

Colleges & Student Experience Division Contractor Induction

Welcome to Durham University

The Durham University colleges estate is spread across the city.

This induction will set out:

- Durham University's Rules and Procedures
- Signing In and Out
- Emergency Arrangements
- Safe Working Practices
- Durham University's Commitment to Sustainability & Biodiversity

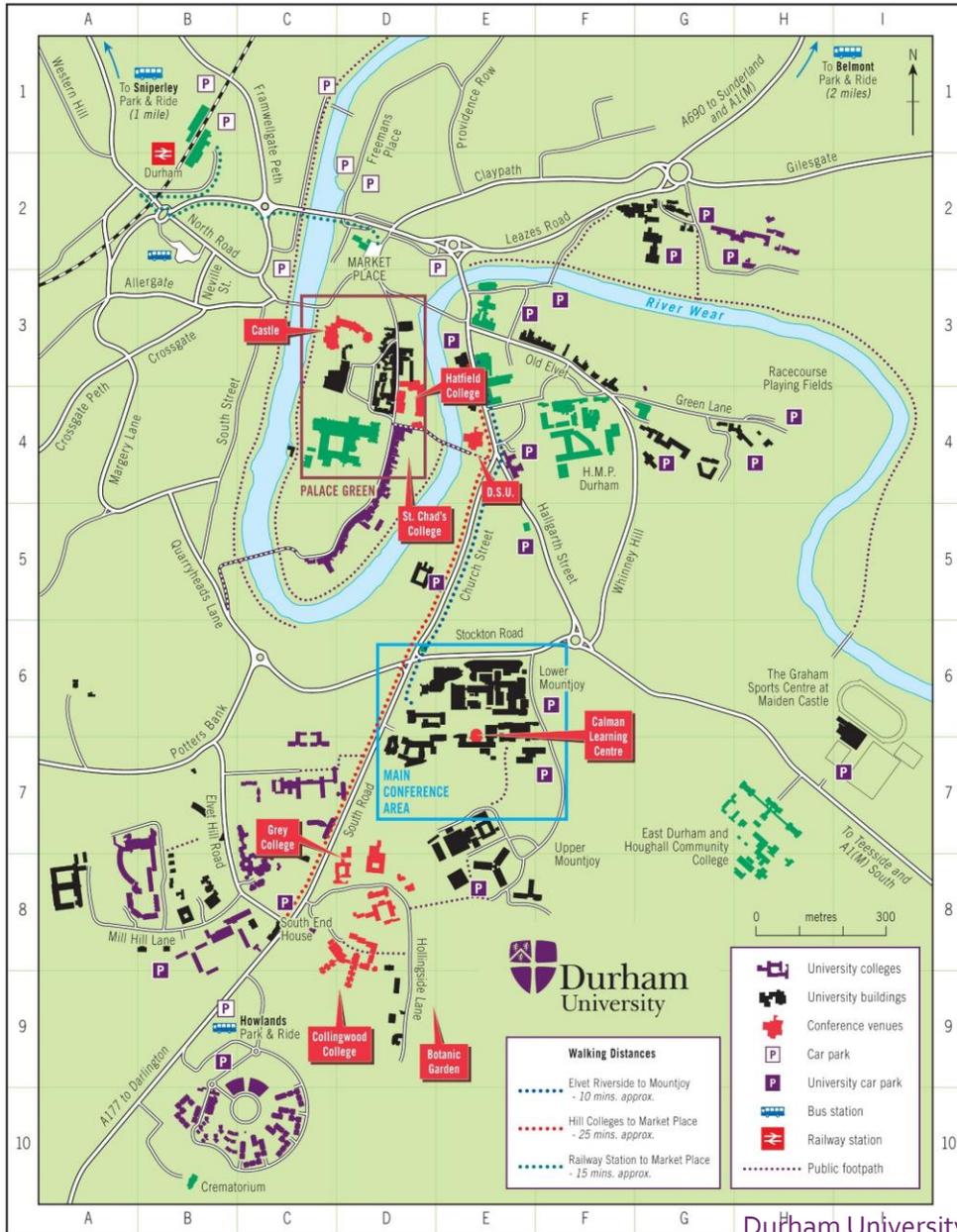
All contractors who visit Durham University should receive this induction before working on site and make sure they understand and follow the information within it.

