

CONTRACTORS RULES AND REGULATIONS NOTIFICATION AND ACKNOWLEDGEMENT FORM

1. NOTIFICATION

Within the Directorate of Estates and Facilities at King's College London our aim is to undertake all work and activity across our estate in a manner that ensures students, staff, members of the public and contractors stay safe while on our estate.

To help us achieve this we are asking all contractors who work on the King's College estate to take a number of basic steps:


- If you are working on a project, please ensure you have had the project induction and follow the designated procedures and safe systems of work.
- If you are carrying out planned or reactive works you must:
 - Always ensure that all members of your team have received the relevant Estates & Facilities campus site induction prior to starting work.
 - Always obtain a permit prior to undertaking any activity.
 - Always undertake a risk assessment (and method statements where applicable) and ensure all members of your team are properly briefed prior to starting work.
 - All permits must be signed off and handed back as specified by our safe systems of work.
 - Always report any hazard or near miss to our estates and facilities team so they can take the appropriate action and assist in the prevention of accidents

All contractors working on our premises must comply with:

1. Statutory obligations.
2. King's [Health & Safety Policy Statement](#).
3. King's [Rules & Regulations for Contractors](#).
4. King's [Environmental and Sustainability Policy](#).
5. King's [Waste Management Policy](#).
6. Ensure that all their staff working on our estate have received a campus induction. Campus induction documents can be found on our [Contractors Induction](#) page.

COVID-19

The safety and wellbeing of our staff, students and others visiting or working on our estate is of the utmost important to us. To this end, King's has implemented a number of measures to protect those undertaking your activities on our sites, these are outlined in the [supplementary induction for contractors](#).

SIGNED ON BEHALF OF KING'S COLLEGE LONDON			
Print Name:	Michael Coss	Signature:	
Position:	Operational Assurance Officer – Contractor Management	Date:	05/01/2022

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2. EVIDENCE

In order to ensure there are no delays to your work at King's College London, we require that the following details are provided in advance of works commencing so that your company can be set-up on our permit to work system.

CONTRACTOR'S DETAILS			
Company Name:		Business Type:	
Address:			
Phone Number:		Emergency Contact Number:	
Name of Authorised Person:			
Email Address:		Phone Number:	
DOCUMENTATION REQUIRED			
Public Liability Insurance attached (£5million minimum)	Yes/No*		
Employers' Liability Insurance attached (£5million minimum)	Yes/No*		
KCL Form F064 (Asbestos Contractor's Notification)	Yes/No*		
Other (specify):	Yes/No*		

* Delete as appropriate

3. SUBMISSION

Please sign and return this form, along with all supporting documentation to confirm that staff employed by your company and all your sub-contractors will abide by our rules and regulations whilst working on our estate.

Please speak with your KCL contact if you have any questions or need any guidance on complying with our Rules & Regulations. A copy of this form and documentation must also be sent to assurance-estates@kcl.ac.uk to allow your details to be entered onto our permit system.

AUTHORISED SIGNING AUTHORITY (FOR THE ABOVE COMPANY)			
Print Name:		Signature:	
Position:		Date:	

Contractor's Notification and Acknowledgement Form - F064



1 NOTIFICATION BY KING'S COLLEGE LONDON

1.1 King's College London has identified the presence of various asbestos-containing materials throughout many of the buildings owned, leased and/or otherwise occupied by the college. For a complete listing of any asbestos containing or suspect asbestos material known to be present refer to the most recent version of the asbestos survey report/asbestos register maintained by the Assurance Manager – Asbestos and Legionella.

1.2 The Health And Safety At Work Etc. Act 1974, the Management Of Health And Safety At Work Regulations 1999 (as amended), the Construction (Design And Management) Regulations 2015 and the Control Of Asbestos Regulations 2012 and associated approved codes of practice apply to all construction works (e.g. Maintenance and refurbishment) that may disturb asbestos or suspect asbestos-containing materials in the workplace. Such regulations and guidelines state that any disturbance of asbestos-containing materials may only be performed by workers or by an outside contractor who have first received the required training in asbestos related precautions.

