provide guidance for contractors working on tasks for which no specific regulations already exist to cover the working methods, such as removal of asbestos, where guidance should be sought on any special safety precautions required before work commences.

3.1 What and who is a contractor?

A contractor is anyone (e.g. individual, firm, agent, servant, supplier or company) who performs work or a service for Kingston University under an agreement or contract at any University premises e.g. installation and maintenance of plant, window cleaners, waste disposal, etc.

A permit is required for most contracted work (refer to 4.24)

3.2 What is classed as construction work?

Conversions or fit-outs, alterations, renovations, repairs, dismantling, demolition, adding or replacing facilities such as drainage, maintenance, painting, cleaning work and drainage, painting or cleaning up following any of the foregoing activities.

3.3 Do contractors have a duty?

Yes – it is the duty of all contractors to know all relevant health and safety legislation and to take account of this in the planning and execution of the contracted works at any University premises.

However, should you be unsure of the content of this legislation, current Codes of Practice, HSE Guidance Notes or of Safe Working Methods you have a further duty to discuss this with the Contract Supervisor (i.e. the Departmental Officer or University Approved Consultant placing the contract order and overseeing the planning and safe execution of the contract work on behalf of the University.)

Your operations must be designed and planned that they will be carried out in a safe manner (in accordance with legislation, this document and your established safety policy, where this is required and exists) and in a way that the normal work of the University can continue with no additional hazards – e.g. cables must not create a hazard on walkways, barriers must be used, no toxic dusts produced, excavations left without a barrier surrounding them, for instance.

All contractors have a duty to co-operate with the University on all matters of health, safety and welfare. Should, on any occasion, unsafe practices be used then prompt and effective action must be taken to remedy this matter.

3.4 What information will my company be asked to provide to Kingston University?

Kingston University aim to select only **competent** contractors, e.g. Gas Safe registered gas contractors and licensed asbestos contractors. Before work starts contractors will be required to provide the University with the following documents or information:

- Their health and safety policy, procedures and risk assessments as previously required under the Management of Health and Safety at Work Regulations 1999, and relevant safety and skills training records
- Employer's Liability Insurance Certificate / Public Liability Insurance. For major projects a liability insurance of a minimum of £10M will be required.
- Risk Assessments and Method Statements (where applicable – essential for potentially hazardous work activities) – showing how you will tackle the work and the safety precautions you will be taking or circumstances (e.g. cleared areas) you will need the University to provide for you.
- Information relating to hazards associated with plant, operation and materials used in works (in accordance with section 6 of the Health and Safety at Work Act 1974)

- The name of the individual appointed as responsible for the safety of the works being carried out.
- Copies of COSHH assessments for all hazardous substances used and activities carried out as per Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Health and safety should be a condition set down in your contract. When bids are invited for work, they will be checked against the specification to make sure proper provision has been made for controlling risks.
- The University will expect confirmation of the safe storage of chemicals e.g. flammable liquids or LPG etc.
- The University will expect confirmation of the planning of safe routes and methods of delivering and removing equipment/materials where applicable
- Building security methods and any security standards to be adhered to.
- All disposal methods accord to both Safety and environmental legislation

3.5 Sub-Contractors

Problems can arise when there is further sub-contacting unless good arrangements exist between all parties. The University will expect principal contractors to ensure that:

- Any contractors assigned to work in the University are competent, following the principles laid out in this document. The expectation is that the staff assigned to work on the project are fully trained and that it is not, for instance, the principal contractor who holds the necessary qualification while the person working on site does not.
- As the contractor appointing a sub-contractor, you will prepare them to work safely while on University property
- That they will know the health and safety regulations relating to all types of work they are undertaking and that you will provide briefing on the site standards (as specified in this document) that the University expect to be followed.
- That information needed to maintain health and safety is passed on to all staff whether working for the principal contractor or a sub-contractor
- The University will also require each sub-contractor working on their property to read and sign the acknowledgement on the last page of this document.
- All s u b -contractors must complete the contractor's induction prior to starting work.

3.6 Before any contractor commences work, Kingston University will want to know:

- That adequate supervision, provided by an employee of suitable experience and training will always be present on site during the course of

the works to supervise and direct all operations. This employee must be able to receive and act promptly (on behalf of the contractor) upon all instructions issued by the Contract Supervising Officer or any person authorised to give instructions on Health and Safety matters

- That the workforce on the site under the control of the supervisor (as detailed above) are provided with suitable and sufficient information, instruction and protective equipment to enable them to carry out their work safely
- That the emergency procedures, the sound of the fire alarm, the location of first aid facilities etc. is known
- The expected timescales for completion of the proposed work
- The time of day or night that the work will be done
- What equipment and facilities you expect to be provided
- What equipment you will bring on site
- Details of the actual staff working on University property. All contractors must complete an on- line induction, (www.permittowork.net/kingston/) renewed annually before commencing work on any University site. A visible contractor identification, including a photograph is to be worn at all times while on University premises.
- The arrangements made to ensure you and your staff etc. sign in and out of the site, if required by the building or site worked in
- What must be done, and how it is going to be done, is agreed
- Ensure that information relating to any changes to the proposed work activities or health and safety issues has been shared

Arrangements where a project is notifiable under CDM 2015 Regulations.

- That adequate consultation has taken place with the Contract Supervising Officer before work starts to ensure that the following points are all clear:
 - The defined area of work (considering internal/ external events)
 - * The planning of safe routes and methods of delivering and removing equipment/materials
 - * The use of any hoists is agreed in advance
 - * Site safety precautions to be observed
 - * Facilities and amenities that may be used by contractors/sub-contractors staff
 - * The arrangements for the safe storage of any chemicals to be used - flammable liquids or Liquefied Petroleum Gas (LPG) for instance
 - * That suitable building security methods, such as signing in or out, are in place.

