
Policy Statement
The University of Dundee recognises its legal responsibilities under the Construction (Design and Management) Regulations 2007, and the importance of controlling the activity of Contractors on its premises and about its business.

Definition
This policy relates to construction work as defined in the Construction (Design and Management) Regulations 2007. Essentially this is a very broad definition that includes:

1. the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, de-commissioning, demolition, or dismantling of a structure
2. the preparation for an intended structure, including site clearance, exploration, investigation, and excavation, and the clearance or preparation of a site or structure for use or occupation at its conclusion
3. the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements
4. the removal of a structure or any product or waste resulting from the demolition, dismantling or disassembly of a structure
5. 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

Arrangements
The Director of Campus Services ensures that Client Duties as detailed in Construction (Design and Management) Regulations 2007 are fulfilled on behalf of the University. Therefore, Schools and Support Services cannot organise and manage construction work independently of Campus Services.

When the University acts as CDM co-ordinator, Designer and Principal Contractor then Director of Campus Services ensures Duties as detailed in Construction (Design and Management) Regulations 2007 are fulfilled.
When planning construction work the Director of Campus Services ensures that adequate resource is allocated to achieve compliance with health and safety legal requirements. S/he should ensure that Designers are fully briefed to design out hazards so that complex, and possibly unworkable, management controls are not required to eliminate or at least reduce risk. S/he will encourage all parties to co-operate and work together effectively, and will put in place arrangements to manage and co-ordinate their activities. This will include the provision of relevant information to all parties.

Director of Campus Services ensures that documented selection procedures are used to appoint CDM co-ordinator, Designers, Principal Contractors and sub-Contractors that include consideration of their knowledge, experience, continuing professional development, resources, track record, H&S management system and previous H&S performance. S/he will ensure appointed Contractors are issued with a copy of Estates and Buildings Local Rules and Information for Contractors (Appendix 1), and that Estates and Buildings (E&B) Project Managers implement them. S/he will also ensure that Project Managers liaise with Schools/Support Services before and during contracted work. S/he will brief Schools/Support Services on this safety policy arrangement (Appendix 2).

The task of monitoring the health and safety performance of Contractors is delegated by Director Campus Services to (E&B) Project Managers. This is achieved by:

1. identifying the hazards and assessing the risks of the construction work and using these risk assessments as criteria against which to judge contractors’ method statements;
2. maintaining suitable and sufficient communications between themselves and the Contractor including site induction and a means of reporting in and out when they come on site and leave site;
3. checking compliance with method statements at regular intervals, and documenting their findings.

E&B H&S Manager maintains a list of approved competent Contractors. S/he has authority to stop unsafe practices, and to remove Contractors from site if they persistently fail to comply with their method statement.
E&B H&S Manager trains E&B staff in local procedures to ensure compliance with this Safety Policy Arrangement.
Appendix 1

University of Dundee Estates and Buildings Local Rules and Information for Contractors

Authority to Access Site

All contractors will sign in on arrival as instructed when appointed, either at Estates and Buildings Office in Small’s Wynd, or at another specified location. Each member of the contractor’s workforce will be issued with an identification badge which must be worn at all times when on University property. Contractors’ staff may be challenged when found in areas of buildings unrelated to their work, and in serious circumstances the contractor may be asked to leave site.

Main contractors on large works will issue ID badges to subcontractors. Visitors to any contractor on university property must also be routed via Estates and Buildings or the main contractor on large projects so that their presence is recorded and identification is issued to them.

Parking on site

Parking permits for the City Campus can be issued by Estates and Buildings. Any contractors’ vehicles parked on site without permission will be subject to penalties, and multiple breaches of University parking conditions may jeopardise future contract work.

At Ninewells Hospital arrangements for parking and vehicle access close to the work site must be made through the car park management company, APCOA, and with NHS Tayside Estates Department.

Traffic

The University requires all drivers to exercise consideration and caution on University premises. The City Campus site is busy with pedestrians and other
vehicles necessitating many traffic management signs and restrictions in order to avoid accidents. Speeding or other reckless behaviour of vehicles on site will be noted and disciplinary measures applied.

Drivers of commercial vehicles may only reverse when a second person acts as banksman.

**Fire Precautions**

At the start of any work contractors will be instructed in the fire precautions including emergency evacuation procedures involving Fire Wardens/Marshals for the area they are working in by either Estates and Buildings staff or a responsible person at the host location.

