



## General contractor Information guidelines

All contractors must read this information then sign the visitor book; when signing the visitor book this will indicate that you have read and understood these guidelines.

### University Policy on Anti-Bullying and Harassment

Leeds Arts University has an Anti-Bullying and Harassment Policy which it considers as forms of discrimination. Examples of unacceptable behaviour include unwanted or unwelcome terms, whistles, looks, comments or unwelcome physical contact. Leeds Arts University considers sexist and racist behaviour and harassment of its staff, students or visitors a serious offence and will not tolerate such conduct on its premises.

### Visitors

All visitors must report to reception and complete a [pre-visit form](#). The form can also be completed prior to arrival by clicking on the link to the form highlighted in pink.

### Welfare facilities

All contractors are permitted to use the Café, Vending and Toilet facilities.

### University Non-Smoking Policy

Smoking and E-cigarettes is prohibited in all the University buildings and grounds

### Security Register

All contractors must sign in at the relevant site reception at the beginning and end of each working day. The identity badge is valid for one day only and must be surrendered at the end of that day to the site reception. It must be worn at all times while on University property.

### Deliveries

It will be the responsibility of the contractor collected their deliveries from designated delivery areas, deliveries must not be stored in corridors, stairwells or fire exits.

### First Aid

In the event of an Accident / Incident contact the University reception for a First Aider. A member of staff will complete the accident book.

### Fire

If you discover a fire raise the alarm using the nearest call point. Upon hearing the alarm leave the building by the nearest available exit (do not use lifts) and proceed to the assembly point.

Version 2	Reception Contractor Information Sheet		
Original approval date: 30/11/2019	Latest revision date: 14/10/2021	Next revision date: 14/10/2022	Issued by: Risk & Safety Manager
	04/07/2023	Next revision date: 01/09/2024	

Should a break glass be broken accidentally the alarm will sound and the whole building will be evacuated, as though it was an authentic emergency report the accident to the site reception or fire warden.

#### **Assembly points**

- Blenheim Walk - Blenheim Point Student Accommodation/Leeds Student Medical Practice car park (Front Entrance turn left); Assembly point B (Back Yard); Assembly point C (Archery Road).
- Vernon / Rossington Street - Between Leeds Museum steps and behind the bollards.
- Woodhouse Lane - Grass area near the Dry dock.

#### **Smoke detectors**

The Contractor will make arrangements to isolate the detectors before any work is commenced on site, lease with the estates management team.

#### **Site standards**

Barriers to be use as and when required to cordon of work area.

#### **Working Area**

Apart from access, Contractor's employees are forbidden from going outside the working areas, except by arrangement with the estates management team.

#### **Services**

No connections may be made to mains electricity, gas, compressed air, steam, water without expressed permission of the University.

#### **Equipment**

Contractors should ensure that all site operatives using plant or equipment are adequately trained and competent to use it.

#### **Environmental waste materials**

It is preferred by the University that normal waste materials are removed from site each day. Where this is not practical skips can be used but they must be the covered and lockable type and located in an area agreed by the University.

#### **Discovery of hazardous materials (Asbestos)**

In the likelihood that asbestos may be disturbed the contractor should obtain written details of an asbestos survey from the estates management team.

#### **Control of Substances Hazardous to Health (COSHH)**

If hazardous substances are going to be used inform estates.

#### **Permits to work**

A permit to work is required to undertake “Hot Work, Roof Access and High Voltage electrical equipment” contact the estates office for a permit.

#### **Scaffolds and scaffold towers**

All scaffolding and scaffold towers shall be erected only by trained and authorised competent persons.

Version 2	Reception Contractor Information Sheet		
Original approval date: 30/11/2019	Latest revision date: 14/10/2021	Next revision date: 14/10/2022	Issued by: Risk & Safety Manager
	04/07/2023	Next revision date: 01/09/2024	

**Roof access**

Please contact the estates management team.

**Earlier Access**

Can be arranged by contacting the estates management team.

**Personal protective equipment (PPE)**

All site operatives must wear the correct personal protective equipment before carrying out any work on site.

**Lone working**

Contractors should ensure that if working alone they have suitable controls in place for the safety of the lone worker.

**Portable radios etc.**

The use of radios will not be permitted unless permission is granted from the estates management team. Headphones should not be worn while working on site this is so you are aware of what’s going on around you in the working environment.

**Storage of materials**

All items of equipment and materials are to be stored safely on site and under cover to prevent damage. The contractor shall be responsible for the security and loss of any materials.

-----

I confirm that I have read and understood the contents of the General contractor Information guidelines

Company.....Please print

Name.....Please print

Signed ..... Date .....

Version 2	Reception Contractor Information Sheet		
Original approval date: 30/11/2019	Latest revision date: 14/10/2021	Next revision date: 14/10/2022	Issued by: Risk & Safety Manager
	04/07/2023	Next revision date: 01/09/2024	