Prior to starting work the contractor should record the condition of the site, the surrounding area and any other area likely to be disturbed by the works. This record should include digital photographs.

The Contractor shall make good any damage to the existing premises including grounds and buildings, or any part thereof, howsoever caused and shall uphold, maintain and prevent damage to existing services and shall not interfere with their operation without consent of the Contract Supervisor. The contractor must also provide maintain, clear away on completion, at his own expense, all necessary temporary barriers, protections and the like. The contractor must leave the area in a state fit and clean state in which to work.

3.7 Access to services

Within the University, the Services are controlled by Kingston University Services Company (KUSCO), who as an independent company, provide a range of services including security and reactive maintenance.

Access to services in any building unless handed over as a site under CDM regulations can **only** be arranged through them, and will only be extended on correct submission of the relevant isolation permit.

This will require at **least** 7 days' notice: where services affecting students are likely to be affected, possibly longer. Contractors are advised to discuss their requirements with KUSCO at the earliest opportunity.

Isolation of smoke and heat detection for hot works requires 3 days notice.

Access must be arranged with the Contract Supervising officer who will contact the relevant authority for access and a permit must be obtained for all work as defined in this policy.

- All information must be submitted online to the Permit Office 48 working hours in advance.
- Permits will only be issued to contractors who have requested them 48 working hours in advance.
- Emergency permits will be at the discretion of the permit issuer.
- The permit office is only open for collection of permits already requested.
- No permits will be issued in office opening hours without adequate prior notification.
- The contractor named on the permit is responsible for ensuring any sub-contractors comply with the terms of the permit and the sub-contractors policy.

Contractors are responsible for providing any proof of competence requested, including copies of:

- Their signed acceptance of the terms contained in this document
- Their individual qualifications to carry out the tasks for which permission is sought
-

This serves as both an independent check and satisfies KUSCO as an independent company.

3.8 During the contract Kingston University will keep a check on:

The nominated project officer, engaging help from the Safety Office if required, will monitor:

- Whether or not the work is following the agreed work methods
- Whether all staff, contractors or sub-contractors, are working safely and as agreed, and, for example the necessary personal protective equipment is being used
- Whether new workers on the site who need information to maintain their safety have received an appropriate induction
- That welfare arrangements are in place and meet legal requirements
- Site inspections will be routinely carried out by the permit office. All work permits must be displayed in the work area. The permit issuer reserves the right to cancel a permit if it is not displayed or the conditions of the permit are not met.
- Worker conduct: we expect all those working on our site to treat visitors, staff and students with courtesy and respect, to work without swearing or profanity, to minimise shouting and to work in a way that will not give cause for complaint or offence.
- Worker dress: Kingston University expects all operatives to be dressed in appropriate work wear and the company they work for identifiable from either branded shirts, overalls or hi-vis clothing. Sportswear is not appropriate for those working on Kingston University sites.
- The way materials are moved through any operational areas of the Estate: this may need planning to be undertaken in the margins of the day. Movement of any items must not endanger any others using the buildings. Materials are not to be stored on site, unless prior agreement has been given.

3.9 Alcohol and drugs

All contractors and sub-contractors must operate and enforce a 'dry site' rule - employees and sub-contractors under your control must be excluded from Kingston University premises if under, or suspected to be under, the influence of alcohol or non-prescribed psychotropic drugs, or prescribed drugs which have a drowsy side effect.

3.10 Smoking

Contractors are only permitted to smoke in agreed areas (minimum of 10 meters from any building). If not working on external building projects, these will be the areas designated for University staff.

3.11 Confined Spaces

Hazards can be encountered where work is carried out in tanks, vessels or other confined spaces. The following processes are especially dangerous when carried out in a confined space:

- Paint spraying
- Welding
- Arc air gouging
- Extensive pre-heating (naked flame)
- Use of cleaning fluids, adhesives (solvents)

The **dangers** involved include:

- Asphyxiation
- Explosion

- Fire
- Oxygen enrichment or deficiency
- Dust and flames
- Noise

Contractors must not enter or commence work in any tank, vessel, chamber or other enclosed space where dangerous fumes are likely to be present, unless adequate precautions have been taken to prevent danger.

Any proposed method, including the use of a Permit to Work system, must first be submitted to the Contract Supervisor for their consideration /comment, and **must** comply with the Working in Confined Spaces Regulations.

3.12 Demolition/Dismantling

Before commencing demolition/dismantling work all contractors **must**:

- Ensure that all work is conducted in accordance with the Construction (Design and Management) Regulations 2015

Particular attention must be given to ensuring that:

- 'Live' services in the area have been isolated and made safe
- Suitable and sufficient warning notices and barriers have been erected
- Accidental collapse is eliminated by installing adequate temporary support, shoring etc.
- Emission of dust/fumes is adequately controlled
- Safe access and working positions are provided for all personnel involved in the work
- The danger of injury to other personnel or damage to plant or equipment is minimised
- Ensure that a health and safety plan (if required) is submitted to the 'Responsible' person in accordance with the above regulations
- Prepare a detailed written safe system of work in accordance with the requirements set out in the relevant HSE Guidance Notes
- Obtain written permission from the University prior to commencement of work

3.13 Electricity

Important: Please see the section headed "Access to Services" above

All contractors must:

Treat all electrical equipment as '**live**' unless isolated and clearly marked '**safe to work on**'

Use a '**permit to work**' system to At all times in conjunction with '**lock off**' procedures. The method of isolation, the name of the person making the

isolation, distribution board references and LOTO device references must be provided to obtain a permit.

The competent person must test circuits and prove dead before commencing work.

