



## **RULES & REGULATIONS FOR CONTRACTORS**

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### **1.0 Document Issue and Review Log**

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## 2.0 Introduction

### 1.1 Objective

- 1.1.1 To ensure that all contractors working for King's College London, so far as is reasonably practicable, do so safely and without risk to health

### 1.2 Definitions

1.2.1 The university means King's College London.

1.2.2 The Directorate means the Directorate of Estates & Facilities.

1.2.3 Contract means the legal instruction by the university to the Contractor. It may be a formal contract, or a purchase order.

1.2.4 The Contract Manager means the employee of the university who is responsible for managing the contract.

1.2.5 A Contractor is any person or company the university engages to do work of any kind who is not an employee. The activities they can be engaged to carry out include:-

- construction and demolition work
- installation of equipment or machinery or its maintenance, including maintenance to buildings and its infrastructure
- cleaning / decorating
- moving / dismantling / assembly
- inspecting, testing and servicing
- consultancy work requiring access to the estate

A "contractor" is not:

- a delivery company delivering items such as furniture to the university; (excluding assembly on site)
- a supplier of goods or equipment (excluding installation on site)
- temporary workers

All of the above are not considered as contractor but will need to be subject to other checking and competence requirements.

1.2.6 The Contractor's Staff means those employed or controlled by the Contractor, including Sub-Contractors.

1.2.7 Risk Assessment means a document written to outline the risks inherent in a task.

1.2.8 Method Statement means a document written to outline how work will be undertaken, primarily as a means of reducing risk.

1.2.9 Site Induction means a formal process of explaining to staff the potential hazards of working on site, the safety rules necessary to mitigate them, and any other rules by which staff are expected to abide.

1.2.10 "Construction Work" has been defined within the Construction (Design and Management) Regulations (CDM) as the carrying out of any building, civil engineering or engineering construction work and includes:

- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure
- b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
- c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
- e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed

within or to a structure, but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out

### **1.3 Scope**

1.3.1 This document is issued by King's College London ("KCL") and contains rules, regulations and guidance for contractors working in its premises.

### **1.4 Responsibilities**

1.4.1 Responsibility for management of KCL's premises rests with the Director of Estates & Facilities and his team, located across KCL.

1.4.2 Any member of KCL staff who engages a contractor is responsible for ensuring that health and safety is considered, and necessary health and safety requirements are specified in orders and specifications.

1.4.3 Contractors employed by KCL are responsible for complying with all appropriate health and safety legislation.

### **1.5 Insurance**

1.5.1 The KCL carries insurance appropriate to its assets, both public and employer's liability, and in-line with present legislation.

1.5.2 Contractors must have their own appropriate insurance cover and are responsible for their own equipment whilst on KCL's premises, and for any losses incurred by themselves and/or KCL as a result of their actions.

1.5.3 Contractors must have at least £5,000,000 public liability cover.

1.5.4 Contractors must have at least £5,000,000 employer's liability insurance, or must write to the Contract Manager to explain why this is not applicable.

1.5.5 KCL reserves the right where appropriate to require higher levels of insurance where the contract is of significant risk or value. The Contract Manager will advise where this is appropriate in either the tender or quotation documentation.

1.5.6 The Contract Manager will require a copy of your insurance certificate for KCL's records. Contracts must not commence until documentary evidence of adequate, valid, insurances has been received.

1.5.7 KCL, and its agents, accept no responsibility or liability for loss or damage to plant, tools, machinery or equipment belonging to contractors whilst on the KCL's premises.

1.5.8 In the event of damage giving rise to an insurance claim; the Contractor must immediately inform the Contract Manager, giving full details of the incident, in order that KCL's insurers can begin to investigate the loss without delay. The Contractor should also advise their insurers without delay.

### **1.6 Health and Safety**

1.6.1 This document has been produced in order to comply with the requirements of the Health & Safety at Work, Etc Act 1974 and all subsequent regulations. This document defines the procedures that must be followed by contractors before any works are commenced on site, and the working practices which must be followed undertaking the works.

1.6.2 The Contractor must ensure that all work is undertaken in accordance with Sections 2 and 3 of the Health & Safety at Work, Etc Act 1974, the current Construction (Design & Management) Regulations, and any other relevant statutory provisions, directives, regulations and legislation.

1.6.3 KCL is aware of the importance of securing the health, safety and welfare of its Employees, Students, Contractors and Visitors. It is the responsibility of each Contractor to ensure that their staff are aware of the requirements of relevant legislation.

1.6.4 The Contractor must ensure that all work is undertaken in accordance with all contractual obligations stipulated by KCL, including this document.

1.6.5 Copies of the Contractors' Health & Safety Policy documents must be provided to the Contract Manager before undertaking any work at KCL.

