



Contractors' Guidance Health and Safety Handbook

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1. INTRODUCTION

This handbook is designed to serve as a functional guide from which all Contractors can adopt a culture of safe working at Robert Gordon University (RGU).

If there are any areas which are unclear or where further information or guidance is required, please contact Estates & Property Services (EPS) or the RGU Occupational Health & Environmental Safety Office (OHES). Contact details are available at the end of this handbook.

All contractual arrangements for work on the grounds, in the car parks, or to the fabric, fittings, mechanical, electrical, gas, water or drainage services to a building are made and managed through Estates & Property Services at RGU (EPS). All contractual arrangements for work on maintaining equipment (Academic/Research/Non-Estates Equipment), running of events, etc. will be managed through the appropriate School/Department.

2. DEFINITIONS

Contractor: organisation or individual who carries on a trade or business or other undertaking in connection with which they undertake to carry out or manage construction works. For example Hard Facilities Management Firms, or Catering Provision Companies.

Construction Work: For the purposes of this procedure; to mitigate the “higher risk” use of contractors by all Schools and Departments, the term ‘construction work’ will cover the following contractors’ work:

1. ‘Construction work’ as defined by the Construction, Design and Management Regulations 2015, including construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure, and, the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
2. Work involving activities out with the scope of current RGU and Facilities Maintenance Contractor risk assessments.
3. Work entailing significant risks not managed via standard building health and safety arrangements, i.e., fire safety and fire aid procedures.
4. Work involving maintenance or repair of plant or equipment which is likely to be out with the manufacturer’s service schedule or instructions.
5. Work involving potentially exposing RGU staff / students to heightened risks.

University Estate: any building, premises, property, or location which is owned by, or under the management control of, the University.

Built Environment: The term ‘built environment’ refers to the surroundings the university provides Schools/Departments as a setting for their activities, including the supporting infrastructure, e.g., physical structure, water supply, or energy networks.

Estates and Property Services (EPS): the department within RGU which manages all aspects of the University’s built environment. This includes:

- Developing, planning, and managing the construction of the University's buildings and premises
- Management of services, including hard FM, cleaning, janitorial support, grounds maintenance, space planning, energy management, timetabling and room allocations, car parking and transport, student accommodation, catering, events operational support, and general maintenance.

The University has outsourced contractual arrangements with external providers for catering and maintenance (Hard FM) services. For the purpose of this document, these providers are part of Estates and Property Services. A separate Safety Interface document outlining the arrangements for H&S management with these embedded contractors will be created and implemented.

Where a Contractor is working on the University Estate, the University has a statutory duty to ensure the health, safety and welfare of its employees and of others who work on or visit its premises, so far as is reasonably practicable. The University must ensure its activities do not endanger the health and safety of the Contractor's employees and ensure that no work performed by the Contractor shall cause a risk to the health and safety of university employees.

School/Department: the university's organisation is separated into Schools that provide academic services, and support Departments.

Occupational Health & Environmental Safety: The OHES team has responsibility for providing expert advice and assistance to support Schools and Departments in the implementation of their responsibilities within the University Health and Safety Management System.

RGU Host: This is the RGU employee, School or Department requesting the support of the contractor in undertaking a specific activity. Normally this is EPS, its nominated Facilities Management contractor, or a School/Department employee.

Campus: Encapsulates the whole of RGU premises, including Accommodation, RGU Boathouse, The Administration Building and the National Subsea Centre.

Site: Encapsulates a specific area of the university campus, including a contractor's work area.

3. RELEVANT LEGISLATION

The following list has been collated to aid all workers on the RGU campus to understand their legal obligations under H&S law. This list only summarises some of the principal pieces of legislation, as such it may not document all duties. If you have any doubts over the application of legislation to your undertaking, you should seek competent H&S Advice.

- The Health and Safety at Work Etc. Act 1974
- The Electricity at Work Regulations 1989
- The Manual Handling Operations Regulations 1992
- The Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health & Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health 2002
- The Work at Height Regulations 2005
- The Control of Asbestos Regulations 2012
- The Construction (Design & Management) Regulations 2015
- The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020

4. RESPONSIBILITIES

4.1 Robert Gordon University

Under the Health and Safety at Work Etc. Act (1974), RGU has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees, and that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety. To achieve compliance with these duties the University shall, as a minimum:

- Provide and maintain RGU plant and systems of work that are safe and without risk to health.
- Ensure the allocation of sufficient time and resources to the activities of a contractor.
- Make appropriate information available to the contractor to allow them to identify and mitigate all relevant hazards (as a minimum this will include this handbook)
- Ensure the provision of suitable welfare facilities for use by the contractor.
- To collaborate with the contractor in all matters related to Health & Safety
- As appropriate, ensure all arrangements supporting contractor Health & Safety are regularly reviewed and maintained.

It is the responsibility of the RGU Host to ensure this is achieved. Support is available from EPS and OHES.

4.2 Contractor

Under the Health and Safety at Work Etc. Act (1974) and the Management of the Health and Safety Regulations (1999), it is the duty of the Contractor, so far as is reasonably practicable, to

- provide and maintain plant and systems of work that are safe and without risk to health.
- arrange for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of his employees.
- maintain any place of work under his control in a condition that is safe and without risk to health and to provide and maintain a working environment for his employees that is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work
- conduct this undertaking in such a way as to ensure that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety.

- give persons (not being his employees) who may be affected by the way(s) in which he conducts his undertaking, the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health and safety.

In addition to carrying out all work in accordance with the requirements of the Health and Safety at Work Etc. Act 1974, the Contractor must meet the requirements of

- All other relevant Acts, Regulations or ACOPs.
- All requirements and regulations required by the University's appointed Hard Facilities Management Contractor.
- University Policies, Procedures and Guidance.

