

## 27. GENERAL SAFETY FOR CONTRACTORS, SUB-CONTRACTORS AND OUTSIDE WORKERS

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**27.2.1 Aim:** To ensure that contractors, sub-contractors and outside workers are aware of the health and safety culture, organisation, principles and procedures which exist for University buildings and users on the Edinburgh bioQuarter campus.

**27.3.1 Introduction:** Please be aware that works are going on within our buildings on a fairly constant basis, so please familiarize yourself with the rules contained in this Section.

**27.4.1 Policy:** All those undertaking work either of the University buildings on the Edinburgh bioQuarter site *must* accept full responsibility for complying with the provisions of the Health and Safety at Work *etc* Act 1974, as well safety-related arrangements set out in this Manual, the University's general and School-specific or other local health and safety policies, and all other relevant statutory provisions in respect of the work comprising the contract.

27.4.2 The work must also comply with the Construction (Design and Management) Regulations 2015 (as amended) where relevant, and a General Code of Safety Practice for Contractors which is issued by the University Estates Department's Works Division.

27.4.3 University Estates staff, ENGIE (with regard specifically to the Chancellor's Building), College of Medicine & Veterinary Medicine Health & Safety staff or buildings managers may draw a contractor's attention to working methods and materials which could create a hazard for any member of the contractor's staff, or University personnel, or any other person who might be affected. The contract will usually require the contractor to undertake to remedy any such hazardous situation without delay.

**27.5.1 Rules for Contractors, Sub-Contractors and Outside Workers:** You are required to sign in at the Security Point (Reception at the front entrance to University buildings), and present your authorised visitor's permit to the Reception/Security staff. You must *also* sign out at the same point and leave by the front door. Please *do not* attempt to leave the building by any other external perimeter doors (except in response to a fire alarm), as this will trigger a security alarm.

27.5.2 You are required to pick up a visitor's pass from Reception. This *must* be displayed at all times whilst in the building.



27.5.3 You are required to remain within the area restricted by the visitor's pass. *Do not* wander off alone.

27.5.4 Work in compliance with any Permit to Work that you may have been issued with (see Section 22 of this Safety Manual)

27.5.5 Do not commence work in any area of the building until you are certain that the senior manager responsible for that area is aware of your presence and the nature of work that you propose to commence.

27.5.6 Be prepared to discontinue work if directed to do so by a senior manager for safety reasons.

27.5.7 The University and Royal Infirmary of Edinburgh operate a comprehensive *No Smoking* policy (See Section 3 of this Safety Manual), both within the buildings and anywhere on the grounds, excepting shelters that have been provided to the rear of each of the buildings, where smokers may assemble and use waste disposal bins.

27.5.8 In case of fire or other building emergency, building alarms will sound. If the tone of the alarm is continuous (🔊:  or a voice message is broadcast over the intercom indicating the need to evacuate the premises), please leave the building immediately *via* the nearest exit (these are clearly marked). Do not use lifts. If you have a mobility impairment, or a serious hearing or visual impairment, please discuss your special requirements with building reception staff before commencing work. If the alarm tone is intermittent (🔊: - - - - - - - - - -), this indicates that the zone you are in is adjacent to another zone where a full scale alarm is in effect, and you should prepare yourself to evacuate if the alarm escalates to a continuous sound (🔊:  or a voice message is broadcast over the intercom indicating the need to evacuate the premises), and you should remain particularly alert until then.

27.5.9 If you discover a fire, please raise the alarm by activating one of the fire alarm call points which are distributed widely throughout both buildings (these are red-coloured, wall-mounted boxes located alongside Fire Action Notices), then leave the building by the nearest exit.

27.5.10 First aid facilities are available at Reception as well as various other locations throughout both buildings.

27.5.11 Please be careful as you move around the building; there may be work going on in the area that you are visiting. Look and listen for potential hazards.

27.5.12 If you are with a group of people, please stay with your guides, as they know the routes that they are required to adhere to.

27.5.13 Please behave in a professional manner at all times whilst on the site/within the buildings.

27.5.14 If, during your visit, you notice any risks/hazards or other irregularities, please inform Reception/ Security staff as soon as possible.

27.5.15 If you have any queries regarding your health and safety while on the site/within the buildings, please contact the relevant building Security staff.

**27.6.1 Further information:** Detailed information on health and safety for outside contractors appears on the University's Health and Safety web site:

<https://www.ed.ac.uk/health-safety/guidance/maintenance-contractors>

27.6.2 See Section 22 of this Manual for information pertaining to access to University buildings on the Edinburgh bioQuarter site and the Permit to Work Schemes in operation on the site.

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