Expectation

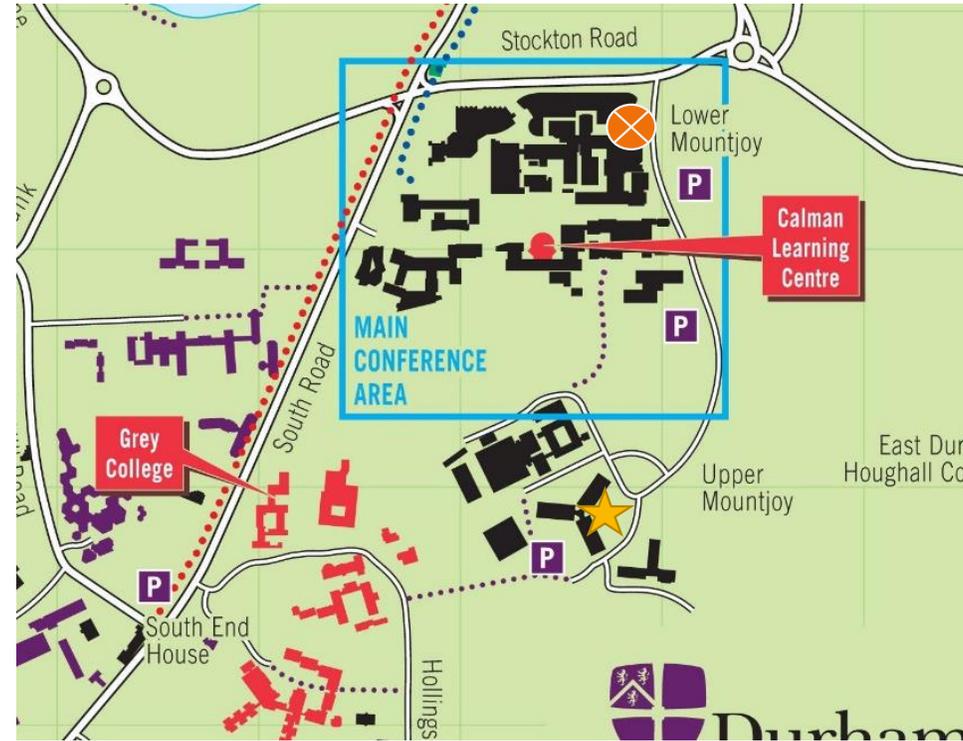
- When working on Durham University's estate you are representing the University. You should dress and act accordingly.
- All work on the estate must comply with the Health & Safety at Work etc. Act 1974 and Regulations associated with it.
- As a client we want you to work safely and for any work to not adversely impact our staff, our students, members of the public or our teaching & research
- You should follow all local site rules when on the campus
- You may be visited by member of Durham University staff when on site to ensure you are working safely and in compliance with the University's policies.



DURHAM CITY



UPPER & LOWER MOUNTJOY

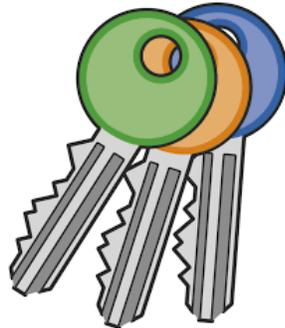


Key Contacts

College	Telephone	College Operations Manager (COM)	College Operations Team Leader (COTL)	Food & Beverage Service Head (F&BSH)	Head Chef (HC)
Collingwood College	0191 334 5000	Emma Whithorn	Amy Story	Ben Simpson	Marc Reavley
Grey College	0191 334 5900	Jo Bell	Dave Matthews	Nic Gittins	Vince Muir
Hatfield College	0191 334 2633	Will Green	Duncan McKee	Jennifer Broom	Nigel Rose
John Snow College	0191 334 0046	Danielle Smith (Residential Services Manager Assistant)	Sarah Urquhart (Accommodation Facilitator)	Phil Smith & Claire Robinson	Self Catered
Josephine Butler College	0191 3347260.	Jayne Dixon	Peter Carson	Mandy Herron	Self Catered
South College	0191 334 0999	Danielle Smith (Residential Services Manager Assistant)	Sarah Urquhart (Accommodation Facilitator)	Phil Smith & Claire Robinson	Self Catered
St Aidan's College & CPDK	0191 334 5769	Lesley Peak	John Hutchinson	Diane Walker	Scott Barnfather & John Paul Cummings
St Cuthbert's Society	0191 334 3400	Sue Cole	Lucy Kelly	Tracey McDonald	Adam Weir
St Mary's College	0191 334 5719	Helen Davies	Steven Moody	Mustafa Gun	Richard Cooke
Stephenson College	0191 334 0545	Diane Clark	Phillip Cooper	Rebecca Kaleda	Self Catered
Trevelyan College	0191 334 7000	Janice Ware	Tom Binns	Dawn Purdy	Rob Cummins
University College	0191 334 3800	Joanne Moorhouse	Daniel Thompson	Jamie Short	Daniel Hall
Ustinov College	0191 334 5470	Craig Mawson	Nigel Race	Rebecca Kaleda	Self Catered
Van Mildert College	0191 334 7100	Guy Morton	Dawn Wilson	Robert Gamble	Jayne Dent
Sports & Wellbeing Park	0191 334 2178	Andy Cattermole or Laura Green	Student Enrichment Senior Manager		
Health & Safety	0191 334 6453	Joe Elliott	Health & safety Business Partner		