All Contractors appointed to carry out 'construction work' in any area of the University are required to provide relevant information relating to work-specific risk assessments, method statements, safe systems of work and relevant insurances. These should be submitted by the appointed contractor in advance and will be subject to consideration as part of the authorisation / permit to work system.

Records of policy documents and insurance details are compiled and regularly reviewed by EPS. University Policies, Procedures and Guidance can be accessed/viewed here: www.rgu.ac.uk/health-and-safety/policies-procedures-guidance

Contractors have a duty to ensure that their employees and those of their sub-contractors conform to the requirements of health safety legislation and the provision of this handbook. Adherence to this handbook, or specific/specialist school/departmental safety rules, does not relieve the Contractor of his basic legal or contractual obligations. **This handbook details special hazards that can be encountered in a university environment.** The University disclaims responsibility for any matter or subject omitted from this handbook.

5. AUTHORISATION TO WORK ON RGU PREMISES

5.1 Authorisation to Work

All Contractors working on RGU property must receive authorisation to work. Whether working under the governance of EPS, its nominated Facilities Management contractor, or a School/Department.

When contractors are undertaking 'construction work', as defined in this handbook. Authorisation to work must be recorded on the 'Authority to Work' template. When 'construction work' is not being undertaken, authority should be recorded in an appropriate manner.

The 'Authority to Work' is a general template which is issued by the RGU Host once the University is satisfied of the Contractor's ability to carry out the appointed works in a safe manner. The Embedded Maintenance Contractor have their own system of issuing contractor permits and authorisations, whereby a contractor must attach a dynamic risk assessment to the Permit to Work before work can commence.

The Contractor will have to supply RAMS and all other relevant safety information relating to the

works to receive authorisation. The amount of information necessary will depend upon the type and level of works involved. Usually, a method statement will be required based upon the Contractor's risk assessment of the job. For larger works a full construction phase safety plan may be required.

The 'Contractor's Authorisation to Work' will generally be issued to cover a period for the whole works to be carried out. The Embedded Maintenance Contractor has ATPs issued and signed daily by Contractors.

5.2 Permit to Work (PTW)

In addition to the general Contractor's Authorisation to Work a specific 'PTW' is required for all works that are deemed to be of high risk. Guidance should be sought from OHES as to whether a Permit to Work will be required.

High risk works include:

- Hot Works
- Work at Height (Other than the safe use of a ladder)
- Works to Live Electrical Installations
- Working with solvents, chemicals, etc. (COSHH)
- Asbestos works
- Breaking Containment of a Pressure System
- Working in Confined Spaces
- Working in Zoned Areas
- Excavations
- Demolition/Dismantling
- Working on/near water
- Work on Fire Protection Systems

This list is not exhaustive, and the University may deem any works to be high risk and therefore requiring a Permit to Work.

As with the "Contractor's Authorisation to Work", the issue of a Permit to Work will depend upon RGU being satisfied that the Contractor will be able to carry out the works in a safe manner.

The Permit to Work is specific to an individual job, and as such a detailed risk assessment and method statement for the works will be required. The Permit to Work is only valid on the day of issue. Re-application for a new permit will be required daily if the works continue over a longer period.

6. ARRIVAL ON CAMPUS

6.1 Driving on Campus

Contractors must ensure that they, their employees, and their sub-contractors adhere to the relevant parking regulations and traffic management measures in place on campus. There are speed restrictions in operation on campus of 10 mph.

Due to the high volumes of pedestrians on Campus, all contractors and delivery vehicles driving in and around the University estate must adhere to all directional signage and speed restrictions as displayed and are encouraged to drive responsibly.

Hazards on campus include:

- pedestrians
- animals
- cyclists
- children
- buses
- delivery or service vehicles
- specialist vehicles e.g., tractors, mowers
- vehicles owned by visitors/the public.

Treehouse Nursery: Entrance 3 to the University off Garthdee Road brings traffic past the on-Campus nursery. Drivers should ensure they take the utmost care when driving in the vicinity of the Nursery, where parents are dropping off and picking up young children.

Contractors must comply with all instructions given by university staff (Parking Attendants and Facilities Services staff) who are authorised to undertake traffic control or security related duties.

Access to campus

There are 3 entrances to the University's Garthdee campus:

Entrance 1: 'main entrance' to the campus, by the Health Centre and the Sir Ian Wood Building

Entrance 2: providing access to the Riverside Building and RGU: Sport

Entrance 3: beside West Lodge, near to Gray's School of Art

Travel routes on campus

The road between entrances 1 and 2 on campus is subject to a two-way traffic flow system, as is the access to the main car park at the Riverside Building. There is a bus route through the campus between these entrances: it is therefore important that the road, bus stop pull-in space and drop-off zones are kept clear.

The road from Entrance 3 past Gray's School of Art, Garthdee House and the Annex through to the exit at the East Lodge is subject to a one-way traffic flow system.

Speed restrictions

The speed restriction for all vehicles on campus is a maximum of 10mph.

Delivery and Service Yards

The numerous deliveries and / or service yards on campus are not authorised parking areas.

Deliveries are normally only made during Campus working hours (Monday to Friday 7am to 7pm.).

Vehicles are not permitted to turn within service or delivery yards, except for the SIWB Service Yard which has a hammerhead design to allow vehicles to turn safely. Where possible, contractors should ensure that reversing vehicles have a banksman in attendance.

Vehicle Movement Control & Deliveries

Due to the high volumes of pedestrians around the Estate, delivery vehicles are discouraged from reversing.

Loading and unloading is not permitted in designated drop off areas or parking areas and should only take place in designated service yards or loading bays. Deliveries involving lifting operations must be approved in advance by the relevant Project Manager, Maintenance Manager, or representative, to identify whether a compound is potentially required for HIAB scaffold lifts etc. Such submissions will be subject to submission and approval of satisfactory risk assessments and method statements.