1.6.6 Contractors must establish a proposed safe system of work before any work commences.

- 1.6.7 The Contractor must provide a Risk Assessment and Method Statement for the proposed work, including access to the workplace, to establish and quantify special precautions necessary to ensure the safety of their employees, and others.
- 1.6.8 The Contractor must include in their Risk Assessment an assessment of the fire risk for the proposed work, in accordance with current Fire Safety Regulations.
- 1.6.9 The Risk Assessment, Method Statement and Fire Risk Assessment must be shown to, and approved by, the Contract Manager (or representative) before any work commences.
- 1.6.10 Copies of the Risk Assessment, Method Statement and Fire Risk Assessment must be given to the Contract Manager (or representative) for KCL's records before any work commences.
- 1.6.11 Risk Assessments, Method Statements and Fire Risk Assessments must be reviewed throughout the Contract and updated if necessary.
- 1.6.12 Copies of KCL's "Statement of General Policy, Responsibilities and Arrangements in Respect of Health and Safety Protection and Wellbeing" are available from Luke Huggins, Assurance Manager - Construction Safety (email: [luke.huggins@kcl.ac.uk](mailto:luke.huggins@kcl.ac.uk)). This document is a statement of general policy, responsibilities and arrangements in respect of health and safety protection at KCL.
- 1.6.13 If a Contractor, employee of a contractor, or sub-contractor commits any unsafe act, or creates an unsafe environment, then the Contractor shall be liable. If any Contractor is found liable by the University they will be banned from site immediately by the Contract Manager and/or a KCL Safety Officer and/or any relevant person in the Directorate's management team.

## **1.7 Contractual Matters and Competence**

- 1.7.1 The Contractor must not offer to provide any favour or gift, or attempt to bribe, the Contract Manager (or any other KCL employee) in order to encourage them to deviate from the KCL's Rules and Regulations.
- 1.7.2 KCL recognises a competent person as one who has sufficient training, skills, experience, knowledge, and other qualities to carry out their duties safely.
- 1.7.3 All members of the Contractor's teams who undertake maintenance or construction work on (or are regular visitors to) the project construction site, campus or equivalent must be registered on the Construction Skills Certification Scheme (CSCS) or affiliated schemes, or can prove competence in another appropriate way. As a minimum, site workers must hold the "Operative Level Card", which includes basic safety training.
- 1.7.4 A pre-contract meeting appropriate to the works must be held, at which the Contractor must provide the Contract Manager and where applicable the following:
- Documentary evidence that all the Contractor's staff are competent, and eligible to work in the United Kingdom.
  - Documentary evidence that all necessary checks are undertaken to ensure that the Contractor's staff are of suitable background and character to work for KCL, including Disclosure and Barring Service (DBS) checks. (This may not be required for all work – please check with the Contract Manager).
  - Full details of proposed works, including drawings and specifications, where appropriate.
  - A copy of the Contractor's Safety Policy.
  - Copies of the Contractor's insurance certificates.
  - Method Statement, Risk Assessments and Fire Risk Assessments (as appropriate).
  - The name and contact details of the Site Safety Supervisor and/or other safety contact details.
  - Details of the proposed workforce and competence records (note: additional information may be required to allow the issue of site passes).
- 1.7.5 Work will not be allowed to commence on site until appropriate contracts and instructions have been issued and actions from the above meeting have been completed.
- 1.7.6 The contract may only commence when the Contract Manager has received a copy of the Contractor's public liability insurance; Contractor's employers liability insurance, any formal approval that may be required; and the Contractor's health and safety policy documents.
- 1.7.7 Local building control notification, or appointment of an Approved Building Control Inspector, must also be in place before the start of significant alterations to layouts or systems.

- 1.7.8 Estates & Facilities staff must be contacted to discuss details of connections to building systems or services, including the fire alarm and sprinkler installations. The Contract Manager will advise the Contractor of the contact details of the appropriate Estates & Facilities staff.
- 1.7.9 The Contractor's staff must not enter any part of the site, other than areas where work is being undertaken, except when accessing sanitary facilities or storage places.
- 1.7.10 The Contractor's staff must comply with any direction given by the Contract Manager, or other authorised KCL staff.
- 1.7.11 The Contractor must ensure that the Contract Manager is aware of any instruction issued by another authorised person.
- 1.7.12 The Contractor, together with the Contract Manager, must ensure (by co-ordination and co-operation with the Contractor) that all the Contractor's and Sub-Contractor's employees on site are, through Site Induction, fully briefed, trained and familiar with KCL's evacuation procedures, the designated assembly points and any other site rules and regulations implemented for safety on site.

## **1.8 Disclaimer**

- 1.8.1 The content of this document does not relieve the Contractor of their obligations to comply with any statutory legislation or duties under common law, and no permission or consent by or on behalf of KCL, or its agents, under these Rules and Regulations for Contractors shall in any way relieve the Contractor of liability for accidents, injury and/or damage under the contract.
- 1.8.2 If there is any inconsistency between the provisions contained in this document and contracts entered into with individual contractors, then this document shall prevail, and the Contract Manager must be advised of the inconsistency by the Contractor before works commence.
- 1.8.3 The precautions outlined in this document are additional to any for which the Contractor may be responsible by statute.
- 1.8.4 These conditions may be varied, or added to, at any time by KCL or its agents; and the Contractor shall be notified of such changes.

