

Skypark.

**Code of safe
working practices
for contractors**

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_01 Introduction

Skypark Trustees Limited has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors and others who may be affected by its operations. Skypark's Health and Safety Policy recognises this duty and due to the range of work activities carried out on Estate premises by contractors it has in place this Code of Practice.

This Code of Practice does not in any way relieve the contractor of their legal obligation to comply with all Statutory Provisions.

_02 Purpose of the Code

This Code applies to all work undertaken by Contractors associated with new buildings, alterations to, adaptation of, or extensions to existing buildings, or site installations and other works, and the maintenance of buildings, properties and sites owned or occupied by Skypark, its Agents or Tenants and to the modification and maintenance of equipment held within these premises.

The Code of Practice has been prepared to assist contractors and their employees to work safely within the Estate and to prevent accidents and injuries to themselves, Skypark employees, students, visitors and others. Contractors are to be reminded that persons with sight, hearing and mobility impairments are to be expected in the vicinity at any time. The observance of the Code of Practice does not in any way relieve contractors of their own legal and contractual obligations. When applicable, the requirements of the Construction Design and Management Regulations (CDM) will be implemented. It is the contractor's responsibility to ensure that all of their employees, and those of their sub contractors, who will be working within the Skypark estate are aware of the requirements of the Code and the Health and Safety rules of the department or area in which they are working. Contractors or their sub-contractors in complying with this Code shall make no requests for additional expenditure. Failure to comply with the requirements of this Code will prejudice contractors from being awarded future work by Skypark.

_03 Communication

In all cases, health and safety will be dependent on the establishment of good communications between the contractor and their point of contact within the Estate. This will be the job owner, who is responsible for overseeing all aspects of the project from start to finish, and is often the person named on the official order or the nominated project officer. This point of contact is described throughout this code as the "Skypark Representative". In any case of doubt regarding the application of this code or in any circumstances affecting safe working practice not covered by the code, advice should be sought from the Skypark Representative.

_04 Risk assessments & method statements

Before any work commences the contractor shall provide the Skypark Representative with a risk assessment of the works to be carried out. A method statement shall be provided giving details of how any indicated risks may be controlled. Insurance, Training and Equipment certificates may also be required.

_05 Commencement of work

Contractors shall not be permitted to work on the Estate until the Acceptance Form attached to this Code of Practice has been completed and received by the Skypark Management Team. This Code of Practice and declaration apply to all subsequent work undertaken by the contractor on the estate, until further notice. No work may commence unless the Skypark Representative has been consulted and adequate time has been allowed to complete and arrange any Health and Safety requirements. Contractors shall ensure that their employees and those of their sub contractors are adequately trained and competent to carry out the work in question.

_06 Permits to access

Where work involves particularly High Risk hazards such as:

- Working in confined spaces
- Work in laboratories/research areas
- Hot works
- High and low voltage electrical work
- Working with asbestos
- Excavations
- Work on roofs
- Scaffold towers/Working Platforms

Or where contractors operations are required to be co-ordinated with those of Skypark to ensure health and safety, then operations may need to be controlled by means of a formal "Permit to Access" system. Contractors should be aware of Skypark's Permits to Access System (Procedure 10). No work shall commence that falls within the categories listed above without first liaising with the Skypark Representative, who may if required issue the relevant Permit to Access.

_07 Services

Contractors must not interfere with any fire alarms, alarm wiring, fire equipment or any other safety installation provided to protect building occupants without specific permission from the Skypark Representative. Similarly, permission must be obtained prior to the connection of any equipment to the gas, electrical, water or any other services and any relevant Permits to Access issued. Entry to substations, switchgear and plant rooms is prohibited unless the Skypark

Representative has given permission. Specialist arrangements apply to High Voltage sub-stations. In all cases an isolation request must be completed before any part of the fire system is deactivated.

_08 Tools & equipment

All plant, tools and other work equipment used by contractors on the Skypark estate must be appropriate for the work to be undertaken, comply with all relevant legal standards and must be maintained and inspected in accordance with appropriate safety standards and statutory provisions. All portable tools, so far as is reasonably practicable, shall be operated at 110V or less. In certain circumstances, where agreed by the Skypark Representative, an alternative device may be used which must incorporate an earth leakage/residual current device. Cartridge fixing tools must not be used on the Skypark estate without the prior permission of the Skypark Representative. Should permission be granted they must be used in compliance with the relevant Health and Safety Executive Guidance notes. When working in or around occupied buildings, particularly those used for research and teaching and call centres, contractors should be sensitive to excessive noise generated when using pneumatic and cutting tools and be prepared to carry out excessively noisy work when normal operations are not in progress by prior agreement with the Skypark Representative. Contractors must not use Skypark owned plant, tools or other work equipment.

_09 Guards, fences, screens & enclosures

Guards or fences must not be removed from any machinery or plant without the previous permission of the Skypark Representative. Guards or fences must not be removed while the machinery/plant is in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery plant is re started or energised. All contractors machinery and plant brought on to the Skypark estate 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/enclosures around all working areas throughout the course of the works and shall be responsible for the maintenance of such barriers/enclosures.

_10 Works above ground

All scaffolding contractors working on the Skypark Estate shall be members of the National Access and Scaffolding Confederation. 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. 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 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 the relevant Health and Safety Executive Guidance Note and British Standards.

Access to roofs is not permitted without the permission of the Skypark Representative and completion of the relevant Permit to Access if appropriate. It is the contractor's responsibility to ensure the safety of their employees and persons below whilst working on roofs.