6.2 RGU Contact

Upon arriving at RGU property, Contractors must as a minimum sign into the building they are expecting to work in. This can be achieved by visiting the buildings main reception desk. Any deviations to this must be agreed with EPS, see section 9.9 below. It is also expected that the contractor will contact the RGU Host responsible for instructing and managing the works within RGU, to inform of their presence on Campus and intended sequence of works.

The person responsible for instructing and managing the works within RGU will arrange for a authority/permit to work to be issued as appropriate. Defining the valid period of operation as outlined in section 5. above.

Where work requires to be done **outside normal working hours** (outwith the period 8 am – 6pm, Mon - Fri), special arrangements must be made, and if a contractor's employees working in a School/department find they must continue beyond normal hours then this should be reported to the RGU Host and the Supervisor – Janitorial Services for the building, who will liaise with building users as appropriate.

The Contractor will be required to liaise with RGU prior to commencing work to produce photographic records of the areas/space where the works will be carried out, including access routes. This is to ensure there is an accurate record of the general condition of the spaces prior to the works in respect to any damage that may be discovered during and after completion of the work. This will not be relevant to all works taking place and would be established prior to commencement on Campus.

6.3 Campus Induction

The person responsible (RGU Host) for instructing and managing the works within RGU or their appointed representative will give Contractors a Campus induction in respect of the building and area of work. This will include details of fire escape routes and exits and procedures to be followed in the event of an emergency. Other relevant safety information particular to the area of works will also be given. Induction delivery will be recorded on the Authority to Work Form.

In addition, Contractors will be advised on other relevant matters such as: opening times of the building; location of toilets; routes of access; security; locating of materials; key on-Campus contacts, etc.

6.4 Contractor Site Induction

Contractors must ensure they operate a system of site induction for all operatives, sub- contractors and any other persons entering their site area. This site induction will include general instructions on emergency escape, wearing of PPE, etc., as well as specific information relevant to the site.

The contractor must ensure this induction includes the information disseminated as part of RGU's induction process and it is appropriate to the numbers of contractors on site and the scale of the project.

Sanitary and Welfare Facilities

Under the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 it is incumbent upon all employers to provide suitable sanitary and welfare facilities as part of a safe working environment.

Where no alternative provision has been requested by RGU, Contractors will be permitted to use the toilet facilities within the buildings. The Supervisor – Janitorial Services in buildings may direct Contractors to use one specified toilet location.

There is no guarantee by RGU of rooms being set-aside as Contractor welfare or changing areas. Where such facilities are required, suitable arrangements may be made with RGU. Where none are available, Contractors will need to make all necessary allowance for such provision.

Security

Contractors are responsible for the intrinsic safety and security of plant, machinery and building materials brought onto university premises for use in connection with the contract or works.

Contractors must ensure that the site and the works are secure from unofficial or inadvertent entering by members of the public/student/staff and post warning notices advising of the dangers. Any work which has potential to impact on fire escape routes should be discussed with the relevant RGU Host, who will in turn seek approval for this from the Estates and Property Services Department

Smoking

Smoking by Contractors is controlled under RGU's smoking policy which can be accessed here:

<https://www.rgu.ac.uk/files/328/University-Policies/977/Smoking-Policy.pdf>

Alcohol and Drugs

Contractor's being under the influence of alcohol or drugs on any RGU property is covered under the University's Substance Abuse Policy, which can be accessed here:

<https://www.rgu.ac.uk/files/328/University-Policies/984/Substance-Abuse-Policy-and-Procedure.pdf>

Contractor Parking

Parking at RGU is outsourced to an external parking contractor.

Whilst it is acknowledged that Contractor vehicles require access to deliver materials, etc., there is no guarantee by RGU that vehicle parking will be allowed on the site. Parking for Contractor vehicles only can be arranged in advance by agreement with the RGU Host.

Where Contractor parking is granted, the RGU host that has arranged the site visit should e-mail transport@rgu.ac.uk at least 24 hours prior to being on site with the name of the person visiting, the company, reason for visit and the vehicle registration number along with the date and time that parking is required. Alternatively, the contractor can log their vehicle details at a reception desk on arrival, however the reception desk should be given prior notice from the RGU host authorising the visit.

The University has a [parking policy](#) whereby staff and students pay for parking permits. Parking for private vehicles belonging to Contractors' employees is not permitted, except within an authorised site compound.

Vehicles failing to display a valid parking permit are liable to a penalty charge notice.

The topography of RGU's riverside campus is such that most of the carparks are sloped. Due to this it is necessary for all vehicles to park with the hand brake on and in gear or park setting to prevent uncontrolled movement of vehicles.

7. HAZARD MITIGATION

7.1 COVID-19 Working Practices

Coronavirus disease (COVID-19) is still with us having become endemic. As such there will require to be a level of mitigation on a campus used by a wide community. This community includes the contractors who support us in maintaining this community's facilities. As such the university has published University advice and guidance. This can be accessed through the following link:

<https://www.rgu.ac.uk/coronavirus>

RGU's contractors will be expected work in line with this advice and guidance where applicable.

7.2 Fire

Fire Safety Procedures

It is the responsibility of RGU to ensure that the risk from fire is minimised by managing any fire risk in compliance with the Fire (Scotland) Act 2005 and associated regulations.

When working in RGU buildings it is thus imperative that Contractors assist RGU in minimising fire risk and that all their operatives are aware of the escape routes, locations of fire-fighting

equipment, fire alarm evacuation procedures, etc.

Contractors are referred to RGU's Fire Safety Policy.

<http://www.rgu.ac.uk/about/health-and-safety/fire-safety/fire-safety/>

All Contractors are required to ensure that their employees, on first arriving at the work site, should check the Emergency Evacuation Procedures Notice: and note the following:

- a) procedures to be taken in case of fire or on the sound of the fire alarm.
- b) location of the nearest fire alarm call point
- c) nearest escape routes and designated 'assembly point'.
- d) location, site, and method of operation of fire-fighting equipment.

All Contractor's employees must obey alarm signals whilst on university premises and act in accordance with fire instructions posted in the premises.

