

## QF 136: General Code of Safety Practice Non-training Contractors and Subcontractors

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We require high standards of health and safety from our employees and expect a similarly high level of commitment to health and safety from our contractors. In this document references to contractors include a single worker or a group of workers, and as appropriate, subcontractors and others acting for or on behalf of contractors (e.g. suppliers) as an individual worker or working with others.

We are committed to ensuring that work carried out in our buildings, property and other sites under our control, are carried out to the highest possible standards of health and safety. In order for us to achieve this you will be required to play your part.

## 1. Introduction

Shetland UHI (SUHI), is anxious to minimise the risk of accident on and/or to its property and therefore:

- 1.1 Before a contractor or subcontractor is allowed to carry out work on SUHI owned or managed property, the contractor or subcontractor must understand their statutory duties applicable to the work they have agreed to carry out.
- 1.2 The contractor must understand his Common and Civil Law duties to both his employer, subcontractors, to ourselves, our employees, our students and any other persons who may be affected by a breach of such duties.
- 1.3 The SUHI has its own Health and Safety Policy and requirements, copies of which are available to contractors and must, at all times, be observed by contractors, subcontractors and their employees.

*Contractors are to ensure that all their employees, including any subcontractors involved in any works on SUHI owned or operated properties are made aware of these arrangements.*

- 1.4 To assure SUHI that contractors and/or subcontractors understand their obligations, they are required to read this Code of Practice and sign and return the undertaking attached. This Code of Practice shall be incorporated into and form part of the contract between the SUHI and the contractor.

## 2. Insurance Requirements

- 2.1 Prior to any works commencing and for the duration of all work, as a condition of the contract, contractors shall have in place, the following insurances:
  - **Employer's Liability cover to a minimum of £10 million.**
  - **Public Liability cover to a minimum of £5 million.**

## 3. Access Arrangements, Risk Assessments and Permits to Work

- 3.1 Access arrangements, Risk Assessments, CoSHH Assessments and any Permits to Work must be obtained from the Estate Technician or Health & Safety Lead prior to work starting. Permits to work are obtained from the Compliance and Projects Coordinator.

## 3.1.1 Permits to Work

A Permit to Work must be obtained for the following operations:

- All operations involving 'hotwork', (cutting, welding etc.) or use of open flames carried out within, on, or adjacent to SUHI owned or managed property;
- **Any** operations involving all low flash point liquids (i.e. those with a flash point below 90C / 32°F);
- Any works on top of the navigation tower of the Main Building of the Scalloway campus;
- Any works in a confined space;
- Any works upon any SUHI lifting equipment.

## 3.1.2 Risk Assessments and CoSHH Assessments

- 3.2 It is the policy of SUHI to formally assess the risks posed by any task carrying significant risk to health, safety and welfare of its employees and others. Initially the purchaser of the contractor's services will arrange for a Risk Assessment to be carried out in conjunction with the relevant H&S lead of either SUHI campus.
- 3.3 We will have explained any particular hazards and risks at our site and in connection with the work at the initial tender or quotation stage. You must take these into account when working for us and in your own risk assessments and method statements.
- 3.4 If we have required written risk assessments and method statements for the work at the tender stage or in advance of works we expect them to be followed to the letter. If we have asked that your risk assessments or method statements be reviewed and revised we expect that to have been done before work commences and that arrangements are made to ensure they are followed in practice.
- 3.5 We expect you to instruct your workers about any specific hazards and risks involved in the course of their work and also to instruct them about any additional hazards and risks that may be present when working on our premises or on our behalf.
- 3.6 The SUHI should be notified before delivery of any materials in order that safe storage facilities can be arranged.
- 3.7 The contractor is required to make his employees available for any training which the SUHI feels is necessary in order for his employees and subcontractors to perform their duties safely.
- 3.8 If in the course of the work you find that your risk assessments or method statements do not match what you are doing, or something goes wrong, stop work immediately, or as soon as it is safe to do so, and advise the campus H&S Lead or Estate Technician.

