

Contractors Health & Safety Induction Booklet

Campus Services

Important: The requirements identified in this booklet must be conveyed to **ALL** contractors, their subcontractors and supply chains that will undertake any works at the University

Reviews and Revisions

Date	Reason	Reviewer	Next review date	Approved by
08/11/2018	Reference update. Inclusion for use of RA/MS Guide	S.Hewes (H&S Manager)	07/11/2018	E. Pritchard (A.D H&S)



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1.0 Introduction

Welcome to Northumbria University. Before you commence any works, please familiarise yourself with the information contained in this booklet.

Northumbria University is committed to ensuring that the health, safety and welfare of its employees, students, contractors, visitors and members of the public are not adversely affected as a result of the work it undertakes or by the condition of its buildings and estate grounds.

This Contractors Health and Safety Induction Booklet has been produced to assist all contractors working directly for the University by making them aware of local policies, procedures, potential hazards and risks associated with working on University premises.

All contractors and their direct and non-direct employed workforce must undergo induction prior to commencing works at the University for the first time and then annually and by completing a signed declaration confirming to have read, understood and agreed to comply with all Northumbria site working requirements.

Other local inductions may be necessary, depending on the nature of the works, specific hazards and other related circumstances.

The information in this booklet is not intended to be exhaustive and the contractor has a duty and responsibility to identify and report any hazard and risk during the course of planning and undertaking any activity on site to their Northumbria Contract Representative.

All contractors have a duty of care and remain responsible for managing their own health and safety under the provisions of the Health and Safety at Work Act.

Contractors shall comply fully with current Northumbria published policy and code of practice requirements at all times in respect of all works undertaken on site.

Northumbria expects contractors to employ a minimal level of compliance equal to statutory requirement.

Failure to comply with any of the requirements within this Contractors Health and Safety Induction Booklet or as identified within Northumbria policy and code of practice documentation may result in the contractor and/or individual contractor employees being removed from site and refused future access. Failure to comply with Northumbria policy and its requirements may result in the contractor being removed from our framework and eligibility of future works.

The Contractors Health and Safety Induction Booklet does not in any way relieve the contractor of their legal and contractual obligations to Northumbria, be they expressed or implied.

Remember; You are responsible for supervising your own work and ensuring the health and safety of your own staff, however whilst on Northumbria premises, you will be monitored, both in respect to your own activities and to ensure your activities do not affect our staff, students, visitors and the public accordingly.



2.1 Conduct

Northumbria University is committed to maintaining a safe working and learning environment for all staff, students, visitors and guests.

Offensive behaviour, forms of harassment and discrimination of any kind is not acceptable and will not be tolerated by Northumbria.

You are required to:

- Conduct yourselves in a manner consistent with Northumbria aims.
- Dress appropriately at all times for the working environment and for the type of work being carried out. Company branded clothing/identification to be displayed at all times.
- Carry on your possession at all times and available for inspection upon request, a copy of the Access to Site/Work and Permit to Work (if applicable) documentation.
- Ensure all persons are fit to undertake works. Persons affected by or found under the influence of alcohol or drugs are not permitted to carry out work on Northumbria premises.
- Show discretion at all times when using portable communication devices (radios/mobile phones) on campus and not disrupt University student and staff activity.
- Abide by Northumbria University's Health and Safety Policy.
- Immediately report any issues of harassment, abuse etc., received from any members of University staff, students, visitors or public to your supervisor and nominated Northumbria representative. 'Avoid confrontation, hear their concern, attain their details if possible, and direct them to the UNN representative'.

Health and safety responsibility is paramount. The University operates a three-strike system for contractors who are found to breach any health and safety requirements whilst working at the University. Any serious breaches will result in the person(s) being instructed to leave the site immediately and we reserve the right to exclude contractor future works or to terminate the contract.

Remember, you represent both your company and the University as a key partner. Be courteous at all times and remember your surroundings.

3.1 Parking Restrictions and Rules for Vehicles Accessing the Site

Parking is limited and contractor parking bays will be allocated subject to availability and priority of need. All parking requirements for planned/project works at both City and Coach Lane Campuses, must be agreed in advance with your Northumbria representative.

3.2 Contractors Parking Procedure

Parking Permits, subject to availability, can be obtained from Campus Services.

3.3 City Campus

Report to Campus Services Reception, Ground Floor, Pandon Building, between 07:30 and 17:30, Monday to Friday.



