

Keele University

Notification of Changes to Procedures for Contractors Working on Campus

Please take the time to read this correspondence as it may relate to work that your organisation undertakes on behalf of Keele University associated with buildings or grounds.

As you may be aware, a significant amount of work is scheduled to take place on the University Campus over the forthcoming years. Consequently, it is likely that the number of contractors working at the University is likely to increase, which in turn will require a greater level of supervision in order to ensure the continued safety and wellbeing of contractors and University visitors, staff and students. A review has therefore, recently been conducted of the existing Contractor Management procedures in order to ensure that these remain sufficient to support the challenges ahead.

As a result, a significant change to the procedures will see the introduction of a "Workplace Safety Plan", for all building and construction related works (please see definition below).

These changes are scheduled to come into effect on the 2nd October 2017 and are likely to have implications for every person working in, on or around buildings.

What is a Workplace Safety Plan: You might think of a Workplace Safety Plan as an "overarching" work permit. This does not replace existing work permits such as Hot Works Permits or Enclosed Spaces Permits. It does, however require the University's supervising officer (i.e. the person instructing your company to undertake the work) and the contractor's site based, lead operative to consider the workplace arrangements, work methods and associated risks prior to any work being undertaken.

Who needs to complete a Workplace Safety Plan: The supervising officer (Keele University employee who has instructed the contractor to undertake the associated works) in conjunction with a lead operative representing the contractor (this person must be part of the site based team).

What is the definition of a contractor: An individual or private company engaged by Keele University (paid or otherwise) to carry out work on campus buildings, land or work on behalf of the University in any location to carry out specific work, task or project.

What type of work does this cover: Any work or activity which is associated with or likely to impact on the University's buildings or grounds. This includes, although not

limited to, maintenance, refurbishment, decorating, wiring, plumbing, ICT network installation, painting, plastering, joinery, roofing, grounds work, carpeting, cleaning. The only exception to the above shall be where work is taking place on a designated "Ring Fenced Site", in which instance this will be subject to a detailed project plan and Health and Safety Plan detailed within the relevant tender documents and specification.

You should be aware that no new work, which falls into the above definition, will be permitted without a relevant Workplace Safety Plan after the 2nd October 2017. Any works which started prior to this date will however be allowed to continue.

What Do You Need to Do Now?

- The relevant Keele University supervising officer will complete a Workplace Safety Plan in conjunction with the contractors lead representative for ALL work.
- All operatives (either directly employed by the contractor or sub contract) must be named on the Workplace Safety Plan.
- The lead operative will be issued with a copy of the Workplace Safety Plan, which must be retained and available at all times whilst on campus.
- The lead operative must present the Workplace Safety Plan to the Estates Helpdesk at the start of each days working, where work exceeds 1 day.
- The lead operative will need to complete the Contractors Signing in Book, on behalf of all operatives associated with the work (i.e. those on campus that day). Note: Lead operative will need to present operatives Keele University ID's.

In order to assist you and your operatives in familiarising yourselves with the new process, a copy of a Workplace Safety Plan and process map is included within this correspondence.

Please also be aware that the Workplace Safety Plan forms a significant part of the University's commitment to the quality and safety performance of its contractors. As such, the process will be subject to regular, formal auditing, the results of which will be utilised by the University in order to determine future allocation of works.

You are advised to review the attached Workplace Safety Plan in order to ensure a smooth transition and avoid unnecessary delays as failure to provide relevant evidence will result in works failing to proceed e.g. operatives not having access to suitable Risk Assessments and Method statements or generic Point of Work Risk Assessments, as necessary.

If you would like further advice or have any questions on this matter, please contact estates@keele.ac.uk or telephone 01782 733134.

