

Estates & Facilities Management

Information for Contractors

Welcome to Oxford Brookes University. We would like to ensure that all contractors carrying out work for us do it in such a way as to avoid injury to themselves or members of the University community.

1. Our Sites

There are four campuses

Headington, consisting of Headington Road, Headington Hill and Marston Road sites and **Harcourt Hill, Wheatley** and **Swindon**

There are five halls of residence;

Clive Booth Student Village, Crescent Hall, Lady Spencer Churchill Hall, Paul Kent Hall and Warneford Hall.

Plans are available for each site. Your Oxford Brookes University Contract Manager will ensure that you are made familiar with the areas in which your work will take place.

2. Sites are usually busy

Be aware that all University sites are usually quite busy, including during vacation periods and in the evenings. Contractors should take care to minimise any disruption to students and staff whilst carrying out their work. The University Contract Manager is able to advise on the best ways to achieve this.

3. Conduct on Site

Whilst working on site, contractors must take care not to disturb or offend members of the University community. Contractors should be reasonably quiet, not use foul or offensive language and not play music on radios or other devices. Contractors must dress appropriately, i.e. must not wear T-shirts or other clothing with offensive wording or images, must not work without shirts or tops and must wear full length trousers, not shorts.

4. Parking of Vehicles

Parking is very limited at all of our sites. An on-site parking place cannot always be guaranteed. Requests for parking spaces should be made with the University Contract Manager as far in advance of the visit as possible. Vehicles should be parked in designated places. Unauthorised parking is subject to a penalty fine.

The speed limit on all sites is 10 mph.

5. Signing In and Out and Issuing of Keys

Contractors need to sign in and out when arriving and leaving site. Please sign in and out, and register issue of keys at the following locations;

Headington Campus	Estates Admin Desk	1st Floor John Payne Building
Harcourt Campus	Reception, D Block	
Marston Road	Reception, MRG01	
Wheatley Campus	Reception, Entrance Lodge	
Centre for Sports	Reception	
Sports Centre, Botley	Reception	
Clive Booth Student Village	Reception, Ground Floor, N Block	
Crescent Hall	Reception, A Block	
Paul Kent Hall	Manager's Office, Rowan House	
Warneford Hall	Manager's Office, B Block	
Westminster Hall	Manager's Office, Frances Young Building	

Keys or access cards must be returned and signed in before leaving individual sites.

6. Personal Identification

Contractors must have some form of identification when working on site. This will usually be in the form of Contractor ID cards and usually clothing with the contractor's company logo.

7. Access to Areas

Your Contract Manager will arrange for you to have access to the areas in which you need to work and arrange for the issue of keys if necessary. Special arrangements may need to be made in certain parts of the University which have restricted access, such as laboratories, workshops and hall of residence.

8. Welfare Facilities

Contractors may use the University's restaurants, cafes and toilet facilities provided they keep them clean and tidy, for example by taking care to clean muddy boots before entering a building.

9. Smoking

Smoking is prohibited in all buildings and within 5m of any building's windows or doors. The same rule applies to e-cigarettes. Smoking is prohibited on the external Terrace of Headington Campus. Those working at Headington Road or Harcourt Hill Campuses wishing to smoke should make use the smoking shelters at those locations.

10. Risk Assessments and Method Statements (RAMS)

Risk assessments and method statements appropriate for the work to be undertaken should have been prepared by the contracting company. These will be evaluated by the University Contact Manager. Failure to have RAMS may result in permission not being granted for work to be undertaken.

11. Permits to Work

Permits to Work will be issued by the University Contract Manager for specified categories of work with potentially high levels of hazard. The Permits to Work state the precautions to be taken when carrying out the work and state the time and date work may take place.

There are the following permits;

- **Working at Height**
 - Working at levels where there is a risk of falling, e.g. working on roofs
- **Working in confined spaces**
 - Working in an area which is substantially enclosed and has hazardous conditions
- **Ground working and excavations**
 - Digging into ground where there may be buried services such as electricity cables
- **Hot work**
 - Welding, grinding or other activities which may have a source of ignition
- **Electrical Isolation (see 12)**
 - Working on an electrical system, to be isolated, locked off and tagged at source

Work of this nature must not be undertaken unless a Permit to Work has been issued.

12. Electrical Work

Work on electrical systems may only be undertaken by NICEIC Approved Electrical Contractors who have been inducted and approved under the Oxford Brookes University, Electrical Safety Code of Practice. The University Contract Manager will arrange for an Electrical Safety Induction, as necessary.

13. Personal Protective Equipment (PPE)

Contractors will wear or use personal protective equipment applicable to the tasks they are undertaking and as indicated in the RAMS for their work.

14. Tools and Equipment

The tools and equipment used by contractors will be in good condition, appropriate for the tasks to be undertaken and serviced and calibrated as necessary.

Unless permission is otherwise given by the University Contract Manager, portable electrical tools will be battery operated or 110V.

15. Asbestos

Many of the buildings at Oxford Brookes University that were built prior to 2000 are likely to contain asbestos containing materials (ACMs). The University Contract Manager will advise and is able to provide Asbestos Registers for the locations where the work is to take place.

If contractors find what they suspect there to be ACMs in a hazardous condition that may release fibres, or suspected ACMs in the items that they would be working on, they should stop work, isolate the area and report this to the University Contract Manager.

Work on ACMs in University premises will always be undertaken by Licensed Contractors.

16. Hazardous Substances

The contractor must have appropriate COSHH assessments for any work which makes use of hazardous substances. Hazardous substances must be stored safely and securely so that they can not be accessed by others.

17. Waste Management

Contractors will ensure that the areas they are working in are kept clean and tidy and will follow the procedures set out in their method statements to dispose of any waste generated as a result of their work. There shall be no use of University bins or skips unless authorised by the University Contract Manager.

18. Fire Detectors

Depending on the nature of the work, it may be necessary to isolate fire detectors to prevent the fire alarm being activated. Such activities include Hot Work (see Section 11) and work in which dust, aerosols or steam may be generated. Isolation of fire detectors may only be carried out following the issue of an Impairment Notice by the University Contract Manager.

19. Fire Safety

On discovering a fire, immediately operate the nearest fire alarm call point, leave the building by the nearest exit as indicated by fire action notices and the green fire escape signs and head for the nearest fire assembly point. When safe to do so, call the fire brigade by dialling 999 and give details of the location of the fire.

On hearing the fire alarm, evacuate the building immediately using the nearest available fire exit as indicated by fire action notices and green fire escape signs and report to the designated fire assembly point. The location of fire assembly points are given on fire action notices. Do not re-enter the building until the fire alarm has stopped sounding.

Fire alarm tests take place in each building on a weekly basis. The tests occur at set times and last for approximately 15 seconds. The University Contract manager will advise on the day and time of the alarm test.

20. Accidents and First Aid

Any accidents which have caused injury to the contractor or others must be reported to the University Contract Manager, who will compile an Accident Report.

Call Security on 01865 483060 if a first aider is required.

21. Summary - Work Safely on Site

In summary, contractors should aim to work safely and carry out their work as set out in their RAMS. If there are any uncertainties or if further advice is required, contact the University Contract Manager.

In the event of any emergencies contact Security on 01865 483060