Contractors arriving on site outside of these times, should seek prior approval, and report to Security, located in Sutherland House, College Street. NE1 8ST (0191) 227 3999.

Parking Permits for contractor vehicles are valid for 1 day and should be visibly displayed in the vehicle at all times whilst on site. If an allocated bay is occupied, please contact Campus Services for further assistance (0191) 227 3999. Please **DO NOT** Park in another unoccupied bay.

Any vehicle not displaying a valid permit is subject to the issue of a fixed penalty notice.

Permits should be returned to Campus Services prior to departing site between 07:30 and 17:30, Monday to Friday or Security Control outside of these times.

Alternative parking can be found at the NCP car park, located on John Dobson Street, Newcastle upon Tyne. Parking tickets can be validated with Northumbria Security staff located in Sutherland House for a discount on the full ticket price.

3.4 Coach Lane Campus

On arrival at Coach Lane Campus all contractors should report to the main Reception (West Campus).

Parking permits are issued from this reception between 07:30 and 17:30 Monday to Friday subject to availability.

Parking Permits for contractor vehicles are valid for 1 day and should be visibly displayed in the vehicle at all times whilst on site. If an allocated bay is occupied, please contact Campus Services for further assistance (0191) 227 3999. Please **DO NOT** Park in another unoccupied bay.

Any vehicle not displaying a valid permit is subject to the issue of a fixed penalty notice.

Permits should be returned to the main Reception (West Campus) between 07:30 and 17:30, Monday to Friday prior to departing site.

Alternative public pay and display parking is located nearby on Coach Lane.

City Campus and Coach Lane contractor parking and building location maps are available below:

[City Campus](#)

[Coach Lane](#)

3.5 Parking – General Rules

DO NOT park on pedestrian routes, or obstruct any vehicle or building access routes and means of emergency escape.

Contractors must not park vehicles close to buildings or in restricted areas to be left clear for emergency services.

Parking is not permitted on soft landscaped areas.



Vehicles are permitted to load and unload equipment but immediately on completion, are required to return to their allotted parking area.

The University will not accept any claims for additional costs incurred due to contractors parking on University premises.

Vehicles are parked at the owner's risk.

3.6 Driving on Campus- General Rules

The maximum speed limit on Northumbria University property is **10mph**.

The use of mobile phones/devices whilst driving is strictly prohibited.

Driving must be done in accordance with local signs and restrictions.

Be aware of wheelchair users and people with visual and hearing impairment whilst at the University.

Dual pedestrian and vehicle access routes are in place on Campus. Due care and attention must be taken at all times when driving on campus.

To avoid the risk of injury or property damage, the reversing of vehicles in areas of restricted visibility, access and pedestrian areas, is to be directed by a competent bank person at all times.

4.0 Arriving and Leaving Site

Arriving on Site

For health, safety and security reasons it is essential that we know when contractors are going to start work at the University. We use this opportunity to provide you with essential information about hazards and the precautions which must be implemented whilst working on campus and also to ensure there is no risk of conflict with other ongoing or planned works.

All contractors and workers involved in undertaking any activity on University property are required to report to Campus Services Reception, Pandon Building on arrival and complete the 'Gatekeeper' Process. This process will include the issue of Access to Site and Permit documentation as appropriate.

Campus Services reception opening hours at City and Coach Lane are listed below. Outside these times, contractor arrival and 'Gatekeeper' arrangements are provided by Northumbria Security 24/7.



Reception	Address	Times	Telephone
City Campus	Pandon Building, Camden Street NE2 1XE	07.30 – 17.30	0191 232 6002
City Campus (Security)	Trinity Building, Northumberland Road NE1 8ST	17.30 – 07.30	0191 227 3999
Coach Lane Campus	Coach Lane Reception West Campus NE7 7XA	08.30 – 17.00	0191 215 6000
Coach Lane Campus (Security)	Coach Lane Reception West Campus NE7 7XA	17.00 – 08.30	0191 227 3999

Contractors, including their subcontracted workforce, must sign in and out daily and must be able to provide a valid purchase order, a Northumbria helpdesk request, or a Northumbria approved representative instruction to evidence their requirement to access the site.

The Access to Site/Work documentation must be completed in full by the identified Responsible Person for the work activity, detailing each individual person attending site. The Responsible Person shall ensure that all relevant site requirements are communicated and understood by all persons intending to undertake works.

A carbon copy of the Access to Site/Work documentation shall be kept with the contractor for the duration of the task.