## 4. Sign in Procedure

- 4.1 When working within the main campus area, the SUHI requires all contractors to inform the Estate Technician on arrival. The Estate Technician needs to know the location of the work, what type of work will be carried out and the number of persons involved.
- 4.2 For everyone's safety we need to know who is at work on our site at any given time. We, therefore, require all contractors and their workers working at our site to sign in each day using the visitor's book. They must also sign out when they leave the premises.

## 5. Legal Obligations / Plant Equipment and Tools

- 5.1 The contractor and his subcontractors must take reasonable care to ensure that all persons who may be affected by the work are safe. Contractors must provide safe means of access, safe working places and safe systems of working.
- 5.2 Workers must be competent, able to speak and comprehend sufficient English to understand this document and carry out their Health & Safety obligations (or have special arrangements in place to assist them with comprehension of English), adequately trained and have adequate supervision. Equipment, plant and hand tools need to be in good order and used in safe conditions.
- 5.3 Our contractors are expected to provide sufficient plant, equipment, power tools and hand tools for the job.

### **Plant, equipment and tools** must be:

- Suitable for the purposes of the work and used only for the purpose for which they were designed.
- In safe condition, adequately maintained and regularly inspected (including a visual inspection prior to use).
- Properly guarded with all guards fitted and correctly adjusted before use.
- Used only by trained, experienced and competent operators.
- Switched off immediately after use.
- Removed to a safe place and/or left in a safe condition before being left unattended. In occupied premises they should be isolated from their power source and protected from tampering.
- In occupied premises plant such as table saws, planers, welding equipment etc. should be used only in designated and appropriate areas with adequate means of preventing unauthorized access. Wherever possible tools should incorporate dust collection systems.
- You must only operate or use plant and equipment that you have been specifically trained for. If you hold any relevant operative training certificates and tickets, have them available whilst on site, as they may be checked at any time. Please note that short periods of Hire Company training will not normally be accepted by SUHI as relevant training.

- Do not use or allow your workers to use any plant or equipment unless properly trained to do so.

## 6. Safety Signs and Barriers

- 6.1 You must provide suitable warning signs and barriers. They are a good way of warning people about the risks from your work, but they don't remove the hazard. You must remember that there are many different people who work at and visit our site. Many of these will not be aware of the hazards and risks created by your presence; signs are a good way of warning them to be careful. But remember that the use of signs does not remove your primary duty of providing active safety management.
- 6.2 Appropriate barriers should be used where the nature of operations or hazardous site conditions are likely to expose others to significant risk. Barriers must be of suitable construction, appropriately sited and of adequate strength. Where necessary adequate lighting for barriers and warning signs should be provided and maintained. Barriers moved to allow access to the work in hand should be replaced as soon as is practicable.

## 7. Statutory Obligations

- 7.1 It is the duty of the contractor to fully understand all statutory instruments, orders and regulations relating to the work he or his subcontractor is engaged upon.
- 7.2 The contractor should be aware of the terms and regulations under the **Health and Safety at Work Act, etc., 1974**. Attention is also drawn to other legislation in certain sections of this Code. It must not, however, be assumed that all relevant legislation is mentioned therein.
- 7.3 The contractor has a duty to inform and train SUH and other subcontractors' employees on any specific hazards they are likely to encounter because of their operations.
- 7.4 In particular, SUHI draws the attention of the contractor to the **Construction Design & Management regulations "CDM 2015"**, which lay duties on the Principal Contractor and all other contractors as defined in those regulations.
- 7.5 Before commencement of work the SUHI requires that any statutory obligations relating to the duties subject to The Construction, Design and Management Regulations 2015, be fully implemented and all parties to the work, client, designers and contractors work together in collaboration as required by those regulations and ensure compliance with the specific requirements.

## 8. First Aid and Accident Reporting

- 8.1 If you or your workers have an accident that can't be treated with your own first aid kit, report to our Reception. We have a team of first aid qualified personnel who will be able to give assistance more quickly than the emergency services. We will call the nearest First Aider and/or summon the emergency services for you.
- 8.2 SUHI may wish to investigate any accidents that occur on its site and expect the co-operation of the contractor and his employees in ascertaining the true cause in an effort to prevent a similar accident. All accidents must, therefore, be reported to the SUHI at the Main Building Reception. In this instance an accident means any injury to personnel, damage to property, or event which may have led to such an occurrence.
- 8.3 Contractors working off-site must make their own arrangements for first aid cover. This will be dependent on the risks involved.

