

Colleges & Student Experience Division, Durham University
Contractor Safety Rules

This document provides key safety guidelines for contractors, consultants, and suppliers working on Durham University sites. All personnel must adhere to these rules to ensure a safe and compliant working environment.

A contractor includes any individual or organisation providing services to the University, whether directly or as a sub-contractor. This covers consultants, construction firms, maintenance staff, inspection teams, utility providers, cleaners, and gardeners.

This supplements the Contractor Induction PowerPoint. Additional project-specific inductions and risk management measures may be required, these must be agreed upon with your University contact before work begins.

All contractors have a legal and moral responsibility to safeguard their own health and safety, as well as that of others. Always follow safe working practices and remember: "If in doubt, STOP & ASK."

General Rules

1. Inform your University contact before arriving on site.
2. Do not start work without explicit permission.
3. Work only in designated areas.
4. Adhere to all health, safety, and environmental regulations.
5. Cooperate fully with University representatives.
6. Do not misuse University premises or safety equipment.
7. Wear photographic identification at all times.
8. Smoking is prohibited inside buildings and within 10 metres of any University building.

Site Access & Security

9. Sign in and out at the agreed location; return access keys daily.
10. Obtain prior approval for out-of-hours access.
11. Do not leave secure building entry points unattended.
12. Service areas must not be left unattended.
13. Display safety signage and barriers where required.

Work in Restricted Areas

14. University approval is needed for access to service voids, ceilings, etc.

Asbestos Management

15. Before disturbing building fabric, gain explicit agreement from your University contact and ensure you have a University-provided asbestos survey.
16. Contractors disturbing building fabric on buildings constructed before 2000 must have asbestos training.

Building Services & Electrical Safety

17. Written authorisation is required before altering building services.
18. Electrical work requires approval from a University Electrical Representative.
19. Work on live electrical systems is strictly prohibited without prior authorisation.

Competency & Training

20. Appoint a Site Manager to oversee work and coordination.
21. Ensure all operatives are trained and competent.
22. Carry trade certification cards (e.g., CSCS, CPCS) and present them upon request.

Confined Spaces & Hazardous Substances

23. Do not enter confined spaces without written permission.
24. Conduct COSHH assessments where required.

Emergency Procedures

25. Report all accidents, incidents, and near misses immediately.
26. In emergencies, contact your University contact and Security at 0191 3343333.

Excavation & Groundwork

27. Identify and mark underground services before digging.
28. No ground disturbance is allowed without written approval.

Fire Safety

29. Obtain permission before performing Hot Works.
30. Follow University fire evacuation procedures.
31. Familiarise yourself with fire exits and assembly points.
32. Report fires immediately and activate alarms.
33. Do not remove or misuse fire extinguishers except in emergencies.
34. Keep fire doors closed; do not wedge them open.

Housekeeping & Environmental Management

35. Keep work areas clean and tidy at all times.
36. Do not interfere with University water systems.
37. Use University lifts only for authorised purposes.

Working Conditions & Site Conduct

38. Obtain permission before entering laboratories or restricted areas.
39. Ensure safe lone-working arrangements where necessary.
40. Inform the University of any work that may generate excessive noise.
41. Provide and use appropriate PPE.
42. Agree to Permit-to-Work requirements before commencing work.
43. Do not use University-owned equipment without permission.
44. Supply all necessary tools and equipment for the job.

Risk Assessments & Method Statements

45. Provide documented safe working procedures upon request.
46. Keep copies of risk assessments on-site.
47. Conduct a Point of Work Review before beginning tasks.

Site-Specific Risks & Reporting

48. Contractors will be informed of specific hazards.
49. Any additional hazards encountered must be reported immediately.

Vehicles & Traffic Management

50. Display a valid University parking permit and follow parking regulations.
51. Observe University speed limits.

Waste Management

52. Dispose of waste daily in compliance with environmental regulations.
53. Keep skips enclosed, do not overfill, and arrange prompt removal.

Welfare Facilities

54. Use of University welfare facilities must be pre-approved.

Working at Height

55. Implement appropriate fall prevention measures.
56. Restrict unauthorised access to height-related equipment.

Food Safety

57. Do not visit catering areas if you have had sickness or diarrhoea within the last 48 hours.

These safety rules ensure a secure working environment for all contractors on Durham University premises. Compliance is mandatory. For any queries or further clarification, contact your University contact.

Durham University