



Directorate of Estates and Campus Services



Code of Conduct for Contractors working on behalf of the University of York

General health, safety and environmental requirements

Version 1.0
May 2020

1. Contact Numbers

Emergency contact details

In the event of an emergency contact the Emergency Service on (9) 999 and then contact the University Security Services Team 01904 32 3333 (Ext 3333)

Contact details

For general queries, please contact the Facilities Helpdesk on 01904 325555 (Ext 5555) or email fm-helpdesk@york.ac.uk

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All contractors who work on behalf of the University of York must comply with this Code of Conduct.

2. Introduction

The University of York acknowledges and accepts its statutory responsibilities for securing and maintaining the highest standards of health, safety and welfare for all who are directly employed or contracted to work within any University premises.

As the controller of premises, the University has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and the general public, and further, to take necessary actions to ensure our activities do not endanger others, including contractors and others who may undertake work on or visit any University premises.

All contractors must read and acknowledge the procedures, precautions and guidelines in this code of conduct. While working at the University of York, it must be adhered to at all times. This also applies to contractors' workforce, sub-contractors and anyone else brought onto any University site.

The University wants to ensure that 'Estates Works' are undertaken with the least possible impact to learning, research and living environments whilst safeguarding staff, students, site operatives and members of the public against injury or industrial disease. Student examinations and degree ceremonies will take precedence over works. Some students and staff may have specific requirements which will need to be planned for e.g. wheelchair users, hearing impairment, visual impairment or mobility issues.

3. Glossary of terms

University

The University of York

Principal Contractor

A contractor appointed by the client to manage the construction phase on projects with more than one contractor. The principal contractor's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place. **These duties fall to the University where a Principal Contractor has not been appointed and will need to be discharged by the Employing Manager on behalf of the University.**

Employing Manager

Any employee or individual authorised by the University to procure or instruct contractors to undertake work at the University.

Estates Work

Any work impacting on the building fabric, grounds or infrastructure services, regardless of size or nature. Any work that involves breaching the University's building fabric, grounds or infrastructure must be authorised by the Director of Estates and Campus Services or their nominee. Authorisation for such work will only be granted when the employing manager can demonstrate compliance with Estates Services, Contractor Management Process. Some types of Estate Work carried out by contractors will fall within the scope of the Construction Design and Management Regulations (CDM), which will require additional arrangements and appointments to be made.

Construction Work

The carrying out of any building, civil engineering or engineering construction work and includes—

- (a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- (b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- (c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;

- (d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- (e) 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.

Contractor

A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job on behalf of the University.

Sub-Contractor

Anyone engaged in work on the premises by the Contractor and used to support the Contractor.

4. Basic contractor rules

Any contractor working on behalf of the University or on any University site, must not put anybody at risk, themselves included and must comply with all relevant legislation.

Contractors on all projects or works must:

- Provide a written risk assessment and method statement identifying protective and preventive measures before commencing work
- Provide a construction phase plan (CPP) for any works that fall under the definition of construction work detailed in Section 3.0. The CCP should be drawn up for every construction project carried out regardless of size and duration, and should be proportionate to the size, scope and complexity of the project.
- Ensure all workers have received a suitable induction
- Comply with the University 'Permit to Work' System
Provide documentary evidence of adequate insurance cover to indemnify the University;
- Sign and return the Acknowledgement Slip within the Code of Conduct on an annual basis.
- Put in place adequate arrangements to supervise and monitor compliance with the agreed H&S arrangements

In addition if undertaking Estates work

- Provide evidence of valid registration with an appropriate pre-qualification and approved professional body. This typically involves contractor accredited schemes associated with Safety Schemes in Procurement (SSIP) including the following examples:

- SAFE Contractor Accreditation Scheme
- The Contractors Health and Safety Assessment Scheme (CHAS)

For more information visit <http://SSIP.org.uk/members/>

- Complete the Contractor Induction and assessment
- Provide evidence that all operatives have undertaken UKATA accredited asbestos awareness training within the last 12 months;
- Ensure that all operatives undertaking self-isolation of low voltage electrical equipment are certified as competent by an Estates Services Electrical Engineer;
- Have been issued an Estates Services contractor job number authorising the work
- Book on and off site in person each day as directed
- Keep their University contractor ID passes on their person at all times when on site, and surrender their passes to any member of University staff for inspection upon request.
- Provide details to the Employing Manager and/or Principal Contractor of any subcontractor who is engaged
- Bring to the attention of the Employing Manager and/or Principal Contractor any problems with the work or construction plan.
- Inform the Employing Manager and/or Principal Contractor of all injuries, incidents including near misses, reportable accidents, diseases and dangerous occurrences in a timely manner.

Contractors, and all their employees and subcontractors, must be fully and properly trained in the skills of the trade or craft they practice. If they are still in training, we expect them to be properly supervised at all times while on University sites. Contractors must supply training and must be able to produce evidence of employee competence on demand.

Contractors and their subcontractors shall familiarise themselves with local access and sign in arrangements and shall make prior arrangements to agree access, with the relevant University contact or Employing Manager, prior to arrival at any of our sites. This is particularly important if access is required to our higher risk facilities, such as laboratories, workshops and plant rooms, or if there is a need to enter residential accommodation or areas where maintaining confidentiality or security is vital. Typically for laboratory areas 2 weeks notice will be required.