- 8.4 In the case of serious accidents (e.g. resulting in serious injury or hospital treatment) or serious dangerous occurrences (e.g. scaffold collapse), the contractor must immediately inform the Health & Safety campus Lead and occupier or person in charge of the building. We may require that you undertake a formal investigation or carry out the investigation ourselves. We expect your co-operation.
- 8.5 Accidents and Dangerous Occurrences must be reported in accordance with **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Copies of any accidents on SUHI property reported to RIDDOR, must be copied to the Health & Safety Lead at relevant campus.
- 8.6 Always record any accidents you have at work, no matter how trivial they may appear at the time.

## 9. Personal Protective Equipment

- 9.1 The contractor is reminded that he has a duty under the Health and Safety at Work, etc., Act 1974 to provide safe systems of work for his employees. To this end the contractor shall comply with all relevant statutory provisions and codes of practice in providing employees with all necessary personal protective equipment.
- 9.2 Certain areas on SUHI owned or operated property have been designated as high risk areas and as such require the mandatory wearing of personal protective equipment at all times when working in these areas as follows:

Area	Minimum Personal Protective Equipment
Engineering workshop, Machine Shop, Hatchery workshop, Construction workshop	<input type="checkbox"/> Safety glasses <input type="checkbox"/> Boiler suit or lab coat <input type="checkbox"/> Safety boots or shoes
Laboratories	<input type="checkbox"/> Safety glasses <input type="checkbox"/> Lab coat
SUHI Vessels – <b>prior to boarding</b> of vessels and at all times on open decks	<input type="checkbox"/> Serviceable Lifejacket

It should be noted that additional PPE may be required depending on the tasks being carried out, environmental and any conditions of the relevant risk assessments.

## 10. Fire Procedures and Precautions

- 10.1 We will provide you with details of our fire procedures and emergency plan. Make sure that

you and your workers are aware of our arrangements and the assembly points used in case of fire. Always make sure that you know which exits are nearest to where you are working and the assembly point. If you are uncertain ask.

10.2 If you discover a fire remember to stay **CALM**.

**Close the door - make work area safe before leaving.**

**Alert - alarm - smash the nearest break glass unit.**

**Leave the building by the nearest exit.**

**Meet at the assembly point.**

Don't put yourself at risk. Do not tackle the fire unless you have been trained and are not alone. Do not stop to collect personal belongings. Do not use lifts. Help others to escape if necessary. If, when you get to the assembly point, any of your colleagues are missing tell your Supervisor or any Incident Coordinator immediately. Never go back into the building unless you are told that it is safe to do so. If you are creating dusts or non-hazardous fumes, make sure that you have located and covered all local smoke detectors first. BUT never do this without first telling the Estate Technician or Health & Safety campus Lead. Keep corridors, stairs and fire exits clear at all times.

*Remember - You will be breaking the law if you block emergency exits in any way.*

- 10.3 The contractor shall ensure that no operation or activity resulting from his or his subcontractors' operations or operation of plant or equipment can result in fire or explosion. All employees and subcontractors or a contractor whose duties entail entering SUHI owned or managed premises shall be informed by the contractor of this Code of Practice and the requirements to avoid, or minimise, potentially hazardous conditions, and such persons shall be made aware of the emergency alarm systems, the location and operation of extinguishers and of an evacuation arrangement for the particular area.
- 10.4 The contractor is required to provide a 'safety man' as a condition of the permit to work whenever 'hot work' is carried out.
- 10.5 Contractors are responsible for the safe transport, storage, handling and use of all compressed gas cylinders, or containers delivered to them, or used by them, on SUHI owned or managed premises, and must at all times comply with the provisions of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations, 1972 (et al).
- 10.6 Contractors must ensure that all low flash point liquids or mixtures (i.e. those with a flash point below 90 C/32°F) are safely transported, stored, handled and used, where possible, safer liquids with a higher flash point should be used. Highly flammable liquids must not be stored or decanted within buildings, and effective control of any potential source of ignition including prohibition of smoking within or adjacent to storage areas and points of use is to be in place at all times.
- 10.7 Contractors shall ensure that stocks of combustible materials are not stored in SUHI premises, or stacked externally within 3 metres of any building without the prior written agreement of the supervising SUHI H&S Lead. Combustible materials or waste accumulating as a result of the work shall be removed to a safe external point as soon as possible and at least at the end of each period of work.
- 10.8 Contractors are responsible for the provision of adequate lighting and, where necessary, space heating for the comfort and safety of their staff. All access routes and walkways should be well lit, and where space heating is necessary, a written permit must be obtained