If locking-off facilities are not provided on the relevant switch then a locked DB door or locked switch-room door is acceptable provided the key or combination is unique, and is retained by the person doing the work

Obtain the consent of the Contract Supervisor Project Manager **before** making any electrical connections

Comply with the requirements of the Electricity at Work Regulations, the I.E.E. Wiring Regulations (current edition) and the supply authority, when installing or using electricity on University premises. All contractors must take all necessary precautions to avoid accidental contact with live conductors etc., when working on or in the vicinity of electrical equipment

Provide and use only 110 Volt portable tools, plant and lighting, when carrying out any construction work in compliance with the relevant HSE Guidance Notes on the use of electricity on construction sites. Use of higher voltage **must** be agreed with the Contract Supervisor

Provide suitable step-down isolation transformers where necessary;

Ensure all electrical equipment being used is periodically inspected and tested, and defective equipment is taken out of service (records of inspections/tests must be provided to Kingston University upon request);

Provide safety designed portable electric lamps, when required;

Avoid trailing leads whenever possible, and take the necessary precautions, if it is essential, to trail cables across gangways, roadways etc.

Use Residual Current Devices (RCD) where appropriate.

People working on electrical equipment, machinery or installations must be competent to do so.

Where there is a risk from electric power cables— they will be directed away from the area of risk or the power will be isolated.

3.14 Emergencies

All contractors must:

- Ensure their employees and sub-contractors are notified about emergency procedures on Kingston University sites e.g. location of fire alarm, assembly point etc. and ensure that all contractors and sub-contractors have completed the KUSCO health and safety induction
- Know where the nearest phone is to call the emergency services

- Report all accidents to the Kingston University safety office regardless of whether the incident results in an injury
- All contractors must ensure that where any accident or dangerous occurrence is reported to the HSE under RIDDOR 2013 (Reporting of Injuries, Disease and Dangerous Occurrences Regulations), they provide a copy of any written report (Form 2508 or similar) to the University Safety Office within 7 calendar days.

3.15 Environment

- All contractors must effectively control any dust, gases, fumes or any substances or activities which may be harmful to the health of anyone on or near University premises as required by the Control of Substances Hazardous to Health Regulations and Dangerous Substances and Explosive Atmospheres Regulations 2002
- Properly dispose of waste (arising) generated on University premises during the work as required by the Environmental Protection Act 1990 and implemented by the Environmental Protection (Duty of Care) Regulations 1991.
- Protect any surrounding areas from dust/debris before work commences
- Ensure waste is only transferred from site in a safe manner, by a registered waste carrier, licensed contractor or Waste collection Authority, with the necessary written description of the waste being transferred. Copies of waste transfer notes must be provided upon request.
- Keep noise and nuisance to a minimum at all times and advise the Contract Supervisor if you anticipate excessive noise levels from your operations.
- Comply with the Control of Noise at Work Regulations 2005, and upon request provide copies of noise assessments undertaken. Give due regard to any written advice on permissible noise levels and times for noisy work operations and other restrictions which may be imposed by Local Authority EHOs, ensuring at all times that noise levels produced from plant or machinery are as low as is reasonably practicable.
- Confirm checks have been made with the asbestos register prior to any work to the fabric of the building. Obey all warning signs and cease working if asbestos is suspected or encountered, until the Contract Supervisor gives authority to proceed
- The University Asbestos register is to be taken as the definitive document when determining where asbestos is located. Warning stickers are placed near light switches in plant rooms to warn of the presence of asbestos, and are sometimes used in public areas – but these are only a guide: the register must be checked before any work commences.
- Asbestos in roof spaces and areas that are not usually accessed may not have been inspected. Therefore, if work is carried out in these areas, assume asbestos may be present. If asbestos is suspected and there is no information to confirm its presence, you must stop work and obtain advice from the permit issuer or the University safety Office.

- Ensure asbestos is only removed by licensed asbestos contractors with the approval of the University. All asbestos removal must comply with the Control of Asbestos Regulations 2012.
- Obtain the permission of the contract supervisor before commencing any 'hot works' involving the use of flame or heat, including welding (gas and electric), brazing, soldering, hot bitumen works, paint stripping, etc. Also have knowledge of and fully comply with the joint Code of Practice on the protection from fire of construction sites and buildings undergoing renovation 'Fire Prevention on Construction Sites' (by the Building Employers Confederation Loss Prevention Council and National Contractors Group.)
- Ensure the workplace is kept clean and tidy. Care must be taken to stack/store materials and plant in an orderly manner in designated areas. Where possible materials should be distributed on a day to day basis.
- Doors, passageways, steps, fire exits or fire fighting equipment are not blocked in any way. All waste materials must be cleared away safely and effectively to reduce accidents and fire risks.
- All waste removal including site clearance shall comply with the Hazardous Waste Regulations (England and Wales) 2005, Control of Pollution Act 1989 and the Waste Regulations 2011.
- All waste storage, segregation and disposal shall comply with the relevant regulations, including the Environmental Protection Act 1990, Duty of Care Regulations 1991 and Regulations made thereunder and the Waste Electrical and Electronic Equipment Regulations 2006 (as amended)

Ensure all hazardous and non-hazardous waste is only transferred from site in a safe manner, by a registered waste carrier, licensed contractor or Waste collection Authority, with the necessary written description of the waste being transferred. Copies of waste transfer notes must be provided upon request and kept for three years

- Flammable liquids or compressed gases must not be kept within buildings, except in such quantities as may reasonably be required for the day's work.
- Sufficient and adequately maintained fire extinguishers for the area and type of work being undertaken must be provided by the Contractor according to the circumstances.

Please note: The above DOES NOT APPLY TO CONTROLLED 'SPECIAL WASTES' such as asbestos, waste dangerous to life (including medicines) or having a flash point at or below 21 degrees C. These must be disposed of as prescribed in the Hazardous Waste Regulations 2005.