Access to site arrangements for planned project activity over an extended period will be agreed in advance by the Northumbria project sponsor.

Remember, you are not authorised to work on University premises until you have reported to the relevant Northumbria/Campus Services or Faculty Representative and received authorisation.

Leaving Site

All contractors are expected to return any issued access cards/keys to Campus Services Reception or Security upon completion of the task or prior to leaving site and to complete supporting Access to Site/Work and Permit to Work documentation.

No Northumbria issued access cards/keys are to be removed from site.

5.1 Security

Contractors are to adhere to Northumbria security arrangements and ensure that all workforce employees are fully conversant and compliant with the requirements.



Northumbria operates a 24hr CCTV camera and security patrol operation. Please contact Security (0191) 227 3999 to report any security issue, e.g., damage, theft, fire, suspicious persons/activity, threat to own or others personal safety.

Contractors must maintain physical security of University property and ensure access to and from working locations and equipment is maintained secure at all times during and after the working day.

Remember; to sign in and out and contractor Identification passes are to be worn and be visible at all times.

5.2 Out of Hours Work

All works out of hours; Mon-Fri 1700hrs-0730hrs, including weekends, must be approved in advance by the University. No contractor access or work will be permitted unless approval has been confirmed.

A Contractor on Site works notification will be issued to Northumbria Security for all out of hours planned contractor works by approved a Northumbria representative.

Contractors are required to:

- Provide a list of all personnel who will be engaged during works activities.
- Ensure appropriate contact arrangements with UNN security have been established prior to 'out of hour's works' commencing.
- Conduct a specific risk assessment for lone working activities as required and submit in advance as part of QHSE Risk Assessment/Method Statement submission to a Northumbria representative.

For personal safety, contractors are encouraged to use 'Safezone'. "SafeZone is a free app that connects you directly to the University's Security team when you need help at City and Coach Lane Campuses. SafeZone makes it easier for you to contact Security and help them to respond if you need assistance. By installing the SafeZone app and registering as a user, you will also receive any urgent notifications from the University.

5.3 Essential Contact Information

- Northumbria Security: 0191 227 3999 (24hr)
- Campus Services Helpdesk: 0191 227 4070
- Health and Safety: 0191 243 7797
- Asbestos Duty Holder: 0191 243 7532

6.0 Risk Assessments & Method Statements

All Contractors must always, as required by law, produce and provide risk assessments or any other safe system of work assessment and method statements for review and authorisation to the responsible person of the contractor and to hold in their possession for the work they are planning to undertake on Northumbria University estate.



The aim is to make sure that no one is put at risk, hurt or becomes ill, damages University property or negatively impacts the environments as a result of the work being carried out.

Before works commence, the contractor must notify the Northumbria and receive confirmation of the University's agreement via email, in order to ensure that the appropriate arrangements for coordinating health, safety and environmental management are established.

Where appropriate, the University will provide the contractor with a purchase order, specification or schedule of works package outlining the work required and appropriate pre-construction information to highlight known risks.

It is the responsibility of the contractor to acquaint themselves of such hazards in order to complete a concise specific risk assessment and method statement. This must be submitted and made available to the Northumbria representative prior to any works commencing and must be reviewed and validated. It should 'as far as reasonably practicable', remove or reduce the risks inherent in the proposed method to their staff and all others at risk, including environmental from the proposed works.

In advance to your arrival, the Northumbria representative will provide a copy of the Risk Assessment and Method Statement (RA/MS) Guide, that will assist the satisfactory appraisal of your safe system of works.

Note: *The RA/MS guide is a non-exhaustive comprehensive list of relevant points that are typically expected to be contained in the RA/MS to support all SFARP requirements to enable the work to commence.*

Remember; *to take account of your location and surroundings as well as the actual job you are doing.*

"No works will be allowed to begin without an approved risk assessment and Method Statement/Safe System of Works specific to task at hand, and it is communicated to and understood by all those involved".

All contractors will provide a suite of generic risk assessments for routine activities in advance, which will be held by Northumbria. This should be updated and submitted annually, or when there is a change in legislation or identified risk.

The Northumbria representative for contractors is to ensure the Risk Assessment and Method Statement is forwarded to the relevant faculty representative e.g. Technical Manager/s for additional review to ensure any specific risk mitigation whilst working within controlled and/or restricted environments e.g. laboratories, workshops, is included to ensure adequate and sufficient compliance.