## **3.0 Site Management**

### **3.1 King's College London Estate**

- 3.1.1 The KCL has one of the largest university estates in the country, with approximately one hundred major buildings. Most are situated on five academic campuses: Strand, Waterloo, Guy's, St Thomas's and Denmark Hill. Location plans and addresses are to be found on KCL's website at [www.kcl.ac.uk](http://www.kcl.ac.uk). Other buildings are to be found in the London area.
- 3.1.2 The buildings on the estate vary in ownership status; some are freehold, some are leasehold and some are held under licence. A significant part of KCL's space is to be found in buildings owned by KCL's various NHS Trust partners.
- 3.1.3 Some areas within the estate are leased by KCL to other parties.
- 3.1.4 KCL is, therefore, both a landlord and tenant, depending on the location.
- 3.1.5 Our working arrangements with Contractors may vary according to the ownership status of a building/area.

### **3.2 Opening Hours and Access Arrangements**

- 3.2.1 Opening hours of buildings and access arrangements vary across the estate. The Contractor must confirm details of opening hours and access arrangements with the Contract Manager before starting any of the contracted work.
- 3.2.2 All of the Contractor's staff must report to Security/Reception on arrival (unless other arrangements have been agreed by the Contract Manager).
- 3.2.3 The Contractor's staff must then report to the Contract Manager (or representative) before starting work; to ensure that they are aware of the necessary safety arrangements (for example: asbestos management).

- 3.2.4 The Contractor's staff must report to the Contract Manager before leaving site.
- 3.2.5 The Contractor's staff must report to Security/Reception before leaving site (unless other arrangements have been agreed by the Contract Manager).
- 3.2.6 The Contract Manager may advise the Contractor of some local variations to these rules.

### 3.3 **Security Rules and Admission to the Site**

- 3.3.1 The Contractor must give the Contract Manager at least 48 hours' notice (excluding weekends and public holidays) before starting any works, except in the case of an emergency.
- 3.3.2 If the Contract Manager instructs the Contractor that a person may not be admitted to the site, the Contractor must ensure that the person is not admitted.
- 3.3.3 Following reasonable consultation, the decision of the Contract Manger to exclude a person from site shall be final and conclusive. The Contractor shall not, under any circumstances, be relieved of their obligations under the contract because of such a decision by the Contract Manager (or other authorised representative of KCL).
- 3.3.4 The Contractor will provide, if requested, the Contract Manager with the names of all persons who are concerned with the works, specifying the capacities in which they are employed, and giving such other details are required by the Contract Manager. The Data Protection Act will prevail in this instance.
- 3.3.5 The Contractor shall ensure that all employees on site are issued with adequate proof of identity in relation to their business on KCL's premises. Such proof of identity must be produced on arrival at the site, carried at all times, and produced when requested.
- 3.3.6 The Contractor must ensure that all their staff on KCL's premises:-
- Visibly wear any Identity Card issued by KCL;
  - Carry, at all times, and pass issued by KCL;
  - Surrender any Identity Card, pass or keys issued to them before leaving site (unless other arrangements have been agreed with the Contract Manager);
  - Do not copy any keys, access devices or Identity Cards;
  - Do not pass any keys, access devices or Identity Cards to any third party;
  - Report the loss of any keys, access devices or Identity Cards immediately to the Contract Manager.
- 3.3.7 The cost of replacing any loss of keys, access devices or Identity Cards (including any consequential costs) will be charged to the Contractor.
- 3.3.8 Contractors are responsible for their own equipment, personal effects and materials stored on KCL's premises.
- 3.3.9 All Contractors are requested to advise KCL Security immediately if they observe any person(s) vandalising KCL's premises, or acting in a suspicious manner.
- 3.3.10 Contractors must ensure that their staff do not allow others to gain unauthorised access to KCL's premises.
- 3.3.11 Contractors must secure tools and materials when unattended.
- 3.3.12 Contractors are solely responsible for their tools, equipment and materials whilst working on KCL's premises.
- 3.3.13 Contractors must ensure the work area is secure at the end of the shift, or when the area is unattended.

### 3.4 **Permit to Access Procedure and Forms**

- 3.4.1 No Contractor will be permitted to start any works without the authority of an appropriate, valid, signed and dated Permit to Access Form (unless alternative arrangements have been agreed with the Contract Manager).
- 3.4.2 A PERMIT TO ACCESS FORM IS NOT A PERMIT TO WORK.
- 3.4.3 Permit to Access Forms must be arranged with the Contract Manager at least 48 hours prior to work commencing.
- 3.4.4 The Permit to Access Form must be shown to Estates & Facilities staff or Security staff before gaining access to the specified work area.



3.5 Further details are to be found in the Directorate's Permit to Access Procedure. Copies of the Permit to Access Procedure are available from [assurance-estate@kcl.ac.uk](mailto:assurance-estate@kcl.ac.uk)

### **Permit to Work Procedure**

3.5.1 KCL operates a Permit to Work Procedure to control a number of hazardous procedures. These include, but are not limited to:

- Asbestos disturbance and related works;
- Buried services;
- Confined space work;
- Electrical work (complex activities);
- Excavation work;
- High risk work;
- Hot works;
- Laboratory maintenance work;
- Work to fire alarm and emergency lighting systems;
- Roof works;
- Scaffold work;
- Sub-station entry;
- Tower scaffolding;
- Works that may accidentally activate the fire alarm system;

3.5.2 KCL's Contract Manager will advise you if a Permit to Work is required.

3.5.3 Further details are to be found in the Directorate's Permit to Work Procedure.

3.6 Further details are to be found in the Directorate's Permit to Access Procedure. Copies of the Permit to Access Procedure are available from [assurance-estate@kcl.ac.uk](mailto:assurance-estate@kcl.ac.uk)

### **Unwanted Fire Alarm Activations**

3.6.1 KCL is actively seeking to reduce the number of unwanted fire alarm activations within KCL buildings.

3.6.2 Contractors undertaking any works that may accidentally activate the fire alarm must take steps to avoid such an activation, and must not start work without a valid Permit to Work.