3.16 Use of pesticides

All contractors must comply with the Environmental Protection Act 1990 and any subsequent or supporting Regulations. In addition, contractors carrying out in-site timber preservatives must comply with the relevant HSE Guidance Notes, and with any current code of practice for the use of approved pesticides in amenity and industrial areas, published by the National Association of Agricultural Contractors and the National Turfgrass Council.

- All pesticides must be approved by the HSE or DEFRA and used strictly in compliance with the manufacturer's instructions by trained operatives, carrying on their person, for inspection, the appropriate certificate(s) of competence.
- Pesticides used on University premises must comply where appropriate with the COSHH Regulations.
- Where pesticides are used in enclosed or confined spaces or their use may affect others, a written Method statement must first be submitted to the Contract supervisor for their consideration and comment.
- A safety data sheet must be provided on request for any substances used

3.17 Excavations and Openings

All contractors are required to:

- Effectively barrier/cover openings created during the work in roofs, floors, walls or other areas to prevent injury or persons from falling
- Obtain plans and consult the Contract Supervisor / Project Manager on locations of drains, cables, water and gas mains etc., before beginning any breaking or excavation work
- Should plans not be available, a CAT scan of the whole area is to be undertaken
- Prior to excavations in an area with services a trial hole is to be carefully dug by hand where possible to locate the services
- Once the services are located a marker peg to be placed to identify the service. The marker peg to be spray painted with correct colour to identify the service
- Ensure adequate guarding of all excavations, with suitable signs and flashing beacons during hours of darkness
- Use safe excavation methods in compliance with the relevant HSE Guidance Notes.
- Excavations must comply with Construction (Design and Management) regulations 2015
- If any existing ground contamination is uncovered during excavation works, works on that area should cease and the Contract Supervisor consulted immediately.

3.18 Fire Instructions

All contractors must ensure that your employees and subcontractors:

- Have read or are notified of the instructions in the event of fire which are permanently displayed in prominent positions on University premises
- Are aware of the escape routes (the Contract Officer /Project Manager should be asked to confirm this and demonstrate these where necessary)
- Participate fully in any University evacuation requirement
- In the event of fire, all contractors must give the fire brigade every assistance and guidance on the nature of the fire, and any information on materials or substances that may need special attention.
- Should any work you intend carrying out be likely to create dust or other conditions that will set off automatic fire detection equipment (which is fitted throughout most Kingston University Buildings) a request must be made through the KUSCO Offices for the appropriate circuit to be covered or isolated by the University alarm maintenance company for the duration of the work.
- If your work involves isolating the fire alarm, you must complete a fire watch of the isolated area hourly. The isolation must be reinstated at the end of the working day unless the permit specifies otherwise. No lone working will be allowed in the isolated area.
- Unnecessarily activating the fire alarms anywhere in the Estate will disrupt a large number of staff and students: this is particularly true for the main Penrhyn Road complex or John Galsworthy building, (which would cause the evacuation of up to 3500 building users). Any activation will be investigated and may lead to a warning or a fine, which will be donated to the fire service benevolent fund.
Works that compromise fire compartmentation must be repaired on completion of works.

3.19 The action on discovering a fire is:

Operate any fire alarm using a red call point and/or shout 'FIRE' to summon help and warn others. During out of working hours telephone the fire brigade and make every effort to contact the University Security Control Room on extension 6666 (external 020 8417 6666, staffed 24 hours)

- If you are trained and competent, and it is safe to do so, attack the fire with the appropriate fire extinguisher. Never let a fire get between you, your staff and an appropriate exit
- If the fire cannot be controlled, retreat to a place of safety, closing windows and doors behind you where possible
- Evacuate the building if directed by a Fire Marshall, or at the 'evacuate' signal
- Do not reoccupy until the 'All Clear' is given by the incident officer (who will be wearing appropriate identification)

Action taken in the first 3 minutes of a fire is crucial. People are more important than property.

3.20 Gas installations

All contractors and sub-contractors installing or maintaining gas appliances, fittings, or pipework at any University premises must comply with the Gas Safety (Installation and Use) (Amendments) Regulations 1998 and in particular be registered with the Gas Safe Register

Operatives working on gas appliances, fittings, or pipework must be competent (as required by the above Regulations) to carry out such work.

If gas is to be isolated the method of isolating, the duration and person isolating must be given to the permit issuer.

The relevant Record or Register appertaining to the appliance must be completed at the conclusion of work.

3.21 Working at Height

The most common cause of industrial death in the United Kingdom is falling from height in either the construction or agriculture sectors.

All contractors are required to:

Fully comply with the Working at Height Regulations 2005. They must consult with the Contract Supervisor on proposed working at height and agree a safe system of work and method of access, assess the risks of work at height (previously required by the Management of Health and Safety at Work Regulations 1999) and use the safest means of access. Work at height is to be avoided where possible.

Ensure adequate safe access to high level works is provided. Refrain from using ladders if there are safer alternatives.

When using any equipment for work at height, you need to make sure that it is regularly inspected and well maintained; and the work is supervised to check people are working safely.

Any person required to use a work at height equipment in connection with their work will be trained in the safe use of the type of equipment and any associated equipment to safeguard them from the risk of falling and be able to carry out pre use checks

The normal use of ladders or step ladders does not provide measures which either prevent falls or minimise the consequences. So you must be able to show by carrying out a risk assessment that it was not reasonable to select alternative equipment because the task is low risk and short duration.

Follow HSE Guidance INDG402/455 for safe use of ladders

If persons must use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system will be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.

Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.

Mobile Elevated working platforms (MEWPs) must be operated by authorised competent people trained to IPAF standard (International Powered Access Federation) on the particular MEWPs used, in compliance with HSE Guidance Notes, (GIS No 6) the manufacturer's instructions, and the Provision and Use of Work equipment Regulations 1998

Scaffold Standard

Scaffolding work will normally be part of a University Estates or KUSCO project. The work will be managed by a contractor who has responsibility for ensuring the operation is carried out safely. Kingston University requires that any scaffolding work complies with the University Scaffold Standard on all KU and KUSCO Projects.