Contractors may be required to attend a further induction covering specific and general QHSE requirements in these areas by the faculty representative.

7.0 Competency

The contractor is to provide personnel who are competent to carry out their works.



All contractor employee workforce at all levels employed to work on behalf of UNN **must** have demonstrable health and safety competence and the appropriate level of skills, knowledge, experience and training consummate for the activities to be undertaken.

The contractor must produce valid credentials during induction for the purposes of inspection by Northumbria University as requested.

Contractors will ensure sufficient supervision is available at all times when work is undertaken.

All contractor employee workforce must:

- Be 16+ year of age.
- Be fit and able for the work they are expected to undertake.
- Have been given adequate information, instruction and training to commence works.

8.0 Permits to Work

Certain activities and works at Northumbria are identified with increased risk and are controlled by the use of 'Permit to Work System' that requires specific consideration and actions to be taken, to minimise risk associated with the planned works.

The following activities are strictly controlled with the use of a 'Permit to Work System' or other control systems:

- Hot/cold work.
- Working at height.
- HV/LV electrical works.
- Isolations (fire alarms/services).
- Entry to confined spaces.
- Pressurised systems.
- Excavations.
- Access to controlled areas e.g. plant rooms*, ceiling voids, laboratories, roofs.
- Ionizing radiation*.
- Use of drones.

All high risk activity will require a Permit to Work, which will be issued by a Northumbria approved person on receipt, review and approval of satisfactory and sufficient risk assessment and method statement. A Permit to Work is only issued at City Campus, irrespective of works location.

A Permit to Work for reactive works outside of normal working hours can be arranged via the On Call Engineer.

All activities are carried out on a risk based approach which will determine the level of controls required.

The Permit to Work Register is located at Campus Services, Pandon Building.



Where a Permit to Work or other control system exists for a particular type of work or location, you **must** use it. The Northumbria contact representative responsible for your contract will be able to arrange a Permit to Work.

Remember; permits are to be retained at the workplace for inspection and to 'Close' the Permit out correctly when finished.

- * **Permit to Access** - access to plant rooms and roof areas is controlled. If access to these locations is required, all contractors are to report to Campus Services, Pandon Building prior to work commencing.
- * **Roof Permit – laboratory fume extraction locations** - prior to commencement of works, the Northumbria representative responsible for contractor activity will liaise with Faculty Technical Managers or persons managing laboratory areas, to discuss health and safety arrangements to safeguard the contractor workforce from exposure to hazardous extracted fumes, e.g. isolation, lockout, tag out (refer to section 15).

The Northumbria representative will make available sufficient information to the contractor to support completion and appraisal of safe system of working documentation.

- * **Ionizing Radiation** - the contractor is not permitted to bring or use sources of ionizing radiation on to University premises, without obtaining the necessary statutory licenses and approval by the Northumbria appointed Radiation Protection Officer/Advisor.

9.0 Working Equipment & Tools

Contractors shall comply with the appropriate health and safety regulations controlling the provision, trained use, calibration, testing, inspection and maintenance of equipment by their staff.

The use of any University equipment is not permitted to any contracted employee workforce unless agreed in advance.

Do Not remove or disconnect any operational, security, emergency equipment, safety devices without prior approval of Campus Services, Health and Safety Team and/or Security as necessary. Northumbria University holds no responsibility for the loss or damage to property owned by contractors whilst on University property.

10.0 COSHH – Control of Substances Hazardous to Health

Hazardous substances are stored and used by the University. Contractors and their employee workforce should be aware of this and ensure the area in which they are going to work is safe and free from exposure to hazardous substances. Contractors must declare all COSHH products to be used and ensure that COSHH assessments are produced, available for inspection and complied with.

All chemicals are to be adequately stored and adequate containment used. e.g. bonded/drip trays.

As necessary. Contractors should be equipped with the relevant spill kits to deal with any arising spills and suitably trained in spill response.



11.1 Gas Cylinders

Acetylene – Contractors must specifically request and attain permission from the Northumbria representative contact before bringing Acetylene (or other bottled gases) to University property. Contractors must also ensure appropriate safety measures are in place and adhered to for the duration of the work activity.

All Gas Cylinders – requirements:

- Only the minimum quantity of gas cylinders required for the work may be brought to site.
- Cylinders must never be left unattended.
- All cylinders must be removed from site every night or by agreement of the Northumbria representative, be stored externally in a secured cage.
- A 'Hot Works Permit' must be obtained from the University representative.

