

# SITE HANDBOOK

**VERSION 5.0**

<b>Brunel University London Site Handbook</b>			
Policy...	Code of Practice✓	Guidance...	Procedure...
Organisation-wide✓		Local...	
<i>Approved by the Brunel University London Health &amp; Safety Committee</i>			
<i>Chair</i>	<i>Dr. Manuel Alonso</i>	<i>Date</i>	<i>TBA</i>
		<i>Review</i>	<i>24 Months</i>

### **DISCLAIMER**

No Company shall be permitted to undertake Work at Brunel University London until the Company Acceptance Form attached to this Site Handbook (Appendix A.1) has been completed and received by the Brunel University London appointed Project Manager.

The Company Acceptance Form is valid for a period of twenty-four (24) months from the date signed or upon release of a new version of the Brunel University London Site Handbook whichever is the sooner and must be completed by a company director or person of equal seniority. It must be renewed upon expiry if the Company wishes to continue being considered for Work at Brunel University London.

The Company must ensure that their employees, whether direct or indirect, are adequately trained, possess the necessary skills, knowledge and experience to carry out the works required and are fully briefed on the contents of this document.

**Failure to comply with the requirements of this document will prejudice the Company from being awarded future works at Brunel University London**

# CONTENTS

## 0.0 DOCUMENT CONTROL

- 0.1 Date of Next Review
- 0.2 Version Control
- 0.3 Formatting
- 0.4 Terminology
- 0.5 Purpose of the Site Handbook
- 0.6 Online Induction Process
- 0.7 Summary of Version 5.0

## 1.0 INTRODUCTION TO BRUNEL UNIVERSITY LONDON

- 1.1 The University Campus
- 1.2 University Activities
- 1.3 General Information

## 2.0 UNDERTAKING WORK AT BRUNEL UNIVERSITY LONDON

- 2.1 Site Induction
- 2.2 Working Conditions
- 2.3 Vehicle Movements, Road Safety and Parking
- 2.4 Housekeeping
- 2.5 Building Access
- 2.6 Works Externally
- 2.7 Works Internally
- 2.8 Specialist Infrastructure
- 2.9 Service Interruptions, Strip Out and Isolation
- 2.10 Contractor Site Setup
- 2.11 Contractor Site Clearance

## 3.0 HEALTH AND SAFETY

- 3.1 General Information
- 3.2 Emergency Procedures
- 3.3 Construction (Design & Management) Regulations
- 3.4 Fire Safety
- 3.5 Personnel and Site Safety
- 3.6 Risk Assessments and Method Statements (RAMS)
- 3.7 Permit to Work Scheme
- 3.8 COVID-19

## 4.0 ENVIRONMENT AND SUSTAINABILITY

- 4.1 General Information
- 4.2 Waste Management and Recycling
- 4.3 Control of Pollution, Dust, Spoil and Noise

## 5.0 COMPLIANCE

- 5.1 Asbestos
- 5.2 Precautions against Legionnaires Disease
- 5.3 Passive Fire Safety
- 5.4 Regulations and Standards

## 6.0 FINANCE AND INSURANCE

- 6.1 General Information
- 6.2 Contractor Specific Terms
- 6.3 Consultant Specific Terms

## 7.0 PROJECT ADMINISTRATION

- 7.1 Contract Administration
- 7.2 Commissioning and Handover
- 7.3 Documentation and Equipment Issue

## **APPENDIX A – ACCEPTANCE AND INDUCTION FORMS**

- A.1 Company Acceptance Form
- A.2 Contractors Induction Form
- A.3 Consultants Induction Form
- A.4 Agency Staff Induction Form
- A.5 Minor Works Induction Form
- A.6 Sub-Contractor Induction Form

## **APPENDIX B – GENERAL AND CONTACT INFORMATION**

- B.1 Key Contact Information
- B.2 Site Information Board Template
- B.3 Main Sites Campus Information Map
- B.4 All Sites Campus Information Map

## 0.0 DOCUMENT CONTROL

### 0.1 DATE OF NEXT REVIEW

This document has been formally approved by Brunel University London's Health & Safety Committee at its 260<sup>th</sup> meeting and is due for review twenty-four (24) months from the date of approval.

### 0.2 VERSION CONTROL

Ver.	Document Owner	Document Author	Issue Date	Revision Notes
0.0	AD - Projects	Stuart Bonney	17.03.14	
1.0	AD - Projects	Stuart Bonney	07.05.15	
2.0	DD - Projects	Stuart Bonney	21.06.16	
3.0	DD - Projects	Stuart Bonney	31.08.17	
3.1	DD - Projects	Stuart Bonney	30.11.17	
4.0	DD - Projects	Stuart Bonney	01.10.19	
4.1	Director of Estates	Stuart Bonney	16.09.20	H&S Committee Approved.
5.0	Director of Estates	Stuart Bonney	xxx	xxx

### 0.3 FORMATTING

Blue Colour	R0	G50	B91
Red Colour	R190	G15	B52
Font	Arial		
Font Sizes	Main Section Number	28pt	
	Section Title	14pt	
	General Text	11pt	

### 0.4 TERMINOLOGY

**“The University”** or **“Brunel University”** or **“Brunel University London”** or **“BUL”** means Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.

**“Brunel University appointed Project Manager”** or **“BUL appointed PM”** means either a directly employed member of staff or Consultant acting on behalf of Brunel University London to manage, oversee and/or deliver Projects.

**“The Company”** means either a Contractor or Consultant or an Individual engaged to undertake Work on behalf of Brunel University London.

**“The Contractor”** means either the Principal Contractor or Main Contractor or any of their authorised representatives and any sub-contractor employed by them directed to carry out Work on behalf of Brunel University London.

**“The Consultant”** means a professional, their authorised representatives and any sub-consultant employed by them directed to carry out Work on behalf of Brunel University London.

**“Design Team”** means a professional team consisting of one or more of the following disciplines – Architect, Mechanical Engineer, Electrical Engineer, Public Health Engineer, Structural Engineer, Quantity Surveyor, Principal Designer, CDM Advisor and other such independent professional as deemed necessary to the successful delivery of the Project.

**“Project”** means the undertaking and delivery of one or more pieces of Work under a single contract or order.

**“Site Manager”** means the person with overall responsibility for day to day activity for Work on construction sites.

**“Stakeholders”** means a professional team of Brunel University London specialists consisting of one or more members of staff from the following sections – Health & Safety, Security, Estates, Information Services, etc. Stakeholders also include representation from the department or College for whom the Work has been specifically commissioned.

**“Work”** or **“Works”** means any task that involves creation, installation or adaptation of fabric, infrastructure or services, including the carrying out of any maintenance, inspection and survey works associated with the built environment at Brunel University London whether under the control of the Estates Department or any other department, College or Institute under the Brunel University London banner.

## 0.5 PURPOSE OF THE SITE HANDBOOK

The Brunel University London Site Handbook is the Organisation-wide Code of Practice for any Company looking to undertake Work on behalf of the University and can be administered by anyone duly authorised to act in the role of BUL appointed PM.

The requirements set out within this document are applicable to all Brunel University London staff who are engaging third-parties to undertake Work at the University.

**It is the responsibility of Executive Deans, Directors and Head of Department’s to ensure their staff are fully following the requirements of the Brunel University London Site Handbook when engaging third-parties to undertake Work at the University.**

## 0.6 ONLINE INDUCTION PROCESS

An online induction process is being developed to replace the paper induction forms included in Appendix A. Further details will be available from the BUL appointed PM.

## 0.7 SUMMARY OF VERSION 5.0

This version of the BUL Site Handbook contains general updates to the content to reflect operational and/or legislative changes since the release of the previous version including accession to the University of London.

Other specific items to note are:

- Document review period extended to two (2) years
- Induction forms A.1 and A.3 validity extended to two (2) years
- Introduction of new Sub-Contractor Induction form (Appendix A.6)
- Site Waste Management Plan (SWMP) required for all projects (Section 4.2)
- Clearer requirements for fire safety on all projects (Section 5.3)

---

# Section 1.0

## INTRODUCTION TO BRUNEL UNIVERSITY LONDON

---

**1.1 The University Campus**

**1.2 University Activities**

**1.3 General Information**

## 1.0 INTRODUCTION TO BRUNEL UNIVERSITY LONDON

### 1.1 THE UNIVERSITY CAMPUS

#### 1.1.1 Introduction

Brunel University London intends that all survey, design, construction, maintenance and related work undertaken on its campus and other associated sites be carried out in a safe manner with minimal disruption to University activities, staff, students, neighbours, members of the public and the environment. The main Uxbridge Campus is a compact and busy site with significant pedestrian traffic within a densely packed residential area and local residents are very sensitive to any disruption, noise or pollution.

The Site Handbook has been produced to provide everyone with a basic understanding of undertaking Works at Brunel University London and provide general information relating to the campus, its users and core activities.

Any Company working for Brunel University London must in addition to complying with this handbook fully comply with all contract documentation, statutory and regulatory instruments, local rules etc.

Key site information detailed within this document is depicted on the Brunel University London Uxbridge Campus Information Maps included in Appendix B.

#### 1.1.2 The Uxbridge Campus

Brunel University London's Uxbridge Campus is located approximately one mile from Uxbridge town centre with its main entrance and visitor reception on Kingston Lane.

The University consists of a number of co-located sites all bordered by residential properties and benefits from the River Pinn running through the heart of the main campus from north to south. Sites 1 & 2 contain the main academic and student residential buildings, Sites 3 & 5 house the sporting facilities with Site 4 featuring the University's bio-diversity garden. Sites 6 & 7 contain domestic residential properties.

#### 1.1.3 Satellite Sites

In addition to the main campus Brunel University London occupies a number of satellite sites including a boat house on the River Thames at Runnymede.

#### 1.1.4 Access Around the Campus

Brunel University London's main sites contain internal roadways serving a number of car parks located throughout the campus. Vehicle access to areas not directly accessible from the perimeter road can be made by arrangement, where possible, with the BUL appointed PM for the works.

Running through the heart of the campus from east to west the Central Spine offers pedestrian access from the main entrance on Kingston Lane to the western pedestrian entrance on Cowley Road via Cleveland Road.

#### 1.1.5 Parking

Parking on the Uxbridge Campus is limited. All users are asked to register with the University to park on site. Outside Main Reception at Eastern Gateway are a number of 15-minute parking bays for registration on the day of the visit. Entry to car parks is controlled by ANPR barriers. Alternatively, there are a number of Pay and Display facilities across the campus which use app-based or cash payments.



A number of electrical vehicle (EV) charging points are available on campus for use by staff, students and visitors via POD Point ([www.pod-point.com](http://www.pod-point.com)). All users must register their vehicle with the University prior to parking.

Parking enforcement is provided by an externally managed ticketing firm.

#### 1.1.6 On-Site Facilities

Brunel University London is a vibrant community with a number of in-house and third-party operated facilities on site to meet the needs of staff, students and visitors and these include:

- A food court serving a wide variety of freshly cooked food, packaged sandwiches, hot & cold drinks and snacks.
- Several coffee shops serving barista-prepared drinks, cakes, pastries and sandwiches.
- Licensed eateries and bars serving a selection of draught and bottled beers, wine, spirits, soft drinks, light meals and snacks.
- Shops including a mini-supermarkets and a dispensing pharmacy.
- A Sports Centre with gymnasium, athletics and racket facilities.
- A hotel offering accommodation at reasonable rates throughout the year.

Please note that opening times vary throughout the year and most facilities will be closed during the University's Christmas and Easter closure periods.

#### 1.1.7 University Contact Information

Brunel University London's main contact details are:

Brunel University London  
Kingston Lane  
Uxbridge  
Middlesex  
UB8 3PH

Switchboard: 01895 274000  
Website: [www.brunel.ac.uk](http://www.brunel.ac.uk)

#### 1.1.8 Security Contact Information

The Security office is located adjacent to the Wilfred Brown Building:

Telephone: 01895 255786  
Internal extension: 66943  
Hours of operation: 24/7

#### 1.1.9 Maintenance Contact Information

The Estates Department is based in the Chadwick Building:

Telephone: 01895 267800  
Email: [campusservices-helpdesk@brunel.ac.uk](mailto:campusservices-helpdesk@brunel.ac.uk)  
Hours of operation: 8:30am to 4:30pm

Other useful contact information is included in Appendix B.

