



Safety, Health and Environmental Essentials for Contractors Working at Royal Observatory Edinburgh

	Page
Introduction	3
1. Before Work Starts	4
2. Fire Safety	5
3. Covid-19	7
4. Accidents and Injuries	8
5. Asbestos	9
6. Confined Spaces	10
7. General Safety	11
8. Restricted Areas	13
9. Tools and Equipment	14
10. Vehicles on Site	16
11. Waste and Pollution	17
12. Work on Site Utilities	18
13. Key Contacts	19
14. Site Plan	20



Introduction

This booklet applies to all contractors who carry out work on STFC's Royal Observatory Edinburgh site. The extent of its application will depend on the scope and nature of the contracted work.

These requirements form part of STFC's safety, health and environment management arrangements, which all contractors are required to adhere to whilst working at UKATC.

They are in addition to the general requirement for contractors to comply with all applicable safety, health and environmental (SHE) legislation and STFC SHE codes.

a) Contract Supervising Officer (CSO).

The CSO is the STFC representative responsible for the day-to-day management of the contract and for ensuring that the contracted works are carried out on site in accordance with contract conditions and with agreed controls for shared risks. The CSO may be any competent person employed by, or acting on behalf of STFC.

See SHE Code 16 - <http://www.she.stfc.ac.uk/SHE/Codes/21002.aspx>

b) Sub-Contractors

Contractors are responsible for ensuring that all sub-contractors they employ on site comply with their relevant legal and contractual duties, STFC SHE codes and the additional requirements contained in this document.

Sub-contractors may not further subcontract out any part of their work on site without prior agreement between the CSO and main (principal) contractor.

1 Before Work Starts

The scope of the work should be clearly defined in advance along with the main SHE implications. Any doubts or uncertainties should be clarified with the CSO.

c) Construction Work

All work on site which is classified as “*construction work*” under the Construction (Design and Management) Regulations 2015 is subject to STFC’s separate management arrangements for such work.

See SHE Code 13 - <http://www.she.stfc.ac.uk/SHE/codes/20858.aspx>

This booklet contains general requirements applicable to all contractors working at UKATC. It **does not** provide the specific duties and requirements that apply to construction-related contractors.

Contractors must ensure that they have a valid risk assessment for the work they are going to do, and that it **is signed off by those carrying out the work**. This must be reviewed and agreed with the CSO **before work starts** to ensure that it adequately covers:

- ❖ the health and safety risks of the contracted work to STFC staff, visitors and other third parties on site;
- ❖ the health and safety risks to contractors from STFC’s operations and any contractual or other constraints imposed by STFC;
- ❖ the measures needed to control the identified risks (including any safe systems of work, method statements, permits/authorisations etc.)
- ❖ the arrangements for checking the control measures are working in practice; and
- ❖ the process for identifying, evaluating and controlling other risks that arise during the works, for example environmental risks.

All contracted and sub-contracted personnel must have an appropriate UKATC site induction before they are permitted to work on site.

Reception and General Site Access

On arrival to site all contractors and sub-contractors must report to Reception who will arrange site access with the CSO, including security passes. Security passes must be worn visibly at all times when on site. To contact UKATC Reception (general enquiries) call 0131 668 8100.

2 Fire Safety

Contractors are responsible for taking all necessary precautions to prevent any risk of fire or explosion associated with their work. This includes the storage, use and disposal of flammable materials and ensuring ignition sources are eliminated or properly controlled.

Where contractors are unable to put adequate precautions in place they must not proceed with the work until they have agreed a way forward with their CSO, and as appropriate the UKATC Fire Safety Adviser.

All hot work undertaken by contractors has to be carried out in accordance with an electronic permit-to-work, which is issued by a STFC Hot Work Permit Issuer. No hot work may be carried out on site without this authorisation.

Contractors must not adjust, disable, tamper, remove, block or interfere in any other way with any physical fire safety systems; for example call points, fire doors, smoke detectors etc.

**PREVENT
FALSE ALARMS!**

**REMEMBER
SMOKE TRAVELS!**

All work that could affect the physical fire safety systems or the emergency evacuation of building occupants must be agreed in advance with the CSO, so that appropriate temporary measures are taken. This includes any works which:

- are likely to produce heat, dust or fumes;
- will restrict or block fire escape routes and exits;
- require the wedging open of fire doors;
- involve breaking a building's fire compartmentation;
- affect the operation of the fire detection and alarm systems.

Contractors are responsible for ensuring that their works do not generate false fire alarms. The temporary disablement of automatic fire detectors must be arranged in advance through the UKATC Estates Services Team. Fire detectors must not be capped or covered without having the detection system isolated.