12.1 Banned Substances

Northumbria University does not permit the use of the following products on site:

- Latex
- Bleach

13.1 Fire & Emergency Procedures

On arrival at Northumbria University and prior to commencing with any works, all contractors must familiarise themselves with local procedures, locations of installed firefighting equipment, means of raising the alarm and the nearest evacuation and [assembly points](#).

All University buildings are installed with automatic fire detection systems.

Check when fire alarm tests are carried out in and in close proximity to your work area/s.

Contractors undertaking 'hot works' activities, are to provide their own adequate and in date tested firefighting equipment and persons **must** be trained in its use,

13.2 Emergency Evacuation

When the evacuation of a building is required, a continuous alarm will sound.

Upon hearing a fire or gas alarm, immediately make safe any equipment you are using, leave the building by the nearest exit and proceed to the appropriate assembly point.

When at the assembly point, await instructions from the attending Northumbria Emergency Evacuation Coordinators and contact your University representative.

Ensure that all working colleagues are accounted for and advise Northumbria Emergency Evacuation Coordinators accordingly.



You must not re-enter the building, even if the alarm stops sounding until you are told it is safe to do so by the Northumbria Emergency Lead Evacuation Coordinator.

13.3 Raising the Alarm

If you discover a fire, raise the alarm, operate the nearest break glass and evacuate the building.

Only attempt to fight a fire if trained in the use of firefighting equipment and it is safe to do so.

Inform Security Control (0191 2273999) and provide them with all information requested.

13.4 Fire Safety Systems and Means of Escape

Contractors must ensure that existing fire safety systems, including fire detection alarms, compartments, signage, firefighting equipment and means of escape are maintained at all times.

If works require alterations to systems, alternative suitable arrangements must be made and agreed with your Northumbria representative. This will be communicated to Security staff, the Fire Response Team and building occupants as appropriate.

13.5 Fire Detection and False Alarms

Creating dust and fumes can cause automatic fire detection systems to activate, resulting in significant disruption and false alarms.

If your work is unavoidably likely to produce heat, dust, smoke and/or fumes, you must liaise with your Northumbria representative and agree the most appropriate method for isolating fire alarm detection systems.

Remember, eliminate, reduce and/or control the production of heat, dust, smoke and fumes.

13.6 General Fire Safety Do's and Don'ts

- Don't block fire escape routes or exits.
- Don't leave gas cylinders unattended, do not leave them on site overnight.
- Don't store flammable liquids near heat sources, ensure appropriate storage is provided for the duration of the activity.
- Don't prop open fire doors.
- Don't smoke (other than in identified external authorised areas).
- Don't use portable heating devices unless specific permission has been granted by your University contact.
- Don't carry out any hot works before prior approval and appropriate permit is granted.

- Do keep the area tidy and dispose of waste frequently and at end of each working day.
- Do report anything that has the potential to create a fire risk.
- Do familiarise yourself with Northumbria Fire Safety Procedures and arrangements.

- Do report all incidents, dangerous occurrences, near misses, unsafe acts, unsafe conditions, damages to premises, plant or machinery and environmental hazards and incidents immediately.

13.7 Contractor Controlled Areas

All contractor controlled or Construction Design Managed - CDM areas are to ensure their emergency arrangements meet statutory and Northumbria University requirements.

Prior to commencement on site, all contractors must produce and provide an emergency plan detailing all health, safety, welfare and environmental arrangements.

Before works commence, the contractor must notify Northumbria and receive confirmation of the University's agreement via email, in order to ensure that the appropriate emergency arrangements are established.