Smoking, including e-cigarettes, is not permitted in any building, including those that form part of a construction site or compound. Smoking is not permitted within 2 metres of any building air intake, opening window or door or site compound. This rule applies to everyone.

Offensive written or printed material, children, animals (other than approved working dogs), alcohol and drugs (except for prescription and over the counter medicines) are not permitted to be brought onto the University site.

Principal Contractors are normally expected to provide their own welfare facilities, it is not permitted to use plant rooms for the storage of materials. The facilities they provide should be kept in a clean and hygienic condition. Contractors may only use University welfare facilities with the express permission of the employing manager.

Contractors may only use vending machines, catering outlets/shops and restaurants with clean clothing or when all dirty/soiled workwear is removed prior to accessing such facilities.

Unattended works

It is particularly important that contractors leave unattended works in a 'free from hazard' condition i.e. scaffolding access ladders must be removed or a ladder guard fitted, excavations should have substantial barriers, any gases and LPG are stored correctly.

Demolition Works

Demolition and dismantling work must conform to the requirements of the Construction (Design & Management) Regulations 2015. It must be planned and executed in a manner which minimises the risk of injury and carried out under the supervision of a competent person. Evidence of competence requires for example: Certificate of Competence of Demolition Operatives (CCDO) and/ or certificate of competence from the National Federation of Demolition Contractors (NFDC)

Provision of warning notices

Contractors are responsible for the provision and display of any safety signs that may be required as a result of the work being undertaken. Signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Completion of works

On completion of all works, contractors must:

- Remove all refuse and debris;
- Remove all surplus materials;
- Remove tools, ladders, access equipment and scaffolding;
- Replace all manhole or access covers in a secure state;
- Ensure that equipment is either brought back into service or made safe by disconnection and isolation as appropriate;
- Ensure all doors, gates or other access to restricted areas are secured.
- Return all keys to the issuer;

- Return all “Permits to Work” to the Authorised Person who issued the permit to ensure that the issuer can check that work has been properly completed, all safety systems are made safe or have been brought back into service.

Failure to follow these rules could lead to your staff being removed from the site and University premises, so it's important that the rules are known by all those attending our sites before their arrival. We reserve the right to intervene directly, where there is a serious and immediate hazard.

5. Permits to work

The University operates Permit to Work and Permit to Access systems and the conditions on any issued Permit must be complied with. Contractors will need to apply for and obtain a Permit in sufficient time before undertaking activities including:

- Hot Work - Examples of hot work include but are not limited to Gas, Welding/Brazing/Cutting, Electric welding, Soldering, Blowlamps, Electrically powered hot air guns, Bitumen Boilers, Grinding and Cutting and any other equipment that produces a naked flame, or sparks. These activities can only be undertaken by suitably trained individuals in receipt of a Hot Works permit. Organisations must demonstrate that they are suitably insured to undertake this type of work.

Contractors must provide their own means to extinguish fire whilst undertaking any hot works, be able to demonstrate that extinguishers are in date for testing and operatives have been trained to use the extinguishing equipment provided .

- Confined Spaces - Permanent confined spaces are defined as a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). Only suitably trained individuals, with an agreed safe system of work and who are in receipt of a confined spaces permit may work in these places.

Potential confined spaces are categorised as spaces that could become confined if a specified risk is introduced. These types of spaces require a ‘standing instruction’ to be issued prior to the commencement of work.

- High Voltage Electrical Systems - No person is permitted to work on any HV electrical equipment unless they are in possession of a HV Permit and Switching Schedule.

- Low Voltage Electrical Systems - A permit to work is required when an Authorised Person isolates for a Competent Person to work on the low voltage electrical infrastructure.
- Excavations - Excavations include physical ground excavations and perforations through floors, walls and ceilings where there is a possibility of contacting hidden services. These activities can only be undertaken by suitably trained individuals that are in receipt of a 'Permit to Excavate'.

6. Public Liability Insurance/ Accreditations

Contractors shall take out and maintain suitable and sufficient insurance to comply with the Employers' Liability (Compulsory Insurance) Act 1969 and the Employers' Liability (Compulsory Insurance) Regulations 1998 or any subsequent amendment and Public Liability Insurance being insured for a minimum of £5 million pounds in respect of claims arising out of any one occurrence. Contractors are required to provide insurance documents ahead of any works on site.

Some contractors/service providers may need to provide confirmation that they hold Professional Indemnity insurance. The indemnity level will have to be agreed depending on the level of risk involved in the work but usually a minimum of £5 million. Larger construction projects i.e. design of new buildings are decided on a case by case basis but it is likely that the indemnity level will be a minimum of £10m.

For works that involve the use of heat, deep excavation or asbestos a minimum level of £10 million is required.

A minimum of £10 million is required if the works are in historic or higher value buildings i.e. Heslington Hall, Biology K or Physics, even if the work does not involve heat, deep excavation or asbestos. Contractors involved in Hot Work (or any other higher risk works) must provide the Employing Manager with written documentary evidence that explicitly states that this type of work is not excluded from the Policy.

Contractors shall be liable for and shall indemnify the University against any expense, liability, loss, claim or proceedings whatsoever, arising under any statute or common law in respect of personal injury or death of any person whomsoever or any damage to property or any damage to any real or personal property arising out of or in the course of, or caused by the carrying out of works, except to the extent that the same is due to any act or neglect of the University.