Signing In & Out

- Signing in at the building reception should be done on your first day where you will be given an induction leaflet.
- Access requirements and times should be agreed in advance with your Durham University contact



Access Keys

Keys and other means of access are held at Receptions

Contractors Induction Process

- You will be issued with:
 - This PowerPoint presentation
 - A site rules leaflet
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- Contractors or their supervisor on site should know who their Durham University contact is and have their contact details available

Accidents & Incidents

- All accidents and near misses should be reported to your Durham University contact or H&S Team as soon as is practical, even if you have your own reporting system.

- If you observe poor practice on another site on the estate, this should also be raised with your Durham University contact or H&S.



Car Parking

To park in Durham University car parks, you will need a permit which must be displayed in your vehicle. There is a limit to permits that can be issued, the number of vehicles on site should be kept to a minimum

You may have to park in areas away from your work area

If you need to deliver materials or equipment to site, you should arrange this with your Durham University contact and aim to do this when there is likely to be less pedestrians, pre-gam

Driving

You should follow all road signs on the estate including local speed limits.

Pedestrians should be given right of way

There is a high volume of cyclists across the estate and city so take extra care

A £2 daily charge may be applicable for vehicles entering the cathedral peninsula if this has not been agreed to be covered by EFD

A banksman should be used whenever necessary to assist reversing of road vehicles and at all times when moving plant

Local Induction

- Your university point of contact will complete your induction by showing you the relevant areas, including toilets.
- This is to ensure you know the key risks associated with the activities carried out there and how your work may impact it
- Where required, you should liaise with local contacts to ensure safe working and student activities is not overly impacted by work activity

Behaviours

- Your work is likely to be close to Durham University staff, students and members of the public. You should ensure that you behave respectfully to those in the vicinity of your work area and ensure that offensive language is not used
- Under no circumstances are you allowed to work on the estate under the influence of alcohol or drugs
- Smoking and vaping should only be done in designated outdoor areas



Risk Assessments & Method Statements (RAMS)

All work on Durham University estate should be planned using a risk assessment and method statement. Where feasible, these should be provided to your University contact at least 5 days prior to the works starting to allow sufficient time for them to be reviewed

You should ensure you have copies of the RAMS when working on site and that you work to the instructions within them

If for whatever reason you are unable to work to the RAMS or you identify a risk not previously assessed, you should stop work and contact your supervisor and your Durham University contact.





Unauthorised Access

- You should ensure that your site or work area is secure, and that unauthorised people cannot enter it or other secure parts of the University via your work area.
- Suitable signage and barriers should be used. Tape or cones should not be used as a barrier
- Particular consideration should be given to unauthorised access by children or students.

Contractors must not enter any unauthorised area without the permission of their Durham University Contact.



Fire Safety

You should make yourself aware of local fire arrangements when you arrive on site and where your nearest emergency exit is

In the event of discovering a fire you should:

- Raise the alarm at the nearest point and shout to make all those in the vicinity aware
- Call 999 or 9-999 on an internal phone
- Evacuate the building via the closest emergency exit
- Only attempt to fight the fire if you are suitably trained and it is safe to do so

If you hear a fire alarm, you should:

- Evacuate the building
- Proceed to the nearest assembly point

Fire Drills & Alarms

- Fire drills are not publicised but are carried out termly
- Fire alarms are tested weekly across the estate. You should be informed by your local representative regarding when these are going to be carried out
- If you are working in an area that does not have a permanent alarm system in place, due to refurbishment or a new build you should ensure there are temporary means in place to raise the alarm.
- Fire doors should not be propped open unless this has been agreed with your Durham University contact
- Further information on controls, specific risks and fire safety on construction sites can be found here: [Durham Fire Safety](#)



First Aid & Defibrillators

- Contractors have a duty to ensure they provide sufficient first aid for their employees however there are university staff trained to provide first aid who can assist.
- In the event of emergency, you should call 999 (9-999)
- For first aid that is not an emergency you should contact your local contact or local security
- Durham University has defibrillators located around the campus. Contacting (9-999) will provide details of the nearest one to you and its access code, if required.