Fire hydrants must not be used as a water supply unless they have written permission from the UKATC Estates Team.

Please note site fire alarms are tested every Monday between 09:30 and 10:00

If you discover a fire:



Operate the nearest manual call point and alert colleagues - shout "Fire! Fire!"



Fight the fire with the correct type of extinguisher only **if trained and it is safe to do so**



Leave the building by the nearest available exit



Go to the muster point and inform Building Warden of location of the fire

If you hear the fire alarm:



Leave the building by the nearest available exit



Go to the muster point

General Evacuation Alarm

In the event of a general evacuation alarm leave equipment safe before exiting the building and proceed to the nearest Muster Point.

3 COVID-19

A section of the RAMS provided should address the measures in place relating to Covid-19 including, where relevant:

- PPE requirements inc. face coverings
- Social distancing
- Hand hygiene
- Welfare arrangements and breaks
- Arrangements for cleaning and waste disposal
- Emergency procedures, escape routes
- Accident/incident reporting
- One-way/priority access routes

IMPORTANT NOTICE
COVID-19 SAFETY ON STFC SITES
THIS SITE IS AT STFC ALERT LEVEL 3

You must NOT enter site if you have any of the following symptoms:

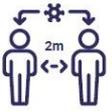
- **Fever**
- **A new, continuous cough**
- **Loss of smell or taste**



If you develop any of the above symptoms while you are visiting an STFC site you must LEAVE site immediately and report it to your manager/supervisor.

While on site you must:

- **Maintain 2m separation from others at all times**
- **Wash hands regularly or use hand sanitiser**



Failure to follow these standards may result in being removed from site.

Thank you for your co-operation,
STFC Security Team

 UKRI Science and Technology Facilities Council

4 Accidents and Injuries

First Aid

Minor Injuries

- Contact a UKATC first aider on ext. 500 (0131 668 8500) or
- Call Reception on ext.100 for advice

The details of UKATC first aiders are posted by first aid boxes in all buildings and are on STFC's **intranet** site. You can also ask any member of STFC staff to help you locate a first aider.

Serious Injuries or Medical Emergencies

- Call Reception on ext.100 (0131 668 8100 from a mobile). They will contact assistance, including calling for an ambulance if one is required;
- Tell Reception if an ambulance has already been called from the scene, so they can be ready for its arrival; and
- Do what you can to make the casualty safe until help arrives, without putting yourself at risk.

Accident Reporting

Contractors must ensure that all injuries or near misses they have on site, however minor, are reported without delay to STFC through their CSO. In some circumstances the CSO may arrange for the contractor to submit reports directly via STFC's online incident reporting system.

In all cases contractors retain responsibility for fulfilling their legal duties under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). **STFC will not submit RIDDOR reports on their behalf.**

For details about RIDDOR see: <http://www.hse.gov.uk/riddor/>

5 Asbestos

Very few of the buildings on the UKATC site contain asbestos. Due to the age of the estate this was typically used in flooring materials and the vast majority has been removed at various times over the years.

UKATC has a site asbestos register, which contains records of the asbestos known to be present in the buildings, plant and equipment along with historical records of asbestos removed from the site.

Despite an extensive site asbestos register it is not possible to know where all asbestos is located. Consequently all work on site that is likely to disturb or damage asbestos containing materials is strictly managed on the presumption of the presence of asbestos until it can be confirmed otherwise. This is done by means of an asbestos refurbishment and demolition survey carried out by an independent assessor.

Contractors must ensure they consider the risk of damaging or disturbing asbestos containing materials into their risk assessments and discuss the risk assessment with their CSO, who will consult with UKATC Estates.

Only contractors authorised by UKATC's Estates Department are permitted to carry out work involving asbestos-containing materials.

All other contractors must not proceed with any work which might result in the release of asbestos fibres.

Any contractor, who unintentionally damages, disturbs or suspects the presence of unknown asbestos containing materials must:

- immediately stop work;
- evacuate the area;
- contact their CSO; and
- prevent other people from entering the area until their CSO and/or member of the UKATC Estates team arrives to evaluate the situation.