7. Work Equipment and Plant

All contractors will bring their own plant and equipment and will not use any that is the property of the University of York.

They will ensure that all plant equipment, including cranes, lifting equipment and lifting tackle has been suitably maintained is fit for purpose and where required have appropriate test and inspection certification with maintenance records available.

All persons using the equipment must be properly trained and competent in its use.

Any portable electrical equipment should be PAT tested and tools to be rated maximum (110V), the supply will be via a transformer provided by the contractor or specialist contractor.

8. Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Any lifting operation needs to be planned, supervised and carried out in a safe manner by people who are competent. Contractors who are intending to undertake this type of operation should provide a safe system of work which needs to be viewed for adequacy. Certificates of test, thorough examination, and inspection register entries shall be available for checking in connection with any lifting operations.

9. Vehicles and traffic

All drivers shall obey the Highway Code and local traffic rules that are in place(see campus rules)

Drivers must hold an appropriate, valid driving licence and have been trained in the correct operation of their vehicles. This includes dumpers, fork lift trucks, cranes and mobile elevated working platforms (MEWPs or “cherry-pickers”). Vehicles must be maintained in good condition and test certificates and inspection records must be made available to the University upon request.

The University of York is an open campus with a high level of people movement. Contractors must exercise great care when travelling on any of the University sites and give priority to pedestrians, wheelchair users, cyclists and other non-motorised vehicles. The use of reversing notifications/alarms or banksman should be considered when vehicles are interacting with pedestrian movement. The speed limit of 15 mph must be observed at all times.

Contractors will only use authorised and designated parking facilities. Contractors must comply with the University of York Parking regulations. All vehicles must be registered for a valid University of York parking permit. Driving on unprotected paved areas and footpaths is strictly prohibited, without prior authorisation.

Contractors should not park on grassed areas (unless agreed and protected) or park longer than an hour (unless stated) in delivery or service bays. Contractors will be held liable for any damage caused.

Any site compound required needs to be arranged and agreed with the University in advance of work.

10. Heavy loads/ vehicles (internal and external areas)

The University grounds contain a number of underground services that present a hazard to heavy loads and vehicles. Paths and other made surfaces in some external areas of the campus e.g. around the Ron Cooke Hub, have been designed to withstand maximum point loads. Other areas may be weaker than anticipated due to wildlife activity of foxes, rabbits etc.

Contractors are required to complete a suitable assessment of any loads or point loads when moving/storing vehicles, plant, equipment or supplies on campus.

Floor loadings also need to be considered when undertaking work within buildings. Where equipment such as scaffolding, MEWPs or other heavy items are being used, or material storage within buildings, or on flat roofs is proposed, a suitable and sufficient assessment must be undertaken.

11. Personal protective equipment (PPE)

Contractors must supply appropriate protective clothing and equipment to a recognised standard. The minimum standards include:

- Safety helmets
- Protective footwear, if the feet are at risk from falling objects, slipping, cuts, chemical or electrostatic build-up
- Hearing protection in areas with a noise level of 85 dB or more
- Eye protection against chemical, dust, gas and vapour, radiation and impact
- High visibility clothing when working within the vicinity of construction site traffic

- Any additional clothing as directed from the risk assessment

12. Prevention of drowning

All risk assessments should take into consideration any work over or around water. Appropriate controls should be identified to mitigate risk including buoyancy aids, life jackets, lifebuoys, safety boats and grab ropes etc.

13. Workplace Hazards

Contractors should be aware of the following hazards which they may encounter when working at the University. When carrying out work where any of these hazards may be present contractors must ensure that a suitable risk assessment has been carried out.

a) Asbestos

Due to their age, many of our buildings contain asbestos. Before any work starts that might disturb the fabric of a building constructed before the year 2000, an appropriate asbestos survey of the work area must be arranged by the appointed Employing Manager through the University Asbestos Management Team.

The University will supply information on the location and condition of asbestos to contractors in advance of site attendance to allow for risk assessments to be prepared. All those involved in the work will be required to review the information supplied to ensure that they understand the location of the hazards and the controls in place to control the risk. Contractors must not undertake any work unless they are in receipt of this information.

The information prepared will be specific to the scope of work supplied in advance of the work. If there is a need to alter the scope of work for any reason then, as a contractor, you must confirm that this is acceptable with the Employing Manager before proceeding. Additional surveys and inspections may be required, no work must commence until the contractor is in receipt of this information.

Anyone engaged to work (including sub-contractors) must have been provided with asbestos awareness training from a competent training provider in the last 12 months. Any certification issued in recognition of the completion of such training must be in date (not expired) for the duration of the on-site works.

The University has an in-house asbestos team, who are able to provide advice if you believe that asbestos has been or may be disturbed. The Contractor shall, upon the discovery of any

suspect material, stop work and report to the Employing Manager. If the material is broken, the contractor must:

- Stop work
- Leave any potentially contaminated materials in the work area.
- Ask others working nearby to stop work.
- Remain localised to the area of concern.
- Put measures in place to prevent access.
- Report to the supervisor.
- Report to the University Employing Manager

Contractors must not:

- Attempt to clean the area of concern;
- Spread contamination by transiting around campus;
- Attempt to assess the risk without consultation with the University Asbestos Management Team.