Workwear, PPE & RPE

- Suitable PPE for your work will have been documented in your risk assessments. You should ensure you always use the correct PPE when working on site and it is worn correctly. If your PPE is damaged or forgotten you should not continue working.
- Different work requires different types of RPE to protect you. You should ensure you are wearing the correct type of RPE for the work being done, it is well maintained and that it can be worn properly i.e., you are clean shaven if required.
- You should wear appropriate clothing for the work you are doing and where possible this should be company branded. Some parts of the estate may require additional PPE which will be provided to you by your Durham University contact, if required.



Plant Room Risk Rating

This area is designated:



Key:

	BLACK	High risk asbestos containing materials in poor condition, including debris. No access permitted without facilitation by Analyst/LARC.
	RED	High risk asbestos containing materials in good condition. No requirement for facilitation.
	AMBER	Medium/Low risk asbestos containing materials. No requirement for facilitation.
	GREEN	Asbestos free area.

Please note: the above ratings cover ACCESS ONLY. Structural / maintenance work may require further inspection.

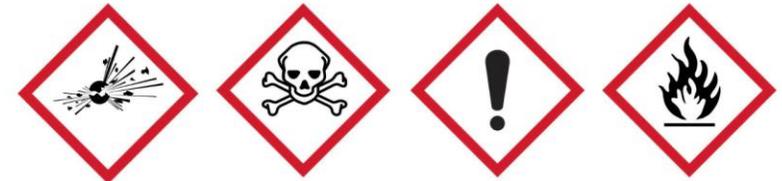
Asbestos

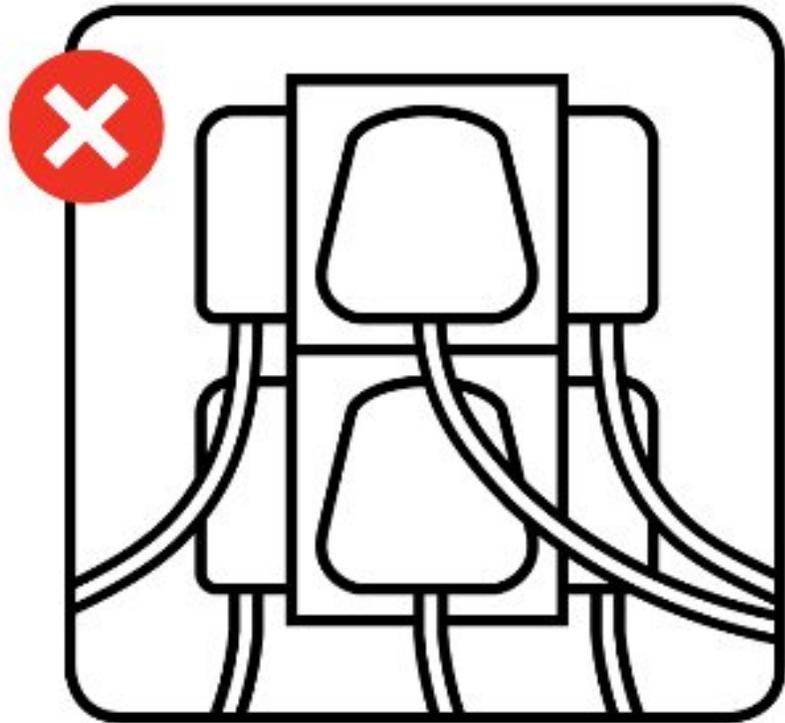
- Due to the age of the estate, asbestos is present in many of Durham University's buildings
- The risk from asbestos is controlled through surveys to identify it and preventing asbestos from being disturbed
- Ahead of interfacing with the fabric of a building built prior to 2000 you must ensure that you have been provided with an asbestos survey for it. This is available from the local contact who will request this from E&F via the College Operations Manager (or equivalent).
- You MUST have asbestos awareness training before working on a building's fabric if it was built prior to 2000 and any work to disturb the building's fabric must be agreed with your Durham University contact

Asbestos should only be worked on or removed by a Licensed Asbestos Removal Contractor (LARC)

Restricted and Specific Areas

- There are several areas of the estate such as laboratories, computer rooms and teaching spaces that contain substances and equipment that may be dangerous. You should not access these areas without specific authority from your Durham University contact, including where permits are required.
- You may be required to work in residential buildings or areas of the estate that have significant religious or cultural importance, particularly at certain parts of the year and you should ensure you follow any local directions and instructions regarding working practices.





Electrical Safety & Live Services

- Wherever possible you should use battery operated equipment. Where this is not possible, 110v equipment should be used and power outlets not overloaded.