## 1.2 UNIVERSITY ACTIVITIES

### 1.2.1 Core Business Activities

Brunel University London is first and foremost a teaching and research institution and these activities are of the utmost importance to the success of the organisation. In addition, a number of diversified activities take place across the campus throughout the year. All core business activities will be taken in to account when planning works on campus.

### 1.2.2 University Examinations

Summer examinations take place following the Easter break and conclude around the middle of May although this varies year on year. Winter examinations take place in early January each year. Resit examinations take place prior to commencement of the new teaching year in August. During these periods work in areas closely located to examination locations and Halls of Residence is strictly controlled and suspended in some cases.

### 1.2.3 University Graduation

On-campus summer graduation ceremonies take place during a one (1) week period in July and are predominantly held in and around the Indoor Athletics Centre however activities extend from the Eastern Gateway Building to the Lecture Centre and encompass a number of buildings and open areas. During this period works are strictly controlled and suspended in some cases.

On-Campus winter graduation ceremonies take place during a one (1) week period in December and are predominantly held in and around the Indoor Athletics Centre and Eastern Gateway Building, however activities extend down to the Lecture Centre and Hamilton Centre. During this period works are strictly controlled and suspended in some cases.

### 1.2.4 Open Days

Open days for prospective students and their parents are held throughout the year both during the week and at weekends. During these events works are strictly controlled and suspended in some cases.

### 1.2.5 Conferences and Events

Brunel University London hosts a number of conferences and events on campus throughout the year within dedicated and specialist facilities as well as temporary provision as the event dictates.

## 1.3 **GENERAL INFORMATION**

### 1.3.1 Point of Contact

The point of contact throughout the Brunel University London Site Handbook is referred to as the Brunel University London appointed Project Manager (BUL appointed PM). All queries relating to the content of this document as well as any queries relating to working at Brunel University London should be directed to them in the first instance.

### 1.3.2 Safety of Staff, Students and Visitors

The safety of staff, students and visitors to Brunel University London is paramount and all Works are to be considered as being situated in an open public space with everyone taking all necessary precautions to prevent unauthorised access to Work sites.

### 1.3.3 Smoking and Vaping

Brunel University London operates a no smoking policy within all of its buildings and in addition the policy precludes smoking or vaping within four (4) metres of a University building. Anyone found to be in breach of this may be **immediately excluded** from the

campus. There are a number of designated smoking and vaping areas on campus – these are clearly signed and must be used whenever possible.

#### 1.3.4 Photography

The taking of photographs commensurate with the Project, either for surveys, reporting or demonstration is permitted providing that said photographs are used solely for the purposes of the delivery of the Project.

**All site personnel are strictly forbidden from making comments or taking photographs for posting on social media whilst working on site**

#### 1.3.5 Vehicle Movements and Road Safety

The speed limit on all Brunel University London property is 15mph.

Engines must be switched off when vehicles are stationary or not in use – no idling.

Anyone bringing a vehicle on to site must conform to the Brunel University London ***Traffic and Parking Regulations***.

#### 1.3.6 Santander Cycle Scheme

Brunel University London operates a very popular pay-as-you-go cycle-hire scheme in conjunction with Nextbike. There are a number of docking stations located on campus as well as outside Uxbridge underground station and at Hillingdon Hospital.

#### 1.3.7 Pedestrian Zone

To ensure the safety of pedestrians, the heart of the campus is clearly signed as a designated pedestrian zone which extends from Quad North in the north to Howell in the south, Gordon Hall in the east and the Hamilton Centre in the west. Bicycles, skateboards, scooters etc. must be pushed or carried and must not be ridden at any time within the pedestrian zone.

#### 1.3.8 BUL Identification Cards

Issue of Brunel University London ID cards takes place at the main reception in the Eastern Gateway Building between 9am and 4:30pm and will follow an official online request by the BUL appointed PM.

ID cards will be designated as either Contractor or Consultant dependant on the type of appointment and Work being undertaken.

---

# Section 2.0

## UNDERTAKING WORK AT BRUNEL UNIVERSITY LONDON

---

- 2.1 Site Induction**
- 2.2 Working Conditions**
- 2.3 Vehicle Movements, Road Safety and Parking**
- 2.4 Housekeeping**
- 2.5 Building Access**
- 2.6 Works Externally**
- 2.7 Works Internally**
- 2.8 Specialist Infrastructure**
- 2.9 Service Interruptions, Strip Out and Isolation**
- 2.10 Contractor Site Setup**

## 2.0 UNDERTAKING WORK AT BRUNEL UNIVERSITY LONDON

### 2.1 SITE INDUCTION

#### 2.1.1 General

Brunel University London requires all Companies working on its behalf to undertake a formal induction for which the Site Handbook forms a key part. Prior to the commencement of any Works the Company, by a director or person of equal standing, must have signed up to this document using the Company Acceptance Form (Appendix A.1) which will be valid for a period of 24 months from the date of signing or upon release of a new version of the Brunel University London Site Handbook whichever is the sooner.

Inductions are personal to the individual being inducted and non-transferrable. Where an inducted person is replaced then a new induction of their replacement will be undertaken by the BUL appointed PM prior to commencement or recommencement of any Works.

A record of all inductions will be held by the department commissioning the Works.

#### 2.1.2 Contractor Site Induction

All Contractors working at Brunel University London must receive a site induction from the BUL appointed PM and provide a signed copy of the Contractors Induction Form (Appendix A.2) prior to commencement of any Work on site. These inductions will take place on a project-by-project basis and are valid for the period of that Project only.

For low-value, short-duration and non-complex works the Minor Works Induction Form (Appendix A.5) can be used at the discretion of the BUL appointed PM.

**Risk Assessments and Method Statements (RAMS) relative to the Work being undertaken must have been submitted at least 48hrs in advance, for comment and review, prior to undertaking the Site Induction with a copy present on site at all times.**

#### 2.1.3 Consultant Site Induction

All Consultants working at Brunel University London must provide a signed copy of the Consultants Induction Form (Appendix A.3) to the BUL appointed PM prior to commencement of any Work on site. These inductions will be valid for a period of 24 months from the date of signing or upon release of a new version of the Brunel University London Site Handbook whichever is the sooner.

Where Works are of an intrusive nature a more formal site induction will be conducted by the BUL appointed PM. These inductions will take place on a project-by-project basis and are valid for the period of that Project only.

#### 2.1.4 Agency Staff Induction

All Agency Staff working at Brunel University London must receive an induction from their Line Manager and provide a signed copy of the Agency Staff Induction Form (Appendix A.4) prior to commencement of their contract. These inductions will be valid for a period of 12 months or the duration of their contract whichever is the shorter.

#### 2.1.5 Pre-Works Site Induction

A Site Induction can, subject to agreement with the BUL appointed PM, be undertaken prior to commencement of the Works but not more than seven (7) days in advance of the agreed start date.

Where the Works or working conditions change in the period between an induction and the agreed start date then a new induction must be undertaken.

#### 2.1.6 Sub-Contractor Site Induction

All sub-contractors must be inducted by the Principle Contractor to the terms and conditions of the Brunel University London Site Handbook and a written record kept using the Sub-Contractor Induction Form (Appendix A.6).

## 2.2 WORKING CONDITIONS

### 2.2.1 Working Hours

Working hours in non-residential buildings and across the site generally at Brunel University London are as follows:

Monday to Friday	8am to 6pm
Saturday	8am to 1pm
Sunday & Bank Holidays	No working

For residential buildings the working hours vary throughout the academic year and will be advised on a Project-specific basis.

Any requirement to undertake work outside of these hours is to be agreed in advance with the BUL appointed PM and formalised in writing.

### 2.2.2 Special Events

A calendar of events is available on the University website; however, the Company should enquire with the BUL appointed PM for exact details of events that will occur during the timeframe of the Works.

### 2.2.3 Smoking and Vaping on Construction Sites

Creation of a designated smoking and vaping area external to any construction sites but within the contractor's external site compound is deemed acceptable providing it does not contravene the BUL Smoking Policy or present a fire risk.

**Smoking or vaping within buildings, in or around mechanical plant and in or around below-ground excavations is strictly prohibited**

### 2.2.4 Conduct on Site

Brunel University London intends that all Works conducted on its campus, particularly but not exclusively construction-related, are accompanied by minimal disruption to University activities, staff, students, neighbours, members of the public and the environment.

**Radios, singing, whistling or shouting are not permitted on site**

Companies are to ensure that their staff, whether directly or indirectly employed are suitably dressed, clean, tidy and polite at all times when on Brunel University London property. All staff must carry personal identification at all times, either clearly displayed or available for inspection upon request.

## **Possession or display of material of a pornographic nature is not permitted on site**

Brunel University London will not tolerate any wilful, reckless, argumentative, aggressive or other behaviour which could cause anyone to suffer harassment, alarm or distress and/or cause loss or damage to property or assets.

### **2.3 VEHICLE MOVEMENTS, ROAD SAFETY AND PARKING**

#### **2.3.1 Vehicle Movements and Road Safety**

Brunel University London's campus presents danger in respect of road safety and drivers are expected to exercise a high degree of caution with the presence of large numbers of young people constantly borne in mind.

Driving and parking at the University is subject to University Rules and Regulations and Companies must ensure that all vehicles, including staff cars/vans, plant, delivery vehicles etc. are operated by trained and competent persons and are adequately maintained and used in accordance with recommended guidance and safe working practices. Adequate insurance must be in place and where applicable valid MOT or other certification. In addition, they shall comply with all University safety signs, notices and instructions.

Contractor vehicle movements across the campus must be carefully coordinated by the Contractor in conjunction with the BUL appointed PM who will have access to an oversight of all other activities on site. Large or abnormal vehicle activities will require prior permission with at least fourteen (14) days' notice given to the University – these should be scheduled out of hours unless there is a compelling reason that this cannot be achieved.

Where working within the hours detailed under Section 2.2 does not conform with police requirements for the movement of abnormal loads (such as piling rigs, cranes and large pre-fabricated elements) it will be necessary to use early mornings, travelling under escort, planned in consultation with the police and Highways Agency and approved by the BUL appointed PM at least three (3) weeks prior to the event.

Where a site is located away from designated vehicle routes then a temporary route will be agreed by the BUL appointed PM with usage restrictions advised up front.

Anyone bringing or operating a vehicle at Brunel University London must observe all speed limits and drivers must pay attention to designated pedestrian crossings at all times. Any driver found speeding or ignoring signs will be permanently excluded from site.

#### **2.3.2 Vehicle Load Restrictions**

Both the North and South Loop roads (the perimeter roads off the Kingston Lane entrance) have vehicle bridges crossing the River Pinn and these bridges are designed to carry 'normal' highway vehicle loading as described in the Design Manual for Loads and Bridges BD21.01 Table 2. In addition, the internal roadways have restrictions below highway standard and full details are available from the BUL appointed PM.

#### **2.3.3 Contractor Parking**

Where space allows a designated site compound to include provision for Contractor parking will be proposed and detailed within the tender package.

Contractors working at Brunel University London will be offered a maximum of five (5) permanent registrations valid for the duration of the contract with other operatives able to obtain daily or weekly registrations from main reception subject to a maximum of five (5) per Project. Contractors must pre-register their vehicles by advising the BUL appointed PM prior to commencement of the Works.

## **2.4 HOUSEKEEPING**

### **2.4.1 Condition Schedule**

Prior to commencement of any Works the Contractor is to provide a photographic Schedule of Condition of the area in and around the works, including any local delivery routes, to the BUL appointed PM.

Following completion of the Works any area found to be detrimentally not in accordance with the Schedule of Condition must be reinstated by the Contractor at no cost to BUL.