_11 Works below ground

No excavations on the Skypark estate may be carried out without the permission of the Skypark Representative. Whilst the Facilities Department will advise as far as possible to the location of buried services, it is the contractors 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 barriers, warning notices, lights etc, at all times. When work is complete, the site must be made good, and any markers, protective covers and warning notices removed. All trenches and excavations, particularly those adjacent to roads and existing buildings, must be adequately shored. Excavations should be fenced off or boarded over when work is not actually proceeding and be inspected to ensure its integrity at least every 24 hours, 7 days a week.

_12 Entry into confined spaces

Contractor's employees may not enter any confined space without the permission of the Skypark Representative. If permission is given, precautions stated on the Permit to Access and those outlined within Health and Safety Executive Guidance shall be strictly followed. A minimum of two employees shall be present at all times.

_13 Personal protective equipment

The contractor is responsible for providing their employees with appropriate personal protective equipment and clothing as may be required for the work being undertaken. Skypark may require proof of adequacy or specification of the protective equipment or clothing provided. The contractor shall ensure that their employees when necessary wear the necessary P.P.E.

_14 Control of pollution

Contractors shall not deposit any waste, chemical or other substance into any drains, skips or bins on the Skypark estate, unless the Skypark Representative has granted permission.

_15 Asbestos

The Skypark has a separate Guidance Note “Working with Asbestos” which identifies procedures for the identification and removal of asbestos in line with the Skypark’s Asbestos Policy. Whilst Skypark takes steps to ensure that contractors will not encounter asbestos unexpectedly, it cannot be guaranteed. The Asbestos register has been prepared from a Type 2 survey and does not identify asbestos that may be hidden or could be uncovered during demolition or internal structural alterations. Where access has not been obtained it should be presumed that asbestos containing materials are present, until proved otherwise. All associated precautions should be adhered to. Where contractors unexpectedly encounter material they suspect to be or to contain asbestos, work should be stopped immediately and the Skypark Representative informed.

_16 Road safety

The Skypark estate presents danger in respect of road safety and drivers are expected to exercise a high degree of care. The presence of large numbers of employees, visitors and students must be constantly borne in mind. Parking on the Skypark estate is subject to Skypark regulations. Advice as to parking arrangements should be made with the Skypark Representative. Contractors shall ensure that all construction site vehicles and plant are operated by trained and competent persons, and are adequately maintained and used in accordance with recommended guidance and safe working practices.

_17 Fire Safety and Emergency Procedures

The integrity of fire alarm systems and escape routes must be maintained in any occupied building at all times. When work involves the breaking through of fire compartments, the break through point should be suitably fire stopped immediately. If in doubt the Skypark Representative should be consulted prior to commencing work. Smoking is strictly prohibited within Skypark buildings. The use of flame, naked lights or the application of heat in activities such as welding and burning is prohibited unless the necessary Permit to Access has been issued. Highly flammable solvents or materials containing highly flammable solvents may only be used after seeking prior permission from the Skypark Representative. Contractors must obey alarm signals whilst on the Skypark estate and make themselves aware of local fire procedures, they must report to the tenants, area or Skypark’s fire officer (wearing a high visibility vest) after the building has been evacuated following an emergency. Contractors should be aware that Skypark staff and students would regard accidental tripping of fire alarms by their work activities as a genuine emergency and the evacuation procedure for that building will be implemented and the fire brigade summoned. The Contractor should make every effort to ensure that such false alarms are not caused. The location of automatic detection devices and the work to be undertaken must be considered prior to starting work and the Skypark Representative advised if there is any likelihood of a false alarm being caused.

_18 Emergency calls for fire & ambulance

If it is necessary to summon the fire brigade or ambulance telephone your employee should ring 999 direct via a mobile telephone and contact 0141 221 6868 as soon as possible after making the emergency call. The contractor shall ensure that provision is made to comply with the First Aid Regulations.

_19 Reporting of accidents & dangerous occurrences

Whilst contractors have responsibilities for recording and reporting injuries and dangerous occurrences to their employees, such incidences should also be reported immediately to the Skypark Representative and the Skypark accident report form completed.

_20 Departmental rules

Special rules apply to access and to work carried out in some areas. These must be followed by all contractors employees, and will be notified to the contractor by the Skypark Representative i.e. GSA Laboratories, Research areas, Microwave transmitter areas.

_21 Safety & Warning Signs

Contractors must ensure that they prominently display the appropriate safety signs and notices in accordance with the relevant regulations. Contractors should note the importance of providing advanced warning signs to the users of the estate.

_22 Hazardous/harmful substances & materials

Contractors shall ensure that any hazardous substances are used in accordance with the appropriate legislation and manufacturers recommendations and requirements. The Skypark Representative may require a risk assessment and method statement to be prepared and approved prior to commencement of the work. Data sheets for hazardous or harmful substances and materials shall be kept on site.

_23 Welfare facilities

Contractors are responsible for providing all site welfare facilities as required by the relevant regulations. However The Skypark Representative may allow in certain circumstances that the Skypark toilets and various restaurant and café facilities be used. Contractors may only use these facilities if suitably dressed and clean

Please continue to the next page and
complete the acceptance form

Acceptance Form

This form must be completed and signed by every contractor prior to undertaking any construction, maintenance or other similar works on the Skypark Estate. The completed form should be sent to:

Skypark Management Suite
8 Elliot Place
Glasgow
G3 8EP

OR email to Lynne@skypark-glasgow.com

I/we have received a copy of the Skypark Code of Safe Working Practices for Contractors undertaking work within the Skypark Estate.

I/we have read and understood the Code of Practice referred to above and briefed our employees of the requirements and contents of the Code.

I/we agree to comply with all current legislation governing construction works and associated activities and the specific rules and procedures detailed in this document

I/we understand that any contravention/breach of relevant health and safety legislation and the specific rules and procedures detailed in the Skypark Code of Practice may lead to termination of the contract and removal from the Skypark approved list of contractors.

Signed

Destination

On Behalf Of

Dated