- **WORKING WITH ASBESTOS CAN BE DANGEROUS. INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE INCLUDING CANCERS.**
- **RISK OF LUNG CANCER FOR A SMOKER EXPOSED TO ASBESTOS IS GREATER THAN THE SUM OF THE INDIVIDUAL EFFECTS DUE TO SMOKING AND DUE TO ASBESTOS.**

1.3 It is College Policy to employ an HSE Licensed Contractor to handle all asbestos removals including non-licensed materials for example, gaskets

1.4 The following is a partial listing of typical activities that will or may disturb unknown or suspected asbestos-containing materials in buildings constructed before 2000 and hence require the implementation of suitable asbestos precautions. Any contractor required to perform any of the following activities and/or similar tasks that may result in the disturbance of known or suspected asbestos-containing materials must first review the most recent version of the asbestos register and then undertake and action a suitable and sufficient refurbishment or demolition survey if required by the nature and extent of the works¹. The contractor must advise, through their risk management processes, their employees, agents, contractors and representatives as to the appropriate precautions and safety measures to be taken:

- ✓ Access above suspended ceiling systems
- ✓ Work on Fire Doors
- ✓ Access within a crawlspace, pipe chase, service area, or tunnel.
- ✓ Work that may disturb any fireproofing, thermal or acoustic insulation
- ✓ Work that may affect textured coatings
- ✓ Work that may disturb any thermal insulation (i.e. Pipes, ducts, boilers etc.)
- ✓ Removal of tile or sheet flooring products (including the removal of the adhesive below)
- ✓ Removal, cutting, drilling, or other such disturbance of any building materials/structures
- ✓ Access to any areas referred to as inaccessible on the latest version of the Electronic Asbestos Register (EAR)

SIGNED ON BEHALF OF KING'S COLLEGE LONDON			
Print Name	Michael Coss	Signature:	
Position:	Operational Assurance Officer – Contractor Management	Date:	05/01/2022

(PTO FOR CONTRACTOR'S ACKNOWLEDGEMENT)

¹ Further advice is available from the Estates and Facilities Operational Assurance Team (asbestosmanagement@kcl.ac.uk)

Contractor's Notification and Acknowledgement Form - F064



2 ACKNOWLEDGEMENT AND INDEMNIFICATION BY CONTRACTOR

2.1 As a condition of any contract to provide services and /or materials to King's College London, we, the undersigned company, hereby agree to perform our work in such a manner so as not to disturb any asbestos-containing materials. To ensure that asbestos-containing materials are not disturbed we will undertake the following actions:

- i) Before work commences and in accordance with paragraph 1.4:**
 - a. Maintenance and reactive works – site employees to review the asbestos register in liaison with the local operational teams.**
 - b. Project works – contractor to review the refurbishment/demolition survey commissioned and any confirmation of remediation (as required) for these works.**
- ii) Advise, through our risk management processes, our employees, agents, contractors and representatives as to the appropriate precautions and safety measures to be taken.**
- iii) Give written notice to the appropriate individual manager and/or Project Manager at the College that known or suspected asbestos-containing material(s) will be/needs to be disturbed and not commence work in the affected area until written confirmation has been received from the College representative (e.g. satisfactory certificate of reoccupation).**
- iv) Halt work and give notice to the appropriate individual manager and/or Project Manager at the College if suspected/identified asbestos-containing materials are discovered or damaged during the provision of works for King's College London.**

2.2 We further represent that our company and our employees, agents, contractors and representatives:

- i) Are familiar and shall comply with all requirements set forth by the College as they pertain to work undertaken by an outside contract;
- ii) Will conduct our work in accordance with such requirements and in compliance with all regulations and guidelines pertaining to asbestos including the King's College London asbestos management plan;
- iii) Have attended asbestos awareness training within the last year and will maintain this annual training (e.g. by means of refresher training in accordance with regulation 10 CAR 2012) throughout the duration of the contract.*
- iv) That we will be responsible for advising and continuing to advise, our employees, agents, contractors and representatives with respect to any potential exposure to any asbestos-containing material while on or about the property of King's College London.

2.3 We indemnify King's College London and its officers, employees, agents and representatives from any loss, damage, cost or expense arising from any failure by our company and/or employees, agents, contractors and representatives to comply with any requirements set forth by the individual manager, Compliance Team and /or Project Manager and /or with any regulations or guidelines and/or our failure to oblige the conditions set out in paragraph 2.1 above and/or the subsections (i)-(iv) of this paragraph.

COMPANY DETAILS			
PRINT COMPANY NAME:			
AUTHORISED SIGNING AUTHORITY (FOR THE ABOVE COMPANY)			
Print Name		Signature:	
Position:		Date:	
Date Received by King's College London:			
* Comments relating to 2.2(iii):			