Any work that is required on known asbestos-containing materials must be undertaken by a licensed asbestos removal contractor, and will be carried out in accordance with the requirements of the Control of Asbestos Regulations 2012. **No contractor is permitted to work directly on any asbestos containing material.**

Following the completion of any asbestos removal work, which involves a 4 stage clearance test, the University (who will have arranged this testing) will provide a copy of the certificate of reoccupation for the areas covered by the work, along with a residual risk report. The contractor must incorporate all residual risks into the risk assessments and make all site operatives aware of the locations affected.

Any works to remove identified asbestos materials from the University estate must be carried out in accordance with the Waste (England and Wales) Regulations 2011 and the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009. Consignment notes must be supplied to the University.

Consignment notes for all asbestos materials removed from the University estate will be provided and a copy forwarded to the asbestos team.

b) Live services

Contractors should be aware of the potential for contact with live services, including live redundant services, spurious feeds and those that are hidden and buried. No work is permitted on or near live conductors.

c) Hazardous Equipment

Equipment that presents a danger even when isolated e.g. capacitors within electrical equipment, compressed gases and liquids within pressure systems and moving equipment within air handling units.

d) Biological, Radiological and Chemical Agents

There is the potential risk of contact with biological, radiological and chemical agents within teaching and research laboratories - particular consideration should be given to encountering residues within sinks, waste traps, benching, finishings, and waste pipes / extraction ducting as well as ongoing experiments in fume/biological safety cabinets. Contractors must not touch or move any materials or equipment in laboratories without prior permission from the Departmental Operations Manager.

e) Laboratory Processes

Laboratory processes including the use of Nuclear Magnetic Resonance (NMR) and Magnetic Resonance Imaging (MRI) which emit strong magnetic fields. These can be particularly hazardous if using ferrous tools or if individuals are fitted with a pacemaker. Objects likely to be made of ferrous material include keys, coins, watches, jewellery (including piercings) and may include surgical implants. Specific advice on the extent of electromagnetic fields and appropriate precautions must be sought from the relevant laboratory, or equipment manager. X-Ray sources, high power lasers and similar equipment also present a particular hazard but access to these rooms is restricted and can only be granted by the Departmental Operations Manager or nominated representative.

As a general guide 2 weeks notice will be required for any works that will affect the service facilities that supply laboratories, glasshouses or other research facilities.

Several research projects and teaching laboratories (within term time), rely on continued supplies and services, for example water for cooling, electric for plant growth lighting and air handling for fume hoods; laboratory managers must be consulted before undertaking any

works that may impact on the continuity of supply of services, regardless of the duration of the interruption. Any unanticipated loss of service must be reported immediately.

f) Robots

Workshops that contain equipment (robots) that can start remotely or without warning. The entire space in which a robot may operate should be considered a hazard area if a robot does not have a defined safety area. No work should be undertaken in any hazard area unless the robot(s) are made safe by an authorised person.

g) Difficulty in identifying building services

The potential difficulty in identifying building services, the limitations, vulnerabilities and possible knock-on effects of undertaking unplanned isolations.

h) Noise

If work is likely to produce noise above 80 dB(A) then discussions must be held with the Employing Manager to:

- Reduce the noise to an acceptable level,
- Remove affected people to a quieter environment for the duration of the work, or
- Reschedule the work out of normal hours.

The requirements of the Noise at Work Regulations must be met. Provision of hearing protection should be seen as a control measure of last resort. Works liable to generate levels of nuisance noise that could interfere with the activities of the University or its neighbours shall require arrangements to be agreed with the University Employing Manager responsible for the project or works.

i) Metal welding and cutting

A Hot Works Permit is required before any welding, brazing, hot metal cutting or soldering takes place on campus or at any of our buildings.

- Work shall take place outside unless not reasonably practicable and, in any case, in such a manner that passers-by are not exposed to any arc, sparks or ejected material.
- Cylinders and regulators shall be adequately secured and within their respective statutory test date. Valves, hoses and any ancillary equipment etc. must be in good condition. Appropriate flashback arrestors must always be fitted, used and maintained, for cutting and welding equipment fitted to all flammable gas supply lines or oxygen supply lines when used in conjunction with a flammable gas, e.g. oxy-acetylene.

- Acetylene shall only be used if it can be demonstrated that no other method will achieve the required results, this must be agreed with the University Employing Manager through consultation with the University Fire Officer. Methylacetylene/propadiene (MAPP) gas shall be considered in preference to acetylene. Where acetylene does have to be used, it must be stored outside and away from direct sunlight when not in use. All cylinders shall be transported upright, stored upright and securely at all times. Any gas cylinder should not be left on site overnight. However, if for any reason gas cylinders are to be left on site overnight, this should be agreed with the University Employing Manager and the location of the cylinders and contents passed to the University Security Services Team

Welding equipment and cylinders must not be left unattended unless:

- The equipment is secured to prevent unauthorised use
- All the valves are turned off
- Keys are removed.

j) Potentially hazardous substances, products or materials

Any hazardous substance brought onto campus is required to have an up to date COSHH risk assessment and material safety data sheet (MSDS). The storage of these materials must be agreed to ensure that there are no incompatible substance stored alongside each other.