3.6.3 Any Contractor who accidentally activates the fire alarm system will be interviewed by the Assistant Director of Estates (Sustainability & Infrastructure) and KCL Fire Safety Officer. If they find that the Contractor was at fault then the Contractor may not be allowed to work on KCL's premises for at least a twelve month period following the activation.

3.6.4 KCL will not be liable to any losses incurred by the Contractor by such an action.

### **Behaviour on Site**

3.7.1 It is imperative that KCL and its Contractors provide services and undertake works in a way that causes minimum disruption to students and staff.

3.7.2 The Contractor's staff must not use any form of radio receiver or transmitter on KCL's premises, other than an approved paging or mobile phone device.

3.7.3 The use of radios, MP3 players, CD players and similar devices is not permitted without prior permission of the Contract Manager.

3.7.4 The Contractor's staff must comply with KCL's Smoking Policy. The Policy states that smoking is not permitted in KCL building or covered space on KCL's premises. Full details are available from the Contract Manager.

3.7.5 The Contractor's staff must be appropriately dressed at all times, including any Personal Protective Equipment required for their safety. The wearing of shorts is not permitted.

3.7.6 General noise, language and behaviour must be appropriate to an educational establishment, and disturbance to KCL activities must be kept to a minimum.

3.7.7 No noisy works may take place until the Contractor has discussed them with the Contract Manager, and approved a method of controlling/managing the noise. Particular care needs to be taken whilst teaching, examinations and special events are taking place.

- 3.7.8 Material that could be offensive to students, staff or visitors must not be displayed.
- 3.7.9 The distribution of leaflets, trade samples or the display of fly posters is not allowed on KCL's premises. Standard company signs may be displayed, if the Contract Manager agrees to their design and location.
- 3.9 **Animals on Site**
- 3.8.1 Animals are not permitted on KCL's premises, with the exception of dogs used by disabled people; or as agreed by the Contract Manager.
- 3.10 **Record Keeping**
- 3.9.1 The Contractor must keep records and details of all statutory documentation, for example: records of scaffolding inspections, test and examination certificates of lifting appliances and equipments, accidents, attendance book (for major contracts), etc.
- 3.9.2 Such records must be made available to the Contract Manager.
- 3.11 **Housekeeping**
- 3.10.1 It is the Contractor's responsibility to ensure that:
- A high standard of housekeeping is maintained at all times;
  - KCL furniture, equipment, floor coverings, etc are protected during the works;
  - The work area is kept tidy;
  - Materials in use are stored securely and do not obstruct gangways, fire escapes or any access areas;
  - No materials are stored or left on an active escape route; unless agreed;
  - Waste materials and rubbish are not allowed to accumulate and must be disposed of as soon as practicable, and always by the end of the working day;
  - All the Contractor's materials are removed from site at the completion of the contract. KCL and its agents reserve the right to dispose of any materials, tools or equipment remaining after the completion of the contract, and to charge the Contractor for the cost of the disposal;
  - The work area is segregated to provide a fire break of at least thirty minutes when undertaking substantive works in an occupied building.
- 3.12 **Loading and unloading areas**
- 3.11.1 Arrangements for loading and unloading must be discussed and agreed with KCL's Contract Manager at the Pre-Contract Meeting, before work commences.
- 3.11.2 Very limited parking is available at KCL's campuses. Contractors should assume that no parking is available, unless agreed with the Contract Manager at least 48 hours in advance.
- 3.13 **Environmental and Energy Awareness**
- 3.12.1 All waste will be disposed of in accordance with KCL's [Waste Management Policy](#).
- 3.12.2 All waste must be disposed of safely and in compliance with any current legal requirements. Where appropriate, a Disposal Plan must be agreed with the Contract Manager.
- 3.12.3 KCL is committed to sustainable development, and minimising the effects of its operations on the environment. Contractors must reuse or recycle materials wherever possible, or dispose of in an environmentally sensitive way.
- 3.12.4 Combustible refuse, e.g. wood shavings, packing materials, etc shall be collected and bagged at least every three working hours, and shall be removed to a safe place at the end of each working day;
- 3.12.5 The burning of refuse on KCL's premises is not permitted under any circumstances.
- 3.12.6 Combustible materials (or materials packed with easily ignitable packing materials) shall be kept in locked stores or secure areas. Such materials must be clearly labelled.
- 3.12.7 Contractors are responsible for removing and disposing of their own refuse. KCL's refuse collection and disposal system must not be used for the Contractor's waste, unless agreed by the Contract Manager.