Any scaffolding work undertaken on KU premises or on behalf of KU must only be undertaken by contractors who are full and regulated members of the National Access & Scaffolding Confederation (NASC).

Project managers with responsibility for KU Estates and KUSCO Projects that involve scaffolding must consult with the Permits Office and if necessary, the Head of Health, Safety and Security and be in possession of the following before work commences:

- Method statements and risk assessments
- Signed - off scaffold designs (where applicable)
- Contractor's competency qualifications
- Public and employer liability insurances.
- Signed copy of Kingston University Estates Safety Rules for Contractors
- Traffic and pedestrian road safety management plan
- Public Highway License (where applicable)
- Copy of current Thorough Examination Certificate for gin wheels.

When each scaffold is completed the Estates or KUSCO Project Manager must receive a copy of the Handover of Scaffold Structures Certificate. If KUSCO procure scaffolding directly and take over responsibility for it, the project manager must arrange for an inspection by a suitably qualified and experienced person at handover.

Any scaffolding involved in any KU or KUSCO project must be inspected on a weekly basis or after alteration or any bad weather conditions by a competent person. A copy of the Inspection Report for the scaffolding and any lifting appliance must be kept on site for inspection purposes, use a visible tag system to supplement inspection records to prove that the scaffold has been checked before use.

All project staff, including the Kingston University Head of Health, Safety and Security reserves the right to carry out scaffolding inspections of any scaffolding involved with a Kingston University (KU) activity at any time during the project.

A register must be maintained on site by the Company responsible, recording the results of statutory and weekly inspection of scaffold, towers, cradles etc. "Scafftags" must be kept always updated.

Operatives should not attempt to move the tower with anyone aboard it.

Toe boards must be used to prevent objects from falling: only required tools & materials should be on the tower / scaffold.

Access to the scaffold must be prohibited (and measures taken to prevent unauthorised access) when not in use.

Scaffold erection must not restrict access within emergency escape routes including stairwells.

The use of mobile tower scaffolding will not be permitted with a working platform higher than 10 meters above ground level.

Where any KUSCO maintenance task involves the use of prefabricated aluminum towers, either equipment supplied by a contractor or owned in house, towers are not to be erected other than by a competent person trained and PASMA (Prefabricated Access Suppliers' & Manufacturers' Association Ltd -Towers for Users) certificated.

Before KUSCO staff use a tower supplied by a contractor the manager/supervisor must be in possession of the handover certificate. If KUSCO take over responsibility for it, the KUSCO manager/supervisor must arrange for an inspection by a suitably qualified and experienced person at handover.

Where KUSCO or KU Estates staff directly engage scaffolding contractors they must be a suitably qualified and experienced member of staff who holds a current CISRS Scaffold Inspection Training Scheme Certificate.

Accessing Roofs:

Ensure any fume extract within 10m of the work area is isolated before work starts

Comply with HSG 33 / INDG 284 for Roof Work. A rescue procedure is to be in place for all work on unprotected roofs.

Fall arrest systems are serviced as per requirement to be used by competent contractors with fit for purpose, well maintained safety harnesses.

Avoid the need to work on or near or pass across fragile roofs. Crawling boards or roof ladders must be used on all fragile or potentially dangerous roofs and secured to prevent slipping. Guard rails, safety harnesses and safety nets must be used where necessary in compliance with HSE Information Sheet GEIS5 for work on fragile roofs

Materials and equipment must be correctly stacked or secured on the roof without causing stress or damage by overloading.

All necessary precautions are to be taken to safeguard people from the dangers of overhead working, particularly from falling objects

The provision of barriers and warning signs around the work area (conforming to the Health and Safety (Signs and Signals) Regulations 1996

3.22 Cranes and lifting equipment

All lifting operations must comply with the Lifting Operations and Lifting Equipment Regulations 1998. HSE guide INDG 290

- Suspended cradles may only be fixed and moved by a specialist cradle supplier or competent scaffolding company
- All cranes, lifting equipment, to be used by the contractor must be tested and examined in accordance with current statutory regulations, and must be properly marked with an identification number and safe working load
- Copies of test and examination certificates must be available on University premises for inspection by a University representative or visiting authority, e.g. The HSE
- All crane operations must be strictly controlled by a person appointed by the contractor who is adequately trained and experienced to competently carry out their duties. Crane drivers and banksmen must be trained and certified to a recognised standard e.g. C.I.T.B. Certificate of Training Achievement
- Contractors will, before arranging any lift using any type of crane, give the University 7 days written notice and provide a written Method Statement (lift plan) for the proposed work and submit this to the Contract Supervisor for their consideration and comment.
- Travel routes for cranes and crane standing must be agreed with the Contract Supervisor to avoid such things as underground services, excavations, made up ground, overhead lines and structures etc.
- Items must be marked with the Safe Working Load and be inspected by a competent person as required by the regulations.

3.23 Manual Handling

All contractors and sub-contractors must:

- Comply with the requirements of the Manual Handling (Operations) Regulations 1992, as amended, ensuring that hazardous manual handling operations are avoided where reasonably practicable by using mechanical handling aids or other suitable measures.

3.24 Permit to work

All contractors must sign a copy of this policy.