This includes; but is not exhaustive:

- substantial quantities of dust made during any works
- biological agents such as micro-organisms capable of causing any ill health effect
- Storage and use of LPG and other flammable liquids

k) Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) (MHOR) sets out a hierarchy:

1st - Avoid hazardous manual handling operations as far as reasonably practicable

2nd - Assess any hazardous manual handling operations that cannot be avoided

3rd - Reduce the risk of injury as far as reasonably practicable

14. Breaking into or interrupting services

All work shall be carried out and controlled so as to prevent the possibility of striking or interrupting services, whether above or below ground, or within buildings.

All work which could result in interruption or connection to, or disruption of mechanical, data or utility service requires explicit permission from and coordination with the University, with reasonable notice provided to mitigate any risk.

Services must not be connected or interrupted without prior permission. All work must be carried out by trained and authorised personnel. Appropriate Regulations and Codes of Practice (especially for gas and electricity) must be followed, where applicable.

Contractors must have a Safe System of Work for any work which involves breaking or otherwise potentially making contact with services. Contractors must report any incident involving a struck service to the Employing Manager and must manage the consequences of a service strike in order to minimise disruption and any further risk to life or safety

15. Radiation

Contractors proposing to bring a source of ionising radiation onto campus must seek authority from the University's Radiation Protection Officer via their Employing Manager. We reserve the right to take our own radiation dosage measurements. All appropriate safety precautions must be taken by anyone likely to receive a radiation dose.

16. Legionella

Water hygiene is the responsibility of the Principal Contractor from the date the site is taken over until completion. All arrangements must be agreed with the University ahead of the works. All monitoring, sampling, flushing and disinfecting works should be agreed/witnessed by the University whilst construction is in progress prior to the building being handed over.

17. Waste Disposal

Contractors must:

- Arrange their own disposal processes for waste generated through their activities, and are not to use the University onsite waste bins / skips, unless with prior agreement with the Sustainability Manager.
- Only utilise legally compliant waste companies for transportation, treatment and disposal of waste. Obtain and retain appropriate waste duty of care legal

documentation (e.g. waste carriers licence, waste transfer notes, hazardous waste consignment notes) and provide copies of these to the University upon request.

- Ensure that prior to commencement of any work they plan and then adequately implement the Waste Hierarchy legal obligation principles. Starting with waste avoidance, waste minimisation, reuse and waste recycling, prior to final waste disposal.
- Make sure their waste containers are secure to prevent any unintended release of waste, and that University and other waste cannot be placed in them, or potential for access for arson.
- Not accumulate any hazardous or combustible waste on site.
- Obtain explicit permission from the Employing Manager prior to bringing a skip on to campus.
- Skips must not be located within 10 metres of any University building.
- Ensure they are in receipt of a skip notification form.

18. Working at ground level

All contractors must:

- Make an assessment of the risk to other people in the area. Make sure that all reasonable precautions are taken to segregate the work from passers-by, using fences, ropes, tape or other suitable barriers. The suitability of these must be assessed with each different situation. Temporary (HERAS) fencing must comply with BS 1722-18:2011 Fences Part 18: *Specification for free-standing temporary steel mesh perimeter fencing panels*.
- Enclose any area handed over for exclusive contractor use with a secure fence or similar barrier. Maintain all barriers in a serviceable condition at all times.
- Adequately protect all authorised stores of materials wherever it has been agreed they can be located.
- Provide direction signs and adequate lighting, if appropriate.
- Display appropriate warning signs.
- Avoid trailing cables and other trip hazards.
- Take precautions in the vicinity of overhead power lines.
- Keep fire exits and escape routes free from obstructions.

Appropriate barriers, temporary lighting and warning signage will be necessary when working on or near roads or areas to which pedestrians have access, in accordance with The New Roads and Street Works Act and Traffic Signs Manual Chapter 8.

19. Working at height

All contractors must:

- Provide their own access equipment
- Comply with the Work at Heights Regulations 2005.
- Only use ladders and stepladders for access and short duration work which must not exceed 30 minutes (as per HSE INDG455) and where three points of contact can be maintained.
- Maintain ladders and other access equipment in good condition.
- Hold an appropriate CISRS (Construction Industry Scaffolders Record Scheme) card to erect or strike scaffold. Working in accordance with NASC TG 20:13.
- Ensure the competency of scaffolding subcontractors both in terms of erection and where appropriate design
- Ensure any scaffolds left overnight are protected by physical barriers to the first lift to deter unauthorised access. Any tied ladders used to access the first lift must have a ladder guard.
- Ensure all scaffolds display a completed 'scafftag' to enable a rapid check whether the scaffold has been inspected on a weekly basis and after bad weather.
- Ensure partially completed scaffolds have warning signs prohibiting use
- Consider sheeted fan guards when erecting over access routes, brick guards, debris netting, access trap doors on working platforms etc.
- Where possible install stairs instead of ladders.
- Not overloaded scaffolding or use it to support or anchor an installation unless it has been specifically designed for this purpose.
- External mobile towers should not be used or erected in winds in excess of 17 mph, if the wind speed is likely to reach 25 mph the mobile tower must be tied to a suitable adjacent rigid supporting structure.
- All mobile towers are to be inspected using the HSE guidance CIS 10 and erected and dismantled by competent operatives and used in accordance with the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) guidelines and outriggers used when there is more than one vertical section erected.

All tube and fittings scaffolding must be subject to design consideration and as a minimum a TG20 "compliance sheet" must be produced for all scaffolding work to be carried out. Where it is not possible, due to the type, size or configuration of the scaffolding planned to produce a TG20 "compliance sheet" then specific scaffold design drawing/information is required. This scaffold design information shall be provided by a competent scaffolding design engineer and follow the design guidance contained within NASC TG20 (Latest edition).