- 3.12.8 All active escape corridors, active fire exits, access areas, loading areas, service roads, etc must be kept free of refuse or other materials, unless agreed with the Contract Manager and noted in the Method Statement.
- 3.12.9 Contractors must, at all times, abide by all current environmental protection legislation and issue the Contract Manager with any disposal certificates, or similar documentation.
- 3.12.10 Before commencing work Contractors must read and agree to comply with KCL's [Environment and Sustainability Policy](#) and KCL's [Energy and Carbon Management Policy](#).
- 3.14 **Pest Control**
- 3.13.1 The University seeks to maintain high standards of pest control, appropriate to its environment. Contractors are required to perform their duties in a way that does not encourage pest or vermin activity, and must inform the Contract Manager of any increase in pest activity.

## **4.0 Asbestos**

- 4.1.1 KCL has an [Asbestos Management Plan](#). The Contract Manager can provide a copy of this, if required by the Contractor.
- 4.1.2 The Contractor must ensure that all members of staff whose work involves physically altering any part of a KCL building, have been on an asbestos awareness course within the previous twelve months.
- 4.1.3 The Contractor must visit the local Estates & Facilities Office prior to starting work on site, in order to confirm the location of the works and view the Asbestos Register. The Contractor must sign the logbook to confirm that they have seen the Asbestos Register.
- 4.1.4 If there is any doubt, the Contractor must assume that asbestos is present, and suspend all works until the KCL's asbestos consultant allows work to resume. The Contractor must speak to the Contract Manager if there is any doubt.
- 4.1.5 If the Contractor discovers any material, during the course of the works, that may contain asbestos; the Contractor must stop work immediately and contact the Contract Manager and/or the local Estates & Facilities Manager for further advice.

## **5.0 Safety Management**

- 5.1 **Fire Safety**
- 5.1.1 Contractors must familiarise themselves with, and comply with, KCL's Fire Safety Procedures and Building Fire Emergency Plans. These plans identify procedures to be followed in the event of a fire, including the location of assembly points. Copies of these documents are available from the Contract Manager.
- 5.1.2 Contractors undertaking building projects must comply with the KCL Code Practice on Fire Safety for Building Projects. A copy of this document may be obtained from the Contract Manager.
- 5.1.3 Contractors must take all possible steps to avoid unwanted fire alarm activations, following the procedure set-down in Section 2.6 Unwanted Fire Alarm Activations of the document.
- 5.1.4 The Contractor, and any of the Contractor's Sub-Contractors, must comply with any requests made KCL Fire Safety Officer (or representative) or the Contract Manager or the local Estates Manager in respect of fire safety.
- 5.1.5 All fire escapes must be kept clear and accessible at all times. Fire hydrants, hose reels and other fire fighting equipment shall be kept clear and readily accessible. No fire safety equipment, or signs indicating its position, shall be removed or obscured without the express written permission of the Contract Manager.
- 5.1.6 The Contractor shall provide adequate and safe means of escape from all parts of the working area.
- 5.1.7 The Contractor shall ensure, by all reasonable means, that no process undertaken by the Contractor (or by any Sub-Contractor) shall have the effect of compromising any means of escape from other parts of KCL.

- 5.1.8 Access to the site shall be kept free for Fire Brigade use at all times.
- 5.1.9 Contractors must not misuse, interfere or tamper with fire safety equipment, fire detection or alarm systems or sprinkler installations installed on KCL premises. Any person found tampering with these systems or equipment will be removed from site and may be subject to further legal action.
- 5.1.10 KCL buildings are equipped with comprehensive fire detection and alarm systems. Anyone discovering a fire should raise the alarm using the nearest break glass call point. All KCL buildings have automatic fire detectors in most areas.
- 5.1.11 KCL undertakes weekly fire alarm tests. These are to test the effectiveness of the alarm in each building, and do not require any action on the part of the Contractor. The times of the tests are indicated in KCL's Health Safety & Environmental Protection Office's "Responsibilities and Arrangements in Respect of Weekly Testing of Fire Alarm Systems" document (copies of which may be obtained from the Contract Manager. Contractors must ensure that their employees are aware of the fire alarm test times.
- 5.1.12 KCL undertakes regular fire drills. Contractors will be advised if a drill is planned, and are expected to comply with the requirements of the drill, under the direction of Estates & Facilities staff.
- 5.1.13 A Permit to Work will be required by the Contractor before they undertake any work that may affect, interfere with, or require isolation or disconnection of the existing fire detection system, fire alarm system or automatic sprinkler system. This may be in the form of a Hot Work Permit (or similar) issued by the local Estates & Facilities staff. The Contractor must speak to the Contract Manager if they have any questions about this procedure.
- 5.1.14 The Contractor must arrange with the Contract Manager for a Fire Watch Patrol to be implemented if the existing fire detection, alarm system or automatic sprinkler system is to be disconnected, covered or otherwise taken out of operation during the works. The Fire Watch Patrol must consist of appropriately trained staff who can provide a twenty-four hour fire watch, suitable means of fire fighting, an alternative means of raising an alarm and the removal of combustible material. The Contract Manager and the Contractor must comply with KCL's Health Safety & Environmental Protection Office procedure for operating a Fire Watch. The Contract Manager can provide a copy of this procedure, if required.
- 5.1.15 No flammable liquids or gas cylinders may be brought onto site without the permission of the Contract Manager. KCL operates a ban on the use of acetylene cylinders unless written agreement is obtained from the Contract Manager.
- 5.1.16 If written permission is given for the use of acetylene cylinders they must never be left unattended or left overnight.
- 5.1.17 Combustible materials should be stored off site wherever possible to prevent the rapid spread of fire. The location of storage on site shall require the written permission of the Contract Manager and the local Estates & Facilities Manager.
- 5.1.18 Hose reels must not be used for filling water systems such as tanks, heating pipe work, chilled water pipe work, etc; unless this has been agreed by the Contract Manager.
- 5.1.19 The Contractor shall ensure that portable fire fighting appliances provided by the Contractor are the correct type for the environment in which they may be used. The Contractor must ensure that the equipment is adequately maintained in good condition, including recharging after discharge.
- 5.1.20 The Contractor must ensure that their staff are adequately trained in the use of portable fire fighting equipment, and know the location of the equipment.
- 5.1.21 Appropriate means of fighting fire must be provided by the Contractor, and maintained in good order.
- 5.1.22 Where appropriate, the Contractor shall appoint a Fire Warden (or Wardens) who will be responsible for ensuring that all the fire precautions specified for the contract are observed at all times during the execution of the works.
- 5.1.23 All the Contractor's staff must be made aware of the important character of the site and the existence of any high fire risks.
- 5.1.24 Any request for access by KCL Fire Safety Officer (or representative) for the purpose of inspecting works will be granted. The Contractor shall provide any information about fire hazards and fire fighting facilities, as requested.