Situations where contractors do not require permits:

- Contract Supervisors / Consultants employed by the university or KUSCO to undertake work alongside their employees, although they must have received health and safety induction and the same level of training for their role as their counterparts i.e. IT Consultants.
- Designers / Architects who are undertaking non-intrusive work within low risk areas (based on a risk assessment). The responsible person must review the risk assessment for the work involved and provide the consultant with any relevant health and safety information such as emergency procedures.
- Surveying / Investigations (non-intrusive surveying / investigations (intrusive) do not need to obtain a permit if they are accompanied by the responsible person and all intrusive work is carried out by KUSCO
- Engineers who are working on their own equipment within the University, supervised by Faculty / University / KUSCO Staff, if that work does not involve accessing controlled areas, or accessing any areas where the presence of asbestos has been identified. It will be the responsibility of the I&TS Contract Supervisor to confirm to the PTW officer in writing, in advance, that these restrictions do not apply to a particular activity. The responsible person must review the risk assessment for the work involved and provide the engineer with any relevant health and safety information such as emergency procedures

The Contract Supervisor must ensure that any relevant health and safety information is given to the contractor before the survey is carried out. In all of the above situations a permit will be required if it is necessary for Security or caretakers to facilitate access – i.e. involving providing special access to an area.

Non-Intrusive work:

- Does not involve work equipment other than cameras, hand held measuring devices, stationary and IT equipment such as mobile phones, laptops and PDA's.
- Does not involve work processes other than observing and recording information
- Does not involve physical interaction with any equipment or structure

A copy of the contractors acceptance form will be held on the Permit to Work (PTW) database. This will need to be supplied annually for the contractor to remain on the database and be able to obtain work permits.

How to obtain a work permit

It is a requirement that all contractors working on Kingston University premises register and obtain a Permit to Work and undertake an online induction for all operatives. These can be obtained using the online permit submission system.

Details of how to obtain a work permit can be found on the KUSCO web pages:

<http://www.kingston.ac.uk/kusco/> click Apply for a Work Permit

Contractors are required to register to use the online submission. For further information please email the permit to work office permitstowork@kingston.ac.uk

Kingston University aim to select only competent contractors, before work starts

contractors will be required to provide the University with the following documents or information.

1. Their health and safety policy and site specific procedures and risk assessments as previously required under the Management of Health and Safety at Work Regulations 1999, and relevant safety and skills training records
2. Employer's Liability Insurance, Public Liability Insurance and Professional liability Insurance Certificates were held. For major projects a liability insurance of £10M will be required. A schedule of cover is also required. Hot Works require the contractors employed by Kingston University to insure such works are insured appropriately within their Public Liability Insurance.
3. Work Method Statements (where applicable – essential for potentially hazardous work activities) – showing how you will tackle the work and the safety precautions you will be taking or circumstances (e.g. cleared areas) you will need the University to provide for you.
4. Information relating to hazards associated with plant, operation and materials used in works (in accordance with section 6. Health and Safety at Work etc. Act 1974)
5. Details of the actual staff working on University property. All contractors must complete an induction, renewed annually before commencing work on any University site. A visible contractor identification, including a photograph is to be worn at all times while on University premises

Permit issuing conditions

- All information must be submitted to the Permit Office 48 hours in advance. Additional information such as a Covid Risk Assessment will be requested during the pandemic.
- Emergency permits will be at the discretion of the permit issuer.
- The contractor named on the permit is responsible for ensuring any sub-contractors comply with the terms of the permit and the sub-contractors policy.
- Permit requests submitted on-line will be assessed within 48 working hours (Mon –Fri ex bank holidays), if authorised a permit number and collection details will be issued to the contractor. Permit submissions that are not authorised will be returned to the contractor, who will be notified of the reason the permit has not been authorised

Permit Office details

Permit Officer telephone number: 0208 417 4870

Email: permitstowork@kingston.ac.uk

Opening times: 8:00am - 4pm Monday - Friday (excluding bank holidays)

Permit Office: Second Floor, Services Building, Kingston University, Penrhyn Road,

Kingston upon Thames Surrey, KT1 2EE

Collecting permits

During the pandemic all Permits will be sent electronically.

Permits can be collected Monday – Friday (excl bank holidays) from:

Penrhyn Road Main Reception 8:00am -5.00pm
Roehampton Vale Reception 8:30am -5.00pm
Kingston Hill Main Reception (Stable Block) 8:00am -5.00pm

Returning Permits

All permits must be returned on expiry, or if the works have finished, with the hand back section completed and signed

Signed permits can be returned:

During the pandemic permits must be returned electronically

Electronically at:

Penrhyn Road Reception

Kingston Hill Reception (Stable Block)

Roehampton Vale Reception

Or via email to permitstowork@kingston.ac.uk - hand back section must be filled out.

All work must be carried out under a Permit to Work. Such work will then be carried out strictly within the limitations of the PTW system to ensure the protection of personnel and plant.

A PTW system consists of an organised and pre-defined safety procedure. It forms a clear record of all foreseeable hazards which have been considered in advance. Correct operation of the system ensures that:

- Only one authority issues permits to allow personnel to work
- All personnel are aware of safety measures required to be taken and all the factors involved
- The area affected by the work is clearly defined
- The period during which the work may take place is clearly defined
- The correct personal protective equipment is provided and used
- All affected parties are aware of the status of the equipment
- Appropriate management is aware of the work in progress

All permits must be returned to the permit office on completion of the work. The work area is under the control of the contractor until the permit is handed back, even if the permit has expired.

3.25 Personal Protective Equipment

All contractors must comply with the requirements of the following Regulations:

- Personal Protective Equipment at Work, Working at Height, COSHH, Noise at Work, Control of Lead at Work, Control of Asbestos at Work, and the Ionising Radiations Regulations, ensuring that suitable and appropriate personal protective equipment is provided, maintained, and properly used by employees and sub-contractors.
- Comply with the requirements of the Personal Protective Equipment at Work regulations; ensuring that safety helmets are worn by employees and sub-contractors whenever there is a foreseeable risk of head injury (except from

falling).

- Safety glasses must be worn on all construction sites or any area specified by the permit issuer.
- Hi-Vis clothing with the company name is required for all contractors for identification purposes.

