

## **AUTHORISATION TO WORK ON SITE**

All persons working on site must be authorised to carry out their job. Authorisation is provided by means of the University sanctioned/ signed 'PLANON' work ticket.

Failure to observe site rules and statutory safety requirements will result in corrective action from the University, which could result in you or your company's exclusion from working on site.

## **SIGNING IN / OUT & PASSES**

The University issues individual identification passes. These illustrate your photo and record your details. All persons working on site are required to display their identification pass at all times, and surrendered passes to University staff on request.

**A pass can only be obtained on authorisation of a structural project or production of an appropriate 'PLANON' work ticket for a site job.**

A pass is issued after signing in, each day, on arrival at site. The pass must always be returned, each day, when signing out. Passes are to be collected/ returned from the Contractor Reception based at Dalham Farm (see About Us).

Outside of normal working hours all passes must be collected/ returned at the University's Information Centre, located near the Market Square in Campus West.

Fully segregated sites may be allowed local signing in arrangements with HSSD\* authorisation.

All persons without a pass must be accompanied around site by a University member of staff, who will be their host.

## **HOUSEKEEPING**

All areas must be kept clean and tidy at all times.

Refuse and debris must be removed and safely disposed of at all times during the work.

Tripping hazards and unsecured cable runs must never be left unprotected on any accessway.

## **VEHICLE PARKING**

**Parking of vehicles is limited to designated pay and display car parks only.** Parking Charge Notices will be issued for parking in nondesignated areas.

**Driving on any unprotected paved area is strictly prohibited. There are no exceptions.** Any company allowing vehicles to drive over paving is liable for the cost of any breakage repairs.

## **ACCIDENTS**

All accidents on site will be reported to the University through the relevant project manager. Contractors will report their investigation of significant accidents and safety infringements.

## **WELFARE**

Contractors will provide their own welfare facilities, maintained in a hygienic condition. Persons carrying out refurbishment & maintenance work must not use the following:

- university's washing facilities
- university's rooms, furniture & dining
- areas for rest & eating

## **ABOUT US**

The Facilities Helpdesk reception is situated in Dalham Farm near South Car Park. Induction sessions are held during normal working hours.  
07:45 – 17:00hrs: Monday to Thursday.  
07:45 – 16:00hrs: Friday. Closed Public Holidays.  
**Tel:** (01904) (32)5555 **Email:** fm-helpdesk@york.ac.uk

# **SITE RULES FOR CONTRACTORS AND SUPPLIERS**



**UNIVERSITY OF YORK**

**HESLINGTON  
YORK  
YO10 5DD**

## WELCOME TO UNIVERSITY OF YORK

The University of York was founded in 1963 and currently has nearly 16,000 students. It is highly rated for the standards of its teaching and research. The campus contains a landscaped park, which is often visited by members of the public.

This leaflet provides reference to the site rules for those contracted to work at the University. Failure to follow required safety standards will result in corrective action being taken by the University.

## EMERGENCY PROCEDURES

All contractors working on site must make themselves familiar with local action notices, local assembly points, means for raising alarm and escape routes. You must follow these local arrangements during any emergency. **Never use lifts during a fire.**

**In cases of emergency call Security Central Control on (01904) (32)-3333.**

For other Security issues, which are not an emergency, call Security on -4444. Those who are not inducted to site will be escorted by their host to a place of safety.

## ASBESTOS

Work on the fabric of buildings built before 2000 is prohibited without authorised reference to the asbestos survey conducted on the location to determine the likelihood of asbestos exposure. Survey records are kept on the University's database & controlled by University's Asbestos Management Team. Controls for any asbestos must be included in the risk assessments and method statements for the work. All those working on buildings must have undertaken asbestos awareness training within the last 12 months.

## FIRE SAFETY

The following must be kept clear at all times:

- Escape routes, fire doors & alarm points
- Fire / smoke detectors & extinguishers
- Access to emergency services

The site is protected by fire detection systems, which may be activated by excessive dust or steam. All detectors affected by work operations must be isolated by Estates Services in accordance with University procedures. The burning of rubbish is prohibited. The site operates a no smoking policy, which prohibits smoking in work areas & within 2m of any building.

## HOT WORK

Any operation involving naked flames requires a University 'Hot Work' permit. Contractors must establish additional precautions including the following:

- appropriate extinguishers
- a fire watch of at least 30 minutes

## CONFINED SPACES WORK

Any operation in a space which contains an unbreathable or flammable atmosphere requires a University 'Confined Spaces' Permit. Additional precautions and planning must be established where appropriate, including the following:

- isolation of supplies
- test, purge & ventilate atmospheres
- emergency preparedness

## WORKING AT HEIGHT / EXCAVATIONS

Work activities must be assessed and, where appropriate, safety equipment introduced. Activities must be controlled to prevent any person from falling and any articles from falling on those below. All associated work requires University authorisation.

## WORK ON ELECTRICAL SYSTEMS

All work on electrical systems will be carried out in accordance with the Electrical Safety Rules for the University.

HV – No person is permitted to work on any HV electrical equipment unless they are in possession of a HV Permit and Switching Schedule

LV – No person is permitted to work on LV electrical equipment, which requires isolating, unless they have a 'Competent Person' certificate. Only persons with an 'Authorised Person' certificate are permitted to control isolations associated with a distribution board.

## PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment must display a valid Portable Appliance Test (PAT) label, and operate at a maximum 110V, unless otherwise authorised.

## CONDUCT

The following are prohibited from being brought onto the work area:

- Alcohol & the abuse of drugs
- Pets & children

Offensive language & swearing is not tolerated on site. All contractors are required to wear the name of the company of which they are an employee.

**All working parties must carry a copy of the method statement for their job at all times.**

Produced by:

\* Health, Safety and Security Department (HSSD).

Tel: (01904) (32)2020

<http://www.york.ac.uk/admin/hsas/index.html>

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