- 5.1.25 Any instructions/advice from KCL Fire Safety Officer (or representative) for additional fire precautions must be passed to the Contract Manager for action.
- 5.1.26 All fire barriers and firewalls must be kept in good order. Any holes made to enable services to pass through such barriers must be resealed as appropriate, with a system approved under Building Regulations and KCL Standards.
- 5.1.27 Foam sealant is not to be used within any KCL building, unless approved in KCL Standards.
- 5.1.28 Any discharge of any fire fighting equipment must be brought to the attention of the Contact Manager as soon as practicable. If it is established that the discharge is malicious, then the person responsible will be removed from site, and the Contractor may be liable for any costs incurred.
- 5.1.29 All fires and alarm activations shall be reported immediately to local Estates & Facilities staff, and the Contract Manager, whether or not damage has been caused. Any possible evidence as to the cause of the fire must be preserved.

## 5.2 **First Aid**

- 5.2.1 There are designated first aiders on all KCL Campuses. Contact details are available from KCL's Reception/Security staff.
- 5.2.2 [First Aid Information](#) is also to be found on the KCL's website.
- 5.2.3 If the Contractor has a reason to call for an ambulance to attend the KCL premises the Contractor must also contact the KCL's Reception/Security staff, who can assist the emergency services by helping them access the Campus and locate the casualty.
- 5.2.4 Where appropriate, the Contractor must provide first aid facilities for their staff. The identity of the Contractor's trained first aid staff must be provided to the Contract Manager.
- 5.2.5 The identity of the Contractor's trained first aid staff must be displayed, if the Contractor is undertaking a major capital construction project.

## 5.3 **Accidents & Dangerous Occurrences**

- 5.3.1 All accidents and near-misses on KCL premises (no matter how minor) must be notified using KCL's [Accident/Near Miss/Incident Form](#). Any incident which is notifiable under the current Reporting Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) must be reported to the enforcing authority and to the Contract Manager.

## 5.4 **Personal Protective Equipment**

- 5.4.1 Contractors must ensure that their employees are supplied with, and use, any form of personal protective equipment specified by any risk assessments: this includes safety helmets, eye protection, safety footwear, etc.

## 5.5 **Bomb/Security Threats**

- 5.5.1 Contractors are requested to secure areas as appropriate and not leave packages around that can cause suspicion. Security/Reception staff should be notified of any suspicious item or occurrence.

# 6.0 **Plant, Tools, Machinery and Equipment**

## 6.1 **General**

- 6.1.1 Contractors must comply with the requirements of the Provision and Use of Work Equipment Regulation (PUWER) 1998.
- 6.1.2 Contractors must supply all plant, tools, machinery and equipment for their own use.
- 6.1.3 KCL will not lend any tools or equipment to contractors
- 6.1.4 Contractors must not leave any hand tools (including powered hand tools) unattended. When not in use tools must be locked in a proper tool box to protect against theft or misuse, or removed to a place of security under the Contractor's control.
- 6.1.5 Contractors must mark all portable tools and equipment with their names.

- 6.1.6 KCL and its agents accept no responsibility or liability for loss or damage to plant tools, machinery or equipment belonging to Contractors.
- 6.1.7 All electrical equipment and leads must be fully inspected and tested in accordance with the current Electricity at Work Regulations before use, and inspected regularly when in use.
- 6.1.8 All prime movers, transmission machinery and dangerous parts of Contractor's machinery must be securely guarded, in accordance with statutory requirements, before being used.
- 6.1.9 Electric kettles shall incorporate a safety cut-out which will operate if it boils dry. The kettle must not exceed a 2.5kW power rating. Kettles may only be used if standing on a non-combustible surface.

## 6.2 **Explosives and Cartridge Operated Fixing Tools**

- 6.2.1 Explosives or cartridge operated fixing tools must not be used, or brought onto site, without the express written permission of both the Contract Manager and KCL Fire Safety Officer.