### **2.4.2 Delivery and Storage of Materials**

The delivery of materials to construction sites will be the responsibility of the Contractor including ensuring that the delivery address and location of the Works is correctly identified to the delivery company. Brunel University London will accept no responsibility if delivery drivers are unable to find the correct location or make extraordinary endeavours to locate the correct site.

Deliveries must be made during working hours with special out-of-hours deliveries by prior written arrangement with the BUL appointed PM. Vehicles making deliveries to site are not required to register providing they are only dropping off/picking up and not staying for more than circa fifteen (15) minutes.

During the Graduation Weeks, deliveries will only be allowed through the main Kingston Lane entrance before 8am or after 4pm and will be turned away between these times. All deliveries during this period will be directed to turn left upon entering the campus via the South Loop Road

### **2.4.3 Materials and Workmanship**

All materials and labour required to supply, create, install and commission the Works detailed in the Project drawings and specifications are to be included by the Contractor within their offer and installed to the manufacturer's standards and in line with Brunel University London's specifications. All specified products, makes and models must be quoted for and supplied unless specifically stated and prior agreed in writing with the BUL appointed PM.

### **2.4.4 Contractor Signage**

The Contractor must clearly display signage on site hoarding and at the entrance to the construction site where different. In addition to health & safety signage, a Site Information Board is to be located on the entrance to the site. An example template for a Site Information Board is included in Appendix B and pre-made versions are available via the BUL appointed PM.

Contractors should also note the importance of providing advanced warning signs to the users of the campus and where a pedestrian or vehicle route is disrupted by the Works the Contractor is responsible for providing signage for alternative routes.



Where the Works impact an existing Fire Assembly Point (Muster Point) then the Contractor must provide adequate signage to an alternative location as confirmed by the BUL appointed PM.

Directional signs from the main entrance of the University to the construction site are the responsibility of the Contractor and at their discretion and must be removed following completion of the Works.

#### 2.4.5 Cleanliness and Maintenance

The Contractor is to ensure the access routes and surrounding areas of their designated areas are free from the spread of litter, dust and debris emanating from their site.

Sites involving extensive earthworks or excavations must have a wheel wash facility as directed by the BUL appointed PM.

Regular inspection of kerb lines and street furniture will be undertaken and the Contractor will be responsible for any damage caused as a result of their Works and/or site deliveries.

Damage, debris or litter not addressed in a timely manner by the contractor will be addressed by the BUL appointed PM with the cost deducted from the Contractor's final account.

#### 2.4.6 Considerate Constructors Scheme

Considerate Constructors seek to improve the image of the construction industry by striving to promote and achieve best practice under the Code of Considerate Practice:

- Care about Appearance – constructors should ensure sites appear professional and well managed.
- Respect the Community – constructors should give utmost consideration to their impact on neighbours and the public.
- Protect the Environment – constructors should protect and enhance the environment.
- Secure everyone's Safety – constructors should attain the highest levels of safety performance.
- Value their Workforce – constructors should provide a supportive and caring working environment.

The scheme is open to all construction companies, regardless of their size or location. By extension the scheme is adopted by everyone involved on participating sites.

Brunel University London requires Contractors working on schemes over £750,000.00 net in value to sign up to this initiative. Further information can be found on the Considerate Constructors website.

## 2.5 **BUILDING ACCESS**

### 2.5.1 General Building Access

Access to buildings out of hours (considered to be 5pm – 8am) is controlled by proximity card and magnetic locks however within buildings many individual spaces are secured with either mechanical combination locks or keys and in some areas additional area-specific rules apply. Access may be requested via the BUL appointed PM and this will either be accompanied or where viable a key will be issued for the duration of the Works.

### 2.5.2 Restricted Building Access

Access to buildings and areas of buildings subjected to additional restrictions, such as those containing reinforced autoclaved aerated concrete (RAAC), are to be agreed by the BUL appointed PM.

**Anyone found in breach of building access restrictions will be immediately excluded from the University**

### 2.5.3 Access via Brunel University London ID Cards

Where specific building access is required via issue of a Brunel University London ID Card a specific online request, per individual, will be made by the BUL appointed PM.

In the event of a BUL ID Card being lost, this must be immediately reported to the BUL appointed PM who will have the card cancelled from the system. Issue of a replacement card will be subject to a £25 administration fee.

### 2.5.4 Access to Plant Rooms and Roof Spaces

The Estates Department is responsible for the issue of keys to plant rooms and roof spaces but not for general building access which is controlled by Security. The issuing of keys is controlled from the Chadwick building and keys must be signed for and returned on the same day.

The University is in the process of implementing an electronic key issue system from Key Tracker as detailed in the Key Management Policy.

### 2.5.5 Access to Comms Rooms

The Estates Department is responsible for the issue of keys to Comms Rooms. The issuing of keys is controlled from the Chadwick building and keys must be signed for and returned on the same day.

The University is in the process of implementing an electronic key issue system from Key Tracker as detailed in the Key Management Policy.

### 2.5.6 Liaison with Brunel University London Maintenance

The Estates Maintenance Division may be contacted for advice and help via the BUL appointed PM providing sufficient notice, normally three (3) working days, is given to allow rescheduling of their activities. Where a Company requires assistance with the isolation of services, access to and location of equipment, then said party shall make a written request for such assistance via the BUL appointed PM. Unless otherwise agreed by the BUL appointed PM the Company making the request shall be responsible for undertaking the isolation of the required service.

### 2.5.7 Lock Off Tag Out (LOTO) Procedure

The Estates Department operates a LOTO procedure for when making service isolations. This applies to both University staff and Contractors. Typically, service isolations would be required when working on the following:

- Compressed air
- Laboratory gases
- Natural gas
- Cold Water services
- Fire Control systems
- Hydrant and sprinkler systems
- Hot water and cold-water services within buildings

- Mechanical equipment

In addition, the LOTO procedure applies to sources of electricity, however this must be considered in conjunction with the University's LV Policy. Isolations relating to distribution boards must be carried out in conjunction with an Estates Authorised Person LV.

- Final electrical circuits ONLY

Lock Off Tag Out must be used if any of the above services are:

- Left isolated by Estates staff for more than a working day (typically 8:30am to 4:30pm)
- Left isolated by Contractors for more than a working day (typically 8:30am to 4:30pm)
- Isolated by Estates staff in preparation for contractors to carry out work
- Isolated 'out of hours' in response to an emergency

Information regarding the BUL LOTO procedure is available from the Estates Department via the BUL appointed PM.

### 2.5.8 Lost Keys

Where keys have been issued and not returned the Company who signed them out will be charged at the following net rates with master and sub-master keys incurring higher charges as greater numbers of cylinders will need to be replaced:

- Standard key      £200 per key
- Sub-master key    minimum of £10,000.00 for each incident
- Master key        minimum of £20,000.00 for each incident

For sub-master and master keys the above values are indicative and an itemised summary covering the full supply and replacement value will be presented to the Company upon completion of the cylinder installation. Monies will be recovered by deduction from final account or direct invoice at the discretion of the BUL appointed PM.

The University is in the process of implementing an electronic key issue system from Key Tracker as detailed in the Key Management Policy.

## 2.6 **WORKS EXTERNALLY**

### 2.6.1 Works Above Ground

All scaffolding contractors working at Brunel University London must be members of the National Access and Scaffolding Confederation (NASC) or similar association. When the Work involves the erection of any scaffold support, shoring or similar structure the Contractor is responsible for providing whatever additional safety features such as walkways, covers, warning lights etc. that may be necessary for safety.

Persons erecting scaffolding, regardless of whether it is fixed or portable, must be competent to do so and have undertaken appropriate PASMA training. Proof of competency must be provided to the BUL appointed PM prior to commencement.

Scaffold structures must be inspected upon erection by a competent person and an in-date inspection tag must be clearly displayed on the structure at all times. Where scaffold structures are expected to remain in place for extended periods, a weekly

inspection regime must be put in place, with the inspection reports issued to the BUL appointed PM weekly.

Action must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases. Any scaffold must be erected and dismantled in a safe and workmanlike manner in accordance with relevant regulations and industry guidance in order to avoid damage to property and injury to others. Contractors installing and using hoists etc. must provide copies of test/examination certificates prior to and throughout their use.

Wherever possible ladders shall only be used as a means of access to a working platform or stage. The use of ladders should be strictly in accordance with relevant Health & Safety Executive Guidance Notes and British Standards. Access to roofs is not permitted without the permission of the Estates Department and completion of the relevant Permit to Work where appropriate. It is the Company's responsibility to ensure the safety of their employees and persons below whilst working on roofs.

**The provision of access equipment is the responsibility of the Company and use of Brunel University London access equipment is not permitted under any circumstances**

#### 2.6.2 Works Below Ground

No excavations or lifting of chamber covers at Brunel University London may be carried out without the permission of the Estates Department. Whilst the Estates Department will advise as far as possible to the location of buried services it is the Company's responsibility to ensure that adequate checks are carried out to locate any services and to proceed with the excavation work with due care.

The work site must be made and kept safe by means of linked barriers to all exposed sides, warning notices, lights etc. at all times. When work is complete the site must be made good with any markers, protective covers and working notices removed. All trenches and excavations, particularly those adjacent to roads and existing buildings, must be adequately shored. Excavations must be fenced off or boarded over when work is not actually proceeding and be inspected to ensure integrity at least every 24 hours, 7 days a week.

**Areas of the Brunel University London's grounds have been found to contain ACM's within the soil and Companies must follow best practice when working in the ground**

#### 2.6.3 Entry in to Confined Spaces

No-one may enter any confined space without the permission of the Estates Department and issue of the relevant Permit to Work by the BUL appointed PM. Where permission is given the precautions stated on the Permit to Work and those outlined within Health & Safety Executive Guidance Notes and Brunel University London's policy must be strictly followed. The underground service tunnels are classed as confined spaces with further restrictions applying to any work undertaken within them.

Individuals requiring access to Confined Spaces must provide documented proof of training and competency to undertake works in these areas.

## 2.7 WORKS INTERNALLY

### 2.7.1 Working within Occupied Buildings

The Company must make themselves fully aware of the challenges associated with working in live academic and residential buildings at Brunel University London and take all steps and make such provisions as necessary to mitigate any problems. Accordingly, the Company must undertake a job specific Risk Assessment and Method Statement (RAMS) for their working environment and the effect that these Works will have on occupied adjacent areas, implementing all necessary measures to mitigate the risks.

#### 2.7.2 Noise Nuisance

The Company will not be permitted to undertake heavy drilling and breaking out etc. during certain prescribed hours and will be advised of these by the BUL appointed PM. Accordingly the Company will organise their working schedule to take account of these prescribed periods at no additional cost to the contract.

#### 2.7.3 Dust Nuisance

The Company will make all necessary provision to prevent the spread of dust through the building during the Works and should include as a minimum:

- Hanging dust sheets over all doorways and windows.
- Damping down dust contaminated surfaces at regular intervals and frequent sweeping.
- Providing power tools with dust collection devices.
- Carrying out as much as possible heavy dust producing activities off-site.
- Providing walk on/walk off dust matting.
- Ensuring site operatives overalls, boots etc. are dusted down before leaving the work area.

#### 2.7.4 Moving Materials

The Company is to provide full and robust protection to existing finishes including staircases and lift cars along the prescribed site delivery route. Where prescribed hours for deliveries are advised by the BUL appointed PM the Company will organise their delivery and working schedule to take account of these prescribed periods at no additional cost to the contract.

Storage of materials must be within the Company's agreed site or in areas designated for use as storage by the BUL appointed PM. Stored materials must not present a fire hazard or obstruct means of escape whether designated or otherwise and security of materials remains the responsibility of the Company.

#### 2.7.5 Area Specific Rules

Special rules apply to access and to Work carried out in some areas such as laboratories, workshops, plant rooms and IT infrastructure facilities. These must be followed by all Companies and will be notified in advance by the BUL appointed PM. A Red Amber Green door sticker system is in place for laboratories, workshops and higher risk areas.