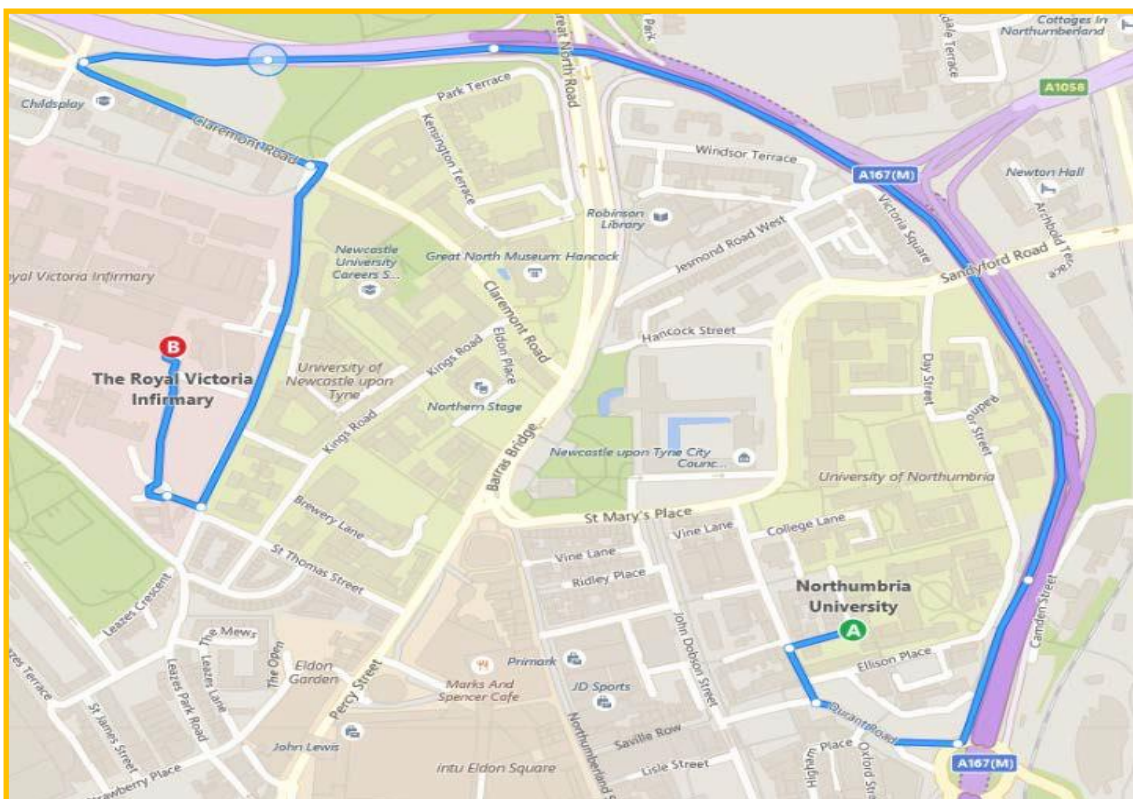
14.1 First Aid Provision

Contractors must assess the risks associated with the proposed works and provide appropriate first aid provision as identified within Risk Assessment and Method Statement documentation.

In the event of First Aid support, please contact Northumbria Security on 0191 227 3999.

14.2 Location of the nearest Accident and Emergency Department

The nearest Accident and Emergency Department is located at the Royal Victoria Infirmary on Richardson Road, NE1 4LP - approximately 0.3 miles from the main City Campus.





14.3 Incident/Accident Reporting

All accidents, incidents, near miss, dangerous occurrences, unsafe situations or circumstances, damages to premises, plant or machinery and environmental hazards and incidents must be reported immediately to your Northumbria representative and a member of Northumbria University Security or Health & Safety Team.

Remember; If you feel unsafe, always stop and speak up. If you see something unsafe 'don't walk by, report it!

15.1 Working in Laboratories, e.g. Biological, Chemical, Engineering and Specialist Areas, i.e. Data Centre's, Workshops and Plant Rooms

Access into and work carried out in laboratories and specialist areas of work is controlled by individual faculty and service areas. Prior approval to gain entry into these areas is required through your University representative.

Contractors must:

- Never enter a lab or restricted area without permission from the Northumbria faculty or service area representative responsible for the controlled location.
- Not touch or move anything in a lab or restricted area unless given specific permission to do so.
- Always abide by the rules specific to working in each lab or restricted space (rules and restrictions are specific to each lab and controlled space).
- Always ensure you wash your hands thoroughly after working in a lab.
- If in doubt, stop work and seek guidance and advice from the Northumbria representative before progressing with works.
- Ensure Risk Assessments and Method Statements appraise all associated risk and potential hazards from working in lab and restricted locations.

Personal Protective Equipment identified by the University in specialist and restricted work spaces **must** be worn at all times (refer to displayed signage).

16.1 Asbestos

The University has a responsibility for the appropriate management and control of Asbestos Containing Materials (ACM's) and asbestos on site.

The Northumbria University Policy and Procedures for the Safe Management of Asbestos Containing Materials are to be followed and complied with at all times.

Campus Services are the appointed University Duty Holder for asbestos and expect all contractors to review and confirm their understanding of University policy. Please ensure all contractor workforce employees are aware of the content and have read and understand the Northumbria policy on controlling asbestos.