## 6.3 **Temporary Heating Appliances**

- 6.3.1 Temporary gas heating appliances, including appliances using liquid petroleum gases, shall not be used on site.
- 6.3.2 Any temporary heating appliances shall be electric, oil filled, and shall be of enclosed type, securely fixed and guarded, and shall not exceed a 2.5kW power rating.
- 6.3.3 All temporary heating appliances must be tested in accordance with the current Electricity at Work Regulations, and be regularly inspected.

## 6.4 **Drying Rooms**

- 6.4.1 Drying rooms must incorporate a heat source which cannot come into direct contact with clothing, and must be inspected at appropriate intervals during the day.

## 6.5 **Lifts**

- 6.5.1 KCL has a contract for the provision of lift maintenance and control.
- 6.5.2 The use of any lift by the Contractor to transport materials must have the written approval of the Contract Manager and the local Estates & Facilities Manager.
- 6.5.3 The Contractor must make allowances for the protections of the internal surfaces of the lift car and the cleaning of the door runners and pit as appropriate. Any temporary covering used must comply with "LPS1207 Issue 2: Fire Requirements for the LPCB Approval and Listing of Protective Covering Materials".

## 6.6 **Lifting Appliances and Lifting Gear: Cranes and Hoists**

- 6.6.1 Lifting equipment for use by the Contractor shall be provided by the Contractor. All items of lifting equipment shall be marked with the safe working load which should, on no account, be exceeded.
- 6.6.2 All items of lifting equipment used by the Contractor must be maintained and inspected in accordance with the current Lifting Operations & Lifting Equipment Regulations (LOLER).
- 6.6.3 All items of lifting equipment brought onto KCL's premises must be accompanied by the appropriate certificates of test and/or examination, which must be available for examination by the Contract Manager.
- 6.6.4 Any lifting equipment brought onto KCL's premises must only be erected and used by competent persons.

## 6.7 **Electrical Equipment**

- 6.7.1 All electrical equipment and leads must be fully inspected and tested in accordance with the current Electricity at Work Regulations before use, and inspected regularly when in use. All equipment must be PAT Tested.
- 6.7.2 Portable electrical tools must be double insulated. The power supply for portable tools, lights, etc used by Contractors must not exceed 110V CTE (50V). All 240V supplies shall be wall mounted, not less

than 1.5m above floor level, and shall be fitted with an Earth Leakage Circuit Breaker units. The Contractor is responsible for supplying and providing necessary transformers. Only low voltage equipment may be used in confined work spaces, and the equipment must be provided by the Contractor.

- 6.7.3 All leads and power cables must be protected and supported in a satisfactory manner. Prior to use all 240V equipment must be tested and certificated. Documentary evidence of such certification may be required by the Contract Manager.
- 6.7.4 In all cases portable equipment and temporary lighting should be no more than 110V and used in accordance with the current Electricity at Work Regulations. 110V equipment must be fed from a suitable isolating transformer.

## **7.0 Services and Utilities**

### **7.1 General Services**

- 7.1.1 Connections to Services and Isolation of Plant: The connection of equipment to any service or power supply must be discussed and agreed with the Contract Manager (or representative) and the local Estates & Facilities Manager (or representative) prior to the commencement of work.
- 7.1.2 The use of any services without permission is strictly forbidden. It is the Contractor's responsibility to ensure that the services on which they are working have been completely isolated and made safe before work commences.
- 7.1.3 Under normal circumstances, KCL's electricity, gas and water supplies can be used by Contractors undertaking works on its behalf, and no charge will be made for this supply - providing the Contractor has received permission from the Contract Manager and the local Estates & Facilities Manager (or representative).

### **7.2 Electricity Supplies and Installation**

- 7.2.1 All work on KCL's electrical installation must be undertaken in accordance with the standards laid down in the current Electricity at Work Regulations and the Current Edition of the Institute of Electrical Engineers Standards and KCL's Electrical Safety Policy.
- 7.2.2 For new developments and large projects the source of the electricity supply will be discussed as part of the contractual arrangements.
- 7.2.3 All altered and new services must be fully tested and checked as necessary prior to re-instatement, and appropriate certificates issued to the Contract Manager.

### **7.3 Gas Supplies**

- 7.3.1 Contractors must ensure that any work undertaken and/or equipment introduced to KCL's gas supply is compliant with all current health and safety legislation and good practice, and KCL's Gas Safety Policy.
- 7.3.2 Contractors may only make connections or alterations to the gas service if they are approved by Gas Safe Register™. A copy of the current Gas Safe Registration Certificate must be provided to the Contract Manager.
- 7.3.3 For new developments and large projects the source of gas supply will be discussed as part of the contractual arrangements.
- 7.3.4 Contractors may only make connections or alterations to the gas service if they have the express permission of the Contract Manager and the local Estates & Facilities Manager (or representative).

### **7.4 Water Supplies and Drainage Services**

- 7.4.1 Contractors must ensure that any work undertaken and/or equipment introduced to KCL's water supply is compliant with all current health and safety legislation, good practice, water by-laws and KCL's Water Management Plan.
- 7.4.2 For new developments and large projects, the source of water supply will be discussed a part of the contractual arrangements.