### **2.8 SPECIALIST INFRASTRUCTURE**

#### 2.8.1 Fire Alarm Installations

Any work undertaken on fire alarm systems must have prior approval of Brunel University London's Engineering Services Delivery Manager or Fire Officer who will need to be made fully aware of what is being proposed. Work on BUL's fire alarm system can only be undertaken by approved companies.

#### 2.8.2 Data Network Infrastructure

Any work undertaken on the data network infrastructure must have prior approval of Brunel University London's Senior Network and Infrastructure Engineer or similar delegated authority, who will need to be made fully aware of what is being proposed and be in full compliance with Brunel University London's M&E Design Brief.

Any work undertaken on the data network must have prior approval of Brunel University London's Network Manager or similar delegated authority, who will need to be made fully aware of what is being proposed and be in full compliance with Brunel University London's Network Specification.

### 2.8.3 Audio Visual Installations

Any work undertaken on installed audio-visual equipment must have prior approval of Brunel University London's Digital Media Department.

### 2.8.4 Building Energy Management System (BEMS) Installations

Any work undertaken on the BEMS must have prior approval of Brunel University London's Engineering Services Delivery Manager will need to be made fully aware of what is being proposed. Work on BUL's BEMS can only be undertaken by approved companies.

### 2.8.5 Emergency Intercom & Refuge System Installations

Any work undertaken on emergency communication systems must have prior approval of Brunel University London's Engineering Services Delivery Manager who will need to be made fully aware of what is being proposed. Work on BUL's emergency communication systems can only be undertaken by approved companies.

### 2.8.6 Access Control, Security & CCTV Installations

Any work undertaken on access control, security and CCTV systems must have prior approval of Brunel University London's Engineering Services Delivery Manager who will need to be made fully aware of what is being proposed. Work on BUL's access control, security and CCTV systems can only be undertaken by approved companies.

## 2.9 **SERVICE INTERRUPTIONS, STRIP OUT AND ISOLATION**

### 2.9.1 Service Interruptions

If a contract requires one or more of the main services (gas/electricity/water) to be isolated the Company shall report to the BUL appointed PM and obtain authorisation to isolate before any action is taken. In some circumstances sufficient advance warning will need to be made to ensure business activities are not adversely affected thus it must not be assumed that an immediate isolation can be obtained.

Isolation of a single appliance or facility (cooker, WC etc.) may be made with the permission of the local supervisor. Isolated services must be locked off and clearly labelled with details of who has made the isolation and how they can be contacted. Upon completion of the work all locks and labels must be removed.

Isolation in any form or disconnection of fire alarms must not be made without prior authorisation of the BUL appointed PM.

### 2.9.2 Strip Out and Isolation of Services

Where a Contractor is required to remove mechanical and electrical services as part of the Works it must be assumed that ALL services remain live until tested and certified as dead by the Contractor.

Prior to the modification or removal of fume cupboard and safety cabinet installations a Clearance Certificate will be issued by the user department in conjunction with Brunel University London's Health & Safety Department to confirm that the installation is safe to work on.

### 2.9.3 Emergency Repairs and Accidental Damage

All accidental damage to mains service supplies must be immediately reported to the BUL appointed PM before any attempts are made to effect repairs, unless such delay presents an immediate danger to life or property. Brunel University London reserves the right to independently instruct repairs and contra-charge the Contractor at its discretion.

## 2.10 **CONTRACTOR SITE SETUP**

### 2.10.1 General Information

Contractors are to ensure, as a minimum, that their operatives and their construction traffic adhere to all regulations relating to health and safety at all times while at Brunel University London. Contractor's sites will be designated 'hard hat' sites and no access to the site or Work on site will be allowed without the appropriate Personal Protective Equipment (PPE).

For the purposes of Contractors working at Brunel University London the campus is a designated 'dry site' and the consumption of alcohol and the taking of drugs are prohibited. Any operative showing signs of drinking alcohol or suspected of taking drugs will be subject to immediate removal from the campus and will not be allowed to return.

### 2.10.2 Site Set Up

Contractors are responsible for setting up their own compounds including welfare facilities, hoardings, gates and storage space. Particular attention should be paid to:

- Clear segregation of the works from the general public.
- The control of noise, dust and vibration to minimise disturbance and pollution for the users of the campus and nearby residences.
- More generally the control of the impact of Contractors' site operations on building occupants and University activities.
- Avoidance of obstruction to existing corridors, walkways and roads.
- Location of compound gates and site entrances.
- Housekeeping on site, with equipment and materials stored in a safe manner in agreed locations only.

### 2.10.3 Positioning of Skips

All skips must be sited within the Contractor's site compound except as agreed in writing with the BUL appointed PM. Any skip located outside of the Contractor's site compound must be completely segregated from public areas of the campus by means of secure double-clipped Heras fencing and shall be lit around the entire perimeter from half an hour before sunset to half an hour after sunrise.

#### **Under no circumstances may skip compounds be left open or unattended**

Regardless of location the positioning of all skips must be at least 9m from any building unless agreed in advance and in writing by the BUL appointed PM.

Skips used for the collection of building material via a chute from high level are exempt from the 9m requirement, subject to agreement in writing from the BUL appointed PM, providing it can be demonstrated that the waste is non-flammable.

### **No person shall enter a skip to retrieve items**

Where, by agreement of the BUL appointed PM, a skip is located within 3m of a building the following precautions as prescribed in **HSG168 – Fire Safety in Construction** must be taken:

- Situating the skip against a fire-resisting wall that is high enough to prevent fire from reaching other flammable parts of the structure.
- Avoid locating skips beneath canopies or overhanging eaves.
- Restricting the amount of flammable materials placed in the skip.
- Emptying the skip before it contains a significant fire load.

#### **2.10.4 Fencing & Hoardings**

All sites must be completely screened off to deter unauthorised access and to protect areas and people outside of the construction site from activities within.

For short-term works Heras fencing is deemed acceptable providing it is double clipped on all panels and installed in strict accordance with the manufacturer's guidelines in relation to fixings and support centres. Access gates must be provided, kept closed when not in use and secured with a padlock and where the fencing abuts existing buildings this interface must be physically secured back to the structure.

For longer-term works a plywood faced, timber framed boundary hoarding of 2.4m minimum height with a density of not less than 7kg/m<sup>2</sup> for normal security and noise limitation purposes must be provided. Timber rails and cover strips to be applied over all panel joints and the whole to be painted in a plain uniform manner with contrast markings at projecting angles and corners. Visuals including the University Logo or other graphics may be requested from time to time dependent on the duration of the project. A copy of the Site Information Sign, as Appendix B, must be displayed at all site entrances.

Contractors are responsible for regularly inspecting their hoardings for projecting splinters, nails etc. and are responsible for maintaining them, repainting them as necessary. Viewing windows may be provided and hoardings shall be lit around the entire perimeter from half an hour before sunset to half an hour after sunrise.

Gates in fencing and hoardings must be positioned and constructed to minimise the noise transmitted to any nearby building whether from the site direct or from plant/vehicles/operatives leaving the site and must not open outwards from the site.

All gates to solid hoardings must be secured with a mechanical code lock, feature an overhead door closer and be kept shut at all times when not in use.

#### **2.10.5 Temporary Site Accommodation**

The Contractor shall provide suitable welfare facilities including, where appropriate, additional toilet and wash facilities to avoid unnecessary or excessive travel distances between places of work and the facilities. All temporary site accommodation shall be kept clean, tidy and in good order.

For small projects where a site compound would not normally be provided and subject to permission being given by the BUL appointed PM drinking water, washing and toilet



facilities and use of canteen facilities may be made available to the Contractor subject to security and safety requirements.

#### 2.10.6 Temporary Services

The Contractor is responsible for temporary service connections to the surrounding infrastructure and must issue a written proposal to the BUL appointed PM prior to undertaking any such connections – in most cases a permit to work will be required.

Subject to availability electrical power, water and drainage connections will be provided free of charge however all supplies to the Contractor's site are to be metered (meter to be provided by the Contractor) and the University reserves the right to check consumption rates at any time. Should rates be deemed to be excessive then the University further reserves the right to charge the Contractor for the excess.

Upon completion of the works all temporary services are to be removed and any damage made good. Drains are to be inspected with any detritus material removed and demonstrated to the BUL appointed PM that they are free-flowing and in good condition.

It is the Contractor's responsibility to provide site-based staff with communication services including telephony and data.

Brunel University London will not be held responsible for any failure or restriction in the supply for any temporary services.

#### 2.10.7 Site Security

The Contractor is responsible for the security of their site and is to ensure that access on to the site is controlled at all times. On small sites visitors should be clearly able to note the Site Manager's contact details and not be able to gain access without first having contacted them. On larger sites visitors should be immediately directed via a dedicated route to a reception where they will be required to sign in and receive a site induction.

Under no circumstances will Brunel University London accept any liability for unauthorised entry to site areas, vandalism or theft. Security personnel at the University do not undertake patrols of Contractor controlled areas.

The Contractor must control access to the work site and keep daily records of all operatives and visitors for inspection by the BUL appointed PM upon request.

#### 2.10.8 Contractor Post and Small Parcel Deliveries

The University takes no responsibility for receiving or redirecting mail on behalf of any Contractors with or without temporary accommodation on site.

Brunel University London will not accept parcel or courier deliveries except by prior written agreement with the BUL appointed PM.

### **2.11 CONTRACTOR SITE CLEARANCE**

#### 2.11.1 Reinstatement of Internal Works Areas

Following the Works, the Contractor is to reinstate all areas affected by the Works to a standard equal or better than the condition recorded in the pre-works Condition Schedule detailed within Section 2.4.1.

#### 2.11.2 Reinstatement of External Works Areas

Following Practical Completion the Contractor is to remove their site compound and make good all areas affected as follows:

- Paved areas are to be reinstated with paving to match existing.
- Tarmac or concrete areas are to be reinstated to match existing.
- Grass areas are to be reinstated using high quality turf. Where works are completed outside of the ideal growing season the Contractor is to allow for a return visit to reinstate these areas at no additional cost.
- Planted areas are to be reinstated with mature planting commensurate with the surrounding foliage A proposal is to be submitted for the Grounds Manager to review and comment on prior to works taking place.
- Line markings are to be repainted using highway-grade paint to match existing.

### 2.11.3 Removal of Site Compounds

Following Practical Completion, the Contractor is to remove their site compound and make good all areas affected as detailed under Section 2.11.1 and Section 2.11.2.

Materials forming site hoardings are to be removed from site, recycled where possible, with the entire area being inspected and swept for debris. Where a site compound has been located on a car park / area of hard-standing the whole area must be cleaned with a road sweeper.

Skips are to remain protected until removed from site. Where a larger site compound has been struck prior to removal of the skips then the contractor is to secure the skips with double-clipped Heras fencing.

Contractors are responsible for the correct disposal of waste material emanating from the Work and the Work site. In addition to normal demolition materials, packaging and spoilt materials rubbish will be deemed to include unused material, redundant equipment and fixtures.

### 2.11.4 Spare Materials

Spare finishes materials (paint pots containing at least 50% by volume, paving, flooring etc.) left over from the works are to be offered to Maintenance and when accepted, delivered to their on-campus stores at no charge.

**Contractors must not place spare materials, whether temporary or otherwise, in Plant Rooms or Service Risers**

---

# Section 3.0

## HEALTH AND SAFETY

---

- 3.1 General Information
- 3.2 Emergency Procedures
- 3.3 Construction (Design & Management) Regulations
- 3.4 Fire Safety
- 3.5 Personnel and Site Safety
- 3.6 Risk Assessments and Method Statements (RAMS)
- 3.7 Permit to Work Scheme
- 3.8 COVID-19

## 3.0 HEALTH AND SAFETY

### 3.1 GENERAL INFORMATION

#### 3.1.1 Health & Safety Policy

Brunel University London has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its undertaking and the University's Health & Safety Policy recognises this duty.

Information contained within the Brunel University London Site Handbook does not in any way relieve the Company of their legal obligation to comply with Statutory Provisions.

