

ESTATES - SITE RULES

The following site rules are mandatory and must be observed at all times by all Contractors as follows:-

1. **Contractors who fail to abide by these Site Rules will be subject to removal from the approved contractor list.**
2. Contractors must **report** to the Estates Office on arrival and sign in and out on each and every visit. Details should be given of all personnel working for Estates coming on to a site, together with details of area to be worked in and type of work to be undertaken. Personnel must display visitor badges at all times. Similar procedures will be set up by the department/ person authorising/requesting the works to ensure that Contractors report prior to starting work.
3. Contractors should note that **SMOKING IS PROHIBITED** on all GSA sites. The playing of **radios** is at the discretion of the Estates Department.
4. Contractors should familiarise themselves with the site, work area, **fire** evacuation procedures, first aid provision, position of extinguishers, means of escape and fire assembly points etc. Contractors must evacuate buildings if asked to do so, or on hearing the fire alarm or discovering a fire, and assemble at the relevant assembly point as indicated on the Fire Action Notice in the vicinity of where the work is being undertaken.
5. Contractors must comply with the Health and Safety at Work Act 1974 at all times, and all other relevant statutory provisions applicable to the work being carried out.
6. Contractors must only use low **voltage** (110v) tools on School premises, centre-tapped to earth. If RCD protected circuits are not available, equipment should be used with RCD protection conforming to BS7071. Any equipment used should be fit for its intended purpose and free from defects and in the case of electrical equipment must have been checked in accordance with the Electricity at Work Regulations 1989. The School reserves the right to require equipment to be taken out of use and removed from site.
7. Contractors must **park** their vehicles in such a way so as NOT to obstruct fire escape routes, roads, access or other vehicles. Vehicles and drivers must comply with all statutory and legal obligations. Note: the School does not have parking facilities.
8. In addition to their own procedures, Contractors must report all **accidents**, injuries and incidents (including near misses) to the department/person authorising/requesting the works. School Accident Report forms must be completed.
9. Contractors must stay within authorised areas and must not enter any other areas without permission and/or being accompanied by authorised School staff.
10. Men at Work and other applicable warning **signage** must be displayed at all times.
11. It is the Contractor's responsibility to provide adequate barriers to prevent entry into work areas by School Staff, students and visitors. Work in circulation areas must be adequately cordoned off and protected and appropriate signage displayed.

12. Contractors must ensure that all work areas are fully **cleaned** on completion and all waste removed.
13. The Contractor must comply with the Environmental Protection Act 1990, Environmental Protection (Duty of Care) Regulations 1991, Hazardous Waste Regulations 2005 and the Waste Electrical and Electronic Equipment (Amendment) Regulations 2009 and all other applicable Waste Management Regulations. Where hazardous or controlled waste is being removed from the School, the Contractor must supply the School with copies of all documentation. The School reserves the right to charge Contractors for any cleaning, decontamination or waste removal.
14. It is the Contractor's responsibility to provide access equipment for all works in accordance with the Construction (Design and Management) CDM Regulations 2007 and the Provision and Use of Work Equipment Regulations and subsequent regulations
15. All **scaffolds** (including mobile towers) **must** be erected as per the manufacturer's instructions and in accordance with the Health and Safety at Work Act, The Work at Height Regulations and The Management of Health and Safety at Work Regulations. Scaffolding shall only be erected, altered and dismantled by competent personnel. Information instruction and training shall be given, where appropriate, to those using the scaffolding. Unauthorised use or access to scaffolding must be prevented at all times.
16. School access **equipment MUST NOT** be used unless written permission has been obtained from the School.
17. If the Contractor proposes to use any subcontractors on School sites, **subcontractors** must be given a copy of these Site Rules.
18. Designated School toilet facilities and refectory may be used by prior arrangement provided they are kept clean, and operatives are suitably attired.
19. These Site Rules are a minimum requirement and are to be read in conjunction with any relevant **CDM** Health and Safety Plans, (Method Statements/Risk Assessments). Any divergence between should be referred to the CDM Coordinator/ Department/person authorising/ requesting the works for written approval of the changes.
20. **NOTICES TO PROCEED**

Contractors must obtain **prior written authorisation** to proceed in respect of the following operations:-

- Work in **confined** spaces*
- Any **excavation** work*
- Any **hot** work*
- Any work on High **voltage** Electrical systems/installations*
- Any work which may affect the School's phone and **I.T.** networks
- Any work which involves the interruption of **utility** supplies to School buildings and sites
- Work of any nature involving removal disturbance or repair of **Asbestos Containing** materials (boards/pipe lagging etc.)* other than by a School approved Asbestos Specialist Contractor.
- Any work which may disrupt the operation of the School, e.g. alterations to **heating/lighting** systems, with a downtime greater than 30 minutes
- Any **roofing** work*