It is imperative that fire escape routes always remain unimpeded. Should it prove necessary to obstruct or restrict access to a fire escape route, then EPS must be notified before this occurs and where necessary a Fire Action Plan prepared to ensure safe exit for occupants of the building.

Note: All areas of the University are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of the Contractor introduces unusual fire hazards into the area, he is responsible for informing EPS and providing the appropriate type of fire-fighting equipment.

7.3 Hot Work

RGU must be notified of any works that present an increased risk to fire safety. This may include works that affect escape routes or alarm systems, using equipment which generates high temperatures or works that involve naked flames or other hot works.

For all Hot Works a risk assessment and method statement must be provided and a Permit to Work will be required from EPS or the Embedded Maintenance Contractor before commencement can be authorised. Contractors should select the safest means of doing the work e.g., by using hot air paint strippers rather than blow lamps.

Contractors are advised that oxy-acetylene equipment is banned from use on the RGU Campus. If any dispensation is strictly required, the contractor will be required to seek authority by presenting their case to the RGU Host, who in turn will seek authority from OHES. Oxy-Propane (with flash back arrestors) is usually a suitable alternative.

Before any flame producing equipment or procedure e.g., welding, cutting, brazing, blowlamps are brought into operation the following precautions must be taken:

- (i) Clear the area around and below working place of all combustible materials.
- (ii) When this is impracticable, protect the materials with non-combustible blankets or screens.
- (iii) Suitable fire extinguishers or hose reels should be close at hand and use should be by staff who are appropriately trained in their operation.
- (iv) Leave hot work equipment lit for as short a period as possible and never leave it unattended.
- (v) Immediately after any work is completed the area should be closely examined for at least an

hour to ensure that there is no smouldering or incipient fire. Particular attention should be paid to cavities, cupboards, ducts and to other concealed areas. The Supervisor – Janitorial Services for the building should be informed when work is completed so arrangements can be made for any isolations to be removed.

7.4 Work at Height

Works at Height are the singular highest risk activity, and it is imperative that all steps are taken to minimise the risks associated with such works. The Work at Height Regulations 2005 must be adhered to.

Any Work at Height must be the subject of a detailed risk assessment and method statement. Higher Risk Work at Height as defined in section 5.2 Permit to Work can only be authorised by the issue of a Permit to Work by EPS. The Contractor must take full precautions to prevent objects from falling from heights.

The use of ladders is permitted where the risk for each task has been fully assessed to determine that it is a safe method of access. RGU does not however regard ladders as safe working platforms and their use for activities beyond simple short-term access will not normally be allowed.

Access to all roofs is controlled dependant on the level of risk and the proposed activity. Where roof access is low risk and for the purpose of inspection the authority to work process is to be followed. For higher risk and anything other than inspection the Permit to Work system will be expected to be complied with. To define the level of risk for each roof the following drawings have been created.:

- Red shading means a Permit to Work for any access will be required.
- Green means for inspection work only Authority to Work will be required and other access will be under Permit to Work.

Sir Ian Wood Building:



Ishbel Gordon Building:



Riverside Building:



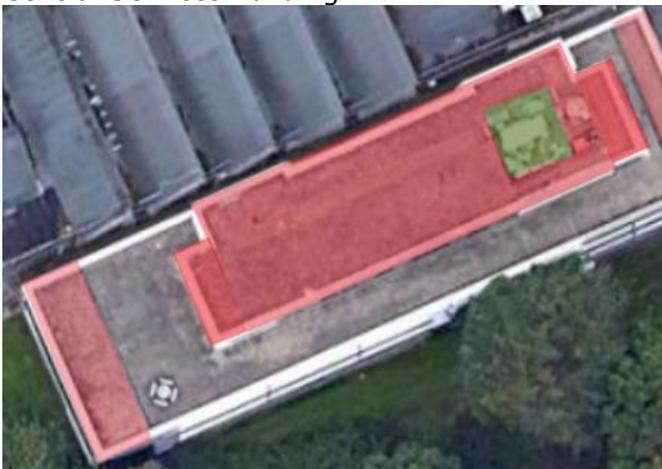
Garthdee House and Annex:



Gray's School of Art:



Central Services Building:



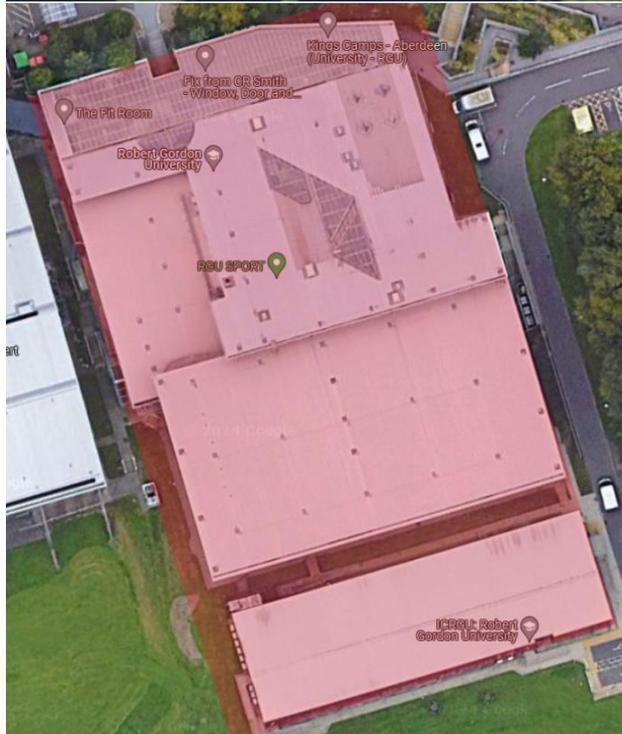
Garthdee Medical Centre:



RGU Sport and ICRGU:



The Treehouse Nursery:



The Gatehouse:



Kaim Facilities:



Permits may be obtained from EPS and must be completed before accessing a roof. At no time shall a tar boiler be left lit and unattended on a roof and where gas cylinders supply the heat source these cylinders should be placed at a judicious distance from the boiler and in the up-wind position.