#### 3.1.2 Accident Reporting

All accidents, injuries, near misses and dangerous occurrences shall be logged and reported in accordance with the Company's own procedures. In addition, such instances must also be reported to Brunel University London's Health & Safety team via the BUL appointed PM and complete the University's online Accident Report form.

The Company shall ensure that provision is made in their staffing arrangements to comply with the First Aid at Work Regulations.

**Failure to report any accidents, injuries, near misses or dangerous occurrences to the BUL appointed PM within two (2) hours of the occurrence will prejudice future work at Brunel University London**

#### 3.1.3 Hillingdon Hospital

Hillingdon Hospital provides full Accident & Emergency services and is located on Field Heath Road at the southern end of Kingston Lane – it is clearly signposted on all major vehicle routes.

The hospital's main contact details are:

Hillingdon Hospital  
Field Heath Road  
Uxbridge  
Middlesex  
UB8 3NN

Switchboard: 01895 238282

### 3.2 EMERGENCY PROCEDURES

#### 3.2.1 Fire / Building Evacuation

These steps are to be taken in the event of an emergency:

**FIRE ACTION**  
**Operate the nearest fire alarm call point**  
**Leave the building by the nearest available exit**  
**Do not use a lift**  
**Dial 999 for the FIRE BRIGADE (9-999 from an internal extension)**  
**Report to the person in charge of the assembly point**  
**Do not re-enter the building until authorised to do so**

## **Additional instructions apply in Halls of Residence**

### **For AMBULANCE or POLICE assistance Dial 999 (9-999 from an internal extension)**

In addition, the Company must inform Brunel University London Security that they have called the emergency services so that they can assist in directing them to the correct location on campus.

#### **24/7 Security Contact Number Telephone: 01895 255786**

The Company must also inform the BUL appointed PM as soon as reasonably practicable.

### **3.2.2 Other Emergencies**

For all other emergency situations please contact Brunel University London Security in the first instance.

## **3.3 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS**

### **3.3.1 CDM Regulations**

CDM applies to all construction work and its application must follow Brunel University London's ***Construction (Design & Management) Regulations 2015 Management Process***.

Where there is more than one (1) Contractor, or if it is reasonably foreseeable that more than one (1) Contractor will be working on the project at any time, the client will appoint in writing:

- A Designer with control over the pre-construction phase as Principal Designer and a Contractor as Principal Contractor

The appointments will be made as soon as is practicable, and in any event, before the construction phase commences else the client must fulfil the duties of the Principal Designer and Principal Contractor.

Where applicable a Principal Designer must be appointed and a Pre-Tender Health & Safety Plan produced. Works covered by CDM Regulations will not be permitted to commence on site until the Construction Phase Plan has been reviewed by the Principal Designer who will inform the client that the Works can commence.

The Construction Phase Plan must be project and site specific and updated when necessary. The Contractor must be in possession of a copy of the HSE F10 form (where applicable) that was submitted for the Project. Where the Contractor commences work without permission or without a suitable Construction Phase Plan in place then Brunel University London shall stop works at the expense of the Contractor.

### **3.3.2 Client Duties**

Unless advised otherwise the BUL appointed PM will take on the following client duties on behalf of Brunel University London, where applicable, under CDM:

- Appointment of the Principal Designer in writing.
- Appointment of the Principal Contractor in writing.
- Provision of pre-construction information.
- Ensure adequate welfare facilities are provided.
- Submission of the F10 to the Health & Safety Executive.
- Ensure sufficient time and resource is allowed for each phase of the Project.

### 3.3.3 What is Construction Work

As defined in the CDM Regulations, but not exhaustive, construction work includes:

- Construction.
- Alteration.
- Conversion.
- Fitting out.
- Commissioning.
- Renovation.
- Repair.
- Upkeep.
- Redecoration.
- 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.
- Preparation for an intended structure including:
  - Site clearance.
  - Exploration.
  - Investigation but not site survey.
  - Excavation but not pre-construction archaeological investigations.
- Clearance or preparation of the site or structure for use or occupation at its conclusion.
- 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.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of a prefabricated element which immediately before such disassembly formed such a structure.
- The installation and 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.

### 3.3.4 Health & Safety Files

For projects involving more than one (1) contractor the Principal Designer will compile, update, alter and issue the Health & Safety File for the project. Where the role of Principal Designer ceases prior to completion of the Project then the Principal Contractor must update, review and complete the Health & Safety File.

**This legal requirement covers all construction and maintenance work regardless of whether it is subject to the Construction (Design & Management) Regulations**

## 3.4 **FIRE SAFETY**

### 3.4.1 Fire Safety

The Contractor's site emergency procedures must be compatible with Brunel University London's procedures and Contractors must agree any site-specific arrangements with the BUL appointed PM.

Fire exit routes must be kept clear at all times and Contractors' vehicles must not at any time block any designated emergency access route whether or not associated with the construction site.

Fire procedures are clearly displayed in all University buildings. Where Contractors are working in occupied buildings the Contractor shall ensure that all of their operatives and representatives comply with all local fire procedures.

**In the event of a fire alarm activation everyone must immediately evacuate site and failure to do so will result in a fine of £250 + VAT for each person found remaining on site which will be deducted from the final account valuation and will prejudice future work at Brunel University London**

Where the Contractor is responsible for an area in which works are taking place they shall be responsible for fire safety and must carry out and document a Fire Risk Assessment and implement and monitor suitable fire procedures. Fire Risk Assessments must cover the following as a minimum:

- Likely fire risks (eg. hot works, storage areas, external smoking areas etc.)?
- Who is at risk?
- How the hazards will be controlled to reduce the risks to the lowest reasonable practicable level?

Where the Contractor is responsible for producing Fire Evacuation Procedures these must contain as a minimum:

- Details of how to raise an alarm.
- Details of fire exits and routes to be used to evacuate the area.
- Details of where employees should muster in the event of a fire.
- Details of who contacts the emergency services.

#### 3.4.2 Fire Precautions

Contractors are responsible for ensuring that they do not create, nor allow to exist, any fire hazard in areas in which they are working. This includes preventing the accumulation of combustible materials.

Fire doors must not be wedged open or propped in any position.

The Contractor is to ensure that no fire hazards exist in areas where they have been working and this must be physically checked before the contractor vacates the area every working day. This must be documented.

#### 3.4.3 Fire Watch following Hot Works

Following any hot works a minimum two (2) hour fire watch must be undertaken and documented including the time the fire watch starts and finishes.

#### 3.4.4 Fire Alarm Systems

Fire alarms with smoke/heat detectors are fitted in all Brunel University London buildings. Isolation of these systems must be arranged with the BUL appointed PM and a permit to work obtained prior to commencement of any works.

The use of red caps to cover smoke/heat detectors is the **ONLY** approved method of local isolation accepted by Brunel University London. The BUL appointed PM can issue these upon request up to a maximum of 5 No. per project. Red caps provided are to be returned upon completion to the BUL appointed PM. Where more than 5 No. are required the Contractor is to provide suitable red cap covers for the entire project. Under no circumstances will any other method of covering smoke detection heads be accepted.

**False activation of the Fire Alarm System due to the works will result in a fine of £1,000 + VAT per incident which will be deducted from the final account valuation**

### **3.5 PERSONNEL AND SITE SAFETY**

#### **3.5.1 Personal Protective Equipment (PPE)**

The Company shall assess the requirements for and supply adequate and suitable PPE and protective clothing for all operatives. Where PPE and/or protective clothing are required the Company must ensure that they are used correctly. All PPE must be CE marked and fit for purpose with damaged PPE replaced immediately.

The Company must ensure that operatives using face masks and other respiratory equipment fit tested, trained in the use of respiratory protection and are clean shaven to ensure a close seal.

Additional sets of basic PPE, to include as a minimum footwear, hard hats, appropriate gloves, goggles and ear plugs to be available on site for use by Brunel University London representatives when making accompanied site visits.

As a minimum Brunel University London requires Contractors to wear the following on site at all times: high visibility vest/jacket and steel toe-capped mid-sole boots with hard hats, gloves and eye protection available at all times.

The Contractor's company logo is to be clearly featured on all high visibility vests and jackets worn on site to ensure operatives are clearly identifiable.

**Contractors failing to wear PPE in accordance with their own RAMS will be asked to stop work and apply the required equipment. Failure to do so will result in individual(s) being removed from site**

#### **3.5.2 Tools and Equipment**

All portable electrical tools must be either battery operated or low voltage. Contractors are required to provide their own step-down transformers (240v – 110v) with a centre tap or midpoint earth. All portable equipment encased in metal and any flexible metallic covering to conductors must be earthed.

#### **Makeshift and unsafe connections are prohibited**

The Contractor is to ensure that cables are not trailed so as to be unsafe to any person in the vicinity and all electrical tools and equipment must be CE marked and maintained in accordance with the manufacturer's instructions and recommendations.

The Contractor must ensure that all electrical portable appliances are inspected and tested in accordance with IEE guidelines and where manufacturers' testing requirements are more stringent than the IEE guidelines the more onerous testing requirements must be applied. Records of Portable Appliance Testing (PAT) must be available to view on site at all times.

Cartridge fixing tools must be used in compliance with the relevant Health & Safety Executive Guidance.

**Use of Brunel University London tools and equipment is prohibited and Companies must provide tools and equipment appropriate to the works being undertaken unless superseded by specific contract terms**



### 3.5.3 Guards, Fences, Screens and Enclosures

All Contractor's machinery and plant brought on to Brunel University London's campus must comply with the regulations relating to that type of equipment and must, where appropriate, be securely guarded or fenced. The Contractor shall provide rigid barriers or enclosures, as required, around all working areas throughout the course of the works and shall be responsible for the maintenance of such barriers and enclosures.

Guards or fences must not be removed from machinery or plant whilst it is energised or in motion. They must be replaced and secured as soon as maintenance/servicing tasks are complete and before the machinery or plant is energised.

### 3.5.4 Lone Working

Where possible, lone working should be avoided. Where this is not possible, then Contractors must follow their company's relevant policies.

In addition, anyone undertaking lone working during normal working hours must make confirmed contact with the BUL appointed PM for the project at least every hour. Anyone undertaking lone working outside of normal working hours must make confirmed contact with BUL's Security team via the telephone number in Appendix B.

## 3.6 RISK ASSESSMENTS AND METHOD STATEMENTS (RAMS)

### 3.6.1 General

Where the Company is required by law and/or Brunel University London to produce risk assessments and method statements these must be suitable, job/task specific and in legible writing. No Work shall start unless the Company has submitted RAMS for review and comment to the BUL appointed PM.

The Company is to ensure that all RAMS submitted are project, job and site specific. Where RAMS are not adequate the Company shall not be given permission to commence Work and Brunel University London will accept no claims for delay as a consequence.

The Company must not deviate from the requirements of the submitted RAMS unless written permission has been given by the BUL appointed PM. Where permission has not been given the Company must submit revised RAMS for further review and comment.

**For the avoidance of doubt RAMS must be produced and submitted for comment and review for all construction and maintenance work undertaken at Brunel University London regardless of whether they require a Permit to Work or not**

### 3.6.2 Document Content

Risk Assessments and Method Statements (RAMS) must contain the following minimum level of information:

- A full description of the works being undertaken.
- The location of the works.
- What the hazards are.
- Who is at risk?
- What control measures are to be implemented in order to reduce the risks to the lowest reasonably practicable level.
- Which of the Company's employees are responsible for specific safety tasks?

- Relevant emergency information such as first aid arrangements, fire arrangements etc. with details of local medical facilities.

### 3.7 PERMIT TO WORK SCHEME

#### 3.7.1 General

A Permit to Work scheme operates at Brunel University London for specific Work tasks. No permit will be issued without the Company producing an accurate job-specific Risk Assessment and Method Statement (RAMS) which must be submitted to the BUL appointed PM for review and comment. The competent person being issued the permit must be on site during the Works and must return the permit for closing out upon completion of the Works.

Companies are required to submit their RAMS at least 48 hours in advance of the permit being required with emergency permits only being issued in exceptional circumstances.