for the form of heating proposed before any heating equipment is operated within SUHI premises. Temporary wiring must conform to all relevant wiring regulations.

- 10.9 Whenever work or operations may cause obstruction to, or render inaccessible any fire access, exit or stairway leading in or from buildings, a written permit shall be obtained from the relevant Health & Safety Lead. In all cases, primary consideration must be given to maintaining a safe means of egress to occupiers of any building. Where temporary alternative arrangements are approved and implemented, the facilities shall be accompanied by suitable directional and exit signs and temporary lighting to the satisfaction of the SUHI.
- 10.10 At the completion of every period of work within SUHI owned or managed premises, a senior employee of the contractor shall carry out a thorough check of all the areas where work or operations have been carried out, to ensure no fire, or other unusual or hazardous conditions are present. Where "hot-work" has been carried out, this inspection shall be carried out thirty minutes after completion of the work and before the 'Permit to Work' is returned.
- 10.11 Contractors must ensure that their employees and employees of their subcontractors strictly adhere to the no smoking policy within SUHI owned or managed premises.

## 11. Vehicle Movement

- 11.1 If you need to bring mobile plant and equipment, including delivery materials, onto our premises their movements must be controlled. Reversing movements must be under the control of a banksman to ensure the safety of personnel and equipment. We may require you to provide and use protected traffic routes.
- 11.2 All contractors' vehicles are required to comply with any traffic restrictions imposed by the SUHI within the boundary of its owned and operated properties.
- 11.3 The contractor shall ensure that all loads are properly secured before movement takes place.

## 12. Car Parking and Traffic Rules

- 12.1 You must only park in designated car parks and marked bays. Vehicles illegally parked may be removed.
- 12.2 All road traffic signs must be observed.

## 13. Use of SUHI Services

- 13.1 Under no circumstances may a connection be made to any service without permission having first been obtained from an authorised person, and in some circumstances a written risk assessment may be required.
- 13.2 All work involving electrical installations, tools or equipment must be carried out strictly in accordance with current IEE regulations, and the requirements of **the Electricity at Work Regulations, 1989**.
- 13.3 Only qualified competent and where necessary licensed tradesmen will be permitted to work on mains services or service installations.
- 13.4 Work on gas pipes, fittings and joints must be carried out by Gas Safe™ registered

tradesmen and inspected and tested before and immediately after commissioning. Similarly only registered electrical contractors should be allowed to carry out work on electrical systems.

- 13.5 Contractors must not use our gas, electricity, water or other services without the prior consent of the Estate Technician. When use of services is authorised this will be for specific, agreed uses and restricted to defined supply points and agreed times.
- 13.6 Temporary cable runs, pipe work etc. should be of suitable construction, adequate strength and capacity and safely placed out of reach, or buried, or adequately protected against mechanical or environmental damage.
- 13.7 Other services incidental to the work should not be modified, interrupted or otherwise disturbed without the prior approval of the Estate Technician.
- 13.8 No excavation, ground breaking, drilling or other similar work likely to endanger buried services may be started without the approval of the Estate Technician. Every reasonable effort must be taken to identify the presence of buried services before work commences.
- 13.9 Where buried services are known, suspected or discovered, the exact location of the services must be established using a combination of details from site plans (normally insufficient on their own), location devices and trial pits. All identified or suspected buried services should be marked on the ground prior to digging. Where buried services are present or suspected, safe hand digging techniques shall be used and machine digging avoided. All known and discovered services should be presumed to be live until confirmed otherwise. On discovery of previously unknown buried services further exposure should be deferred until the Contract Administrator has been advised and appropriate instruction given. Exposed services must be adequately supported and appropriately protected from mechanical or environmental damage. Exposed services, particularly gas mains, should be reinstated only with such materials and in such ways as are suitable for their long-term protection. Site plans should be amended to show the location of any discovered services and any deviations of service runs from existing plans.
- 13.10 Damage to services should be immediately reported to the Estate Technician and the appropriate Supply Authority. Where necessary, the immediate vicinity should be evacuated and site personnel posted to prevent further danger.
- 13.11 If a gas leak is suspected all naked flames and other potential sources of ignition should be extinguished and/or removed to a place of safety. Police and Fire Services should be alerted as necessary, the Police should always be alerted where dangers are likely to affect others off site. Details of local public utility authority emergency contacts should be immediately available to those in charge of the site.