7.5 Control of Substances Hazardous to Health

Contractors must comply with the COSHH Regulations 2002 (as amended) and ensure that all chemicals and other hazardous substances are suitably labelled, contained and controlled.

RGU must be notified by Contractors in respect of any hazardous substances brought to site, suitable risk assessments must be undertaken, and appropriate measures are to be taken to contain and control such substances.

Regarding significant quantities of paints and other flammable or toxic substances, contractors will be required to provide a secure, ventilated container sited at a location as agreed in advance by EPS.

Contractors are referred to RGU's Policy on 'COSHH' <http://www.rgu.ac.uk/about/health-and-safety/risk-assessment>

7.6 Working in Confined or Restricted Spaces

Permission must be obtained in advance from EPS before entry is made into any confined or restricted space. The Contractor must provide a Safe System of Work for approval, including details of rescue arrangements. EPS will advise the Contractor of any known and/or foreseeable hazards which may be present. It is the responsibility of the Contractor to ensure that there is sufficient

ventilation in the area to be entered and that all work in confined spaces is carried out in compliance with the requirements of governing health and safety legislation and in accordance with the Estates Permit to Work procedure.

7.7 Manual Handling

The most common workplace injuries relate to Manual Handling and in this respect, Contractors must adhere to the Manual Handling Operations Regulations 1992. To minimise the risk of injury Contractors must attempt to reduce the need to carry out manual handling and where it is necessary, ensure that residual risks are assessed and minimised, and that operatives are suitably trained in lifting.

To reduce manual handling RGU will, where reasonably practicable, allow use of lifts to access upper floors. Suitable protection will be required to lifts and overloading will not be permitted.

8. SPECIALIST OPERATIONS

8.1 Large Projects

Where work is being undertaken which falls under the CDM regulations, and where there is clear site segregation, consideration will be given to issuing permits for high risk works for the duration of, or a stipulated period of the project.

8.2 Window Cleaning

Ladders and other equipment used by Contractors must be in sound condition, of adequate strength, of suitable length and must be properly maintained. The Contractor must ensure that ladders are properly footed, adequately secured and set at the recommended inclination, i.e., one measure out per four measures in height.

Man-safe systems and anchor points installed by the University must be used where present.

Should the Contractor consider that access involves hazards that cannot be fully managed this must be referred to EPS before work commences. No access is to be made over fragile roofs unless crawl boards or catwalks, etc. are used.

8.3 Scaffolding – Scaff tag

Where work involves the erection of scaffolding or staging, the requirements of all relevant regulations and codes must be complied with. All scaffolding erected on RGU property must be erected by suitably trained persons and be certified as safe and fit for purpose by a suitably authorised person under the Scaff tag system. This applies to all scaffolds whether internal, external, static, or mobile. The scaffold must be regularly checked and if a mobile tower is disassembled and moved, it must be re-certified at each new location.

All scaffolds and ladders must be secured and made safe when unattended to prevent unauthorised access. Where work areas are not enclosed or secure, all means of access to heights must be removed or secured when work ceases or is suspended.

8.4 Working on Electrical Installations

EPS must be notified before commencing any works on electrical installations. Where deemed necessary by EPS a specific Permit to Work may be required.

Works on electrical installations must only be carried out by a fully qualified and competent electrical contractor in compliance with the 18th Edition (BS7671) of the IEE Regulations.

Working on live installations is not permitted, without strong justification. Where there is any uncertainty about electrical isolation, consultation must be undertaken with EPS, who have maintenance electricians who are familiar with the distribution boards and circuitry and arrangements can be made for them to assist in any isolation or to attend in any electrical works. Embedded Maintenance Contractor requires their own electricians to carry out all isolations for their contractors on site. All electrical work must also have the authorisation permit issued by a trained electrical technician before the task commences. All Live electrical work must be approved as outlined in section 5.2 Work Permit.

It is the Contractor's responsibility to ensure that all electrical plant, circuitry, etc. have been isolated before commencing works. Shutdowns must be agreed by prior arrangement with EPS. The Embedded Maintenance Contractor remain responsible for their own contractors.

When working on existing electrical installations, wires, switchboards, and temporary circuiting which are or can be made live must on no account be left unprotected and/or accessible to building users.

Where a wiring diagram is not provided it is critical to ensure compliance with the appropriate procedures outlined in [HSG85: Electricity at Work](#).

8.5 Flammable liquids/LPG

There are many areas within the University where flammable gases and liquids are used and stored. Contractors will be informed of the presence of any flammable substances in areas where the Contractor is to carry out work. Areas of the site may be signed as 'Zoned' in accordance with the Dangerous Substances and Explosive Atmospheres Regulations. A permit for work in Zoned spaces must be gained before work commences. Contractors are reminded of the rules surrounding smoking on site.

The Contractor may only use, and store highly flammable liquids and LPG as detailed in the relevant regulations and as recommended in appropriate Codes of Practice and Guidance Notes. Storage areas where permitted must be agreed, in writing, through Estates and Property Services and must be suitably sign posted. When not immediately in use full or empty containers must not be stored within university.

8.6 Fume Cupboards

Work which involves fume cupboards and fume cupboard ducting, or work which is likely to disturb fume cupboards and/or the associated ducting must not be started before permission is given by EPS. The Contractor is warned that fume cupboards and ducts may be contaminated with toxic/hazardous substances and suitable precautions may have to be taken.

8.7 Lifting Equipment and Pressure Vessels

All such items must be suitable for the purpose and must be inspected by competent persons in accordance with the requirements of relevant governing legislation. Only appropriately trained competent persons are permitted to use such equipment.