#### 3.7.2 Permits

Works included in the following list (not exhaustive) require a permit to be issued prior to commencement and subject to review and comment by the BUL appointed PM and, where applicable, the Principal Designer of job-specific RAMS:

- Compressed Air Services
- Excavation
- Fire Alarm Systems
- Gas Services
- Hot Works
- Electrical Services
- Working from Heights
- Access to Roofs
- Access to and Work in Service Tunnels and Confined Spaces
- Water Services

### 3.8 COVID-19

#### 3.8.1 Introduction

In 2020, the World Health Organisation (WHO) described COVID-19 as an infectious disease caused by a newly discovered coronavirus that spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Current advice to prevent and slow down transmission is to be well informed about the virus, the disease it causes and how it spreads. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease and cancer are more likely to develop serious illness.

#### 3.8.2 Risk Assessments and Method Statements

Over and above the regular details contained within contractor risk assessments and method statements (RAMS), there must be specific measures on how the contractor will be reducing the risk of COVID-19 transmission, how they're adhering to the latest government guidelines and what processes they have in place should an operative test positive for COVID-19.

#### 3.8.3 Health & Safety Executive

The Health & Safety Executive (HSE) have extensive information available on their COVID-19 webpages:

[www.hse.gov.uk/coronavirus/index.htm](http://www.hse.gov.uk/coronavirus/index.htm)

The HSE's advise to help control the virus, to protect yourself and others, when you leave home you must:

- Wash your hands
- Use a face covering to cover your nose and mouth in enclosed spaces
- Make space and keep at least one metre away from people not from your household

If you are feeling unwell, get a test and do not leave home for at least 10 days.

---

# Section 4.0

## ENVIRONMENT AND SUSTAINABILITY

---

- 4.1 General Information
- 4.2 Waste Management and Recycling
- 4.3 Control of Pollution, Dust, Spoil and Noise

## 4.0 ENVIRONMENT AND SUSTAINABILITY

### 4.1 GENERAL INFORMATION

#### 4.1.1 Environmental Policy

Companies shall have written environmental emergency response procedures in place and must ensure that appropriate staff are made aware of and know how to implement these procedures.

The Company is to ensure that all waste products are disposed of in accordance with relevant legislation and that waste must be transferred by licensed carriers only. A transfer note system and consignment note system must be in operation with copies passed to the BUL appointed PM on a monthly basis. The Company is to retain a copy of all paperwork relating to waste transfer on site.

It is the Company's responsibility to ensure that all waste is correctly described with relevant EWC codes and Risk Phrases on transfer and consignment notes.

Any Company found to have disposed of waste incorrectly, whether directly or indirectly, will be immediately excluded from campus and reported to the Environment Agency.

#### 4.1.2 Sustainability

Brunel University London is committed to reducing negative impact on the environment as a result of its activities therefore Works should be delivered in such a way as to minimise these wherever possible. All materials used as part of the Works should be from sustainable sources and where possible re-use of materials on site must be considered as part of a Site Waste Management Plan, as Section 4.2.3.

#### 4.1.3 Ecology and Biodiversity

Anyone working at Brunel University London must take all reasonable measures to minimise damage to trees and other natural habitats and under no circumstances discharge, or allow to be discharged, hazardous or toxic substances in to the local watercourses, land, air or drainage system whether directly or indirectly.

Any spillage of materials or loss of control of waste is to be mitigated as far as practically possible as soon as it occurs. It must then be immediately reported to the BUL appointed PM and response and remediation action coordinated with the University as required.

### 4.2 WASTE MANAGEMENT AND RECYCLING

#### 4.2.1 Waste Management

Brunel University London has a duty to know and report on the extent of waste levels generated on campus and as result requires contractors to provide certain information on every project on a monthly basis. Figures in metric tonnes are required for excavation waste, demolition waste and construction waste. Demolition and construction waste figures should be broken down in to masonry, timber, plasterboard, metals and other.

Where a weight figure is not permissible then it will be acceptable to submit figures in terms of waste volumes against these categories. Against each waste type the contractor is required to clarify the disposal method: recycled, incinerated, landfill/other or waste-energy generation.

On small projects with a contract value of less than £100k it will be acceptable to provide overall mass or volume figures based on the type of disposal method.

The Contractor must ensure that no waste from Works is disposed of in to the University's waste infrastructure, or fly tipped on any part of the University estate.

### **Brunel University London's premises code is BRUNEL**

#### **4.2.2 Recycling**

Less than 1% of the University's current waste goes to landfill and this has been achieved by an increase in recycling along with diverting the remaining waste to 'energy from waste' schemes.

All Works undertaken at Brunel University London should seek to maximise the amount of waste recycled as part of their design and delivery.

#### **4.2.3 Site Waste Management Plan**

All projects, regardless of size, must have a Site Waste Management Plan (SWMP) completed by the Contractor and approved, via the BUL appointed PM, before the commencement of works. The SWMP document is to include:

- The types and quantities of waste that will be produced
- Measures to be taken to minimize waste generation
- Methods for segregating and storing waste on-site
- Procedures for recycling and disposal, including the use of licensed waste carriers
- Documentation and tracking of waste transfer and disposal
- Monthly reporting to the BUL appointed PM on waste figures and disposal methods

**Failure to complete and implement a SWMP may result in delays to project commencement.**

### **4.3 CONTROL OF POLLUTION, DUST, SPOIL AND NOISE**

#### **4.3.1 General**

Companies must make all reasonable endeavours to ensure that no pollution is caused as a result of their activities and have emergency response procedures in place. Where necessary the Company is responsible for liaising with the Grounds Team and conservation bodies to minimise disruption to wildlife.

Companies must apply the principles and requirements of all relevant Guidance for Pollution Prevention (GPP) documents to activities carried out on behalf of the University or on its estate.

#### **4.3.2 Surface Pollution**

Companies must ensure that no paint, solvents or other materials or substances that may be detrimental or damaging to the environment are discharged on to the land or in to the sewerage system or surface water drains. Mud and silt must not be allowed to enter the surface water drainage system or any watercourse.

Any wash out from concrete mixing equipment or the cleaning of ready-mix concrete lorries must not be allowed to flow in to any drain or watercourse. Vehicle wheel wash

facilities must be securely constructed with no overflow and the effluent contained for proper treatment and disposal.

Any tanks or drums of chemicals must be stored in a secure bunded container or compound which must be kept locked when not in use. Any fuel or chemical storage area on site must be on an impervious base within a bund and secured. The base and bund walls must be impermeable to the material stored and of sufficient capacity to contain at least 110% of the volume of the all containers and in all respects meet the requirements of relevant Guidance for Pollution Prevention (GPP) documents.

#### 4.3.3 Dust and Airborne Pollution

Companies must adopt methods of work which minimise the creation of dust, emissions or odours and should keep daily records of dust conditions. If dust pollution occurs, contractors should investigate and offer to remedy the matter by cleaning windows, cars etc. Relevant Health & Safety Executive and Environment Agency guidance should be followed and care should be taken not to carry pollution off site either on vehicle wheels or in covered loads.

### **No burning of materials is allowed on site**

#### 4.3.4 Noise and Vibration

Contractors must minimise the transmission of construction and transport noise and vibration to other parts of the campus and its surroundings. Where noise levels are likely to exceed 85dB(A) in occupied areas the contractor is to ensure that suitable risk assessments and method statements have been submitted to and approved by the BUL appointed PM prior to Works commencing.

---

# Section 5.0

## COMPLIANCE

---

- 5.1 Asbestos
- 5.2 Precautions against Legionnaires Disease
- 5.3 Passive Fire Safety
- 5.4 Regulations and Standards



## 5.0 COMPLIANCE

### 5.1 ASBESTOS

#### 5.1.1 Asbestos Management Plan

Brunel University London has an Asbestos Policy Statement and Asbestos Management Plan that details the strategy for overall compliance with the Control of Asbestos Regulations (CAR) 2012.

Early construction at Brunel University London (BUL) used asbestos containing materials (ACMs) throughout the buildings and site infrastructure, therefore it is likely that Work activities will encounter some form of ACMs. In compliance with above regulation it is mandatory that all operatives including BUL employees, Contractors and Consultants whose work could foreseeably disturb the building fabric as part of their day to day activities (e.g. painters, surveyors, computer and data installers, AV installers etc), must have undertaken Asbestos Awareness training in compliance with CAR Regulation 10. A valid certificate must be presented to the BUL appointed PM and a copy of which must be held on site for inspection at all times.

A management survey of the site was conducted in 2011 and the results are summarised into individual building tables that form the 'BUL Asbestos Register', available from the BUL appointed PM. This register is maintained on an on-going basis to ensure the information remains current and up to date.

#### 5.1.2 Undertaking Work at Brunel University London

Prior to commencement of the Work, the BUL appointed PM will issue the Company with the relevant building table from the asbestos register. If the proposed activity includes intrusive elements or refurbishment work the BUL appointed PM shall ensure that a Refurbishment and / or Demolition Survey is completed by the BUL asbestos consultancy in compliance with the management plan and associated regulation and provided to the Company. The requirements for the survey and removal of asbestos are detailed within BUL 'Asbestos Procedure for Building Repair, Refurbishment and Removal'. Any ACMs detailed in the asbestos reports that may be affected by the proposed work shall be remediated by a licensed asbestos removal contractor prior to commencement of the proposed works, following the procedure also detailed in the BUL 'Asbestos Procedure for Building Repair, Refurbishment and Removal'.

BUL has taken steps to ensure that Companies will not encounter asbestos unexpectedly, however it cannot be guaranteed due to the widespread use of ACMs in building construction. Should anyone on site believe they are in the presence of asbestos then they must cease working immediately and inform the Site Manager and relevant BUL appointed PM.

Further information is available from the Estates Compliance team via the BUL appointed PM.

### 5.2 PRECAUTIONS AGAINST LEGIONNAIRES DISEASE

#### 5.2.1 General

Companies must take all necessary precautions to protect staff, students and visitors from the inhalation of aerosol sprays emanating from the work site whilst the Company is working with water.

The Company will provide the BUL appointed PM with fully detailed risk assessments and method statements for the activities they're undertaking, clearly indicating the precautions being used to mitigate the defined risks.

### **5.3 PASSIVE FIRE SAFETY**

#### **5.3.1 General**

All penetrations through fire barriers must be fire stopped using approved fire stopping products in compliance with HSG168 and BS7671. The completed fire stopping must be inspected and approved by a competent person, who holds up-to-date certification to sign off fire stopping works.

### **5.4 REGULATIONS AND STANDARDS**

#### **5.4.1 General**

All Works undertaken at Brunel University London are to be carried out in accordance with statutory and regulatory standards to include but not limited to:

- United Kingdom Government Regulations and Legislation
- Health & Safety Executive Guidance
- Approved Codes of Practice
- British and European Standards
- Brunel University London Policies & Standards

---

# Section 6.0

## FINANCE AND INSURANCE

---

- 6.1 General Information
- 6.2 Contractor Specific Terms
- 6.3 Consultant Specific Terms

## 6.0 FINANCE AND INSURANCE

### 6.1 GENERAL INFORMATION

#### 6.1.1 Official Purchase Order

Regardless of the form of contract utilised, a Brunel University London Purchase Order will be raised by the BUL appointed PM for the agreed value of the works being undertaken.

#### 6.1.2 Terms and Conditions

Where an order is placed under the Brunel University London General Terms and Conditions and not a separate JCT or similar contract, payment period, values and dates are to be agreed with the BUL appointed PM prior to submission of an invoice for payment.

**Terms of the formal JCT contract where applicable take precedence over the University Standard Terms and conditions where these have been advised during the tender process**

#### 6.1.3 Insurance

The Company must hold Employer's Liability insurance as required by statute and Public Liability insurance in the sum considered adequate by Brunel University London in respect of injury to or loss or damage sustained by persons other than the Company's employees arising from their negligence.

The Company will, when considered appropriate by Brunel University London, hold All Risks insurance in the sum considered adequate by Brunel University London.