Before any works that have the potential to disturb ACM commences, all contractors appointed to conduct works at the University, **must** ensure they have reviewed the appropriate site specific Asbestos Risk Assessment contained in the Asbestos Register, to negate any risk of exposure or disturbance.

16.2 Reviewing the Asbestos Register

During normal working hours, the contractor must review the Asbestos Register before commencing any work. This register is available and accessible online as detailed in the policy and a hard copy is available from Campus Services and Security Control and held in the following locations:

Non-Residential Buildings:

- Campus Services in Pandon Building, Camden Street, Newcastle upon Tyne NE2 1XE.
- Coach Lane Campus - Security Office (building 10 of campus map refers).
- Sutherland House – Security Office (building 32 of campus map refers).

A printed copy of the Asbestos Register is available from Campus Services by request.

Residential Buildings:

- Claude Gibb Reception (building 5 of campus map refers).

It is the responsibility of the contractor to note the existence of asbestos in the areas they are working in and if this restricts their ability to do their work safely, then they must notify the Northumbria representative immediately.

The contractor must sign the Asbestos Register Log, located at Pandon Building Reception, every time the Asbestos Register is reviewed. The contractor may print the drawings and register details on the printer provided. If larger drawings are required they should request them by email from Douglas Abbott within the Campus Services Project Team: douglas.abbott@northumbria.ac.uk or the University representative.

Contractors attending out of normal working hours or responding to an emergency callout shall report to Security, advising them of the nature of the call out and location. Any keys required for access shall be signed for at Security.

It is the responsibility of the contractor to request access to the Asbestos Register which must be reviewed before commencing any work. The contractor must sign the Asbestos Register Log, located in Security, every time the Asbestos Register is reviewed.

Any work being undertaken where the contractor believes they have been exposed to asbestos should be reported immediately to the Northumbria representative and the Asbestos Duty Holder or Health and Safety Team and immediate employer supervisor/manager.

If there is any doubt as to the level of risk involved relative to asbestos containing materials (perceived or real), then the works should cease with immediate effect.

Full details of these requirements are included in the Asbestos Management Plan.



For any area of works containing or considered to potentially contain ACM, contractors must have undertaken accredited Asbestos Awareness Training.

16.3 Emergency Response

If during the course of any activity there is a risk of disturbance or damage to potential ACM's, or if ACM's are identified, please immediately contact the Northumbria representative and the Asbestos Duty Holder or Health and Safety Team and your employer supervisor/manager immediately.

You must always proceed with caution. Should you encounter any material you suspect could contain asbestos, **stop** works immediately, inform all persons in the vicinity to vacate the area, prevent others entering and await further instruction.

Contractors must not resume work until it has been confirmed by Northumbria it is safe to do so.

Should there be any further questions regarding ACM's, please contact the University's Asbestos Duty Holders:

- Emrys Pritchard - 07817 832 654
- Stuart Hewes – 0771 012 0145
- Security – 0191 227 3999
- Health and Safety – 0191 227 4100

Reference: [Asbestos Policy](#).

17.0 Water Safety Management

The University has a Water Safety Policy and ongoing management and control arrangements are in place for all estate water systems and fixed insulations. All contractors are required to review, confirm understanding and comply with the requirements set out within Policy.

Any work which involves water systems - whether installing new, or modifying existing systems or any other works that could create spray, water vapour or water droplets, a process for evaluating and minimising the risk must be submitted and approved in advance by the Northumbria Responsible Person (Water Safety) or approved deputy.

It is essential that you make adequate resources available for the prevention or minimisation of the risk arising from Legionella within the University.

All work carried out at the University must be fully compliant with HSE document L8.

Reference: [Water Safety Policy](#).



18.1 Housekeeping & Waste Disposal

The work area should be a safe and controlled area at all times as determined by the risk assessment and maintained to a high standard at all times, so as to reduce slips, trips and fall hazards \ possible risk of accidents .

Ensure:

- Spills are reported and cleaned up.
- Waste is stored appropriately, frequently removed and disposed of correctly.
- Any damage caused directly or indirectly by your works is to be reported to your Northumbria representative and made good.
- Hold all relevant waste licenses and permits for any waste management
- Any waste contractors used, hold the relevant permits and licenses and that all waste is taken to fully license waste site/s.
- Submit details of the total tonnage of waste arising from their activities onsite, as well as details of the end destinations to katie.a.ridley@northumbria.ac.uk

The use of University waste receptacles is not permitted unless prior permission is granted. The location of any contractor waste receptacle is to be agreed by the University representative prior to commencement of works and should be an enclosed container, covered, kept securely locked and within an adequately constructed boundary (as appropriate if requested by Northumbria) e.g. securely fitted Heras fencing.