3.26 Precautionary Measures When Site Unattended

When any site is left unattended all contractors must ensure that:

- Every reasonably practical precaution is taken to prevent access by unauthorised persons, particularly children, to elevated or other dangerous areas of the site, as agreed with the nominated project officer (including the provisions of sufficient barriers, signs warning of specific dangers, together with an out of hours contact number)
- All plant and vehicles are immobilised
- Materials, particularly hazardous substances such as chemicals, gas cylinders and flammables are left inaccessible
- Gas and electricity supplies are isolated, or if floodlighting is required, supplies must be properly protected
- Ladders and other accesses to hoists, scaffolds or other temporary work areas are removed when left unattended
- The contractor must provide all watching and lighting and everything else necessary by day and night for the protection of the public, including the occupiers and unauthorised entrants, and the security of the works
- The emergency contact number is known to all and available on, for instance, notice boards

3.27 Use of Tools, Plant and Equipment

Tools, plant and equipment must comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) In particular, all contractors must ensure that tools, plant and equipment are:

- In a safe condition for use and comply with guarding or other requirements
- Regularly and adequately maintained, and where necessary, or required by legislation, subject to periodic tests or inspections (records of tests/inspections must be provided to the University upon request)
- Used only for the purpose for which they were designed by adequately trained people (confirmation of training on tools, plant or equipment must be provided to the University upon request)
- Not left unattended so that they can be used by any unauthorised person
- **Cartridge Tools** – can only be used with the permission of the University/KUSCO after the contractor has first submitted a written Method Statement for using such equipment to the project officer for their consideration

and comment. Only the **low velocity** type of cartridge tool may be used.

- The Employer shall not be in any way answerable or liable for any loss or damage which may happen to or, in respect of any materials being lost, stolen, removed, damaged or destroyed by weather or otherwise.
- The Contractor shall provide all necessary plant, including special and mechanical plant, fuel and running expenses and all tools tackle, staging machinery, scaffolding, formwork, shoring and timber for temporary works. Such plant shall not be removed from the site without the consent of the Contract Supervisor.
- All the Contractor's electrical tools, equipment and appliances shall comply with PUWER. Power tools should be a maximum of 110 volts, PAT tested, and installed / used by a competent person

3.28 Transport

- Contractors must not bring vehicles onto University premises unless they are roadworthy and conform to present legal requirements. Vehicles required to travel on public access roads must comply with the standards detailed in the Road Traffic Act
- Contractors must ensure that only authorised and competent personnel are allowed to drive vehicles
- Loads must be within safe weight limit of vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrians or adjacent structures
- Passengers must never be carried unless in a seat designed for that purpose is provided
- Personnel must not get on/off any vehicle whilst it is motion
- Traffic routes and vehicles must be separated to comply with Workplace (Health, Safety and welfare) guidance and the CDM Regulations 2015
- Mobile Plant to have warning beacons fitted, be regularly inspected and records kept on site. Seat belts must be worn when provided and site speed limit of 10mph enforced
- Can only park in designated parking bays – Not a KUSCO bay and not outside the services building at Penrhyn Road as this is a pedestrianised area

3.29 Vibration

- Contractors must provide risk assessments and PPE where work is expected to expose employees to risk from vibration.
- Risk from vibration must be controlled and comply with Control of Vibration at Work Regulations 2005.

3.30 Working Hours

The Contractor shall normally carry out all working activity and operations between the hours of 08.00 and 18.00 Monday to Friday and 8am -1pm Saturday. Any excessively noisy or disruptive operations or work out of hours are to be agreed with the Contracts Supervisor / Project Manager.

3.31 Safeguarding Public Access and Safety

The Contractor shall have regard to and allow for the Safety and Welfare of the building users throughout the contract period and shall take all reasonable and practicable steps to ensure their safety.

The Contractor shall continuously maintain existing access, together with appropriate footways and guard rails or if necessary provide alternative safe access facilities to lifts, staircases, lobbies, hallways, corridors, refuse facilities, etc., and shall ensure that work within lobbies, corridors and stair areas proceeds in an orderly and safe manner.

Where scaffolding is erected over or adjacent to an entrance that is to remain in use, effective screens and fans shall be provided.

All works shall be carried out to cause the minimum of interference to the public and the occupiers of the premises at which work is being carried out and to persons using the premises. The works shall be carried out in sequence and timing agreed with the Contracts Supervisor / Project Manager.

All reasonable means shall be taken to avoid inconveniencing adjoining owners and occupiers. If the execution of the works requires that operatives must enter upon adjoining properties, the necessary written permission shall first be obtained by the Contractor who shall ensure that these instructions are carried out.

Except for works specifically required to be carried out beyond the site boundary, working space is to be limited to the site area and no materials or plant etc. will be permitted to be deposited outside this area.

There are in many locations privately owned properties adjoining University owned properties contained within this Project and in this respect the Contractor is to ensure that no damage is inflicted on the adjoining building, its fixtures and fittings or to the external landscaping. The cost of any remedial work is to be borne by the Contractor.

3.32 Vegetation and Trees

Existing trees and shrubs are to be preserved and protected from damage, in line with Best Practice Guidance; this includes guidance on storage and works under trees and minimum distances from flora to be maintained during works. Minimum distance of work to trees should be twice the height or the width of the canopy, whichever is greatest. It is noted that this can be assessed on an individual tree basis in consultation with the Contract Supervisor / Project Manager and Biodiversity Officer.

Where shrubbery and vegetation is attached to the structure of the buildings, the Contractor shall consult the Contract Supervisor / Project Manager prior to removal and carting from site.

Where shrubbery and vegetation is growing in the vicinity of buildings and is hindering access, the Contractor shall consult the Contract Supervisor / Project Manager and Biodiversity Officer to agree on cutting back in order to gain reasonable access. Wholesale removal should not be undertaken without the consent of the Contract Supervisor / Project Manager.

