

Estates and Development Directorate – Projects Team

Temporary Amendments to Site Working Rules and Specific Covid 19 Mitigation Requirements

General

Generally, all work/activity on site must be carried out to the latest Government and where available industry specific guidelines.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-4-published/>

Appropriate Coronavirus risk assessment and working practices must be included as part of the RAMS to be submitted for work on site.

Attached is a Keele University standard form for risk assessment, relating to COVID19 working.

Specific requirements may be required for certain buildings as the use, occupancy and layout of a building may determine different mitigation approaches, these will be communicated by the Keele Project Manager / Work Requestor when applicable.

William Emes Building

The William Emes building is **not** open, and all contractors should have clear instructions on how they are to work from their Estates & Developments contact, and that contact will arrange for keys etc. to be made available.

Contractors must not visit the William Emes building.

Any questions whilst on site, must be directed to the contractor's E&D contact(s) directly.

Arrangements for Access

The Project Manager / Work Requestor must make any necessary arrangements for accessing buildings.

By arrangement Security can open buildings for the contractor.

If the contractor needs to be provided with keys the Project Manager / Work Requestor or his representative will make arrangements for this, which **does not** involve the contractor accessing William Emes building.

If the main KU E&D contact is not available or not able to visit site, a colleague must be nominated who can manage this on their behalf.

Inductions

Contractors working on site still need to have undertaken the contractor induction. This must be done online:

[Contractor Induction](#)

Once the induction(s) has been done this must be confirmed to the KU E&D Rep by email with the name(s) of the operative and completed induction questionnaire.

Arrival on Site (Signing in and out)

Once on site the contractor must contact their E&D Rep to let them know that they have arrived and again when they are leaving. This may be by voice call, text or email but must include the names of all operatives.

The Project Manager / Work Requestor will complete the online Contractor Signing in Book daily with this information.

Car Parking

The need for a car parking permit is currently suspended however all parking restrictions (yellow lines etc.) must still be observed. Contractors are asked to park safely and with respect for other people who are still using the campus.

Workplace Safety Plan (WSP)

There is no change to the WSP procedure so a WSP will be required for all work on site. The KU E&D Rep may use this to communicate specific requirements with regard to Coronavirus or alternate working practices.

Typical topics which may need to be considered for the WSP are:

- Welfare Facilities – use and cleaning of toilets
- Issue of Contractor Cards or alternative arrangements
- Arrangements for issue of any required permits to work
- Status of building systems e.g. ventilation, potable water
- Food and drink – contractors should provide their own as few services are available on site and water in some buildings may not currently be fit for consumption.