On completion of works, all waste and equipment should be removed from the site by the contractor. The University may dispose of any item found or not removed. Any costs incurred for disposal will be met by the responsible relevant contractor.

19.0 Noise, Vibration, Dust and Disturbance

The University operates 7 days a week therefore consideration of disruptive works is requested.

The contractor must ensure that staff, students, visitors or members of the public are not subject to excessive noise, vibration or dust and must endeavour to control and keep levels as low as practicable. Excessive noise and/or vibration and-or dust producing works need to be identified and agreed with your Northumbria representative prior to works commencing.

20.0 P/RPE – Personal/Respiratory Protective Equipment

Contractors must observe University rules with regard to wearing PPE/RPE in specific areas e.g. plant rooms, laboratories, etc.

Contractors must also wear all PPE/RPE when specified in their own risk assessments and COSHH assessments etc.



21.0 Smoking

Northumbria operates a No Smoking Policy (including electronic and vape smoking devices) on all University property.

Smoking on City Campus is only permitted in designated areas, which are clearly marked with signage.

Coach Lane Campus is a No Smoking Campus without any designated smoking areas.

22.1 Working at Height

The hierarchy of risk reduction methods are to be adopted by the contractor when identifying reasonably practicable control measures for work at height.

Contractors **must** ensure that all work at height is risk assessed and complies with the requirements of the Work at Height Regulations. Only access equipment appropriate for the task must be used, the choice of equipment must take into account the activity, the tools/materials being used, the duration of the task and the environment in which it is being used.

22.2 Use of Ladders

Contractors must ensure that that access platforms, ladders, stepladders etc. that are unattended, are securely stored and adequate preventative measures implemented to restrict unauthorised use.

23.0 Insurance Arrangements

It is expected as a minimum, that all contractors maintain suitable and sufficient insurances to comply with 'Employers Liability (compulsory insurance) Act 1969 and Regulation 1998. Any specific insurance requirement will be confirmed by your Northumbria representative as appropriate.

Contractors are required to advise the UNN of changes or restrictions to insurance policies and provide updates annually.

24.1 Environmental

All contractors have a duty of care and remain responsible for managing their own environmental aspects under the provisions of the relevant statutory environmental legislations, regulations, codes of practice, guidance, etc.

Contractors shall comply fully with the current Northumbria Environmental Sustainability Policy.

Northumbria University expects contractors to:

- Ensure compliance equal to statutory requirements.
- Adopt reasonable controls to prevent pollution to ground, controlled waters or atmosphere, noise, nuisance and waste. *(Please note that some drains at Coach Lane discharge to surface water – as indicated by a blue dot on the drain cover).*
- Prepare for, respond to, and mitigate any environmental incident or accident caused by their work activities. **ALL** incidents, near misses or observed environmental hazards should be



reported to their Northumbria contact and to the University Sustainability Advisor - katie.a.ridley@northumbria.ac.uk.

- Communicate with, and train all personnel regarding environmental management.
- Ensure all relevant environmental permits are in place for activity to be undertaken at the University premises and to act in full accordance with the conditions of the permit.
- Practicably minimise energy consumption used to carry out the works at alltimes.

25.1 University Policies

The University expects all contractors to familiarise themselves with all of the policies below to ensure work activity conducted by our contractors and their contracted third parties are aligned to them:

- [University Health & Safety Policy](#)
- [Asbestos](#)
- [Water Safety](#)
- [Gas Safety Code of Practice](#)
- [Electrical Safety Code of Practice](#)
- [Fire Safety Policy](#)
- [Risk Assessment Method Statement Guide](#)



Contractors Health & Safety Induction Booklet Acknowledgement

I confirm that I have read and understood this document, and have disseminated it to all persons that will work on Northumbria University premises (directly employed or non-directly employed) and agree to work to the requirements set out.

Name:

Company:

Position:

Sign:

Date:

Please return this acknowledgement to the following address:

Northumbria University
Campus Services Helpdesk (ground floor)
Pandon Building
Camden Street
Newcastle upon Tyne
NE2 1XE

CRHealthandSafety@northumbria.ac.uk