- Any **structural** work, e.g. forming of openings, removal of lintels, temporary propping etc.
- Any **underpinning** work
- Any work involving **hazardous** chemicals, e.g. damp proofing, timber treatment, dry-rot eradication etc.
- Work to external services
- Works to any **alarm** system (fire/intruder, BMS systems, CCTV etc.)
- **Welding**/grinding and use of flame cutting equipment*
- Any **demolition** work
- Work in proximity to **dusts, fumes, gases** and vapours which may be generated or released from the Schools operation
- Work involving the repair, maintenance, installation, dismantling or demolition of plant and equipment that contains or has contained **hazardous chemicals, infectious materials, gas or liquids under pressure**
- The use of **cranes** or other lifting gear.

* **PERMIT TO WORK IS ALSO REQUIRED TO BE ISSUED BY THE DEPARTMENT/ PERSON AUTHORISING/ REQUESTING THE WORKS.**

21. Contractors engaged in hot-work, work in attics, boiler-room, switch rooms, ducts or other confined spaces **must** stop work one hour before proposed daily finish time, and carry out fire checks of the areas in question and surrounding areas, with a further check 1 hour after the work has stopped.
22. A copy of the **risk assessment** and method statement should be in the possession of the Contractor at all times and the content, and controls of such, strictly adhered to.
23. Contractors will comply and observe the precautions detailed in the manufacturer's literature on the storage and use of Compressed **Gas** and Liquid **Petroleum Gases**. All cylinders will be removed off-site daily where practical.
24. Contractor must ensure the vehicles **delivering** materials are aware of the precise job location. No materials are to be delivered to the premises unless Contractor's representative is there to receive them. Storage areas will be agreed prior to the commencement of the works.
25. The Contractor will have on site sufficient persons qualified at **First Aid** and a fully stocked first aid box in compliance with the First Aid at Work Regulations.
26. No person will work on a gas installation unless they are **GasSafe** registered. Operatives will be required to produce proof of GasSafe registration.
27. Contractors are required to have **insurance** in respect of Employer Liability and Public Liability.
28. The Contractor will ensure that all possible steps are taken to reduce **noise** levels caused by his operations to a minimum and will undertake Noise Assessments as required by the Noise at Work Regulations 2005.
29. No work **overhead** will be carried out until precautions have been taken to ensure the safety of persons below.
30. The Contractor will ensure that suitable **Personal Protective Equipment** is provided to his employees who may be exposed to a risk to their Health and Safety. The Equipment provided must be effective in its control of the risk and suitable to

the wearer. The Contractor is required to provide Training, Instruction and Supervision in the use of Personal Protective Equipment.

31 The Contractor will ensure that all Personnel/Equipment are protected to prevent the falls of persons or materials and suitable access to the **roof** is provided.

32 **Skips** are to be sited exactly as agree and not permitted to overflow with materials

33 The School has undertaken a Type 2 asbestos survey which is available at the Estates office. Contractors must view the survey prior to commencing any work which breaks any surface, passes through any ducts or removes any "covers".

34 Security of tools, material and equipment is the contractor's responsibility. Where any damage is caused the contractor should report this immediately to the department/person requesting/authorising the works. Normal working hours are 0800 to 1700 Monday to Friday. Works outwith those hours will require the contractor, department/person requesting/authorising the works to make alternative arrangements and meet the additional resource requirements necessary.

35 Appropriate **signage** for the works is to be displayed in addition where the works are in excess of one day. Signage as to the name of the contractor, site supervisor and telephone number will also be displayed.

1 Name of the contractor
Name of Site Supervisor
Daytime telephone no:
24 hour telephone no:

2 Name of the Project Manager, Facilities Manager or
Maintenance Manager in charge
Daytime telephone no:
24 hour telephone no:

36 1 Normal working week in the first instance is Monday to Friday subject to the department/ person authorising/requesting the works arrangements.

2 Out of hours working at weekends must be notified to Estates via their support desk (telephone – external 0141 566 1428 or Ext. 1428 for Agnes McGuire or Shona Donnelly, If using the email system **both** AMcG and SD must be copied in) prior to the Thursday of the weekend working.

3 Other out of 0900 -1700 hours working requests at short notice should be notified to the following, Robert McLean, Denis McCormick, Alison Clark, Shona Donnelly, Agnes McGuire, Michael Kelly.

Where weekend working is in progress the contractors must in addition report to the reception in the Mackintosh Building prior to starting work. In addition to department/ person authorising/requesting the works arrangements for weekend working.

For advice on any of the above, please contact the person authorising/requesting the works or the department concerned.