## **14. Excavations and Openings**

- 14.1 Before excavation work commences the presence and location of buried services must be established and appropriate digging techniques used. (See also section on “Services”).
- 14.2 Excavations and openings must be protected at the edges by suitable fencing, guardrails or barriers or must be securely covered. No worker must be allowed to enter or work in an unprotected excavation.
- 14.3 Where the excavation is at occupied premises contractors must ensure that safe access for the building users is maintained.
- 14.4 Excavations or openings, when left unattended and at other times when necessary for the safety of persons in the vicinity, shall be securely fenced or otherwise adequately protected by the contractor. All external excavations and obstructions shall be marked by an adequate

number of warning lamps from one hour before sunset until one hour after sunrise.

- 14.5 All operations shall be carried out in accordance with **the Construction Design & Management regulations 2015**
- 14.6 In the interest of general safety during any excavation work, the surrounding areas shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces and not allowed to be an obstruction.
- 14.7 All waste, earth, debris, mud etc. from excavations shall be removed by the contractor who will ensure that floors and gangways are kept in a state which complies with statutory requirements.

## 15. Drains Sewers and Underground Pipework

- 15.1 The contractor shall establish the location of all such items which may be affected by the work and take adequate precautions to prevent damage caused by the weight or movement of contractors' plant and blockages caused by new or waste materials.

## 16. Overhead Work

- 16.1 No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below to the satisfaction of SUHI.
- 16.2 Working places, stairs, ladders and gangways shall be properly secured, of adequate construction, securely fenced and comply in all respects with relevant legislation.

*See also procedures for the 'Use of Tower Scaffolds' and 'Working at Height' as detailed by SUHI's Health & Safety Policy.*

## 17. Sources of Electro-Magnetic Radiation

- 17.1 The navigation tower of the Main Building in Scalloway, contains equipment that generates electro-magnetic radiation **and therefore a permit to work is required prior to works starting in this area.**
- 17.2 Prior to any works carried out in the vicinity of aerials and/or radars on SUHI owned or operated vessels, contractors must ensure that adequate isolation practices are agreed in advance with those in charge of the vessels.

## 18. Roofs

- 18.1 The contractors' and subcontractors' employees are not allowed on any roof without an appropriate written risk assessment.
- 18.2 Where roof work is involved contractors should only use workers who have been trained and have the knowledge, experience and resources to safely undertake the work. Precautions must be taken to prevent workers falling through fragile roofs or from the open edges of a roof.
- 18.3 In normal circumstances roof work will require the use of edge protection at edges where there is a risk of a fall from height. The best protection is offered by using suitable barriers, or guardrails with toe-boards, or a suitable working platform.
- 18.4 Where we know that a roof structure is fragile we have posted warning signs. You must not ignore these warnings. You will need to provide suitable boards and working platforms to prevent your workers falling through the roof. You must also be alert for any parts of the

roof where we are unaware of fragile materials. If you identify any take the appropriate precautions and inform the Estate Technician.

- 18.5 On pitched roofs suitable roof ladders or crawling boards should be used where the pitch is 30 degrees or more. Roof ladders or crawling boards may also be necessary on roof with a pitch of less than 30 degrees, where the roof is uneven or the surface is likely to be slippery.
- 18.6 Prominent notices warning of overhead work must be erected where appropriate, and the area fenced off in circumstances where the SUHI consider necessary.
- 18.7 Where necessary, crawling boards must be used and adequate precautions taken to prevent damage to the roof.
- 18.8 Valleys, gutters, down pipes, etc. must be kept free from obstruction and all rubbish or waste material is to be removed from the roof.
- 18.9 Any door leading on to the roof may be required as an escape route in the event of fire and shall not be obstructed.

