

Appendix 4a

Guidance for contractors and/or service engineers requiring access to authorised areas

Whenever contractors, employed by the School/Service, require access to authorised areas (e.g. duct, roof, locked building, plant room) the School/Service must complete the form in Appendix 4c and take this to Estates Helpdesk.

If access is required to confined spaces, then it is important to give Estates advance warning of the work (minimum of 48 hours). A confined spaces permit will need to be issued by Estates and a walk-through of the job carried out. (See Appendix 4b for guidance regarding what is classed as a confined space.)

Authorising officer duties

Before contractors are allowed into authorised areas, the person in the School/Service who authorised the work should ensure that the contractors:

- Have provided suitable risk assessments and method statements, which are site specific and relevant to the type of work. The relevant Health and Safety Manager within Health and Safety Services should be contacted for further advice, if needed.
- Understand what action to take in the event of an emergency.
- Are aware of any hazards associated with the area they are working in. For roofs this may be, for example, a phone base station, fragile roof and/or potentially hazardous discharges from fume cupboards.
- Must book into the Estate Services helpdesk (tel. 35555) before the work starts – stating
 - Location of the work
 - The nature of business
 - Expected start and finish times, and
 - The departmental contact person.
- Have a suitable means of communication such as a two-way radio, where applicable. This will be provided by Estate Services. Carry out a communication check from the location where they will be working before work starts, to ensure the system is being used and is effective. Failure must be rectified before work can start
- Advise Estates Services helpdesk if the expected time of completion of the work is significantly delayed for whatever reason

Estates helpdesk

When requested by an authorising officer, employees will:

- Log people in and out, who require access to authorised areas
- Issue two-way radios as required, and log their return
- Advise security if contractors have not returned by their expected time of completion after work (allowing for reasonable leeway).

Planned out-of-hours access

Work should only be carried out out-of-hours, if there are justified reasons for this. If contractors or engineers need access to an authorised area outside normal hours (taken as 8am to 5pm on weekdays), the helpdesk will be closed. However, all the necessary paperwork should have been completed ahead of the work. They should book into security control, on the day of the work, and provide the following information:

- Location of the work
- The nature of business
- Expected start and finish times, and
- A permit to work signed by the authorising officer.