8.8 Asbestos and Contractor's Works

Under the provisions of the Control of Asbestos Regulations 2012, RGU has a duty to manage any asbestos that may be contained in our buildings. There is an Asbestos Register held by EPS which details the location of all known asbestos within university buildings.

The form this asbestos can take varies significantly from solid asbestos containing floor tiles to loose fibre contamination. Disturbing asbestos fibres can be caused by some minor activity, e.g., lifting a hatch. Where the presence of asbestos containing materials (ACM) is known, the Contractor will be made aware prior to access. The Contractor can also access a copy of the building's Asbestos Register, held at the appropriate building reception desk. A final step to mitigate the exposure to asbestos is, in most cases, known asbestos will be signed at the point of access. If there is any doubt as to the presence of asbestos and the likelihood of the works disturbing it, the works must stop until the situation can be fully clarified.

Where, during the course of the work, the Contractor discovers asbestos, or suspects that ACM is present and/or the work area has been labelled, any work being done, or about to be done, must be halted immediately and EPS should be informed at the earliest possible moment.

Where material which may contain asbestos has to be stripped, broken or otherwise disturbed, the University will arrange for an analysis to determine whether asbestos is present and, if so, the type. EPS together with OHES will then instruct on a course of action and notify the HSE where applicable.

Some older School/Department equipment may contain asbestos as its properties made it an effective electrical and acoustic insulator, it is also heat resistant and withstands chemical attack. If equipment is suspected or known to contain asbestos, any work such as dismantling, servicing, replacement of parts or disposal should not be attempted until the permit to work process has been implemented to authorise the activity.

Only licensed Contractors may undertake work with asbestos and will be subject to relevant approvals under the Permit to Work process. The Contractor must take any preliminary precautions necessary e.g., erect suitable and effective enclosures and post notices before work commences. On completion of the work the Contractor will ensure that all traces of asbestos have been removed. The University reserves the right to have additional air samples taken by an appointed agent. The Contractor will also be responsible for arranging for the proper transport and disposal of removed material. If requested, EPS will arrange for air samples to be taken in areas close to the asbestos removal operation.

To ensure the safety of persons working on RGU property the Contractor must also ensure that any operatives carrying out intrusive works in buildings constructed or altered prior to 2000 have attended a suitable asbestos awareness course.

8.9 External Excavation Works

Before any ground on university premises is broken, permission must be obtained from the relevant Project or Maintenance Manager or their nominated representative. The location of services must be identified and drawn to the attention of those who are to excavate before work commences. Care must be taken to:

- ensure that excavations are properly shored.
- adequate barriers are erected.
- warning notices, cones or other warnings are displayed where University staff and members of the public have access to the area.

8.10 Plant, Tools and Equipment

The use of equipment with a petrol/diesel driven engine is not permitted within buildings. All plant, tools and equipment used by Contractors on University premises must be safe and suitable for the work being undertaken. All such equipment shall meet the relative requirements as to construction and use and where necessary or recommended all operators shall be suitably trained.

When an electricity supply is afforded to Contractors, it will be for specific agreed uses and restricted to the points of supply, voltages and times of operations laid down. Similar restrictions will be applied to the use of other services. Contractors may include use of standard plugs to connect portable electrical equipment so long as the wattage of that equipment does not overload University sockets or wiring.

All equipment, plant, cable, etc. used for this purpose must be in good condition and working order, used in accordance with good practice and properly earthed in view of the possible existence of buried electrical cables, gas or water mains, drains, telephone cables, IT network etc.

The borrowing of university equipment is not permitted except in the special case of an emergency. Prior permission must be granted on each occasion equipment is borrowed and the equipment must be used as supplied, complete with any fitted guards. Equipment must be returned in a safe and complete state.

8.11 Gas Works

Where alterations are being made to existing gas installations, isolation valves must be clearly marked as closed and on no account will open ends of pipes be left unattended. The Embedded Maintenance Contractor will ensure that gas isolation valves are locked off, so that they cannot be switched back on.

New gas pipework and joints must be rigorously inspected and tested immediately after commissioning, in accordance with recognised Regulations and Codes of Practice. The Embedded

Maintenance Contractor will require engineers to verify they have the relevant Gas Safe Qualifications prior to carrying out work.

8.12 Fire and Security Alarms

Fire and security alarm, smoke detection and call systems are installed in all University premises. Contractors should not make alterations or adjustments to these nor interfere in any way with their infrastructure without prior agreement from EPS. Contractors must take particular care when undertaking any structural alterations to avoid severing connective links of cables (e.g., detector heads). If works will create dust or heat, then Contractors are advised to discuss this in advance with EPS to identify whether/if it is appropriate or possible to isolate local alarms for defined periods.

8.13 Portable Appliance Testing (PAT)

Contractors will be responsible for the testing and compliance of all portable electrical appliances brought on to university property and used in the course of their works. RGU may at any time request to see current PAT certification for appliances used and may prohibit the use of any appliances that are deemed unsafe.

All cable-supplied hand tools should be operated at or below 110V, supplied via a safety isolating transformer.

8.14 Legionella Control

The University has a documented Legionella policy, risk assessments of its water systems and operates a strict control scheme for the control of legionella bacteria in the water systems. These documents are available from EPS. All work carried out on water systems must be undertaken in accordance with this risk assessments and control schemes.

9. CONTRACTOR HEALTH AND SAFETY

9.1 Health and Safety Management

RGU requires all Contractors to manage works in a manner that puts Health & Safety as their priority.

Where tendering processes are applied, Contractors must supply RGU with a copy of their Health & Safety policy or statement and where requested, details of their company structure and processes regarding the management of Health & Safety.

Contractors must inform RGU of any previous or current HSE enforcement orders or convictions. A copy of the Contractors Accident Record may also be requested at any time. Failure to disclose this information may result in forfeiting works.