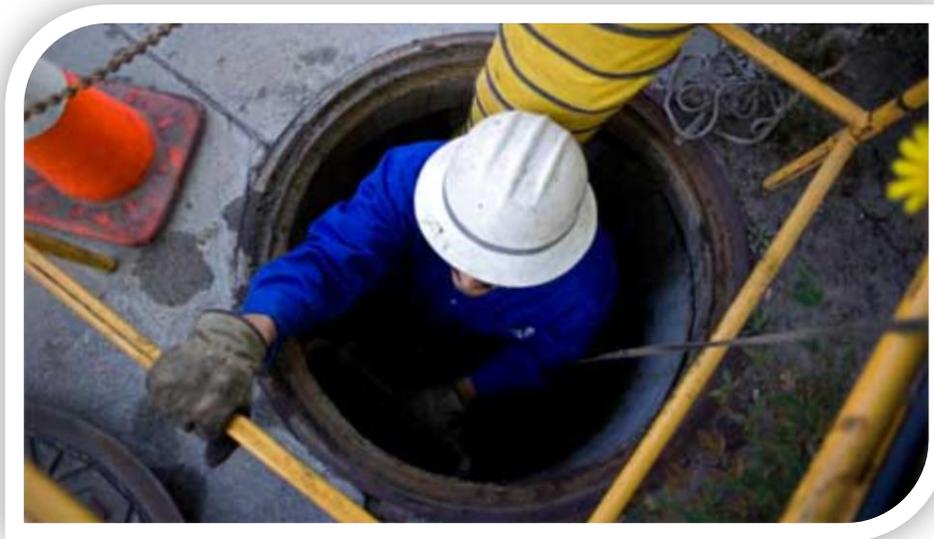


6 Confined Spaces

Work in confined spaces must be avoided wherever possible.

Where this is not possible the contractor must carry out a specific risk assessment and develop a safe system of work, which includes emergency procedures. These must be agreed with the CSO and/or local UKATC Supervisor for the area.

Before work in a confined space can commence the contractor **must obtain** a confined space permit-to-work from a UKATC authorised permit issuer.



7 General Safety

Local Hazard Information

Hazard warning posters will be at the entrance to workshops, laboratories and similar areas.

These posters summarise the main hazards in the room/area and the contact details of the key people responsible for the area.

Contractors must ensure liaison has taken place with the people responsible for these areas before undertaking any work in them. This is to ensure that all work is properly coordinated and the necessary precautions are taken.

Contractors must provide, use and store safely the correct PPE for the work they are undertaking on site, e.g. ear defenders, eye protection, hard hats, safety boots, Hi-vis clothing, gloves etc.



The image shows a 'Room Hazard Details' poster template. It includes fields for 'Building name', 'Room number', 'Local Room Name', 'Location', 'Department', and 'Date'. A 'Hazard' section features a 'Danger: Electricity' warning icon and a table for listing hazards. Below this is an 'Additional Information' section, a 'Person and Date Responsible' section, and a 'Priority Contacts for Room' table with columns for Name, Title, Direct Dial, Mobile/Other Phone, and Location (Designation No.). At the bottom, there is an emergency contact number: 'In an emergency call RAL Security on +2222 or 01235 778888 from a mobile'.

Personal Protective Equipment (PPE)

STFC will provide any specialist items of PPE needed for the location where the contractor is working, e.g. lab coats. This must be organised in advance through the CSO.



Safety helmet must be worn



Safety boots must be worn



Eye protection must be worn

Lone Working

Where relevant, contractors must consider lone working risk as part of their risk assessments and take appropriate precautions.

This includes complying with any relevant STFC local procedures and prohibitions on lone working that may apply.

Housekeeping

Contractors must ensure that all materials, substances and equipment are stored safely, securely and tidily on site in areas/locations agreed by their CSO.

Contractors must ensure that their work does not pose a slip or trip risk to building occupants, prevent or restrict access to fire doors or block escape routes for building occupants.

Contractors must be mindful of the impact their work has on building occupants; for example noise, fumes, dust, vibrations etc. The impacts and possible mitigation measures must be discussed with their CSO prior to work commencing so that building occupants can be advised.

Smoking and Vaping



Smoking and vaping is not permitted inside any STFC building or within 5m of any building. All cigarettes must be extinguished properly and disposed of in the bins provided.



8 Restricted Areas

Due to the nature of the science undertaken at UKATC there are many areas on site where there are strict access controls due to the safety hazards present, some of which may be invisible hazards, for example:

- ❖ hazardous chemical substances;
- ❖ high power lasers;
- ❖ potentially oxygen depleted atmospheres;
- ❖ cranes and lifting operations



No access for
unauthorised persons

Restricted areas include certain laboratories, workshops, plant rooms and roofs. They can normally be identified by safety warning safety signs at the entrance points to these areas.

Contractors may not enter restricted access areas without prior approval / authorisation from the CSO and/or the local STFC supervisor for the area. This may include having to attend a specific induction briefing for the area.

Once access has been authorised contractors must abide by all the local safety rules for the area at all times.

9 Tools and Equipment

Contractors may not borrow or use STFC tools and equipment unless they are explicitly permitted to do so under their contract or have written approval from their CSO.