Where the Contract Supervisor Project Manager and Biodiversity Officer have not been consulted before disturbance to flora, the Contractor shall be responsible for costs incurred with reinstatement.

3.33 Climatic Conditions

No work shall be carried out unless the climatic conditions are suitable.

The Contractor is to have regard to the latest publications on working conditions and to include in his price for taking all reasonable precautions in providing protection or otherwise to avoid delay in the execution of the works.

Work liable to be damaged by freezing shall not be carried out when the temperature is below 3 degrees centigrade on a falling thermometer. All work is to be adequately protected at night when frost is anticipated.

Any damage caused by frost or other inclement weather shall be made good by the Contractor at his own expense

3.34 Working in Laboratories

Where lone working is foreseeable, a risk assessment should be made considering the risks from exposure to biological agents and other risks present in the laboratory.

All SEC Laboratories require permit to work.

In other University Laboratories, access is only when technician is present, unless the permit states otherwise.

Follow rules of conduct, PPE requirements and written guidance if given by the technician.

Leave protective overalls behind in the lab when work is complete.

Protect any cuts, abrasions, dermatitis or other open wounds with waterproof dressings.

Check whether a certificate of decontamination is required before starting work and clean any equipment after use as instructed by the technician.

3.35 Deliveries

The Banksman must keep a safe distance from vehicle and plant maneuvers and always keep in view and communications with the drivers.

Ensure that lorries/vans are not overloaded, and materials and equipment do not overhang the vehicle. Loads must be secure, and weight distributed safely in accordance with the design capabilities of the vehicle.

Personnel working from the back of lorries constitutes working at height. Wherever possible, personnel will not climb up onto lorries and if they do need to, provisions will be in place to protect them from falling.

Loading and unloading will be carried out in designated areas only as agreed with the Contract Supervisor.

No materials to be stored on site without agreement with the Contract Supervisor.

Lorry crane deliveries / collections:

Lorry to be parked on stable ground, with the outrider supports securely positioned before any lifting commences.

When utilising lorry cranes, personnel assisting or persons in the vicinity of the operation, must wear safety helmets, high visibility clothing and safety footwear, etc.

The Off-loading and positioning to be directed by a banksman communicating with operator. Check for overhead obstructions.

Where lifting and Hiab lorry operations etc., may be carried out, ensure there are sufficient banksman deployed to assist in safeguarding pedestrians who have right of way on the pavement.

3.36 Legionella Management

Kingston University implement arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice ACOP L8 – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' 'HSG274 Part 1, 2 &3 Legionnaire's disease: Technical guidance'

These arrangements include:

- Assessment of Legionnaires' disease risk through Water Hygiene Risk Assessments and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Implementation of the universal precautions and testing specified in the HSE's ACoP / HSG274 and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing's are held centrally together with a copy of the risk assessment and details of the competent person who conducted it
- Records are check and confirms that the precautions have been implemented.

Water treatment contractors or plumbing specialists are employed as necessary to resolve the causes that fall outside of the required limits of the risk control program.

All plumbing alterations are carried out by trained competent plumbers to ensure compliance with water regulations and byelaws.

Review

This procedure will be reviewed periodically and, in any event, formally reviewed after two years from the date of agreement.

CHANGE HISTORY

Version	Summary of Changes	Date
Version 0.1	First copy	
Version 0.2	Updated with new telephone numbers. References to Corgi changed to Gas Safe. Re formatted	<i>16 June 2009</i>
Version 1.0	Reformatted. Changes made to personnel names and titles. CDM regulations updated to 2015.	<i>30 March 2015</i>
Version 1.1	Signing sheet added and minor textual changes and updates	<i>06 April 2015</i>
Version 2.0	Revised and extended acceptance sheet added	<i>03 June 2016</i>
Version 2.1	Reviewed and updated	<i>07 June 2016</i>
Version 2.2	Public liability insurance increased to £10M	<i>12 October 2016</i>
Version 2.3	"Permits Officer" made anonymous.	<i>8 November 2016</i>
Version 2.4	Reviewed and updated	<i>06 June 2017</i>
Version 2.5	Reviewed and updated	<i>29 June 2018</i>
Version 2.6	Changes made to legislative references and insurance requirements	<i>8 December 2018</i>
Version 2.7	Reviewed and updated	<i>12 June 2019</i>
Version 2.8	Reviewed and updated	<i>18 May 2020</i>
Version 2.9	Updated, Following consultation from KUSCO and SEC	<i>29 June 2021</i>
Version 3.0	Reviewed and updated	<i>24/07/2023</i>

Acceptance Form for Contractors

PLEASE USE BLOCK CAPITALS

All information is mandatory, and applications may be rejected if not supplied

Registered Name (<i>as shown on your accounts</i>)		
Trading Name (<i>if different from above</i>)		
Registered Head Office Address	Contact	
	Forename	
	Surname	
	Position	
	Tel	
	Ext	
	Fax	
	Email	
Contact Address (<i>if different from above</i>)	Website	
Company Registration No		VAT No
Date formed	If Ltd company, date of incorporation	

Notes	
<p>Accepting these guidelines, the Company agrees to co-operate with Kingston University in the implementation of the procedures set out in this document and recognise that in no way does the document diminish the Company's existing or future statutory duties.</p> <p>Fire Protection Any work carried out must comply with this policy and the Procedure for working on building fire compartmentation (Appendix B).</p> <p>Access to Information Contractors are advised that the information submitted on this application will not be made available to third parties.</p> <p>Declaration I certify that the information supplied is accurate to the best of my knowledge. I, the undersigned, hereby acknowledge receipt of the document "Kingston University Safety Guidelines for Contractors and Sub-Contractors" on behalf of:</p>	
Company Name	Telephone no
Respondent Name (please print)	Date
Position in Company	
Signed	

E-mail: permitstowork@kingston.ac.uk