## **19. Work at Height, Access Equipment, Scaffolds and Ladders Etc.**

- 19.1 Suitable means of safe access and egress must be provided at all times when required. All work at height must comply with the Work at Height requirements.
- 19.2 Scaffolding and work platforms must allow adequate working space, be properly constructed and inspected as appropriate and records kept of inspections. A clearance certificate should be obtained from the scaffold erector prior to the scaffolding being taken into use. Particular attention must be given to the means of preventing falls of personnel, tools or materials. Work platforms must be fitted with appropriate toe-boards and guardrails. Temporary openings to allow access, such as hoist gates or the removal of sections of guardrails shall be closed off as soon as practicable.
- 19.3 Suitable precautions must be taken to prevent unauthorised use of access equipment. At the end of the work day, or at other times before leaving the site, access ladders must be removed from low level work, from the lower stage of scaffolding or other similar locations where there is a risk of a fall from height. Ladders must be securely stored or other suitable measures taken to deny access to height.
- 19.4 Access ladders should be in sound condition, free from defects, correctly positioned and appropriately secured to prevent slipping.
- 19.5 Ladders are not to be used as a workplace unless the work is going to take less than 30 minutes and the user will be able to maintain 3 points of contact throughout the work.
- 19.6 Stepladders may be used as a work platform where the work is of short duration. However, a site specific risk assessment must be carried out beforehand to determine the suitability of stepladders as a working platform.
- 19.7 The contractor shall ensure that all ladders used are in a safe condition and are used in accordance with accepted safe practice and relevant legislation.
- 19.8 The erection of scaffolding must be carried out by suitably qualified and competent scaffolders and must comply at all times with statutory provisions including those relating to periodic inspection.
- 19.9 Scaffolding must provide not only for the safety of persons using it but also for the safety of those passing beneath it.

*See also procedures for the 'Use of Tower Scaffolds' and 'Working at Height' as detailed by SUHI's Health & Safety Policy.*

## **20. Pressure Vessels, Vessels and Tanks**

- 20.1 Any pressure vessel brought onto SUHI owned or managed premises must comply with the provisions of the **Pressure Systems Safety Regulations, 2000** as regards construction, maintenance, examination and an appropriate Test Certificate should be available for inspection.

## 21. Confined Spaces

- 21.1 Prior to any works commencing in any areas defined as a 'confined space' within the **Confined Spaces Regulations, 1997**, a Risk Assessment must be carried out prior to a 'Permit to Work' being obtained.
- 21.2 All precautions identified in the Risk Assessment must be observed such as the provision of suitable breathing apparatus, ventilation and communications. In addition, a suitably competent person must be on stand-by **outside** the space at all times.

## 22. Cranes, Hoists and Lifting Tackle

- 22.1 The contractor must comply with the procedures contained within the SUHI's Health and Safety Policy on 'Lifting operations working practices'
- 22.2 Where the contractor provides his own equipment (whether owned or hired) then the relevant inspection certificates must be available at the site. The contractor shall comply with all the relevant statutory provisions.
- 22.3 No employee of the contractor or sub-contractor will be allowed to use any SUHI equipment without adequate training. Only those persons demonstrating the necessary skills to operate the equipment will be allowed to do so.

## 23. Excessive Noise Levels

- 23.1 In any building, or on any site occupied by SUHI, noise levels due to contractors' equipment must be kept to a minimum and must not exceed 80 dB(A) unless appropriate precautions have been agreed with the SUHI.

## 24. Demolition Work

- 24.1 In every case the method of work and any safety precautions to be observed shall be submitted to and be agreed by SUHI prior to commencement.

## 25. Explosives

- 25.1 Under no circumstances shall explosives be used without the written consent of the SUHI in the form of a 'Permit to Work.'