Best Regards



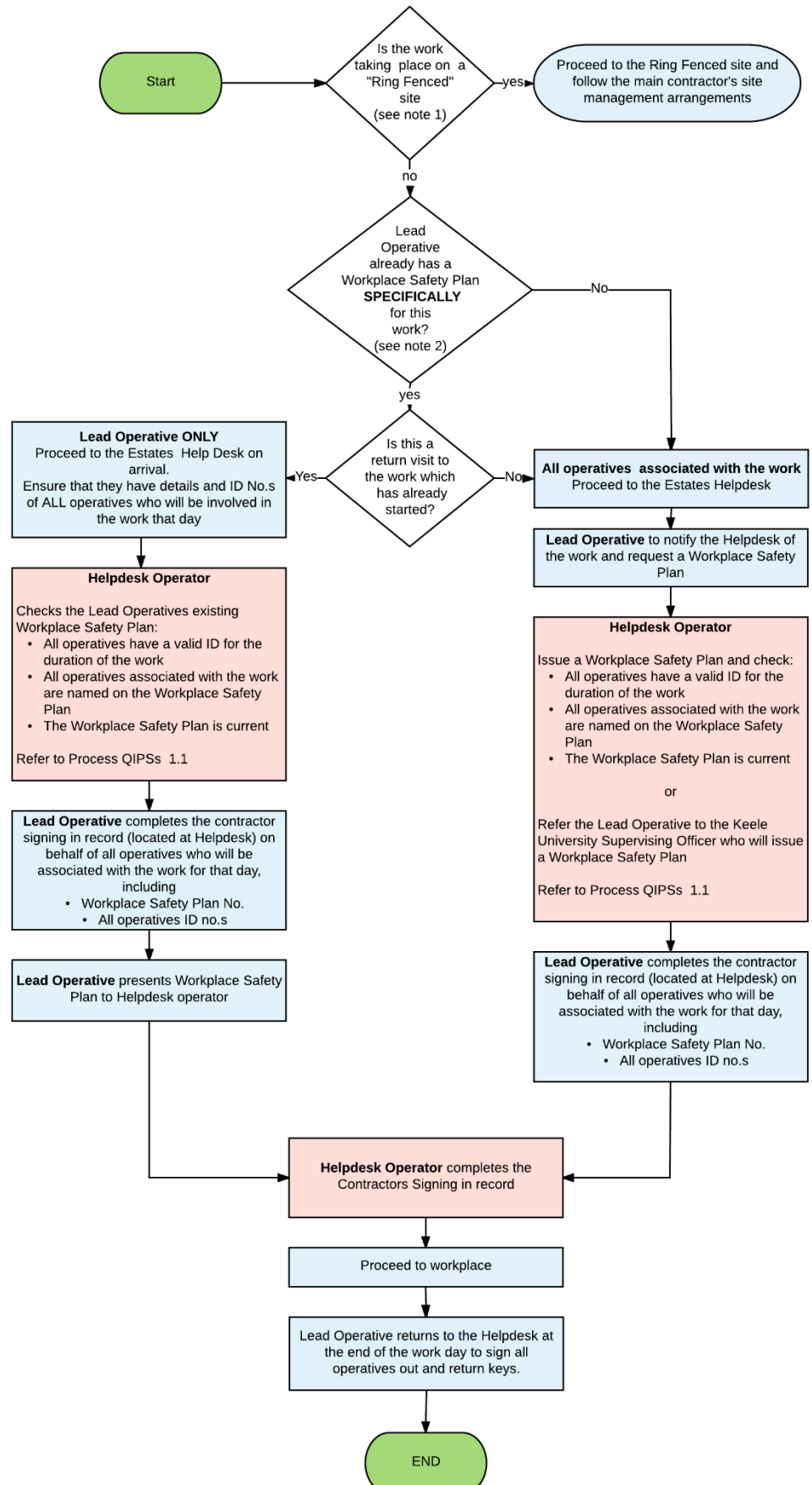
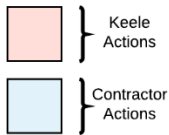
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Title: Contractors Working at Keele University Which may Impact on Buildings or Land

Issue: 1

Ref: QIPs 1.2

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Definitions:

Contractor - An individual or private company engaged by Keele University (paid or otherwise) to carry out work on campus buildings, land or work on behalf of the University in any location to carry out specific work, task or project.

Work - Any work or activity which is associated with or likely to impact on the University's buildings or grounds. This includes, although not limited to, maintenance, refurbishment, decorating, wiring, plumbing, ICT network installation, painting, plastering, joinery, roofing, grounds work, carpeting, cleaning.

Supervising Officer - The Keele University employee responsible for arranging the work/placing the order/inviting the contractor on to campus

Lead Operative - Contractors employee who is nominated as the lead individual, point of contact and must be part of the site based team.

Note 1.

A "Ring Fenced" site is a project or construction site which is **NOT** managed by Keele University staff, where a main contractor has sole occupation.

In this case you must report to the respective site and follow local site management arrangements.

If you have any doubt whether your work is taking place on a Ring Fenced site, please report to the Estates Help Desk who will be able to advise you.

Note 2.

It is accepted that the role of "lead operative" may change throughout the work stages, it is therefore incumbent upon the contractor to ensure that respective lead operative duties are suitably transferred to an alternative operative who **MUST** be a member of the operatives already named on the Workplace Safety Plan.

(1) DESCRIPTION OF WORK (to be completed by Keele University Supervising Officer, i.e. originator)

Keele University Supervising Officer	Contractor	Start Date	Time
Description of Work		Expiry Date	Time
Location (building, floor and room)		UPRN No.	