Contractors must ensure that all their staff are familiarised with the sound of the fire alarm, the means of escape, the location of fire alarm call points and the actions to be taken if the fire alarm sounds. Local Fire action information is displayed on blue and white “Fire Action” notices in departments.

If contractors discover a fire or signs of a fire, they should activate the nearest fire alarm call point then immediately phone 4141 if on the University City Campus, or phone 2222 if at Ninewells.

A written permit-to-work must be obtained from Estates and Buildings for all hot work and all conditions in that permit must be complied with.

Contractors must ensure that their work and materials do not obstruct any part of fire evacuation routes, and if in doubt should ask the staff contact in their place of work.

Any work which necessitates interruption or compromise of any part of the fire alarm and detection system is subject to a written permit issued by Estates and Buildings, who may consult with the University Fire Safety Adviser before
issue. Similarly, any work involving interruption or compromise of any security system is subject to a written permit from Estates and Buildings.

Risk Assessments and Method Statements
Method statements must be provided to Estates and Buildings as requested. These are subject to scrutiny and further details may be requested before work is allowed to start. Contractors should ensure that the findings of relevant risk assessments by a competent person have been incorporated into their method statement and that they have the original risk assessments to support their statements.

Permits-to-work
Certain higher risk activities are subject to control by a Permit-to-work system. Permits can be issued by Estates and Buildings covering work in confined spaces, hot work, electrical work, and work where there is a need to isolate all or part of a fire or security alarm or detection system. Host departments can issue Permits for work in potentially hazardous areas where the department best understands the risks, can take action to reduce those risks and advise on appropriate safety precautions.

Utilities
Where contractors need to interrupt or modify any utility or service in University premises, the procedure for this, including the notification of users, must be documented as part of a method statement or in other appropriate form.

Asbestos
Dundee University has an asbestos management programme and a detailed asbestos register for all its buildings. Estates and Buildings will notify contractors of all known or suspected asbestos materials in the area of their work. Since the asbestos survey does not cover normally inaccessible areas
such as roof voids, contractors must be aware of the possibility of finding suspect materials in the course of their work. The procedure to follow if any suspect material is found, or if known encapsulated asbestos material is accidentally damaged, is to stop work, withdraw workforce from the area, notify Estates and Buildings immediately, and prevent access to the area by anyone else.

**Access at Height/Roof Work**

Due to potential risks from fume stacks, a permit must be obtained to work on the roof of a building from the staff contact in that building, as they will be able to find out whether there is likely to be any danger to workers at any particular time. Similarly, if access is required near roof level, permission should be sought from the staff contact in that building.

Where access at height (above 2 metres) is needed, contractors must ensure that they have made adequate provision for safe access and working places, and that these are regularly inspected by their supervisory staff.

**Research and Specialised Areas**

Where contractors have to enter laboratories or other specialised working areas they will be briefed on any particular precautions that must be observed either by Estates and Buildings or by departmental staff at the location. When work has to be undertaken on fume cupboards, certain drains, or other equipment where there is a foreseeable risk of contamination with harmful substances, the host department will issue a permit to verify that the location has been rendered safe for the contractors staff and specifying any specialised precautions that are still necessary.

**Breaking Ground and Excavations**

Danger from accidental contact with buried services should never be underestimated, therefore contractors must ensure that they confirm the
location of buried services before they undertake any tasks which involve
digging, implanting posts, excavating or any other task where the ground has
to be broken. Contractors must ensure that their staff use appropriate
methods and caution when excavating near buried services. Contractors are
responsible for installing adequate shoring or support in their excavations and
for their stability.

**Lifting Operations**

Contractors are reminded of the wide application of the Lifting Operations and
Lifting Equipment Regulations 1998, and that they must ensure that:

- any lifting equipment they bring onto site has been maintained and
  thoroughly examined as required.
- all lifting operations are planned and conducted by competent persons.

**Work Equipment**

University plant and equipment may only be used by prior arrangement with
Estates and Buildings.

Contractors must ensure that work equipment they bring onto site is properly
maintained, fit for purpose, subject to periodic inspection, and clearly
identified. The University reserves the right to inspect any equipment brought
onto site and to ban its use if it is found to be unsatisfactory.