9.2 On-Site Management

On site construction-related Contractors must have a designated person who is responsible for implementing and maintaining a safe site regime. The on-site designated health & safety

representative shall be suitably qualified and have some form of managerial or leadership role. This may be a foreman or senior tradesperson on small works up to a contracts manager on large projects.

Good site housekeeping leads to a safe site and the Contractor will be required to ensure that works areas are always maintained to a high safety level. This includes the safe storage of tools and materials, the removal of rubbish and debris, the maintaining of emergency escape routes, etc.

9.3 Contraventions of Health and Safety / RGU sanctions

Should any Contractor be considered to have contravened Health & Safety Regulations RGU will take appropriate action.

For a minor accidental contravention, this may mean a reprimand and a requirement for a written explanation.

For more serious or wilful contraventions, RGU may take measures to suspend or terminate the works and exclude the Contractor from any future works at RGU.

Where deemed necessary, RGU may notify the HSE of any serious or wilful contravention and the Contractor will be expected to co-operate fully with the HSE in any arising investigations.

9.4 Sub-Contractors

The use of sub-contractors must be authorised by an RGU Host. Where Contractors are utilising sub-contractors, the Contractor will be responsible for the induction and management of the sub-contractor and for their actions in respect of Health & Safety.

9.5 Contract Labour

For the avoidance of doubt, temporary or fixed term contracted labour will be regarded as employees of the Contractor on whose behalf they are working.

9.6 Health and Safety Training Records

Construction-related Contractors' operatives are required by Robert Gordon University to be fully qualified in their respective trade and to hold a recognised qualification in this respect. Alternatively, less qualified individuals can be used only if they are adequately supervised by a fully qualified supervisor (e.g., apprentices).

In addition to trade qualifications all operatives must have attended general Health & Safety awareness training together with specific health & safety training relevant to their field of work.

At present RGU may request at any time to see evidence of Contractor's operatives' health & safety qualifications and training record.

In particular, when seeking a Permit to Work for any high risk works, RGU will require certification in respect of the qualifications held by the operatives carrying out the works, e.g., a plant operators' certificate for a cherry picker; or certification of training for works at height.

9.7 Project and Works Performance Monitoring

Estates Project Managers and other appropriate University staff will routinely visit sites where contractors are working to check that the work is being carried out in compliance with all performance standards, including health and safety standards, stated in the contract specification.

9.8 Insurances

The Contractor must ensure that all appropriate insurances are in accordance with the respective Conditions of Contract, and take responsibility and indemnify the employer against, *inter alia*:

- Public liability (all contracts)
- Personal injury
- Injury to property
- Third party insurance

9.9 Signing In

Contractors shall sign-in to the building they work in, on larger projects the Principal Contractor will sign-in to the building and operate a system of signing-in for operatives and sub-contractors as appropriate to record who is on their site and to maintain site security. The system of signing in shall be as agreed in advance with EPS and will be used in the event of a fire alarm activation to verify full evacuation.

9.10 Health and Safety Notices

Contractors must post Health & Safety notices at the entrance to a site giving suitable notification and warning as to the works taking place and the safety precautions that must be taken before entering.

9.11 Personal Protective Equipment (PPE)

Under the Personal Protective Equipment at Work Regulations 1992 Contractors, undertaking construction work, must ensure that suitable Personal Protective Equipment is worn by all persons on site. A minimum expectation on contractors in respect to PPE whilst on RGU campus is Hi-Vis compliant with EN 20471:2013 and safety footwear compliant with ISO 20345:2011.

An exclusion to this is the Hard Facilities Management Contractor who will agree their own processes and document this in the Safety Interface Document.

Additional PPE to this minimum standard may be required. This shall be the subject of a Risk Assessment for the works.

Where work may cause a risk of injury or danger to the health of university personnel or members of the public, adequate screen, enclosures, or barriers must be installed before work commences.

9.12 First Aid

Although RGU has 'First Aiders' present at each building, Contractors working on projects where there are many operatives shall be expected to have a qualified First Aider on site. A notice of who

and how to contact the First Aider shall be posted at the site entrance.

9.13 Noise

The Contractor must ensure that his workforce is not exposed to noise which is in excess of the statutory limits imposed by the governing legislation. If it is not reasonably practicable to reduce excessive noise levels to acceptable levels, adequate ear protection must be provided. The Contractor

- may not expose University employees or building users to noise levels above these limits.
- should give due consideration to the day-to-day operations of the University in terms of noise levels and should seek to always reduce noise levels as low as reasonably practicable.

9.14 Disposal of Waste

Contractors have a 'duty of care' to ensure that waste materials and related activities are controlled in line with the relevant environmental legislation, regulations, and procedures.

The Contractor must remove all hazardous or noxious waste, resulting from contract work, from university premises as soon as practicable, unless prior agreement has been reached with EPS for safe storage.

Where safe storage has not been authorised, it is the Contractor's responsibility to ensure that all waste is removed upon completion or at the end of each working day in compliance with relevant governing legislation. Contractors may not dispose of any material, hazardous or not into any University drains or within the University area without permission. Copies of all waste certification may be requested and audited by RGU.

Minor Spills: where the substance is known and there is little or no risk to Health and Safety an attempt should be made to stop the source and contain the spill. The event must be reported to EPS and OHES.

Major Spills: where the substance is unknown or thought to be potentially hazardous, any attempt to stop the source or contain the spill should not be attempted unless appropriate PPE is worn – in this instance OHES and EPS must immediately be informed.

Skips: where skips are required for the containment of waste, it is expected that these should be secure/lockable skips to ensure safety and security of campus. In the event that skips are seen to be compromised, this must be reported to: estates-helpdesk@rgu.ac.uk

9.15 Accident Reporting

Contractors must report to RGU any accidents or 'near misses' that occur on campus no matter how minor. These must be recorded on site by informing the RGU Host, notwithstanding completion of the contractor's own accident records. It is then the responsibility of the RGU Host to complete and submit a report via RGU's Accident Reporting System. This reporting system can be accessed through the link below:

<https://rgu.awaken-be.com>

All notifiable accidents must be reported to the HSE under RIDDOR - Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.