20. Working on roofs

All roof work must be undertaken in line with the University of York Roof Access Policy. A suitable and sufficient assessment must be made prior to any roof work being undertaken, general principles include, assessment of weather conditions, any sources of emissions, access/egress arrangements, fall arrest control measures, competency and training.

21. Working below ground level and breaking into ground

Working below ground level includes any operation that has the potential to interfere with any buried service. A Permit to Excavate will be required to undertake this category of work.

For any work which involves breaking or striking the ground Contractors must agree, with the University Employing Manager, a Safe System of Work. Such work includes but is not limited to digging an excavation or post installation, insertion into the ground of any stake or spike, piling and the movement or placement of plant or vehicles which could damage underground services.

For ANY excavation work liable to disturb underground services or tree routes:

The Contractor must prepare and submit to the Employing Manager or person in charge of the works, at least one week in advance of the planned commencement of work on site, a Safe System of Work which includes a plan of work to avoid underground services. Where this is not possible the Safe System of Work MUST include:

- The proposed methods for detecting, identifying and marking underground services;
- The planned method of excavation;

These MUST follow the guidelines set down by Reference HSG47 Avoiding danger from underground services;

This Safe System of Work must also include:

- Site and task specific Risk Assessments and Method Statements (RAMS). Generic RAMS are not acceptable;

Generally, Contractors must:

- Ascertain whether there are buried services or other obstructions in the area of the excavation and take appropriate precautions.
- Excavate cautiously by carrying out their own CAT scans etc., even when no services are expected.
- Hand-dig in areas where services are anticipated using safe tools, and never use picks or forks.
- Make, maintain and inspect trenches and excavations in compliance with appropriate Regulations and Codes of Practice. Records of inspection must be made available upon request.
- Shore up excavations correctly and adequately so as to prevent the sides of the trench collapsing.
- Not place spoil heaps, vehicles or other material where they could collapse into excavations, or over other underground services.
- Adequately light and ventilate excavations.
- Provide suitable access.
- Comply with the Confined Spaces Regulations.
- Erect suitable barriers around excavations with clearly visible warning lights at night.

Work on site is not to commence until a Permit to Excavate has been authorised by the Employing Manager or person in charge of the works and the relevant permits and information obtained.

Where it is not possible for those undertaking the work to obtain information, as may be the case when emergency work has to be undertaken, the work must be carried out as though there are underground services in the area.

22. First Aid, Emergencies, Accidents & Incidents

Contractors must:

- Make their own arrangements for first aid to meet the requirements of the First-Aid at Work Regulations 1981.
- Be informed about the provision of first aiders in the University and the location of local first aiders in areas where contractors will work, especially in high hazard areas like Science Departments where specialised first aid services might be required.
- Keep records of accidents involving employees and make statutory reports of injuries and dangerous occurrences to enforcing authorities.

- Immediately inform the University, via the Employing Manager, of any incident or unsafe event or behaviour including near misses. The University reserves the right to inform the Health and Safety Executive or the Environment Agency independently of any accident or incident we consider worthy of further investigation
- Where these incidents have the potential or have impacted on university staff, students or visitors these must be reported to the Employing Manager as soon as possible. The details must be recorded on the University's accident reporting system SOLAR.
- All notifications that fall under RIDDOR must be reported to the Employing Manager. It is the duty of the Contractor to notify the Enforcing Authority (HSE) where appropriate.
- All Contractors (and their subcontractors) must be made aware that in an emergency, they should contact the Emergency Service by dialling (9) 999. They should then call the University Security Services by dialling 323333 (Ext 3333). Dialling 3333 on any landline telephone on campus, day or night, will immediately put you in touch with Security Services, who will obtain the services required and ensure they respond to the area they are needed. Users of mobile phones should dial 01904 323333. If working elsewhere there may be other local arrangements in place. If in doubt under these circumstances, dialling 999 from any phone will take you to the UK emergency services.

23. Environmental

a) Soft landscaping

Contractors must not damage the campus soft landscape (grass, shrub beds etc).

Driving on to a soft landscaped area without prior authorisation and the deployment of suitable protection is prohibited.

Any careless or unnecessary damage to the landscape caused by a contractor, will be made good by the University grounds staff and the cost will be recovered from the contractor.

If a contractor vehicle becomes stuck and needs to be pulled out, they will be liable to a fixed cost recovery charge that is payable prior to the vehicles recovery. This service will only be available from the Grounds Section during normal business hours 8:00 - 16:00 Monday - Friday. Outside of these times, contractors will need to make their own arrangement but will still be liable for the cost of making good.

b) Pollution control

Contractors must not pollute the University's award winning natural grounds and biodiversity across campus. All the surface water drains feed in to the University's two lakes on campus and further offsite watercourses.

Wherever possible contractors must select materials that are environmentally sensitive.

Where chemicals, oils, or liquids are being used (or equipment containing these) they are sealed whenever possible, banded, and spill kits are present to control any spillage.

Keep these away from drains and do not place these contents down any drains / sinks (unless as part of programmed works).