YOU SHOULD NOT WORK ON LIVE ELECTRICS WITHOUT PRIOR AGREEMENT FROM YOUR ESTATES & FACILITIES CONTACT

- All electrical work relating to the building must be actioned via the University's Estates & facilities department. If this is required speak to your University point of contact who will arrange this from Estates and Facilities via the College Operations Manager (or equivalent)
- Building services should not be switched off without prior agreement from Durham University Estates & Facilities Contact
- If redundant services are identified during your work, you should notify your Durham University contact
- Portable heaters should not be used without prior agreement and should not be left unsupervised

Work at Height

- If you need to work at height this should be done from a safe location using equipment designed for the task.
- Access to roofs should be agreed with your University contact and where required a permit issued by Estates & facilities via the Community Operations Manager (or equivalent).
- Any lifting equipment should have a thorough Examination certificate available and must be agreed in advance via the Estates & facilities department via the College Operations Manager (or equivalent).
- You must not adjust any scaffolds or work at height equipment unless you are trained to do so.
- You should ensure equipment and materials can be secured if working at height and the area below protected.



Control of Dust

- All construction and nuisance dust should be controlled. Where possible this will be through cutting off site or ordering items to size
- Where cutting must take place then on tool extraction should be used along with water suppression to prevent others on site being exposed. Operators of tools and equipment should also use the correct RPE as advised in their RAMS.
- If appropriate you should ensure fixed or temporary fire detection systems are not affected by dust both during the works and after. If detection systems are turned off, other means must be provided, and this must be discussed with your Durham University contact and authorized by University Fire Safety advisors via the Community Operations Manager or equivalent.





Permits

Permits to work are required for high-risk activities – Durham University Estates classifies these as:

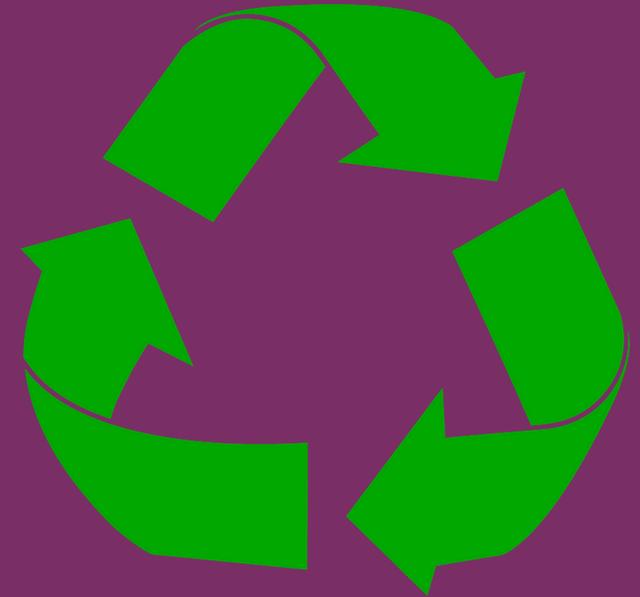
- Work in Confined Spaces
- Excavations
- Work on Roofs – High Risk
- Work in Radiation Areas, Laser Rooms, Clean Rooms or Where There is a Risk of a Biohazard or Chemical.
- Crane Lifts
- Work over or Near Water
- Isolation of Full Services System
- Hot Works
- Breach of Fire Compartment

You should follow the specific instructions in the permit

If you need to work beyond the remit of your permit, you should stop work and contact your Supervisor/Durham University contact.

Storage of Materials & Waste

- You should ensure safe storage of your work material and equipment during your work on site.
- Doorways and pedestrian routes should be kept clear of blockages and cables should be prevented from becoming a tripping hazard.
- Waste materials, particularly flammable material should not be allowed to build up and should be removed from site frequently.
- Contractors should have arrangements in place to remove their own waste and should not use Durham University facilities. Where possible you should aim to sort and segregate construction waste to reduce landfill waste and recycle if able to.
- Any skips that are required should be placed in an agreed location and access to them should be prevented.
- Bulk delivery or removal of waste should be planned to be done pre-9am or post-4pm. You should ensure that these activities have been properly assessed and are carried out safely for those on site and pedestrians.



Checklist

- ✓ You should be aware of Durham University's expectations of you when working on our estate
- ✓ Our commitment to health and safety, sustainability and biodiversity
- ✓ Where to park and safe driving around the campus
- ✓ Where to sign in and out as well as where to get access keys from
- ✓ What to do in the event of a fire



Durham
University

Estates and Facilities Directorate

If you have any queries or concerns whilst working on the estate, please speak to your Durham University contact

Thank you