In particular, clear identification markings and evidence of Portable Appliance
Testing is necessary for any electrical equipment brought onto site.

**Wastes**

Dundee University has strict procedures for control of waste and prior
arrangement must be made with Estates and Buildings before any wastes
arising from the contract works can be disposed of through University
facilities. Contractors are reminded that disposal of Special Waste requires
prior notification to SEPA and completion of the 5 part Consignment Note.
**Toilets and Washing Facilities**

Where contractors’ staff may use existing University facilities these must be maintained in a satisfactory condition and not abused, otherwise the contractor may be told to provide his own separate facilities.

**First Aid**

Contractors must provide adequate first aid materials for their staff, and a trained first aider on larger jobs where numbers of workers and risk assessments indicate such need. University trained first aiders are available in most buildings and details of how to contact them are displayed on green and white notices.

**Personal Protective Equipment**

Contractors are responsible for ensuring that their staff are provided with, and trained in the use of, appropriate personal protective equipment for the risks that they may encounter. They must also provide adequate facilities for storage and cleaning of PPE within their demarcated works area or off site if appropriate.

**Smoking**

Smoking is prohibited in all University buildings. Evidence of smoking in plant rooms, voids, or contractors’ rest areas within buildings may lead to the contractor being dismissed from the site.

**Noise**

Noisy tasks which are likely to disturb others must be discussed with the host location and the clerk of works in advance and timed to minimise disturbance. During examination periods (December and May) contractors must be particularly sensitive to the needs of the University.
The use of radios will only be allowed where these cause no disturbance to staff and students.

Additional Information

Any queries or concerns should be raised with Estates and Buildings.
ALTERATIONS TO FABRIC, SYSTEMS OR FITTINGS TO UNIVERSITY BUILDINGS

There have been incidents where departments have either installed their own equipment or made alterations to the fabric of buildings without involving Campus Services that could have had unexpected and potentially hazardous outcomes. It is the responsibility of Campus Services to ensure compliance with the numerous statutory regulations, building control, fire authority, insurance provisions, etc that apply to the University under a variety of law and regulations.

Maintaining high qualities of design within the University and accurate records of our facilities are also relevant. It follows that work on the Estate that is not performed by or under Campus Services management may place all concerned at risk.

For the purpose of this document alterations and renovations are defined as any work that modifies the building fabric or services. This includes adding, replacing or removing doors, walls or windows, altering or penetrating walls or ceilings, adding on to or dividing existing space or working on any building utility systems including electrical, plumbing, ventilation, fire alarms, security and fume hoods.

No alterations should be made to the fabric, systems or fittings of any University building without the express written consent of Campus Services. Where Campus Services staff are making or approving alterations then a comprehensive risk assessment will be carried out and documented prior to the work being undertaken or approved.

Campus Services will provide advice on how best to develop a project or alteration from initial inception stages through to completion and will ensure that the alteration complies with statutory legislation such as planning law, building regulations, CDM regulations, control of asbestos, general health and safety etc. In addition to these legal requirements the University needs to ensure that its procurement policy is followed.

Work on University buildings may not be undertaken by School, College or Directorate staff, students or volunteers without prior written approval from Campus Services. The purpose for having advanced written permission is to ensure that the project / alteration has been properly reviewed for statutory compliance, is not in breach of health and safety regulations and has been properly risk-assessed, authorised, documented and recorded.
All contractors’ services must be arranged through Campus Services regardless of the funding source for the work. Typically projects costing less than £25k will be completed as a minor project and projects over £25k will be managed through the Capital Projects team.

It is important that Campus Services are involved to ensure proper procurement processes are followed and that appropriate levels of health and safety are observed as well as co-ordination of the building systems.

Undertaking any works of this kind without the prior consent of Campus Services is unacceptable and likely to be regarded as a disciplinary matter. Any case would need to be considered on its merits but normally would be against the budget holder or individual authorising the appointment of an external contractor.

All work that modifies, alters or expands any University utility systems (both distribution systems and internal building systems) may only be performed by Campus Services employees or by contractors under their supervision. This requirement is applicable to steam, hot water heating, central air conditioning, electrical, water, sewer, gas, chilled water, compressed air and vacuum. Exceptions may be granted on a case by case basis depending on the scope of the change but only with the written delegated approval of Campus Services.

Colin McNally
Director of Campus Services
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