Report any incidents to the Employing Manager / Security Centre (01904323333).

c) Energy and water

Contractors should minimise their direct carbon emissions and natural resource usage by using energy (electricity and gas) and water usage with consideration, and switching off equipment when not in use. Usage of University utilities should only be done with prior University authorisation.

d) Trade effluent

No substances are to be placed down any drains or sinks on campus without prior consent by the University. It is a legal requirement to not place any substances into the drainage system that could cause damage to the sewers, sewerage system, or anyone coming into contact with it.

Strictly no substances other than water are to be placed down external surface water drains, as these enter the campus lakes and offsite watercourses.

e) Biodiversity

Contractors must ensure that they do not cause damage to any of the vegetation, trees, wildlife, or habitats while undertaking their activities, in order to protect biodiversity and archaeology.

f) Noise / Dust / Light (statutory nuisance)

The University campus needs to be conducive to learning, research and student living, and is also located in close proximity to neighbouring domestic and commercial properties. These are all sensitive to negative effects of noise, dust, and light generated from campus activities to prevent nuisance.

All contractors must take these buildings and residents into consideration when undertaking activities, and keep intrusion and nuisance to a minimum.

Contractors must only work between the working hours prior agreed with the University so that noise nuisance is controlled to relevant stakeholders.

Dust suppression equipment is to be used where excessive dust will be created during the activity.

24. Listed Buildings

The University has a number of buildings and areas that have been assigned a heritage listing by Historic England. These areas include:

- Kings Manor - Grade I
- Heslington Hall - Grade II*
- Derwent College, including all walkways - Grade II;
- The covered walkway between Derwent College and Central Hall - Grade II;
- Central Hall - Grade II;
- The ramp, including the Austin Wright sculpture, leading to the Library bridge - Grade II
- Austin Wright's Dryad sculpture, near Heslington Hall - Grade II
- Much of the Campus West landscape, which has been listed as a Registered Park and Garden - Grade II

The Heritage listing of these buildings attaches a number of conditions to their upkeep. No work is permitted on the internal, or external building fabric of these buildings, no matter how apparently trivial without prior authorisation from the Estates Department.

25. Fitness to work

The Contractor shall ensure that all employees, agents and sub-contractors are able and competent to carry out their functions at all times while on University premises. Any condition

that would render such an employee liable to put themselves or others at risk shall automatically preclude them from working across the University's sites in such roles where said medical condition is likely to adversely affect the safety of themselves or others, while that condition is present. The University reserves the right at any time to carry out or require contractors to carry out such medical screenings or examinations as the University considers necessary or desirable, in order to ensure the safety and health of the individual and those affected by them.

26. Alcohol and drugs

The consumption of alcohol and the taking of drugs either before or during working hours is not permitted. Anyone found to be under the influence of alcohol or drugs will immediately be removed from site and may be refused future entry.

27. Mobile Phones and Audio Equipment

The use of mobile phones and any audio equipment on construction sites, while sometimes a necessity of communication, present a real hazard when it comes to distracting workers from safety practices.

Contractors are not permitted to use mobile phones while operating any kind of motorised vehicle on site, including cars, trucks, cranes and heavy machinery. Contractors are not permitted to use mobile phones when undertaking a work activity, when transiting across construction sites or when gaining safe/access or egress.

Contractors are encouraged to make work areas and access to and from 'mobile free zones' to prevent workers becoming distracted.

28. Behaviour

All contractors must be polite and courteous to all members of University staff, students, visitors and other contractors. All contractors must be appropriately attired and are required to wear all appropriate personal protective equipment.

The University is committed to promoting a culture based on the principles of respect, dignity and inclusion for everyone. At all times contractors must conduct their undertakings with the University's best interests in mind. The University will not accept any forms of sexism, homophobia, racism or any form of harassment and/or discrimination on the the basis of the protected characteristics outlined in the Equality Act 2010.

Contractors will refrain from swearing, profanities and offensive language and gesticulation. Contractors have the responsibility to report any offensive behaviour that is incongruent with the University's values to the Health, Safety and Security Department via the Facilities Helpdesk.

The University reserves the right to ask those found to have behaved in an unacceptable manner to leave site immediately, with the option of prohibiting future access to University

29. Fire Safety

Fire Action Notices are posted in the common areas of all the University's premises. Contractors are required to familiarise themselves with the local procedures, rules and instructions, comply accordingly and:

- Ensure that their employees are familiar with the Fire Safety Warning Alarms and means of activating them. Ensure safe methods of work to eliminate any anomaly that may involve danger to life or property.
- Advise their Employing Manager or Principal Contractor of any flammable mixtures, liquefied petroleum gases or explosive substances to be used or stored by them at the University.

Contractors must not interfere with any provisions in place with regards to fire safety, including alarm systems, fire doors, fire barriers, escape routes, fire extinguishers, emergency lighting, detector heads or call points without prior agreement from the University of York.

Contractors must not commence any work that may cause the fire alarm to activate (dust, heat etc) until confirmation has been received that the local devices have been isolated.

The necessity for a Fire Safety Plan should be identified early by the Employing Manager, where necessary in consultation with the University Fire Safety Officer. These should be submitted to the University for approval with all other relevant planning documentation.

Contractors must not introduce fire risks during work and must ensure that flammable materials are safely handled and stored, that materials and waste are stored safely and regularly removed from site and that good housekeeping standards are observed to prevent the blockage of escape routes.