(2) GENERAL WORK ARRANGEMENTS (Keele University Supervising Officer, i.e. originator, MUST notify the contractor of general site arrangements)

ALL operatives listed in Section 7 MUST have a CURRENT Keele University ID Badge (renewed annually)

Is the work covered by the CDM Regulations 2015? If YES, complete Construction Phase Plan and go to Section 7	Yes	No	N/A
Vehicle access/parking	Yes	No	N/A
Accident reporting	Yes	No	N/A
Fire evacuation procedure	Yes	No	N/A
Storage of materials	Yes	No	N/A
Welfare facilities	Yes	No	N/A
Working hours	Yes	No	N/A
First-aid arrangements	Yes	No	N/A
Waste disposal	Yes	No	N/A
Other (specify)			

(3) HAZARD NOTIFICATIONS (Keele University Supervising Officer, i.e. originator, MUST notify the contractor of any known hazards associated with the work area)

Vehicles operating in close proximity to the work area	Yes	No	N/A	Toxic/corrosive/flammable/explosive substances	Yes	No	N/A
Fragile roof or structure	Yes	No	N/A	Presence of fumes/gases	Yes	No	N/A
High noise levels	Yes	No	N/A	Radiation	Yes	No	N/A
Falling objects	Yes	No	N/A	Presence of sharps	Yes	No	N/A
Other (specify)							

(4) HAZARD ASSESSMENT (Keele University Supervising Officer, i.e. originator, MUST assess the contractor's safe working arrangements)

WARNING: The type of work will determine the method of risk assessment that is acceptable. Select only one option, i.e. (i) or (ii)

(i) Planned work/project	Yes	No	If YES, are suitable RAMS in place?	Yes	No	If NO, do not proceed
(ii) Reactive work/project	Yes	No	If YES, are generic risk assessments AND point of work risk assessment in place?	Yes	No	

(5) ADDITIONAL PERMITS (Keele University Supervising Officer, i.e. originator, MUST consider the requirement for additional specific work permits)

Enclosed spaces	Yes	No	N/A	If YES, complete 'Enclosed Space Permit to Work'	Permit No.
Isolation of services	Yes	No	N/A	If YES, complete 'Permit to Isolate'	Permit No.
Digging/spiking/excavations	Yes	No	N/A	If YES, complete 'Permit to Dig'	Permit No.
Hot work	Yes	No	N/A	If YES, complete 'Hot Work Permit'	Permit No.
Access to roof	Local permits are required for the following buildings: Huxley, Jack Ashley, Lennard Jones and William Smith				
Other (specify)					

(6) ASBESTOS CONTROL – Follow steps 1 to 5 (Keele University Supervising Officer, i.e. originator, MUST complete this section)

1	Is the work on a building or section built after 2000? (e.g. L J Wet Labs).	Yes	No	If YES, proceed to Section 7.
2	Does the work involve any intrusive activity to the fabric of the building, e.g. drilling, scraping, dismantling of boilers or other plant/electrical equipment, access to ducts, etc?	Yes	No	If YES, check the appropriate asbestos register and complete the rest of this section. If NO, proceed to Section 7.
3	Specify the Asbestos Register Survey No.			
4	Does the information in the register cover all areas that will be affected, e.g. risers, boxings, voids, wall cavities, floor coverings or plant internals?	Yes	No	If YES, proceed to step 5 below. If NO, commission a targeted asbestos survey to ensure it is safe to proceed with works.
5	Does the information in the register clearly indicate that the materials likely to be disturbed DO NOT contain asbestos.	Yes	No	If YES, proceed with the works. If NO, commission a targeted survey OR arrange removal in accordance with the University's Asbestos Policy.

(7) CONTRACTORS DECLARATION (to be completed by ALL contractors and subcontractors operatives working under permit)

I accept and agree to the requirements of this document. If working conditions, project scope or personnel change, I will cease work and contact the supervising officer immediately. I am familiar with Keele University's procedures for Contractors Working at Keele University/ and have been made aware of the location of any asbestos-containing materials identified in Section 6. I will ensure that this document and associated asbestos information is shared with all operatives associated with the works, as named below (continue on additional sheet if necessary).

1 (Lead) Name:	Signature			Contact No.
Name	Name	Name	Name	
2	3	4	5	
6	7	8	9	

(8) APPROVAL TO PROCEED (to be completed by Keele University Supervising Officer, i.e. originator)

Works approved (check this box to confirm) <input checked="" type="checkbox"/>	If NO, specify reason:	
Signature	Contact No.	Date