

# University of Hertfordshire Higher Education Corporation

## Site rules for contractors

The University's Site Rules for Contractors are issued on the authority of the Director of Estates, and apply to all contractors working on sites owned or occupied by the University of Hertfordshire.

For the avoidance of doubt, the version of these Regulations published on the University's Corporate Governance web site will, for all purposes, be regarded as the current version.

These Regulations were approved with effect from November 2009.

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This document must be read in conjunction with the Permit to Work and Service Interruption Notice policy.

### General

The contractor covenants with the University of Hertfordshire (hereinafter called "UH") that the following "Rules for Contractors" will be/are incorporated into the building contract for the Works on the Site, IN ADDITION to those rules and requirements within any formal contract arrangements for a particular project (e.g. Preliminary clauses under JCT contracts).

#### 1 Site Access, Parking, Accommodation

- 1.1 The route for all vehicular movements to and from the site and through the site during any construction works or works related thereto will be agreed in writing with UH and shown on a detailed site plan before any works commence. The route of vehicles may need to be controlled by the use of signs of the number and type as approved by UH. No other signs are to be erected on the site (except as referred to below) without the prior approval of UH.
- 1.2 Deliveries arriving or leaving the site on large vehicles may have to be escorted using banksmen when appropriate, to direct both pedestrian and vehicular traffic. Consideration should be given to the timing of deliveries to avoid peak movement times amongst staff and students of UH.
- 1.3 No parking is permitted outside the boundaries of the Site unless previously agreed by UH. In addition, adequate loading and unloading facilities will be provided on the Site in connection with the Works.
- 1.4 Vehicles must be registered with the Department of Estates and parking restrictions/ requirements agreed.
- 1.5 Vehicles owned/used by the contractor or their sub-contractors or employees must be clearly signed showing the company name and parked in designated parking areas. Where this is impracticable, the contractor must seek approval of UH for parking in non-authorised places.
- 1.6 Vehicles incorrectly parked or not visibly displaying the Permit to work, or who have not paid the correct tariff may receive a Penalty Charge Notice (PCN).

- 1.7 Contractors will not be allowed in any other part of the premises except as may be necessary for the purpose of carrying out their work; therefore, only recognised routes of access shall be used.
- 1.8 UH premises shall not be used for any purpose other than carrying out the contracted Works.
- 1.9 Contractors must familiarise themselves and their employees with the site arrangements including the action to be taken in the event of a fire (e.g. alarms, means of escape and mustering points). Alarms and evacuation points are different at each building and we request you familiarise yourself with the alarm in the location where work is to be completed.
- 1.10 All notices prohibiting naked lights, burning or welding and areas where Permit to Work signs are shown must be strictly observed. Smoking is not permitted in any UH building or within 10 metres of doors or windows.
- 1.11 No workmen shall remain on the Campus overnight.
- 1.12 The contractor shall adequately safeguard the site, products, materials and plant as affected by the undertaking of the work, from damage, theft and Health and Safety hazards. The contractor shall also take all reasonable precautions to prevent unauthorised access/misuse to areas affected by the works.
- 1.13 Contractors shall operate a Just in Time system for supplies delivery as no storage facilities are available on site unless otherwise stated.
- 1.14 The contractor will ensure that the positioning of any contractor's site administration facilities (including site huts, compound and storage areas) will be kept tidy and free from trip hazard and in accordance with the agreement and as approved by UH.
- 1.15 Contractors/Consultants sign boards can only be erected in a position determined and approved by UH.
- 1.16 Welfare Facilities

Prior to commencing works it shall be agreed if welfare facilities are to be provided by the UH and which are to be provided by the contractors, i.e.:

- a First aid arrangements
- b sheltered accommodation for meals/clothing
- c washing facilities
- d sanitary conveniences etc.

Any facilities provided by the contractor must be to a standard acceptable under The Construction (Health, Safety and Welfare) Regulations 1996.

## 2 **Site Cleansing**

- 2.1 Allocation of labour must be made to control each vehicle leaving the Site to ensure that no mud or debris is left on the site or carried outside the Site.

- 2.2 In the event of mud or debris being deposited on the approaches to the Site these roadways will be cleaned within 24 hours. If a dispute should arise as to the cause of the mud being deposited (for example between one contractor and another) arrangements will be made for a suitable authorised representative of each contractor to immediately attend a meeting chaired by UH for the purposes of ascertaining the cause and agreeing satisfactory remedial action. The decision of UH in such dispute shall be final and binding on the parties.
- 2.3 In the event of mud or debris being deposited on the Campus roads and not being cleared, UH may employ such labour and plant to bring the Roads to an acceptable standard as defined by them. The cost of this labour and plant or the relevant proportion thereof will be invoiced to the contractor and paid immediately.
- 2.4 The contractor will remove its own refuse and waste materials from the Campus at its own cost and in accordance with the UH Site Management Plan and with the UH Environmental plan, copies of which are available upon request. Proof may be requested to confirm that waste materials have been disposed of legally. In addition, the contractor will be required to control all litter deposited on the Site and to ensure that the same is collected and that it does not become blown outside the Site area. Tipping or dumping of materials on the Campus, its roadways and adjacent land is expressly prohibited.