Where requested by RGU, the Contractor will carry out an investigation into the accident or 'near-miss' and provide satisfactory details of how they intend to prevent any repetition.

Contractors are referred to RGU's Policy on 'Accident / Incident and Dangerous Occurrence Reporting and Investigation'.

10. RGU H&S RECORDS

10.1 General

RGU has a variety of information pertaining to each building or site. EPS will make available all relevant information concerning the existing building or area of works.

10.2 O&M Manuals

EPS hold operating and maintenance manuals for most mechanical and electrical installations which must be consulted before commencing any works on plant and systems.

10.3 Maintenance Records

EPS, Schools and Departments have maintenance records for most of the mechanical and electrical plant and equipment, which can be made available to Contractors who will be working on these installations.

There are also records of maintenance carried out on the building fabric which are available where relevant to any work / project.

Information is also held in respect of the building structure and any proprietary manufactured systems that may be installed.

10.4 Record Drawings

EPS have record drawings for the newer buildings and for many of the alteration projects carried out on older buildings. There are also 'as fitted' drawings for mechanical and electrical installations which should be read in accompaniment to the O & M manuals.

Although there may not be recorded drawings for older buildings, there are basic layout plans available for all buildings. The basic layout plans together with the recent 'as fitted' drawings are available in AutoCAD format.

10.5 Asbestos Control

EPS hold the RGU Asbestos Register detailing all remaining locations within the University where asbestos is known to be present (see section on Asbestos Control). This register is based on a combination of management and refurbishment and demolition surveys.

RGU undertook several projects in the 1990s to remove as much asbestos as possible from all its' property. The outcome is that there are now relatively few areas where asbestos is known to exist. Despite this programme of asbestos removal and the information contained in the asbestos register there is still the possibility that some unknown asbestos remains within some buildings which were constructed or altered prior to 2000.

Where the presence of asbestos containing materials (ACM) is known, the Contractor will be notified of its presence, if the contractor is unsure about the presence, they can refer to the asbestos register (an up-to-date copy can be found at a building reception desk), in addition where ACMs have been identified the area affected has been appropriately labelled. All unidentifiable materials will be treated as ACMs.

10.6 Project Safety Files and CDM regulations

Under the Construction Design and Management Regulations 2015, (CDM) Safety Files have been produced for many of the larger projects undertaken at RGU. These are held by EPS and are available for review prior to commencement of any relevant works.

11. RGU ADDITIONAL CONSIDERATIONS

11.1 Consideration for Building Users

In most instances University buildings will be occupied/in use during the period of any works. Whilst there should not be any persons in the specific work area, due care and consideration must be taken regarding the building users.

Prior notification will be required in respect of any work which may be disruptive to the normal running of the University. This should be done by prior arrangement with the relevant RGU Host, who will contact EPS to discuss the nature of the disturbance and what controls would be required.

Shutting down any mechanical or electrical installations will require full discussion and authorisation by EPS prior to any work being undertaken, including isolation of services.

Other disruptive works include any that affect fire escape routes, fire detection systems, or operations where there may be noise, dust, fumes, vibration, or a need to cordon off specific areas.

Please also note that although the contracted works may not themselves be considered intrusive or disruptive, the normal and planned activities in any area may require modification or suspension to protect the Contractor's or University employees. Consequently, it is vital work is planned, good communication maintained with RGU, and all notification procedures strictly adhered to.

Please also note that the university is part of a wider northeast Scotland community and, indeed, global community and, its campus is a family-friendly area with public spaces being accessible to anyone. As such it is possible and probable that children of all ages will be present on campus. Contractors are expected to consider this when agreeing the setting up and security of their work sites. For the purpose of full disclosure the presence of children and young persons on campus is managed through the university's [Children and Young Persons on Premises Policy](#).

11.2 Working in and around RGU Property/Premises

Notification of start date

Contractors must give the RGU Host prior notice of their proposed start date. This is to ensure that the timing is acceptable to the University, and to give sufficient time for any preparatory works to be undertaken by the University to create a safe working environment.

Such notice must be reasonable for the works involved - minimum notice periods to be as follows:

1-day	routine minor / reactive maintenance
3 days	routine planned maintenance / minor works.
1-week	smaller project works
2 weeks	larger project works

All relevant safety information (including, but not limited to, risk assessments and method statements) must be approved prior to notification of the start date. A safe system of work must be agreed between the contractor and the University authority before work begins. As a minimum this would be in line with the University's Control of Contractors procedure.

All Contractors are required to have appropriate ID when carrying out work on the estate.

12. KEY CONTACT INFORMATION

Estates and Property Services

Key contact names are listed below. To contact any of the Estates and Property Services or OHES team, please dial the main switchboard on:

+44 (01222) 262000

Estates Support desk	estates-support@rgu.ac.uk	(Hard services)
Estates Help desk (RGU)	estates-helpdesk@rgu.ac.uk	(Soft services)
David Williams	Deputy Director of Estates	Projects, Maintenance
Steven Harrison	Senior Projects Manager	Projects
Brian Strachan	Campus Services Manager	Soft Services

Occupational Health and Environmental Safety Department

Clinton Grant	Head of Occupational Health and Environmental Safety
Douglas Downie	Occupational Health and Safety Adviser
Alan Fleming	Fire Safety Adviser

13. DOCUMENT CONTROL

Approved By	David Williams		
Date Approved	15.11.22	Status	Approved
Policy Owner	David Williams	Impact Assessed	Yes
Version	1	Date of next review	

13.1 Version Control

Version Number	Purpose/Change	Date
1	Formatting and initial creation of Handbook	15.11.22
2	Updated to reflect expectations o contractor PPE and children on campus	13.12.23
3	Update to detail the expectation for inspection and construction work on roof spaces.	07.03.24