- 7.4.3 Contractors must ensure that water is used appropriately, and drainage systems are not used for the disposal of toxic or hazardous materials, including flammable liquids such as white spirits. The Contractor will be responsible for indemnifying KCL for any actions brought against them that may arise from any breach of the above requirements.
- 7.4.4 Contractors may only make alterations or connections to the water supply or drainage services with the express permission of the Contract Manager and the local Estates & Facilities Manager (or representative).
- 7.4.5 Any alterations to any domestic water supply must be cleaned, flushed and a sterilisation certificate issued to the Contract Manager. The Contractor must agree with the Contract Manager as to the best way to achieve this requirement.
- 7.4.6 Where water supplies are used by the Contractor, the Contractor must ensure that they are not left running while unsupervised, and plugs are not left in sinks.
- 7.4.7 When closed water circuits are drained to undertake works, it is the responsibility of the Contractor to flush the systems and refill them using an approved inhibitor, anti-corrosion or anti-oxidant chemical. Such chemicals must be added at the correct concentration, as stated by the manufacturer.
- 7.5 **Special Supplies**
- 7.5.1 KCL maintains certain special supplies to some of its teaching and research areas. This may be in the form of special gases, compressed air, etc. The Contractor must be aware of such special supplies before the risk assessment, scope of works and method statements are finalised.
- 7.5.2 Alterations to any special supply must be undertaken in accordance with all current safety legislation and appropriate British Standards.

## **8.0 Building Fabric**

### **8.1 Alterations to Physical Building Layouts**

- 8.1.1 No alterations may be made to physical building layouts without the express approval of the Contract Manager.

### **8.2 Floor Loading**

- 8.2.1 No part of the floor, walls or ceiling or structure of the premises is to be loaded or used in any manner which will cause strain or structural damage to the building.
- 8.2.2 Where appropriate, the Contractor must issue loading calculations to the Contract Manager.

### **8.3 Partition Walls**

- 8.3.1 Fibre insulating board or similar easily ignitable materials shall not be used for lining temporary offices and stores, or for temporary partitions and screens. Temporary protective coverings shall comply with "LPS1207 Issue 2: Fire Requirements for the LPCB Approval and Listing of Protective Covering Materials".
- 8.3.2 Temporary partitions shall be non-combustible, or of materials that are not easily ignitable, for example: plasterboard shall be to a minimum of half hour fire resistance.

## **9.0 Hazardous Materials**

### **9.1 General**

- 9.1.1 The Contractor will provide an accurate listing, on a weekly basis, to the Contract Manager stating the location, weight, quantity, etc of any hazardous materials (including flammables) stored on site.
- 9.1.2 Hazardous materials must be managed in accordance with the current Control of Substances Hazardous to Health (COSHH) Regulations.



## 9.2 Paint Stripping

- 9.2.1 The Contractor must ensure that any paint to be removed does not contain lead. If lead is found then a risk assessment and method statement must be produced and approved by the Contract Manager, explaining how the paint may be removed in a safe way.

## 10.0 **Drilling**

### 10.1 General

- 10.1.1 The Contractor must produce a detailed risk assessment of the works involved and inspect the Asbestos Register for the area(s) where the work is planned (in accordance with Section 3 of this document).
- 10.1.2 Any drilling must not produce levels of noise that could disrupt KCL's activities. Failure to control noise may result in drilling being stopped. The Contractor must discuss and agree with the Contract Manager methods of controlling noise.
- 10.1.3 Any potential dust generation must be controlled in a suitable manner and agreed with the Contract Manager. Such control measures must include actions to avoid any unwanted activation of the Fire Alarm system. Please see Section 2.6 of this document for more information.
- 10.1.4 Where water is introduced into the drilling process, procedures must be in place to ensure that the water is contained at all times.
- 10.1.5 Suitable protections must be taken into consideration for existing surfaces, finishes, etc within the working area. Any temporary covering must comply with "LPS 1207: Issue 2: Fire Requirements for the LPCB Approval and Listing of Protective Covering Materials".

## 11.0 **Working at Height**

### 11.1 General

- 11.1.1 All Contractors are expected to comply with the current Working at Height Regulations.

## 12.0 **Demolitions and Excavations**

### 12.1 General

- 12.1.1 The Contract Manager must be consulted, and the presence of any underground services ascertained before any excavation is commenced.
- 12.1.2 No excavation may be commenced until a satisfactory risk assessment and method statement have been approved by the Contract Manager or an appointed agent.
- 12.1.3 Work shall be undertaken in accordance with the requirements of all appropriate health and safety legislation, especially the current Construction (Design & Management) (CDM) Regulations.
- 12.1.4 All excavations shall be properly fenced, or provided with an effective barrier, by the Contractor. Notices warning of the hazards must be displayed. Lighting must be provided around obstructions, including plant or equipment during the hours of darkness.
- 12.1.5 All excavations must be properly shored in order to avoid collapse
- 12.1.6 The Contractor must ensure that all such works are undertaken in accordance with all the relevant British Standards, Codes of Practice and other appropriate legislation.

## 13.0 **Communication of this Document**

### 13.1 General

- 13.1.1 This document shall be made freely available to all KCL staff.
- 13.1.2 This document shall be made freely available to all Contractors employed by KCL.
- 13.1.3 Copies of this document are available on the [KCL website](#)