Such insurance should also indemnify Brunel University London as employer / principal and take into account not only the liabilities upon the Company at Common Law but also within the written terms of this document and any contract which the University and the Company may enter in to.

**Brunel University London reserves the right to examine insurance policies held by the Company**

#### 6.1.4 Invoicing

Invoices must not exceed the value of the order against which they are being claimed and where the agreed value of Works exceeds the order value a further order with a different order number will be raised by the BUL appointed PM.

The only accepted method for submitting invoices to Brunel University London is via email to the following address:

[bruneluniversity.invoices@proactiscapture.com](mailto:bruneluniversity.invoices@proactiscapture.com)

**Invoices cannot be paid unless an official purchase order is in place and all invoices must clearly state the Brunel University London order number**

### 6.2 CONTRACTOR SPECIFIC TERMS

#### 6.2.1 Contractor Invoices

The Contractor may raise an invoice against the Contract Administrators Certificate of Payment. Invoices must clearly state the **Brunel University London Order Number**

and be issued as detailed under Section 6.1.4. Failure to follow these directions will result in delayed payment for which Brunel University London will accept no responsibility.

#### 6.2.2 Valuation and Certificate of Payment

The Brunel University London appointed Cost Consultant / Quantity Surveyor (where applicable) will undertake valuations of the work completed at the agreed payment stages during the contract. The Contract Administrator will follow this with a payment certificate in accordance with the terms of the agreed contract. The Contractor should raise an invoice for the amount dictated on the Contract Administrator's payment certificate.

Where an independent Cost Consultant / Quantity Surveyor is not appointed the valuations will be undertaken by the Contract Administrator.

#### 6.2.3 Retentions

Unless specifically dictated by the contract documents or advised by the BUL appointed PM retention will be set at 5% of the contract value. Half of the retention value (2.5%) will be released upon issue of Practical Completion with the remainder issued after the 12-month defects period and upon issue of the Certificate of Making Good Defects.

#### 6.2.4 Defects Liability Period

Brunel University London may, solely at its discretion, reduce the standard 12-month defects liability period for operational reasons or to coincide with building accessibility such as in residential buildings.

### 6.3 **CONSULTANT SPECIFIC TERMS**

#### 6.3.1 Consultant Invoices

The Consultant may raise an invoice against the agreed payment schedule upon completion of each work stage. Interim invoices must be with the approval of the BUL appointed PM. Invoices must clearly state the **Brunel University London Order Number** and be issued as detailed under Section 6.1.4. Failure to follow these directions will result in delayed payment for which Brunel University London will accept no responsibility.

---

# Section 7.0

## PROJECT ADMINISTRATION

---

- 7.1 **Contract Administration**
- 7.2 **Commissioning and Handover**
- 7.3 **Documentation and Equipment Issue**

## 7.0 PROJECT ADMINISTRATION

### 7.1 CONTRACT ADMINISTRATION

#### 7.1.1 Project Team

Works at Brunel University London will be overseen by the BUL appointed PM either from within the in-house staff or from an external company. In addition, the Project Team may be made up of one or more design professionals as well as Stakeholders from other University departments.

#### 7.1.2 Project Meetings

Unless otherwise stated in the contract documentation the BUL appointed PM will advise the Company regarding the frequency of meetings to be held during the Works.

#### 7.1.3 Instructions and Changes

The Company must only accept instructions for changes from the BUL appointed PM, or other individual nominated in writing, as appropriate to the contract conditions. All instructions will be provided in writing with verbal instructions confirmed in writing as soon as reasonably practicable. Any cost or programme implications must be formally agreed before Works are undertaken.

**Works carried out without formal written agreement will not be considered to form part of the contract and thus will not be considered chargeable**

In emergency situations the Company will cooperate with and respond to all reasonable instructions issued by any member of Brunel University London Security, Health & Safety or the Estates Departments. Where such situations require the Company to immediately cease work they will cooperate but seek immediate confirmation and clarification from the BUL appointed PM.

#### 7.1.4 Clerk of Works

Brunel University London reserves the right to engage the services of a Clerk of Works or Resident Engineer to supplement the technical resources of the Estates Department and allocate such persons to a particular project even where this arrangement has not been set out in the contract documents.

Accordingly, Contractors are required to extend full courtesy, access and cooperation to the Clerk of Works or Resident Engineer to fully assist them in the execution of their duties. For the avoidance of doubt the Clerk of Works or Resident Engineer has full authority to judge and where necessary instruct rectification works regardless of the contract type.

### 7.2 COMMISSIONING AND HANDOVER

#### 7.2.1 Commissioning

Commissioning duties, unless otherwise stated, will be undertaken by the Contractor for the equipment and systems installed under the contract. Unless otherwise stated the Contractor will follow the guidance and procedures set by any statutory regulations or organisation where such bodies exist or by the documents published by CIBSE or other approved institutions.

Brunel University London reserves the right to engage the services of an independent Commissioning Engineer should the requirement be deemed necessary. Accordingly,

Contractors are required to extend full courtesy, access and cooperation to the Commissioning Engineer to fully assist them in the execution of their duties.

#### 7.2.2 Commissioning Plan

The Contractor shall prepare and implement a Commissioning Plan detailing the procedures, sequences, performance requirements and deliverables associated with all aspects of testing, commissioning and proving of processes demonstrating the achievement of Brunel University London's requirements. The Contractor shall submit the Commissioning Plan to the BUL appointed PM and provide a signed record of attendance following the official demonstration and handover. It is recommended that on-site handover and demonstration sessions are videoed to allow future familiarisation with the Works.

At least seven (7) days prior to commissioning the Contractor must provide the BUL appointed PM with all relevant drawings and preliminary performance data to enable key University staff to familiarise themselves with the installations.

Demonstration and training on specialist equipment must be provided by the equipment manufacturer or appointed Commissioning Engineer.

#### 7.2.3 Snagging

The aim of all Projects at Brunel University London is for zero defects upon completion however it is recognised that some minor snagging may be identified during the Snagging Inspection and these items must not be significant enough to affect operation.

The Contractor will offer the Works to Brunel University London for snagging subject to the agreement of the BUL appointed PM that the contracted Works are at a sufficiently advanced point, that unfinished Work is minimal and clearly identified or, that the Project is being offered in an agreed process of fully completed stages.

Where snagging items are identified they must be completed as a matter of urgency in accordance with the contract and the Contractor must provide a dedicated contact to oversee the completion and clearing of snagging items, to provide and issue regular updates and confirm when all snags have been completed. A programme detailing the work must also be provided prior to commencement.

#### 7.2.4 Project Close Out

Close out of the Project will usually take the form of a handover meeting chaired and with minutes taken by the BUL appointed PM. The Contractor will be expected to hand over the following documentation at the meeting as a minimum:

- Operation & Maintenance Manuals
- Certificates
- Commissioning Data
- Building Log Book
- Completed snagging list

All documentation must have been reviewed by the Design Team and stakeholders prior to the handover meeting with all comments addressed and closed out before issue.

Subject to the above being satisfactorily provided and completed, Brunel University London will formally take acceptance of the Works from the Contractor at the end of the meeting.



## 7.3 DOCUMENTATION AND EQUIPMENT ISSUE

### 7.3.1 General

The contractor is to supply Operation & Maintenance manuals, certificates, drawings etc. covering the as-built information to the BUL appointed PM at the Project Closeout meeting.

### 7.3.2 Operation & Maintenance Manuals (O&M)

Draft O&M manuals are to be issued in sufficient time, but not less than 14 days prior to Practical Completion, for the Design Team and stakeholders to review and comment prior to formal issue. The manuals are to be prepared and submitted in accordance with the ***Brunel University London O&M Manual Preparation Guide***.

### 7.3.3 Certificates

Copies of statutory certificates are to be provided to the BUL appointed PM as soon as practicable following issue with copies included within the O&M manuals.

### 7.3.4 Record Drawings

The contractor is to supply accurate as-built record drawings in both DWG and PDF formats covering the work undertaken in accordance with the ***Brunel University London Drawing Control and CAD Presentation Guidance Notes***.

### 7.3.5 Key Issue Procedure

The Contractor is to provide a written key schedule detailing the key number and lock location or room number backed up with an annotated floor plan of the project area. All keys are to be clearly labelled and issued **ONLY** to the BUL appointed PM in a robust cardboard or plastic box upon completion of the Works. Failure to follow this procedure may result in additional keys being provided at the Contractor's expense.

### 7.3.6 Equipment Issue Procedure

The Contractor is to issue all remote controls, pagers and other client-issue equipment **ONLY** to the BUL appointed PM in a robust cardboard or plastic box upon completion of the Works. All are to be clearly labelled as to function and location of equipment.

*This page is intentionally blank*

---

# Appendix A

## ACCEPTANCE AND INDUCTION FORMS

---

- A.1 Company Acceptance Form**
- A.2 Contractors Induction Form**
- A.3 Consultants Induction Form**
- A.4 Agency Staff Induction Form**
- A.5 Minor Works Induction Form**
- A.6 Sub-Contractor Induction Form**

## A.1 COMPANY ACCEPTANCE FORM

We the undersigned confirm that we have fully read and understood the content of **Version 5.0** of Brunel University London’s Site Handbook and agree to abide by all conditions, guidance and information as detailed within.

We the undersigned accept that it is our responsibility to ensure that all operatives working on site on our behalf, whether directly or indirectly employed, will be made aware of the content of Brunel University London’s Site Handbook before being allowed to undertake Work in or on any premises, plant or equipment belonging to Brunel University London.

We the undersigned confirm that we have comprehensively reviewed and updated our Risk Assessments and Method Statements in accordance with government guidance on COVID-19 and will continue to do so as and when guidance is amended.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*For and on behalf of the above Company:*

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For and on behalf of Brunel University London:*

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***This document is valid for 24 months from the above date or until release of a new version of the Brunel University London Site Handbook whichever is the sooner***

## A.2 CONTRACTORS INDUCTION FORM

<b>Project Number and Title:</b>	
<b>Contract Duration:</b>	
<b>Company Name:</b>	
<b>Company Contact Number:</b>	
<b>Company Email Address:</b>	

<b>Declaration</b>		<i>Delete as appropriate</i>
1	Have you read and understood the Brunel University London Site Handbook and are you fully aware that you <b>must</b> follow the content at all times when you are at Brunel University London?	Yes / No
2	Have you received specific training within the last 12 months under the Control of Asbestos Regulations?	Yes / No
3	Are you fully aware that all works carried out at Brunel University London must be risk assessed and that a suitable and job specific written assessment of the significant risks to comply with the Management of Health & Safety at Work Regulations must be in place prior to works commencing?	Yes / No
4	Have you been made aware of the significant risks in your proposed work area by the Brunel University London appointed Project Manager and are you fully aware that all contractors' and sub-contractors' employees must have all the relevant risk assessments and method statements made available to them before work commences?	Yes / No
5	Do you have a copy of the Risk Assessments and Method Statements (RAMS) for the works you are about to undertake, do they include COVID-19 measures and do you understand them?	Yes / No
6	Are you fully aware that Permits to Work are required for high risk tasks and that they must be in place before work commences?	Yes / No

<b>Guidance Notes</b>	
1	<b>Reporting of hazards</b> - To be reported to your Site Supervisor and/or the BUL Appointed PM immediately.
2	<b>Accident and incident reporting</b> - Contractor must report all accidents, incidents and near misses on Brunel University London premises to the University Health & Safety team via the Brunel University London appointed Project Manager using the University Accident Reporting Form. - Sub-contractors must report all accidents, incidents and near misses on Brunel University London premises to the Principal Contractor.
3	<b>Fire and emergency</b> - Be aware of your surroundings at all times – if the fire alarm sounds get out of the building using the nearest available exit. - Go to the nearest assembly point and wait for further instructions. - If you discover a fire, raise the alarm and make your way out of the building, report to a member of University staff who will contact a Fire Marshall so that details regarding the fire can be passed on.
4	<b>Waste disposal</b> - You are responsible for removing all rubbish created by your Company. - Exit and emergency escape routes must be kept clear at all times.