Contractors must ensure that all portable electrical equipment they bring on site has been suitably inspected and PAT tested and be able to evidence this to their CSO.

Portable electric hand tools must be battery powered or reduced voltage (110v CTE).

Ladders and Stepladders



All ladders and stepladders must be UK Class 1 (industrial) or EN131 and have been suitably inspected and be able to evidence this to their CSO.



Lifting Equipment

Contractors must ensure that all lifting equipment and lifting accessories they bring on site has been suitably maintained, and be able to evidence current statutory inspection records for the equipment to their CSO.



Mobile Elevated Work Platforms (MEWPs)

The use of MEWPs must be agreed / authorised by the CSO in advance. Before the MEWP is used on site contractors must have provided the CSO with:

- copies of the latest inspection and thorough examination records for the MEWP;
- a copy of the training certificate, card or "licence" for each MEWP Operator, confirming they are trained in that type of MEWP; and.
- evidence that the MEWP operator(s) have had familiarisation training on the controls and operation of the particular make and model of MEWP.

Pressure Systems

Contractors must ensure that any positive and negative pressure equipment they bring on site has been suitably maintained, and be able to evidence current statutory inspection records for the equipment to their CSO.



10 Vehicles on Site

General

Site roads are subject to all the standards contained in the Highway Code. All vehicles brought on site must be well maintained to prevent leakage of fuel/oils into the surface water drains.

The site maximum speed limit is 5mph and warning signs are in place

The use of mobile phones or mobile communication devices is not permitted whilst driving on site.

Vehicles must only be parked in designated areas, unless the CSO or Reception has authorised parking elsewhere.

All vehicle-related collisions on site must be reported immediately to your CSO and Reception.

Vehicle engines must be switched off when the vehicle is stationary. They must not be left running, even for short periods.

Driving without due care and attention, speeding and/or unauthorised parking may result in drivers being banned from driving on site.

Contractors are responsible for ensuring the loading and unloading of their vehicles is carried out safely and without risks to people in the vicinity, including the use of Fork Lift Trucks (FLT's). This includes deliveries and collections under their control.

Reversing

The reversing of large vehicles and mobile plant on site should be avoided as far as possible. Where it can't be avoided the contractor must use a trained 'Banksman' to guide the driver and keep the reversing area clear of pedestrians and other vehicles.





11 Waste and Pollution

The UKATC site drains into City of Edinburgh Council drainage on Blackford Hill. All uncontained liquid spills on unmade land or site roads must be contained to prevent discharge into site drains. Spillages of this nature must also be reported immediately to your CSO and the UKATC Estates Helpdesk.

All waste generated by the contractor must be removed from site on completion of the work. If waste is produced on a daily basis then it must be either removed daily or suitable storage provision (e.g. enclosed skip) provided at the contractors expense. Provision and location of skips must be agreed in advance with the Estates team.



12 Work on Site Utilities

Electricity

Only suitably qualified and authorised (18th Edition) electricians are permitted to undertake work on STFC's electrical systems and equipment. No other contractors may undertake such work.

The isolation of any electrical supply must be approved in advance by UKATC Estates for the site electrical supply infrastructure and mains systems.

Working near live exposed (accessible) conductors must be avoided at all times. Live working is prohibited but may be allowed in exceptional circumstances, with approval by the relevant UKATC authorising electrical engineer.

Water

Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the UKATC site mains water supply network under the direction of UKATC Estates and the Legionella Responsible Officer.

The use of site water as part of works onsite must be approved by your CSO. Suitable measures must also be taken to minimise water use/wastage and ensure site drainage systems are not contaminated.

Gas

Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the UKATC site mains gas supply network under the direction of UKATC Estates.

13 Key Contacts

CSO Name	
CSO Location	
CSO Contact number/details	
CSO Deputy (name and contact information)	
UKATC Site Reception (Office hours Mon-Fri)	Dial 100 from any site landline; or Call 0131 668 8100 from a mobile phone
UKATC Emergency number (Office hours Mon-Fri)	Dial 222 from any site landline; or Call 0131 668 8222 from a mobile phone
UKATC Estates helpdesk	email: estates@roe.ac.uk
UKATC Safety, Health and Environment Group	Tel: 0131 668 8273/8278 email: richard.corrigan@stfc.ac.uk
UKATC Fire Safety Advisor	Tel: 01925 603027 email: chris.dickinson@stfc.ac.uk
UKATC Site address	UK Astronomy Technology Centre Observatory Road Blackford Hill Edinburgh EH9 3HJ General Enquiries: 0131 668 8100

14 Site Plan