**Attention is drawn to Section 4 of this document where consideration is given to Environmental Issues in respect of waste disposal.**

### **3 Control of Works (shall apply to contractors and sub-contractors)**

- 3.1 Contractors working hours are to be given to UH prior to commencement of the works together with notices of any changes in regard to Out of Hours working, weekends or holidays working.
- 3.2 The contractor will not erect or display any advertisements or trade signs on the Campus without the express approval of UH. The site sign to be erected shall be in accordance with UH standards.
- 3.3 It is important that all contractors and their sub-contractors must always be well presented and wear visible appropriate identification.
- 3.4 The contractor shall confine all work people (including contractors, sub-contractors and public services and companies' representatives) to the Site except where it is necessary to create crossings from the Site to the Campus roads or to make connections to services outside the Site.
- 3.5 In the event of any works undertaken outside the Site (as detailed in 3.4), such works will not be undertaken without at least 48 hours prior notice to UH. Such works shall be properly fenced and lit to provide proper and safe use of the areas by others. All fencing shall be removed upon completion of such works.
- 3.6 The contractor will ensure that all relevant notices are given to the local or statutory undertakers concerning connections or disconnection to waste, gas electricity and Campus services and the same shall be copied to UH.

The works detailed in 3.5 and 3.6 above shall be conducted so as:

- a To protect and uphold all public services and utilities including all those which may from time to time be provided by UH Estates and to immediately make good any damage caused as a consequence of the works.
  - b To protect and uphold the landscaping and infrastructure works and to reinstate to the satisfaction of UH and replace any part of the above which may be damaged through the course of the works or suffer subsequently as a result of the work, all to be undertaken to the satisfaction of UH.
  - c To keep clean all roads and paths of the Site from mud or debris arising from the Works to the satisfaction of UH in accordance with the provisions previously detailed.
- 3.7 The contractor shall prevent any nuisance to others including the creation of noise or dust above the reasonable level associated with the carrying out of construction work. No radios are to be used on site during teaching hours and must be kept at a low volume at any other times.
- 3.8 No fire shall be lit on any UH Campus.
- 3.9 All landscaping, including trees, shrubs, plants, flowers, fruit and foliage situated on the Campus must be protected during works and not be removed without the prior permission of UH.
- 3.10 No person shall tamper with, move or take away items of the infrastructure or common amenities of the Campus including fire detection systems, lights, lighting columns, benches, refuse containers, electrical feeder pillars or any other items unless agreed in writing with UH.
- 3.11 The taking or pursuit of game or wildlife is prohibited.
- 3.12 No assemblies of any kind are to be held within the Campus.
- 3.13 All goods and equipment brought to the Campus are at the owners' risk and should be for the sole purpose of the Works being carried out for UH.
- 3.14 Contractors are responsible for ensuring that their sub-contractors comply fully with all Site Rules for contractors at all times.

#### **4 Electrical Apparatus**

- 4.1 All electrical apparatus must comply with the requirements of the Electricity at Work Regulations, 1989, HSE Guidance Notes: 6S, 24, 27, 37, 38 and PM32 as amended.
- 4.2 All portable appliances used outside of buildings and on construction sites should have a maximum operating voltage of 110 volts or be adequately protected.

#### **5 Environment**

- 5.1 All work carried out on Campus will have regard to Environmental Issues and UH's Environmental policies.
- 5.2 The contractor will include a satisfactory Environmental Policy Statement within the Contractor's Proposals and be bound by UH's Environmental Policies.

- 5.3 The contractor will provide, where appropriate, within the Contractor's Proposals, full details of the methods that will be used to implement controlled environmentally friendly waste disposal in accordance with current legislation, good practice and UH's policies.
- 5.4 The contractor will take all necessary precautions to prevent nuisance from smoke, dust, rubbish, noise and other causes.
- 5.5 The use of portable music appliances is not permitted.

## 6 **Information to be Provided**

Sub-contractors should provide UH with the following documents and information prior to commencement of their work:

- Contractor's Health and Safety Policy
- Risk Assessment for work being carried out
- Method Statements (if applicable)
- Quality Assurance Certificate
- COSHH and Noise Assessments (if applicable)
- Waste Management Licence (where applicable)
- Name of Safety Supervisor/Advisor/Officer and contact telephone number
- Employers' Liability Insurance Certificate
- Public Liability Insurance Certificate
- Name of Safety Representatives or Safety Committee personnel or person in charge on site
- Training records of all operatives working on the project
- Any other information as required by the specific form of contract used.

## 7 **Emergency Contact Number**

The contractor will maintain at all times outside normal working hours an emergency telephone contact number which must be provided prior to commencement on site.

## 8 **Accidents, Incidents, Dangerous Occurrences including Near Misses**

- 8.1 All accidents, incidents and dangerous occurrences must be notified immediately to your line Manager or Supervisor or other responsible person and recorded in the site Accident Book and on the UH systems.
- 8.2 In the case of a major accident or dangerous occurrence (as defined under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1985) a copy of Form 2508 (or similar) and reporting reference must be submitted to the UH's Technical Services Manager within 2 working days.