## 26. Cartridge Tools

- 26.1 These tools must not be used upon SUHI premises without prior agreement from the SUHI's campus Health & Safety Lead. The immediate area should be evacuated until completion of the work and all necessary safety precautions shall be observed by the contractor and his employees and employees of his subcontractors.

## 27. Hazardous Substances

- 27.1 The contractor or subcontractor will not bring any substances on to site, or carry out any operations which may expose any person to risks to health, without first having carried out an assessment in accordance with the **Control of Substances Hazardous to Health Regulations, 2003**.
- 27.2 SUHI's Health & Safety campus lead must be advised of any intention to use adhesives, paints, grouts or any other volatile substance that are hazardous to health in SUHI owned or managed properties prior to work commencing in order that suitable ventilation arrangements can be agreed and are in place prior to work commencing. The contractor may be required by the SUHI to provide means of ventilating working areas.
- 27.3 If your work involves the use of substances hazardous to health you are expected to ensure that risks to your workers and ours are properly controlled. Appropriate controls should be in place when they are in use. When not in use they must be stored securely.

## 28. Welfare

- 28.1 The Estate Technician will tell you or your Supervisor which of our welfare facilities you may use. If you use our staff rest areas, you must wear clean overalls or clothes. Please be polite and considerate to others.
- 28.2 Please respect our facilities. Do not use wash hand basins and sinks for cleaning tools or for discarding unwanted materials such as paints and oils. Leave our sanitary facilities in the same condition you found them.
- 28.3 Contractors working off site are required to make their own arrangements for welfare whilst working for us. Site offices and other temporary buildings should be so constructed and in such location as to protect the occupants from exposure to site hazards. Construction should be of a non-combustible material or, where the use of wooden huts is unavoidable, lined with a fireproof material. Where cabin floors are above ground level the space below should be enclosed to exclude vermin and prevent the accumulation of rubbish. On open sites cabins should be well spaced and the intervening spaces not used for storage.

## 29. Smoking, Alcohol and Drugs

- 29.1 We expect you and your workers to observe the law and not permit smoking in the workplace. You must observe all no smoking signs. Please be considerate to others and only smoke in designated open air smoking areas.
- 29.2 You and your workers should not report for work if under the influence of alcohol, illegal drugs or medicines.
- 29.3 We do not allow our workforce to drink alcohol on the premises and those who attempt to work whilst under the influence of alcohol or illegal drugs are always subject to disciplinary procedures. We apply similar rules to other people working on our premises. Should any of your workers be seen drinking alcohol whilst on our premises or suspected of working whilst under the influence of alcohol or illegal drugs will be required to leave the site, will not be allowed back or on any other workplace under our control.

## 30. Environment

- 30.1 Adequate precautions must be taken to prevent harmful materials and other building materials entering the drains, sewers or waste pipes. On no account should sinks, drains etc. be used for disposal of waste building materials or chemicals (including solvents).
- 30.2 Work on or near water, especially when stagnant, carries with it the risk of a variety of water borne diseases including Weils Disease (from rats' urine), Leptospirosis, Legionellosis and E-Coli. The Contractor should take account of these possibilities when planning safe systems of work on or near water including tanks or storage vessels.

## 31. Housekeeping

Finally, keep your work areas clean and tidy at all times. Ensure that you do not cause trip hazards or leave harmful or flammable materials lying around. Also make sure that your equipment cannot be tampered with whilst it is in a public area.

## 32. Undertaking

I/We acknowledge and I/We have read and are aware of the foregoing Code of Practice and undertake and agree that I/We and our/my employees and our/my subcontractors and their employees shall at all times observe and conform with each and every provision of this Code of Practice.

Name of Contractor		
Dated		
Signed on behalf by		for the Contractor
Name (printed)		

Position	
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**Copies:**

One for Contractor

One for the SUHI

<b>Your SUHI contact is:</b>	Geoff Young – Estate Technician (Scalloway) Amy Garrick-Wright – Estate Technician (Lerwick) Angela Sutherland – Health & Safety Lead Scalloway
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Please return this form together with copies of your Public and Employers Liability insurances to the following address:

[Angela.sutherland@uhi.ac.uk](mailto:Angela.sutherland@uhi.ac.uk)

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