<b>5</b>	<p><b>Use of work equipment</b></p> <ul style="list-style-type: none"> <li>- The use of Brunel University London owned equipment is forbidden.</li> <li>- Contractors are responsible to provide their own access and work equipment for the works. All access and work equipment must be compliant with relevant legislation and suitable for the task.</li> <li>- Suitable and sufficient PPE must be worn at all times.</li> </ul>
<b>6</b>	<p><b>Sub-contractors</b></p> <ul style="list-style-type: none"> <li>- All necessary information that needs to be passed to the sub-contractors must be done so through the Principal Contractor including:                             <ul style="list-style-type: none"> <li>- Risk assessments</li> <li>- Permits to Work</li> <li>- Accident and incident information</li> <li>- Site inductions and Health &amp; Safety briefing</li> </ul> </li> <li>- Sub-contractors are required to comply with the Brunel University London Site Handbook.</li> </ul>
<b>7</b>	<p><b>Signing in procedures</b></p> <ul style="list-style-type: none"> <li>- You must agree with the Brunel University London appointed Project Manager prior to the works starting the signing in/out procedure.</li> <li>- The Asbestos Register must be checked prior to carrying out works on the fabric or services of any Brunel University London building.</li> <li>- All contractors and sub-contractors must have a visible ID badge displayed at all times when on Brunel University London premises.</li> </ul>
<b>8</b>	<p><b>Contract sign off</b></p> <ul style="list-style-type: none"> <li>- At completion of the works the Brunel University London appointed Project Manager must inspect the completed job before the invoice can be submitted by the contractor.</li> </ul>

I confirm that I have read and understood the above and agree to abide by the content of the Brunel University London Site Handbook.

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I confirm that the above-named individual has been formally inducted and can commence work on the Project detailed above.

*For and on behalf of Brunel University London:*

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***This document is valid for the duration of the Works ONLY***

## A.3 CONSULTANTS INDUCTION FORM

Employee Name:	
Company Name:	
Mobile Number:	
Email Address:	

Declaration		Delete as appropriate
1	Have you read and understood the Brunel University London Site Handbook and are you fully aware that you <b>must</b> follow the content at all times when you are at Brunel University London?	Yes / No
2	Have you received specific training within the last 12 months under the Control of Asbestos Regulations?	Yes / No
3	Are you fully aware that all works carried out at Brunel University London must be risk assessed and that a suitable and job specific written assessment of the significant risks to comply with the Management of Health & Safety at Work Regulations must be in place prior to works commencing?	Yes / No
4	Have you been made aware of the significant risks in your proposed work area by the Brunel University London appointed Project Manager and are you fully aware that all consultants' and sub-consultants' employees must have all the relevant risk assessments and method statements made available to them before work commences?	Yes / No
5	Do you have a copy of the Risk Assessments and Method Statements (RAMS) for the works you are about to undertake, do they contain COVID-19 measures and do you understand them?	Yes / No
6	Are you fully aware that Permits to Work are required for high risk tasks and that they must be in place before work commences?	Yes / No

Guidance Notes	
1	<b>Reporting of hazards</b> - To be reported to the Brunel University London appointed Project Manager or Project Lead.
2	<b>Accident and incident reporting</b> - Consultants must report all accidents, incidents and near misses on Brunel University London premises to the University Health & Safety team via the Brunel University London appointed Project Manager or Project Lead using the University Accident Reporting Form.
3	<b>Fire and emergency</b> - Be aware of your surroundings at all times – if the fire alarm sounds get out of the building using the nearest available exit. - Go to the nearest assembly point and wait for further instructions. - If you discover a fire, raise the alarm and make your way out of the building, report to a member of University staff who will contact a Fire Marshall so that details regarding the fire can be passed on.
4	<b>Waste disposal</b> - You are responsible for removing all rubbish created by your Company. - Exit and emergency escape routes must be kept clear at all times.
5	<b>Use of work equipment</b> - The use of Brunel University London owned equipment is forbidden.

	<ul style="list-style-type: none"> <li>- Consultants are responsible to provide their own access and work equipment for the works. All access and work equipment must be compliant with relevant legislation and suitable for the task.</li> <li>- Suitable and sufficient PPE must be worn at all times.</li> </ul>
6	<p><b>Sub-consultants and sub-contractors</b></p> <ul style="list-style-type: none"> <li>- All necessary information that needs to be passed to sub-consultants or sub-contractors must be done so including:                             <ul style="list-style-type: none"> <li>- Risk assessments</li> <li>- Permits to Work</li> <li>- Accident and incident information</li> <li>- Site inductions and Health &amp; Safety briefing</li> </ul> </li> <li>- Sub-contractors and sub-contractors are required to comply with the Brunel University London Site Handbook.</li> </ul>
7	<p><b>Signing in procedures</b></p> <ul style="list-style-type: none"> <li>- You must agree with the Brunel University London appointed Project Manager or Project Lead prior to the works starting the signing in/out procedure.</li> <li>- The Asbestos Register must be checked prior to carrying out works on the fabric or services of any Brunel University London building.</li> <li>- All consultants and sub-consultants must have a visible ID badge displayed at all times when on Brunel University London premises.</li> </ul>

I confirm that I have read and understood the above and agree to abide by the content of the Brunel University London Site Handbook.

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For and on behalf of Brunel University London:*

**Sign & Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***This document is valid for 24 months from the above date or until release of a new version of the Brunel University London Site Handbook whichever is the sooner***



## A.4 AGENCY STAFF INDUCTION FORM

Employee Name:	
Agency Name:	
Mobile Number:	
Email Address:	
Start Date:	
End Date:	

General		<i>Delete as appropriate</i>
1	Have you fully read and understood the Brunel University London Site Handbook?	Yes / No
2	Are you fully aware that you <b>must</b> follow the contents of this document at all times when working at Brunel University London?	Yes / No

Risk Assessments &, Method Statements		<i>Delete as appropriate</i>
1	Are you fully aware that all tasks carried out at Brunel University London must be risk assessed in compliance with the Management of Health & Safety Regulation?	Yes / No
2	Do you have a copy of the Risk Assessments and Method Statements (RAMS) for the tasks you are about to undertake, do they contain COVID-19 measures and do you understand them?	Yes / No
3	Have you been made aware of the significant risks in your proposed work area by your Line Manager?	Yes / No
4	Are you fully aware that a suitable and job specific written assessment of the significant risks to comply with the Management of Health & Safety at Work Regulations must be in place prior to commencing?	Yes / No

Guidance Notes	
1	<b>Reporting of hazards</b> - To be reported to your Line Manager.
2	<b>Accident and incident reporting</b> - Staff must report all accidents, incidents and near misses on Brunel University London premises to the University Health & Safety team via your Line Manager using the University Accident Reporting Form.
3	<b>Fire and emergency</b> - Be aware of your surroundings at all times – if the fire alarm sounds get out of the building using the nearest available exit. - Go to the nearest assembly point and wait for further instructions. - If you discover a fire, raise the alarm and make your way out of the building, report to a member of University staff who will contact a Fire Marshall so that details regarding the fire can be passed on.
4	<b>Waste disposal</b> - You are responsible for safely disposing of all rubbish you create. - Exit and emergency escape routes must be kept clear at all times.
5	<b>Use of work equipment</b>

	<ul style="list-style-type: none"> <li>- The use of Brunel University London owned equipment specific to the tasks you've been employed to undertake is permitted providing it is used as directed and for no other purpose.</li> </ul>
7	<p><b>Signing in procedures</b></p> <ul style="list-style-type: none"> <li>- You must agree with your Line Manager the signing in/out procedure.</li> <li>- You must carry photographic identification at all times when on Brunel University London premises.</li> </ul>

I confirm that I have read and understood the above guidance and agree to abide by the content of the Brunel University London Site Handbook.

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For and on behalf of Brunel University London:*

**Sign & Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***This document is valid for 12 months from the above date or until release of a new version of the Brunel University London Site Handbook or the duration of the contract whichever is the shorter***

## A.5 MINOR WORKS INDUCTION FORM

<b>Project Number and Title:</b>	
<b>Contract Duration:</b>	
<b>Company Name:</b>	

<b>Declaration</b>		<i>Delete as appropriate</i>
<b>1</b>	Have you read and understood the Brunel University London Site Handbook and are you fully aware that you <b>must</b> follow the content at all times when you are at Brunel University London?	Yes / No
<b>2</b>	Have you received specific training within the last 12 months under the Control of Asbestos Regulations?	Yes / No
<b>3</b>	All works carried out at Brunel University London must be risk assessed and you must have suitable and job specific written risk assessments and method statements (RAMS) with COVID-19 measures in place prior to any works commencing. Do you have all of this documentation with you?	Yes / No
<b>4</b>	Have you been made aware of the significant risks in your proposed work area by the Brunel University London appointed Project Manager and where required been issued with Permits to Work covering high risk tasks?	Yes / No

I confirm that I have read and understood the above and agree to abide by the content of the Brunel University London Site Handbook.

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I confirm that the above-named individual has been formally inducted and can commence work on the Project detailed above.

*For and on behalf of Brunel University London:*

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***This document is valid for the duration of the Works ONLY***



---

# Appendix B

## GENERAL AND CONTACT INFORMATION

---

- B.1 Key Contact Information**
- B.2 Site Information Board Template**
- B.3 Main Sites Campus Information Map**
- B.4 All Sites Campus Information Map**

**IN THE EVENT OF AN EMERGENCY CONTACT**

<b>SECURITY</b>	<b>01895 255786</b>	<a href="mailto:security-operations@brunel.ac.uk">security-operations@brunel.ac.uk</a>
-----------------	---------------------	--

**EXTERNAL EMERGENCY CONTACTS**


<b>Hillingdon Hospital A&amp;E</b>	<b>01895 238282</b>	24/7
<b>Hillingdon Police Station</b>	<b>01895 251212</b>	24/7






**CAMPUS SERVICES HELPDESK**

<b>HELPDESK</b>	<b>01895 267800</b>	Monday to Friday 8:30am to 4:30pm
	<a href="mailto:campusservices-helpdesk@brunel.ac.uk">campusservices-helpdesk@brunel.ac.uk</a>	

**OTHER USEFUL CONTACTS**

<b>Main Reception</b>	<b>01895 265800</b>	Monday to Friday 8:00am to 5:00pm
	<a href="mailto:campusservices-helpdesk@brunel.ac.uk">campusservices-helpdesk@brunel.ac.uk</a>	
<b>Computer Support</b>	<b>01895 265888</b>	Monday to Friday 9:00am to 5:00pm
	<a href="mailto:computing-support@brunel.ac.uk">computing-support@brunel.ac.uk</a>	
<b>Media Services</b>	<b>01895 265507</b>	Monday to Friday 8:00am to 6:30pm
	<a href="mailto:av-booking@brunel.ac.uk">av-booking@brunel.ac.uk</a>	
<b>Health &amp; Safety</b>	<b>01895 267408</b>	Monday to Friday 9:00am to 5:00pm
	<a href="mailto:healthandsafety@brunel.ac.uk">healthandsafety@brunel.ac.uk</a>	
<b>Distribution Centre</b>	<b>01895 267615</b>	Monday to Friday 8:00am to 4:00pm
	<a href="mailto:distributioncentre@brunel.ac.uk">distributioncentre@brunel.ac.uk</a>	

<h1>PROJECT INFORMATION BOARD</h1>			
			
		<i>Principal Contractor</i>	
<i>Architect</i>	<i>M&amp;E Engineers</i>	<i>Structural Engineer</i>	<i>Quantity Surveyor</i>

<b>Description of the Works</b>			
<b>BUL Appointed Project Manager</b>			
<b>Estates Department Contact</b>			
<b>Contractor's Site Manager</b>			
<b>Emergency Out of Hours Contact</b>			
<b>Contractor's Head Office Contact</b>			
<b>Site Access Details</b>			

<b>Anticipated Start Date</b>	<b>Anticipated Completion Date</b>

**Keep blank for insertion of Campus Map #1**



**Keep blank for insertion of Campus Map #2**