30. Work in areas wholly handed over to contractors

The points below apply to work areas wholly handed over to contractors; being areas vacated by staff, students, visitors and the general public, etc. Prior to handover contractors must be in receipt of a 'Transfer of Operational Undertakings' form. Specific precautions may also apply to work in these areas.

- Work site or parts of the premises not required by occupiers or the public for access should be secured to prevent unauthorised access. The work site should be enclosed within a boarded or sheeted perimeter fence of at least 2m high, which is sufficient to prevent access by unauthorised people, particularly children, unless this is already achieved by an adequate boundary wall or barrier.
- All aspects of fencing and protection should be confirmed at a site handover meeting. Perimeter fencing should be erected before the works begin and when the surrounding areas are clear of people not engaged in the work activity. Due regard should be paid to the possible presence of underground services during the fence installation and a permit obtained if the installation requires breaking ground to a depth of 30mm or more.
- The contractor should provide all necessary security provisions, including padlocked entrance gates, where appropriate, and ensure that they are closed when they are not in use and are locked whenever the site is unattended.
- Provision must be made and maintained for access by University of York personnel in the event of an emergency and for maintenance. For University of York personnel who may be required to access such an area, the contractor shall provide an induction upon request.
- If fencing is to be removed or adapted during the works, this should be undertaken only when the surrounding areas are clear of staff, students, visitors and the general public, etc. All fencing should be dismantled and removed at the completion of the works, but not until all danger to University employees, students, visitors and the general public has passed.
- All site visitors must report to the Principal Contractor when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed by the Employing Manager and the Principal Contractor must be posted at entrances to the site.

31. Work environments

The University estate is made up of buildings and spaces with diverse uses; there are laboratories and workshops, offices areas and accommodation, as well as medical facilities and

commercial spaces. As a result, contractors shall ensure that the local rules of an area, and those adjacent, are obtained from the Employing Manager and any local site induction is carried out prior to any contractor related work commencing.

32. Security Arrangements

Contractors are to adhere to the University's security arrangements and ensure that their employees are fully conversant with the requirements.

Contractors will:

- Permit the searching of any of their employees, vehicles or property at any time either on entry, exiting or within immediate vicinity of any premises when required to do so.
- Report any use of, damage to, or removal of equipment from any premises
- Isolate and secure all plant, equipment and vehicles when not in use and before leaving the premises
- Not store any explosive, flammable or noxious substances on site, even temporarily, without the Employing Manager's or Principal Contractor's permission.
- Report any losses or damage of property to the Employing Manager or Principal Contractor as soon as it is discovered.
- Not take photographs or copy documents without the express permission of the Employing Manager or Principal Contractor.

33. Prevent Statutory Duty

Higher education institutions have a duty of care to students, staff and visitors. The Counter Terrorism and Security Act 2015 introduced a new statutory duty for higher education institutions to have "due regard to the need to prevent individuals from being drawn into terrorism". This is also known as Prevent Duty.

Prevent is one of the four strands of the government's counter-terrorism strategy, known as CONTEST. The other strands are: Prepare, Protect and Pursue.

If contractors see or hear anything that could be a cause for concern, they should report it to:

- The Employing Manager/ Principal Contractor
- The Facilities Helpdesk - 01904 325555 (ext 5555)
- Security Services - 01904 324444 (ext 4444)
- Health, Safety and Security Department - 01904 322020 (ext 2020)

If contractors see or hear anything that could be terrorist related, they should trust their instincts and call the confidential **Anti-Terrorist Hotline on 0800 789 321**.

34. Assessing Contractor Performance

A variety of means will be utilised for assessing contractor performance, which will include external audits, internal audits, KPI performance and work visit assessments. In the event that there is a breach of this Code of Conduct, a Non-Compliance Notice will be issued to the contractor. The notice will detail the breach that has occurred, the action taken while on site and any further action required to resolve the non-compliance. These will be stored centrally within the contractor compliance database.

The severity of the incident will determine who else will be notified about the non-compliance.

Major Non-Compliance - (typically a significant risk to health and safety). These will generally result in work being suspended until the cause of the non-compliance has been resolved.

Significant Non-Compliance - (typically activity that is likely to lead to risks to health and safety). These will generally be resolved through a site meeting with all parties involved in the works to ensure that appropriate arrangements have been made to prevent a recurrence.

Minor Non-Compliance - (Typically a failure to follow University procedures, or absence of documentation). These will usually be resolved through site discussions and improvement will be established through conducting a Work Visit Assessment.

Depending on the non-compliance a formal non-compliance letter may be issued and logged on the contractor compliance database. Non-compliance notices will be monitored by the DECS Health and Safety Group, where progress with corrective actions will be reviewed. It will be the responsibility of the individual that instructed the original works to ensure that the identified corrective actions have been completed within the specified time frame.

Only when improvement actions have been shown to be effective will any imposed restrictions be lifted. A documented review must be in place to evidence the effectiveness. When repeated Health and Safety issues occur, the need for further action and any reviews will be considered by the DECS Health and Safety Group, along with the arrangements for any appeals or arbitration.

35. Acknowledgment Slip

We acknowledge receipt of and will abide by the University's Code of Conduct for Contractors.

Signed

Date

Name & Position

Company Name

Address

If required, further copies can be obtained from the University. This acknowledgement slip shall be completed and signed by your company's chief executive officer or their nominated representative prior to any work activity being undertaken and should be returned to the Employing Manager or Principal Contractor or other addressee as may be directed.