

LOUGHBOROUGH COLLEGE

CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS

1. Introduction

Loughborough College has a statutory duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its undertaking.

The College's Health and Safety Policy recognises this duty and due to the range of work activities carried out on College premises by contractors it has in place this code of practice.

2. Purpose of the Code

This Code of Practice (COP) has been drawn up to assist contractors and their employees in complying with health and safety legislation (Health and Safety at Work etc. Act), requirements made under the Act and all other legal requirements for health, safety and welfare.

All contractors working on College premises must comply with the provisions of this COP. The observance of this COP does not, in any way, relieve contractors of their own legal and contractual obligations.

All contractors must be conversant with, and adhere to, the safety rules of the area in which they are working.

In any case or doubt relating to the application of this COP, or should any circumstances arise that could affect safe working not covered by this COP, advice should be sought from the College Estates Team's representative or the College Health & Safety Officer.

When practicable, the requirements of the Construction (Design and Management) Regulations 2007 will be implemented.

It is the contractor's responsibility to ensure that all employees, and those of their sub-contractors, who will be working within the College Estates are aware of the requirements of the code of Health and Safety rules of the area in which they are working.

No requests for additional expenditure shall be made by contractors or their sub-contractors in complying with this code.

**FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS CODE WILL
PREJUDICE CONTRACTORS FROM BEING AWARDED FUTURE CONTRACTS BY
THE COLLEGE.**

3. Communication

In all cases, health and safety will be dependant upon establishment of good communications between the Contractor and their point of contact within the College. This will be the Estates Officer who is responsible for overseeing all aspects of the project from start to handover, and is often the person named on the official order or the nominated project manager. This point of contact is described throughout the code as the "College Representative".

In any case of doubt, the application of this code or in any circumstances affecting safe working practice not covered by the code, advice should be sought from the College Representative.

4. Risk Assessments

Before any work commences, the contractor shall provide the College Representative with a risk assessment of the works to be carried out. A method statement shall be provided giving details of how any indicated risks will be controlled.

5. Child Protection

No Contractor will attend any of the Halls of Residence without declaring their attendance at the main campus Estates Office. In certain residential buildings, Contractors must be accompanied by a member of College staff appointed by the Estates Officer responsible for overseeing the work.

6. Commencement of Work

Contractors shall not be permitted to work on College premises until the Acceptance Form attached to this Code of Practice has been completed and received by the College Estates Team. This Code of Practice and declaration apply to all subsequent work undertaken by the Contractor on the Estates, until further notice or after twelve months.

No work may commence unless the College Representative has been consulted and adequate time has been allowed to complete and arrange any Health and Safety requirements.

Contractors shall ensure that their employees and those of their sub-contractors are adequately trained and competent to carry out the work in question.

7. Permits to Work

Where work involves particularly dangerous hazards, such as: -

- Working in confined spaces
- Work in Laboratories
- Hot works
- High and low voltage electrical work
- Work with asbestos
- Excavations
- Work on roofs
- Scaffold towers/Working platforms
- Digging

A “permit to work” must be obtained from the Estates Representative.

8. Operational

Where it is necessary to evacuate the site contractors will notify the College Main Reception 01509 215831.

Where College staff or students are encroaching on or near the site the contractor will notify the College representative.

Loading and unloading must be carried out in the designated area and between the agreed times.

Any activities that encroach outside of the site perimeter must be agreed with the College representative prior to starting.

LOUGHBOROUGH COLLEGE
CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS
ACCEPTANCE FORM

THIS FORM MUST BE COMPLETED AND SIGNED BY EVERY CONTRACTOR PRIOR TO UNDERTAKING ANY CONSTRUCTION, MAINTENANCE OR OTHER SIMILAR WORKS ON COLLEGE PREMISES.

The completed form should be sent to: The Estates Team
Loughborough College
Radmoor
Loughborough
LE11 3BT

- I\WE HAVE RECEIVED A COPY OF THE COLLEGE'S CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS UNDERTAKING WORK AT COLLEGE PREMISES.
- I\WE HAVE READ AND UNDERSTOOD THE CODE OF PRACTICE REFERRED TO ABOVE AND BRIEFED OUR EMPLOYEES, INCLUDING SUB-CONTRACTORS, OF THE REQUIREMENTS AND CONTENTS OF THE CODE.
- I\WE AGREE TO COMPLY WITH ALL CURRENT LEGISLATION GOVERNING CONSTRUCTION WORKS AND ASSOCIATED ACTIVITIES AND THE SPECIFY RULES AND PROCEDURES DETAILED IN THE COLLEGE'S CODE OF PRACTICE.
- I\WE UNDERSTAND THAT ANY CONTRAVENTION/BREACH OF RELEVANT HEALTH AND SAFETY LEGISLATION AND THE SPECIFIC RULES AND PROCEDURES DETAILED IN THE COLLEGE'S CODE OF PRACTICE MAY LEAD TO TERMINATION OF THE CONTRACT AND REMOVAL FROM THE COLLEGE'S APPROVED LIST OF CONTRACTORS.

Signed.....

Position.....

On behalf of:.....

Dated:.....